



# District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/794-2221

Heather Fiorentino, Superintendent


[www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)

Department of Purchasing  
Kendra Goodman, CPPO, CPPB, Purchasing Agent  
813/794-2221 Fax: 813/794-2111  
727/774-2221 TDD: 813/794-2484  
352/524-2221 e-mail: [kgoodman@pasco.k12.fl.us](mailto:kgoodman@pasco.k12.fl.us)

December 20, 2011

## MEMORANDUM

**TO:** Honorable School Board Members

**FROM:** Kendra Goodman, CPPO, CPPB, Purchasing Agent 

**SUBJECT:** Approval of Contract and Request to Place Purchase Order:  
Tyler Technologies, Inc.

On July 26, 2011, official action was taken (attached) to approve negotiations with Tyler Technologies, Inc. (Tyler) to provide The District with a new Enterprise Resource Planning (ERP) system using Munis Software. Over the past five months the ERP Planning Project Team, led by Ann Altman, Project Leader, along with representatives from GFOA and other District Staff has worked diligently to negotiate the attached contract. The process to replace the legacy system currently used by The District started on June 11, 2007, when the Board approved an agreement with GFOA to do a Needs Analysis Study and Technology Plan.

The contract with Tyler is almost 500 pages long including various attachments and exhibits. An electronic copy of the entire contract is available for review in the Purchasing Department and a complete hard copy is available in the Superintendent's Office. Attached for your review are the terms and conditions and the costs portion of the contract.

The contract consists of three major components;

Software	\$2,141,870
Implementation	\$6,630,765
Maintenance, Disaster Recovery and OSDBA* (10 Years)	\$5,189,471

\*Operation System and Data Base Administration

A detailed analysis of costs is included in the attached contract.

The final draft of this agreement has been review and approved by Dennis Alfonso, The Board's Attorney, on December 12, 2011. Brent Britton, an attorney with Gary Robinson P.A., specializing in software and intellectual property contracts, was contracted for his expertise and has also approved this agreement.

At this time we are requesting The Board to approve the contract and to grant permission to issue a purchase order to Tyler in the amount \$8,832,635. This amount will include all Software License Fees, all Implementation Fees (including \$399,500 Contingency) and Recovery and OSDBA Fees for the first year. Please contact me or Michael Woodall, Buying Manager, at your earliest convenience if you have any questions or concerns.

KDG/mw  
Attachments

Date/Time: December 14, 2011 08:42:00



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July 26, 2011

## MEMORANDUM

**TO:** Honorable School Board Members

**FROM:** Kendra Goodman, CPPO, CPPB, Purchasing Agent 

**SUBJECT:** **Permission to Negotiate a Contract with Tyler Technologies**

On April 5, 2011, official action was taken to approve three (3) firms, Cherry Road Technologies, Oracle America, and Tyler Technologies to be elevated to the in-depth discovery, site visits, and Requests for Clarification stage of the selection process for the District's new Enterprise Resource Planning (ERP) system.

The three (3) firms presented and demonstrated their software to the ERP team June 6, 2011, through June 11, 2011. To ensure that all presenters covered the same material, for the same amount of time, the sessions were tightly scripted and moderated by our contracted consultant for the project, Government Finance Officers Association (GFOA). The sessions were attended by members of the Evaluation Committee and subject-matter experts in the various modules required.

The three (3) firms were independently scored by the Evaluation Committee members on General Questions, Module Scope/Phasing, Implementation, Change Management and Training Services, Staffing, Customizations and Interfaces. These individual scores were averaged; Purchasing scored the firms' costs, using the weighted ratio of cost methodology, and the firm's response to the District's Terms and Conditions. Scoring results are presented in the attached tabulation.

It is the consensus of the Committee that the firms rank as follows', highest to lowest: 1) Tyler Technologies, 2) Cherry Road Technologies, and 3) Oracle America. This ranking has been presented to the ERP Executive Committee, and was approved by them on July 11, 2011.

At this time, the ERP Team is requesting permission to enter into negotiations with Tyler Technologies to provide the District with a new ERP system. After a mutually agreeable contract has been reached, it will be presented to the Board for approval.

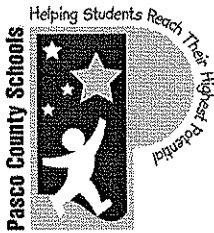
Please contact me or Michael Woodall, Buying Manager, at your earliest convenience if you have any questions or concerns.

KDG/mw  
Attachment

District School Board  
of Pasco County

JUL 26 2011

Board Approved



# District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/ 794-2221

Heather Fiorentino, Superintendent

[www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)

Enterprise Resource Planning  
Ann Altman, Project Leader  
813/ 794-2539 Fax: 813/ 794-2599  
727/ 774-2539 TDD: 813/ 794-2484  
352/ 524-2539 e-mail: [aaltman@pasco.k12.fl.us](mailto:aaltman@pasco.k12.fl.us)

December 20, 2011

## MEMORANDUM

TO: Kendra Goodman, CPPO, CPPB, Purchasing Agent

FROM: Ann Altman, Project Leader, Enterprise Resource Planning Project Team *aa*

RE: RFP 11-020-AZ Enterprise Resource Planning (ERP) System  
Negotiated Contract with Tyler Technologies

On July 26, 2011, official action was taken to allow the ERP Team permission to enter into negotiations with Tyler Technologies to contract for an ERP system and implementation services.

The contract and all supporting documents were developed in partnership between the ERP project team, Government Finance Officers Association (GFOA), and the Tyler Technologies project team. The ERP project team members feel very confident in the contract documents and believe that the ERP system will be of great benefit to the District.

The attached contract has been reviewed and approved by the District's attorneys McClain, Alfonso, Meeker & Dunn, P.A. and outside attorney Gray Robinson, P.A.

At this time, we respectfully request your approval to enter into this contract and place a purchase order in accordance with the contract. Funding for this project will come from Capital Funds. Should you have any questions or concerns regarding this matter, or if I can be of further assistance, please feel free to contact me at your earliest convenience.

MA/lr  
Attachments

## AGREEMENT

This agreement ("Agreement") is made this \_\_\_\_\_ day of \_\_\_\_\_ 2011 ("Effective Date") by and between Tyler Technologies, Inc., a Delaware corporation with offices at 370 U.S. Route 1, Falmouth, Maine 04105 ("Tyler") and the District School Board of Pasco County, FL with offices at 20430 Gator Lane, Land O' Lakes, Florida 34638 ("District").

WHEREAS District issued a Request for Proposal ("RFP") #11-020-AZ on June 16, 2010 for the purpose of acquiring an Enterprise Resource Planning (ERP) System ("System");

WHEREAS Tyler responded to District's RFP #11-020-AZ with a Proposal dated September 22, 2010;

WHEREAS District awarded Tyler the contract for furnishing, delivering, installing, and implementing the specified System;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth herein, Tyler and District agree that Tyler shall provide products and services, and District shall pay prices, as set forth in this Agreement.

### SECTION A. GENERAL TERMS AND CONDITIONS

All terms and conditions in this Section A, unless indicated otherwise, apply to the Software License, Maintenance, Professional Services, and Third Party Product Agreements.

#### A.1. Termination

##### A.1.1. Termination.

##### A.1.1.1. Termination for Cause.

District may terminate this Agreement for cause in the event Tyler does not cure a material breach of this Agreement within thirty (30) days of receiving notice of such breach from District. Upon such termination, District shall pay Tyler for all services and expenses not in dispute and non-Defective Tyler Software Products which were delivered or incurred prior to the date Tyler received District's notice of termination. Payment for services and expenses in dispute will be determined in accordance with the dispute resolution process.

If the Agreement is terminated for cause, the District may require Tyler to deliver to the District, as directed by the District, any: (i) completed deliverables; (ii) partially completed deliverables related to the terminated portion of the Agreement and (iii) any plans, working papers, forms, documentation formats, etc. necessary for understanding of the deliverables of services. Upon direction of the District, the proposer shall also protect and preserve property in its possession in which the District has an interest.

##### A.1.1.2. Termination for Convenience.

The Agreement may be terminated in whole or in part, by the District whenever it is determined that such termination is in the best interest of the District, which termination shall be effective at

CONTRACT REVIEWED  
AND APPROVED:

*Kdy* 12-13-11

11:59 p.m. on the intended date of termination (the "Termination Date"), after the District shall have delivered to Tyler a notice specifying the extent to which provision of services under the Agreement are terminated ("Notice of Termination for Convenience"), and the date upon which such termination will become effective. Any Termination for Convenience shall only be effective with at least thirty (30) days advance written notice. Upon such termination, District shall pay Tyler for all services and expenses not in dispute and non-Defective Tyler Software Products which were delivered or incurred prior to the date Tyler received District's notice of termination. Payment for services and expenses in dispute will be determined in accordance with the dispute resolution process.

A.1.1.3. Termination for Non-appropriation.

If District should not appropriate or otherwise make available funds sufficient to purchase, lease, operate or maintain the products set forth in this Agreement, or other means of performing the same functions of such products, District may unilaterally terminate this Agreement only upon thirty (30) days written notice to Tyler. Upon termination, District shall remit any undisputed payment for all products and services delivered to District and all expenses incurred by Tyler in accord with the requirements of this Agreement prior to Tyler's receipt of the termination notice. District will not be entitled to a refund or offset of previously paid license and other fees.

A.1.2. Force Majeure; District Assistance.

"Force Majeure" is defined as an event beyond the reasonable control of a party, including governmental action, war, riot or civil commotion, fire, natural disaster, labor disputes, restraints affecting shipping or credit, delay of carriers, inadequate supply of suitable materials or any other cause which could not with reasonable diligence be foreseen, controlled or prevented by the party. Neither party shall be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure.

Force Majeure will not be allowed to excuse a party's delayed performance unless:

- a) Within ten (10) business days of the occurrence of Force Majeure, the party whose performance is delayed thereby provides the other party with written notice explaining the cause and extent thereof, as well as a request for a time extension equal to the estimated duration of the Force Majeure events.
- b) Within ten (10) business days after the cessation of the Force Majeure event, the party whose performance was delayed provides the other party written notice of the time at which Force Majeure ceased and a complete explanation of all pertinent events pertaining to the entire Force Majeure situation.

Either party will have the right to terminate this Agreement if Force Majeure suspends performance of scheduled tasks by one or more parties for a period of one hundred-twenty (120) or more days from the scheduled date of the task. This paragraph will not relieve District of its responsibility to pay undisputed amounts for services and goods provided to District and expenses incurred on behalf of District in accord with the requirements of this Agreement prior to the effective date of termination.

In addition, District acknowledges that the implementation of the Tyler Software Products is a cooperative process requiring the time and resources of District personnel. District shall, and shall cause appropriate District personnel to, use all reasonable efforts to cooperate with and assist Tyler as may be reasonably required to meet the project deadlines and other milestones agreed to by the parties for implementation. Tyler shall not be liable for failure to meet such

deadlines and milestones when such failure is due to Force Majeure (as defined and limited above) or to the unreasonable failure by District personnel to provide such cooperation and assistance (either through action or omission).

## A.2. Payment

### A.2.1. Payment Terms.

Payment for all undisputed amounts due (including amounts due for the ERP System and for the implementation services rendered pursuant to this Agreement) shall be made in amounts and at times as indicated in Exhibit 1 (Payment Schedule). A purchase order will be issued by District, and all Tyler invoices must reference the purchase order number. Payment terms shall be Net 30 after the invoice has been received; undisputed payments shall be made upon receipt of original invoice(s) in accordance and in conformity with payment dates for bills and claims as indicated in this Agreement. Prior to payment, Tyler must submit an original dated itemized invoice of services rendered. (Photographs or facsimiles of invoices will not be accepted.) Any reimbursement for non- per diem expenses, as allowed in the Agreement and that are included in the invoice(s), must be supported with attached scanned copies of original billings for such expenses.

Implementation services shall be paid on a not-to-exceed basis in accordance with Exhibit 1.

### A.2.2. Taxes.

No taxes shall be included in any amounts coming due and payable hereunder; the parties acknowledge that the District is exempt from state and federal sales, use and excise taxes (Florida Sales Tax Exemption #85-8013921275C-1 and Federal Excise Tax Exemption #59-6000792). The fees set forth in the Investment Summary shall not include any taxes, including, without limitation, sales, use or excise tax. District warrants to Tyler that it is tax exempt under Florida law and will provide the necessary exemption certificate. Should District, subsequent to the Effective Date, no longer operate as a tax exempt entity, District shall reimburse Tyler for any taxes Tyler has theretofore paid on District's behalf, if any, directly related to the products, services, and support provided pursuant to this Agreement.

Tyler agrees to file applicable federal and state tax returns and pay all applicable taxes on income received pursuant to this Agreement and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. Tyler shall indemnify, defend, and hold the District harmless from any liability that it may incur to the United States or to the State of Florida as a consequence of Tyler's failure to pay, when due, all such taxes and obligations. In case the District is audited for compliance regarding any withholding or other applicable taxes, Tyler shall promptly furnish the District with proof of payment of taxes on all applicable earnings.

### A.2.3. Fees

Tyler will invoice the District in accord with Exhibit 1.

### A.2.4. Expenses.

Expenses will be billed in accordance with Exhibit 4 (Business Travel Policy) for the duration of the implementation, not to exceed three years provided Tyler is permitted to increase the mileage

rate (with any such revisions not to exceed the then-current IRS rate) and increase per diems at any time if such change is to match then-current District per diems.

A.2.5. Cancelled services.

In the event District cancels services upon less than two (2) weeks advance notice, District shall be liable to Tyler for (i) all non-refundable expenses incurred by Tyler on District's behalf as of the date of notice of termination; and (ii) unless Tyler is then in breach hereof, the daily fees associated with the canceled services until the end of such notice period or such earlier time, if any, at which Tyler is unable to re-assign applicable personnel.

**A.3. Warranties**

A.3.1. Limited Warranty for Tyler Software Products. **This Limited Warranty for Tyler Software Products only applies to the Tyler Software Products licensed pursuant to this Agreement.** For the purposes of this Agreement, a "Defect" is defined as a failure of the Tyler Software Products (as defined infra at Section B.1.1) to substantially conform to the then-current Tyler User Guides and Exhibit 7 – Functional Requirements (the "Functional Requirements"). In the event of conflict between the aforementioned documents, the Functional Requirements will control for twenty-four (24) months after Final Acceptance. Final Acceptance is defined in the Statement of Work. Thereafter the then-current Tyler User Guides will control. A Tyler Software Product is "Defective" if it contains a Defect. For as long as a current Maintenance Agreement is in place, Tyler warrants that the Tyler Software Products will not contain Defects. If the Tyler Software Products do not perform as warranted, Tyler will use reasonable efforts, consistent with industry standards, to cure the Defect in accordance with Tyler's then-current support call process (Tyler's current support call process is set forth in the document attached hereto as Exhibit 3). Should Tyler be unable to cure the Defect or provide a replacement product, Client will be entitled to a refund of the Software fee paid for the Defective Tyler Software Product, as depreciated on a straight-line basis over a five (5) year period commencing on the Go-Live Date of the Defective Tyler Software Product, subject to the warranty in section A.3.2.4.2.

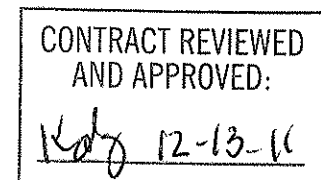
A.3.2. Services Warranty. **This Services Warranty only applies to the services Tyler provides pursuant to this Agreement.** Tyler warrants that:

A.3.2.1. Its Services will be performed consistent with generally accepted industry standards;

A.3.2.2. The ERP System has been configured as agreed to by the District and Tyler as set forth in the Statement of Work;

A.3.2.3. The scope of functionality identified in the Functional Requirements that is designated with responses "F", "TP," or "SR", will be delivered without modifications to source code, bolt-on programs, or work-around, subject to C.1 of Section C and the response as provided in the Proposal, including the responses provided in the Request for Clarification..

A.3.2.4. Services will provide the scope of functionality identified in the Functional Requirements with the response codes "CU," "CR" only insofar as identified in the statement of work section K 5: Gap and Modification Summary or otherwise as



explicitly stated in this Agreement.

A.3.2.5. For as long as District has a maintenance agreement with Tyler in place, Tyler represents and warrants that all Tyler-provided ERP Software configurations, modifications, customizations, data conversions and interfaces shall function properly and in accordance with, Tyler's Proposal, the Statement of Work, and Tyler's user manuals, separately and as a fully integrated system. The Statement of Work shall take precedence over Tyler's user manuals, through twenty-four (24) months from Go-Live. Thereafter, Tyler represents and warrants that (i) all Tyler-provided ERP Software configurations, modifications, customizations, data conversions and interfaces shall function properly and in accordance with Tyler's then-current user manuals, and (ii) when operated together will not cause any material delays, defects, or problems with the ERP Software, in accordance with industry standards, subject to any constraints of District's or District-provided environment. In addition, Tyler warrants that the modifications to the ERP Software performed by Tyler hereunder will not detract from or otherwise interfere with the full functionality of the ERP Software as described in this Agreement.

A.3.2.5.1. District shall provide Tyler with written notification of any Defects in the ERP Software. Tyler shall perform in accordance with Exhibit 3.

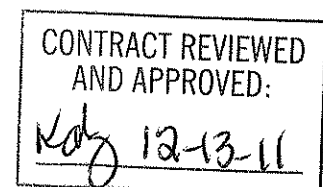
A.3.2.5.2. If after making all reasonable efforts, Tyler is unable to correct a Priority 1 or Priority 2 issue as defined in Exhibit 3 ("Issue") in a Tyler Software Product Core Module, as defined in the statement of work, Tyler shall refund to District (i) all Tyler Software Product License Fees paid by District if the Issue occurs within two (2) years of the Effective Date, or (ii) all Tyler Software Product License Fees paid by District, as depreciated on a straight-line basis over a five (5) year period commencing upon the Go-Live Date of the module Date, if the Issue occurs after two (2) years from the Effective Date. If Tyler is unable to correct an Issue in a Tyler Software Product non-Core Module, as defined in the statement of work, then Tyler shall refund to District (i) the Tyler Software Product License Fee paid associated with the -Tyler Software Product non-Core Module containing the Issue in the event the Issue occurs within two (2) years of the Effective Date, or (ii) the Tyler Software Product License Fee paid for the Tyler Software Product non-Core Module containing the Issue, as depreciated on a straight-line basis over a five (5) year period commencing upon the Go-Live Date of the non-Core module, if the Issue occurs after two (2) years from the Effective Date of this Agreement.

A.3.2.5.3. An Issue shall be deemed as having been resolved upon such time as Tyler:

A.3.2.5.3.1. Provides a workaround for the Issue that causes the ERP System to perform substantially in accordance with applicable Statements of Work, Functional Requirements, or Tyler User Guides,

A.3.2.5.3.2. Provides a system fix or update that eliminates the Issue, or

A.3.2.5.3.3. Provides a correction to the system setup provisions of this Section and the Statement of Work, within the period specified in this section, as determined by the parties in their reasonable discretion. The parties agree that, for Tyler's failure to provide the deliverable(s), the District may elect





to seek any and all available remedies under this Agreement

A.3.2.5.4. Notwithstanding anything to the contrary contained herein, the failure (or prospective failure) of Tyler to meet a Critical Milestone (defined as the Deliverables described in the Statement of Work) or otherwise perform its obligations under this Agreement shall be excused if, and solely to the extent that, such failure is caused by one of the following (an "Excusing Event"): a Force Majeure Event (as defined and limited above); a breach or default by the District under this Agreement or other unreasonable failure by the District to meet its responsibilities hereunder or any related Statement of Work; District unreasonably requiring the replacement of Tyler personnel; or the issuance by the District of directions that are substantially different from the normal and ordinary course of performance of the Services, provided that Tyler, promptly upon receipt of the particular direction, shall have given notice to the District that it is likely to result in the failure to meet a Critical Milestone or other failure to perform hereunder. If an Excusing Event occurs, Critical Milestone dates in the Project Plan will be adjusted accordingly on an equitable basis as mutually agreed upon by the parties.

**A.3.3. Warranties for 3rd Party Products. These Warranties for 3<sup>rd</sup> Party Products only apply to 3<sup>rd</sup> Party Products purchased through this Agreement.**

A.3.3.1. Tyler warrants that Tyler is authorized by each Developer to grant the licenses and sublicenses to the System Software granted hereunder.

A.3.3.2. Tyler warrants that each System Software product will be new and unused, and if District fully and faithfully performs each and every obligation required of it under applicable Third Party Product Agreements, District's title or license to each System Software product will be free and clear of all liens and encumbrances arising through Tyler.

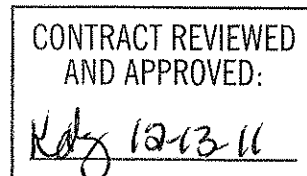
A.3.3.3. District acknowledges and agrees that Tyler is not the manufacturer of the Third Party Products. Tyler does not warrant or guarantee the condition or operating characteristics of the Third Party Products. Tyler hereby grants and passes through to District any warranty adjustments that Tyler may receive from the Developer or supplier of the Third Party Products. Nothing in this Section A.3.3.3 shall limit Tyler's obligations to deliver goods and services conforming to applicable Statements of Work, Functional Requirements, or Tyler User Guides.

#### **A.4. Independent Contractor.**

Nothing herein shall be construed as creating the relationship of employer or employee between the District and Tyler or between the District and Tyler's employees. The District shall not be subject to any obligations or liabilities of Tyler or its employees or subcontractors incurred in the performance hereof unless otherwise herein described. Tyler is an independent contractor and nothing contained herein shall constitute or designate Tyler or any of its employees as employees of the District. Neither Tyler nor its employees shall be entitled to any of the benefits established for District employees, nor be covered by the District's Workers' Compensation Program.

#### **A.5. Limitation of Liability**

A.5.1. Software License Agreement. In no event shall either party be liable for special, indirect,



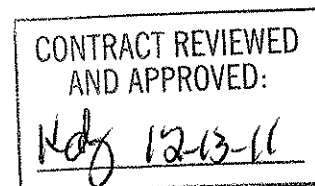
incidental, consequential, or exemplary damages, including, without limitation, any damages resulting from loss of use, loss of data, interruption of business activities, or failure to realize savings arising out of or in connection with the use of the Tyler Software Products. Tyler's liability for damages and expenses arising out of the Software License Agreement, whether based on a theory of contract or tort, including negligence and strict liability, shall be limited to two (2) times the Software License Fees set forth in the Investment Summary. Such Software License Fees are set in reliance upon this limitation of liability.

A.5.2. Professional Services Agreement. Each party's liability for damages arising out of the Professional Services Agreement, whether based on a theory of contract or tort, including negligence and strict liability, shall be limited to two (2) times the professional service fees identified in the Investment Summary. Neither party shall, in any event, be entitled to, nor shall either party be liable for, indirect, special, incidental, consequential or exemplary damages of any nature. The professional service fees set forth in the Investment Summary reflect and are set in reliance upon this allocation of risk and the exclusion of such damages as set forth in the Professional Services Agreement.

A.5.3. Maintenance Agreement. In no event shall either party be liable for special, indirect, incidental, consequential, or exemplary damages, including, without limitation, any damages resulting from loss of use, loss of data, interruption of business activities, or failure to realize savings arising out of or in connection with the provision or quality of maintenance services or use of the Tyler Software Products. Each party's liability for damages and expenses arising out of the Maintenance Agreement, whether based on a theory of contract or tort, including negligence and strict liability, shall be limited to two (2) times the Software Maintenance Fees paid by District during the twelve (12) month period prior to the claim. The Software Maintenance Fees reflect and are set in reliance upon this limitation of liability.

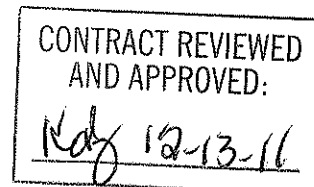
A.5.4. Third Party Product Agreement. In no event shall either party be liable for special, indirect, incidental, consequential, or exemplary damages, including, without limitation, any damages resulting from loss of use, loss of data, interruption of business activities, or failure to realize savings arising out of or in connection with the use of the Third Party Products. Each party's liability for damages and expenses arising out of the Third Party Product Agreement, whether based on a theory of contract or tort, including negligence and strict liability, shall be limited to two (2) times the License Fee/Purchase Price of the Third Party Products. Such prices are set in reliance upon this limitation of liability.

A.5.5. Exception. Notwithstanding anything to the contrary herein, the foregoing limitations of liability shall not apply to damages for personal injury or property damage caused by Tyler's gross negligence, reckless conduct, or willful misconduct.



## A.6. Indemnification

- A.6.1. Generally. , Tyler shall indemnify, defend, at its expense, and hold harmless District and its agents, officials and employees from and against any and all claims, losses, liabilities, damages, costs and expenses (including reasonable attorney's fees and costs) arising from Tyler's negligence or willful misconduct or any other act or omission of Tyler's not permitted or required by this Agreement. Tyler shall not be liable to the degree or extent of damages, loss, or expense determined to be the fault of the District.
- A.6.2. Injury, Property, or Other Damage: Tyler shall indemnify, defend, at its expense, and hold harmless the District and its agents, officials and employees from and against any and all claims, demands, judgments, awards, liabilities, losses, damages, and expenses, including reasonable attorneys' fees, arising out of or relating to bodily injury or death of any person, or to damage to tangible personal or real property, arising out of or relating to the negligence or willful misconduct of Tyler, its officers, agents and employees in their performance under this Agreement, unless such injury or damage is caused by the sole negligence of the District, its officers, employees, or agents,. If Tyler's negligence combines with the District's negligence to cause injury or damage, the parties agree that liability will be apportioned as determined by a court of competent jurisdiction.
- A.6.3. Third-Party Services: Tyler shall indemnify and defend, at its expense, and hold the District and its agents, officials and employees harmless from and against any and all claims, demands, judgments, awards, liabilities, losses, damages, and expenses, including reasonable attorneys' fees, based on allegations of non-payment from Tyler's subcontractors arising out of or related to services performed or products provided by them hereunder.
- A.6.4. Technology: Tyler shall indemnify, defend, at its expense, and hold the District and its agents, officials and employees harmless from and against any and all claims, demands, judgments, awards, liabilities, losses, damages, and expenses, including reasonable attorneys' fees, arising out of Tyler's failure to observe and follow any written requirements or specifications issued by manufacturers, vendors, or lessors of equipment, software, and other products furnished by District for use by Tyler under this Agreement; provided however that (i) District shall be responsible for obtaining any consents required or necessary for Tyler to use such equipment, software or other products provided by District; and (ii) unless such requirements or specifications are already in Tyler's possession prior to the Effective Date, District shall provide Tyler with written copies thereof. Tyler represents and warrants that Tyler shall comply with Article 4 of Section E General Terms and Conditions subject to the limitation of liability set forth.
- A.6.5. Intellectual Property Services/Work Product Infringement Indemnification. Tyler shall defend, at its expense, hold harmless, and indemnify District against any claim that anything delivered to District by Tyler or any Tyler Services/Work Product infringes on or misappropriates a patent, copyright or other intellectual property right, including intellectual property rights of a third party, and foreign patents, foreign copyrights, and foreign intellectual property rights held to be enforceable in the United States, and will pay the amount of any resulting adverse final judgment issued by a court of competent jurisdiction or of any settlement that both District and Tyler approve in writing, provided that District promptly notifies Tyler in writing of any such claim, gives Tyler reasonable cooperation, information, and assistance in connection with it, at Tyler's expense, and consents to Tyler's sole control and authority with respect to the defense, settlement or compromise of the



claim. Tyler will not be obligated under this section if the infringement results from: (i) District's use of a previous version of a Tyler Services/Work Product and the claim would have been avoided had the District used the current version of the Tyler Services/Work Product provided that Tyler has provided District access to such current version and has provided District with reasonable notice that use of such version is necessary in order to avoid an infringement claim; (ii) District's combining the Tyler Services/Work Product with devices or products with which Tyler has notified District in writing to avoid to so combine in order to avoid an infringement claim, and where use of the Tyler Services/Work Product outside such combination would not have given rise to the claim, (iii) use of a Tyler Services/Work Product in applications, business environments or processes for which the Tyler Services/Work Product was not designed or contemplated as set forth under this contract, and where use of the Tyler Services/Work Product outside such application, environment or business process would not have given rise to the claim, (iv) corrections, modifications, alterations or enhancements that District made to the Tyler Services/Work Product that were not made at the direction or with the authority of Tyler; (v) use of the Tyler Services/Work Product by any person or entity other than District or District's employees or individuals who were intended to use the Tyler Services/Work Product (e.g., citizens, as in the case of Self-Service for Citizens); or (vi) District's willful infringement. In the event a Tyler Services/Work Product is finally determined to be infringing and its use by District is enjoined, Tyler shall, at its election and expense (a) procure for District the right to continue using the infringing Tyler Services/Work Product; (b) modify or replace the infringing Tyler Services/Work Product so that it becomes non-infringing; or, should Tyler not be able to accomplish (a) or (b) after making all commercially reasonable efforts, (c) terminate District's license for the infringing Tyler Services/Work Product and refund to District (i) the Fee paid for the infringing Tyler Services/Work Product in its entirety in the event the infringement occurs within two (2) years of the Effective Date, or (ii) the Fee paid for the infringing Tyler Services/Work Product, as depreciated on a straight-line basis over a five (5) year period commencing upon the Go-Live Date of the module in question, if the infringement occurs after two (2) years of the Effective Date. In the event District modifies a Tyler Services/Work Product without Tyler's prior written consent and such modification is determined by a court of competent jurisdiction to be a contributing cause of the infringement, apportionment of damages and expenses shall be determined by the governing court decision. Tyler shall have no liability hereunder if District continues using the infringing Tyler Services/Work Product after District becomes aware that such infringing Tyler Services/Work Product is the subject of a claim hereunder, or if the infringement would have been avoided by District's use of the most current version of the Tyler Services/Work Product, provided that Tyler has provided District access to such current version and has provided District with reasonable notice that use of such version is necessary in order to avoid an infringement claim. The foregoing states Tyler's entire liability and District's sole and exclusive remedy with respect to third party claims of intellectual property infringement.

**A.7. Insurance.**

Prior to performing services under this Agreement, Tyler shall provide District with certificates of insurance evidencing the following insurance coverage:

Coverage	Limit	Type
Automotive Liability	\$200,000 \$500,000 \$100,000	Bodily Injury each Person Bodily Injury each Incident Property Damage

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Commercial Liability	General	\$1,000,000 \$2,000,000	Per Occurance General Aggregate
Worker's Compensation		Per Florida Statutes	
Professional Liability		\$1,000,000	Per Incident
Umbrella Liability		\$5,000,000	Limit

## A.8. Confidentiality and Audit

### A.8.1. Audit of Tyler Records:

No more than once per year and with at least one (1) weeks written notice, District reserves the right to review any and all of Tyler's books and records that are directly connected to this Agreement and Tyler's performance of its obligations hereunder for a period of not less than five (5) years after the end of the contract.

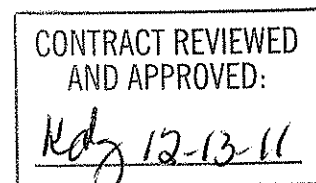
### A.8.2. Disclosing Confidential Student Information:

The District prohibits Tyler from disclosing, utilizing, selling or sharing student or staff personally identifying, directory, and confidential information for any purposes other than in direct furtherance of Tyler's performance hereunder. When such information is required to perform the services outlined within the scope of Agreement, Tyler must obtain a written release through the Superintendent or his/her designee and the Purchasing Agent. If Tyler is found in default of this clause the District reserves the right to seek legal and equitable remedies for said breach as allowed by law. District shall promptly and reasonably comply with any such request for release by Tyler. Tyler shall incur no liability under this Agreement, including any liability for liquidated damages, should Tyler fail to meet contractual obligations due to District's failure to timely and reasonably comply with Tyler's requests for release of confidential information pursuant to this provision.

### A.8.3. Confidentiality.

In the course of performing the responsibilities under this contract, the parties may be exposed to or acquire information that is proprietary to or confidential to the other party or its affiliated companies or their clients. Any and all information of one party in any form obtained by the other party or its employees, agents or representatives in the performance of this Agreement that is appropriately marked or identified in writing as proprietary, shall be deemed to be confidential and proprietary information of such party. Each party agrees that it shall not disclose any confidential information of the other party and further agrees to take appropriate action to prevent such disclosure by its employees or agents. The parties agree to take reasonable steps to hold such information in strict confidence and not to copy, reproduce, sell, assign, license, market, transfer, give or otherwise disclose such information to third parties or to use such information for any purposes whatsoever, other than in furtherance hereof, without the express written permission of the other party. The parties shall use reasonable efforts to advise each other immediately in the event that either learns or has reason to believe that any person who has had access to Confidential Information has made any unauthorized disclosure thereof. The confidentiality covenants contained herein shall survive the termination or cancellation of this Agreement for a period of two (2) years. Either party may seek injunctive relief to forestall an actual or threatened breach of this Section A.8.3 in a court of competent jurisdiction pursuant to Section A.21. This obligation of confidentiality will not apply to information that:

- a) At the time of the disclosure is in the public domain;



- b) After disclosure, becomes part of the public domain by publication or otherwise, except by breach of this Agreement by a party;
- c) A party can establish by reasonable proof was in that party's possession at the time of disclosure;
- d) A party receives from a third party who has a right to disclose it to that party; or
- e) Is subject to a Public Information Request under the Florida Public Information Act directed to the District. In the case of such request, the District will timely notify Tyler as required by the Florida Public Information Act of said request and Tyler will have the option to make written objections to the request to the Florida Attorney General. Tyler reserves the right to obtain protective order or otherwise protect the confidentiality of its confidential information.

## A.9. Dispute Resolution

### A.9.1. Generally.

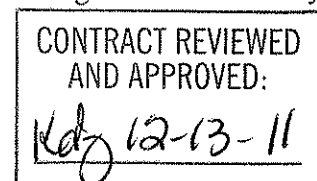
In the event of any dispute between the parties arising from this Agreement, or the services provided hereunder, each party shall, prior to seeking judicial resolution of such dispute, escalate the dispute to a senior representative of such party, and such senior representatives shall use good faith efforts to resolve the dispute between them as described in the statement of work. If such senior representatives are unable to resolve the dispute, such dispute shall then be decided by non-binding arbitration conducted in Pasco County by a single arbitrator. Tyler and the District shall make good faith efforts to resolve any and all disputes as quickly as possible.

### A.9.2. Invoice Dispute.

In the event District believes products or services do not conform to warranties in this Agreement, District will provide written notice to Tyler within fifteen (15) calendar days of receipt of the applicable invoice. District is allowed an additional fifteen (15) calendar days to provide written clarification and details. Tyler will provide a written response to District that will include either a justification of the invoice or an adjustment to the invoice. Tyler and District will develop a plan to outline the reasonable steps to be taken by Tyler and District to resolve any issues presented in District's notice to Tyler. District may only withhold payment of the amount actually in dispute until Tyler completes its action items outlined in the plan to District's reasonable satisfaction. Notwithstanding the foregoing, if Tyler is unable to complete its actions outlined in the plan because District has unreasonably not completed its action items outlined in the plan, District will remit full payment of the invoice. Any invoice not disputed as described above will be deemed accepted by District. Tyler reserves the right to suspend delivery of applicable services in the event District fails to pay an invoice not disputed as described above within sixty (60) calendar days of receipt of invoice.

## A.10. **Ownership**

A.10.1. Documents and Printouts. All documents, books, records, instructional materials, programs, printouts and memoranda of every description derived there from and pertaining to this Agreement, and all portions of all Deliverables custom-made for District by Tyler hereunder, and all copies of all of the foregoing, excluding the Tyler Software Products, Third Party Software, Documentation, any Tyler proprietary or confidential information, and Specifications, shall become the property of the District and shall be turned over to it at the termination of this Agreement. The above described materials shall not be used by Tyler or by any other person or entity except upon the written permission of the District. The items described in this paragraph do not include any pre-existing materials owned by



Tyler.

A.10.2. Work Product. To the extent that the Deliverables provided under this Agreement contain programs provided by third parties or Tyler under one or more software license agreements, the applicable software license agreement shall govern District's use of such third party or Tyler programs. All Deliverables, not covered by the immediately preceding section A.10.1, provided hereunder, including but not limited to computer software programs, operating instructions, unique design concepts, training materials, or other documentation developed for or specifically relating to the Statement of Work, as well as ideas, know-how, techniques, products and inventions, shall be and remain the property of the third party supplier or Tyler, as appropriate. Tyler grants to District subject to the terms of the applicable software license agreement, a perpetual, nonexclusive, nontransferable, worldwide, fully paid up license to use, solely for its own internal business purposes, such elements of the Deliverables.

**A.11. Order of Precedence.**

The order of precedence among the contract documents shall be as follows:

- 1) This Agreement, including exhibits 1 – 15, which, to the extent that they differ, shall supersede the following items 2) through 4).
- 2) Exhibit 16 - Tyler's Response dated May 25, 2011 to the District's Request for Clarification letter, which, to the extent that they differ, shall supersede the following items 3) and 4).
- 3) Exhibit 17 – Tyler's Proposal in response to District's Request for Proposals, which, to the extent that they differ, shall supersede the following item 4).
- 4) Exhibit 18 – District RFP

This Agreement represents the entire agreement of District and Tyler with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. District hereby acknowledges that in entering into this Agreement it did not rely on any information not explicitly set forth in this Agreement.

**A.12. Contract Documents.**

This Agreement also includes the following exhibits, which are incorporated herein by this reference:

- Exhibit 1 – Payment Schedule (including investment summary)
- Exhibit 2 – Verification Test
- Exhibit 3 – Support Call Process
- Exhibit 4 – Business Travel Policy
- Exhibit 5 – Adobe End User License Agreement
- Exhibit 6 – Statement of Work
- Exhibit 7 – Functional Requirements
- Exhibit 8 – Optional Modules
- Exhibit 9 – Staffing Matrix
- Exhibit 10 – Definitions
- Exhibit 11 – SymPro Software License and Service Agreement
- Exhibit 12 – ESM Solutions Corporation Subscription Agreement for Tyler Customers
- Exhibit 13 – ESM Solutions Corporation User License Agreement for Tyler Customers
- Exhibit 14 – Annual Agreement for Operating System & Database Administration Support

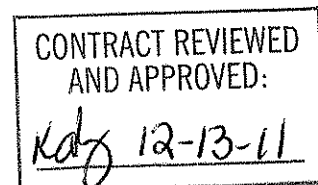


Exhibit 15 – Disaster Recovery Agreement  
Exhibit 16 – Tyler RFC Response Dated May 25, 2011  
Exhibit 17 – Tyler original proposal dated September 22, 2010  
Exhibit 18 – District’s RFP #11-020-AZ

**A.13. Severability.**

If any term or provision of this Agreement or the application thereof, to any extent, is held invalid or unenforceable, such term or provision shall be reformed to the minimum extent required to render it valid and enforceable while preserving its original intent to the extent possible, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable will not be affected thereby, and each term and provision of this Agreement will be valid and enforced to the fullest extent permitted by law.

**A.14. No Waiver.**

In the event that the terms and conditions of this Agreement are not strictly enforced by Tyler or District, such non-enforcement shall not act as or be deemed to act as a waiver or modification of this Agreement, nor shall such non-enforcement prevent Tyler or District from enforcing each and every term of this Agreement thereafter.

**A.15. Multiple Originals and Signatures.**

This Agreement may be executed in multiple identical originals, any of which shall be independently treated as an original document. Any electronic, faxed, scanned, photocopied or similarly reproduced signature on this Agreement or any amendment hereto shall be deemed an original signature and shall be fully enforceable as if an original signature.

**A.16. Amendment.**

This Agreement may only be modified by written amendment signed by authorized representatives of both parties.

**A.17. Disclaimer.**

THE RIGHTS, REMEDIES, AND WARRANTIES SET FORTH IN THIS AGREEMENT ARE EXCLUSIVE AND IN LIEU OF ALL OTHER RIGHTS, REMEDIES, AND WARRANTIES EXPRESSED, IMPLIED, OR STATUTORY, INCLUDING, WITHOUT LIMITATION, THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND SYSTEM INTEGRATION, WHICH ARE HEREBY DISCLAIMED BY TYLER TO THE EXTENT PERMITTED BY APPLICABLE LAW.

**A.18. No Assignment.**

Neither party may assign its rights or responsibilities under this Agreement without the other party’s prior written permission, not to be unreasonably withheld or delayed. Notwithstanding the foregoing, Tyler may, without the consent of District, assign the award or the mutually negotiated contract in its entirety to the surviving entity of any merger or consolidation or to any purchaser of substantially all of Tyler’s assets, provided such entity or purchaser is not an entity with which the District is not, at the time of such assignment, prohibited by law or regulation from doing business with.

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**A.19. No Intended Third Party Beneficiaries.**

This Agreement is entered into solely for the benefit of Tyler and District. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement.

**A.20. Successors and Assigns.**

This Agreement shall inure to the benefit of and be binding on the parties hereto and their permitted successors and assigns.

**A.21. Governing Law.**

This Agreement will be governed by and construed and enforced in accordance with the laws of the state of Florida without regard to its conflicts of law principles. Any litigation or arbitration between the parties of this Agreement shall be conducted in Pasco County, FL. In the event of any litigation or arbitration arising out of this contract, the prevailing party shall be entitled to recover from the non-prevailing party its costs and reasonable attorney fees.

**A.22. Approval of Governing Body.**

District represents and warrants to Tyler that this Agreement has been approved by its governing body and is a binding obligation upon the District.

**A.23. Notices.**

All notices or communications required or permitted as a part of this Agreement will be in writing (unless another verifiable medium is expressly authorized) and will be deemed delivered when:

- 1) Actually received,
- 2) Upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the party, or
- 3) Upon receipt by sender of proof of email delivery,

Consequences to be borne due to failure to receive a notice due to improper notification by the intended receiving party of a new address will be borne by the intended receiving party.

The addresses of the parties to this Agreement are as follows:

Tyler Technologies, Inc.  
1 Cole Haan Drive  
Yarmouth, ME 04096  
Attention: Contracts Manager

District School Board of Pasco County  
20430 Gator Lane  
Land O' Lakes, FL 34638.  
Attention: Purchasing Agent

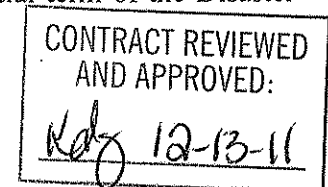
**A.24. Nondiscrimination.**

Tyler shall not discriminate against any person employed or applying for employment concerning the performance of Tyler's responsibilities under this Agreement. This discrimination prohibition will apply to all matters of initial employment, tenure, and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, religion, national origin, age, sex, sexual orientation, ancestry, disability, height, weight, marital status, or political affiliation that is unrelated to the individual's ability to perform the duties of a particular job or position.

**A.25. Shipping.**

Delivery will be F.O.B. destination.

**A.26. Disaster Recovery.** If purchased by the District, the initial term of the Disaster



Recovery (“DR”) Service, shall commence on receipt by Tyler of District’s data and shall terminate one (1) year thereafter (“Initial Term”). The DR Service may be renewed by the parties for additional one (1) year terms at mutually agreed pricing. In the event the Support Agreement is terminated, this Agreement shall simultaneously terminate.

A.27. **Operating System/Database Administration.** If purchased by the District, OS/DBA Contract Services will be effective as of the Installation Date of the Tyler Software Products licensed by District and shall remain in force for an initial one (1) year term. The parties may renew the OS/DBA Contract Services for additional one (1) year terms at mutually agreed pricing.

A.28. **Optional Items.** Pricing for optional products and services shall be valid for twenty-four (24) months from the Effective Date.

A.29. **Acceptance Criteria.**

Acceptance by the District is required for the ERP System and all Deliverables supplied by Tyler or Configured or Implemented under Tyler’s supervision under this Agreement. .

A.29.1. Deliverable Acceptance

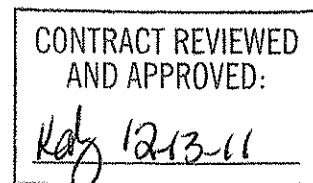
Deliverables listed in Appendix 5 of Exhibit 6 Statement of Work – Listing of Deliverables will be formally accepted by the District using the process described below.

Step 1: Deliverable released by Tyler to the District Project Manager for review and comment. All Deliverables are to be released in electronic format. The District Manager will coordinate communication of comments back to Tyler from both the Project Team and from GFOA within an agreed upon timeline.

Step 2: Tyler will make revisions to the draft Deliverable so that it conforms to the requirements of the Agreement and submit a final Deliverable to the District Project Manager. If the Deliverable accords with the requirements of the Agreement, the District Project Manager will accept it; if the Deliverable does not conform to the requirements of the Agreement, the District shall reject and the aforementioned process shall be repeated. If Tyler materially fails to deliver an acceptable Deliverable a second time in accordance herewith, District shall have the right to terminate this Agreement for cause pursuant to Section A.1.1.1. If the Deliverable is accepted, the District Project Manager will timely complete the Deliverable acceptance form and Tyler will thereupon have the right to bill any payments associated with the deliverable in accordance with billing procedures set forth herein.

A.29.2. Services/Milestone Acceptance

Prior to sending an invoice for services fees billable under Schedule A to Exhibit 1 of this Agreement, Tyler will provide notice to District of Tyler’s intent to send an invoice and indicate the services fees included in any such invoice. The District shall promptly, and in any event within five (5) business days of receipt of such notice, either indicate to Tyler its agreement that the services are properly billable in accord with requirements of this Agreement or, alternatively, note its objection to the issuance of the invoice, including the specific grounds on which such objection is based. In the event the District fails to respond within such five (5)



business day period, Tyler shall invoice for the services fees as first communicated to the District. If the District notes its objections to Tyler, no fees or other charges will be paid by the District until the District confirms in writing to Tyler that services have been accepted. Resolution of such objections shall be subject to the issue resolution process set forth in the Statement of Work. In any event, Tyler shall be entitled to payment for services delivered in accord with the requirements of this Agreement, including the provisions of Exhibit 1.

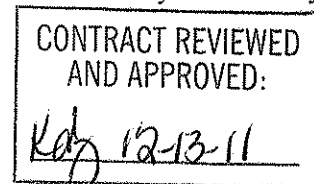
#### A.29.3. System Components Acceptance

Upon Tyler's notification to the District that Tyler has completed the installation of any one or more components of the ERP System ("Software Components") and that such Software Components are ready for testing, the District shall begin testing such Software Components in a non-production environment using the test procedures and standards contained in the Statement of Work and the Project Plan, or such other standards as are mutually agreed upon in writing ("Acceptance Test Procedures"), to determine whether each Software Component meets in all material respects, the applicable requirements of this Agreement and acceptance criteria set forth in the Statement of Work, the Project Plan, or such other criteria as are mutually agreed upon in writing ("Pre-Live Testing"). After the District has completed the Pre-Live Testing for a Software Component (for which the District shall have up to sixty (60) days) to its satisfaction, the District shall notify Tyler in writing that "Conditional Acceptance" of such Software Component has occurred. If the District determines that a Software Component does not perform as provided for in this Agreement, however, the District shall promptly deliver to Tyler a report describing the discrepancies. Tyler shall correct the errors or defects and the District may re-test the Software Component at the end of which the process described above in this Section shall be repeated. If Tyler materially fails to deliver an acceptable Software Component a second time in accordance herewith, District shall have the right to terminate this Agreement for cause pursuant to Section A.1.1.1. If District elects not to so terminate, the foregoing procedure shall continue until the Software Component performs in accord with the requirements of this Agreement at which point the District shall provide Tyler with notice of its Conditional Acceptance of the Software Component. In the event Tyler disagrees with District's determination that a Software Component does not perform as provided for in this Agreement, Tyler will invoke the issue resolution process described in the Statement of Work.

#### A.29.4. Final ERP System Acceptance Process

The following outlines the tasks and the order that will take place for the final acceptance of the system. All such actions will be performed as promptly as reasonably possible.

- 1) System documentation is current and complete for all software in production and, to the extent otherwise required by this Agreement, has been turned over to the District's Project Director. All configuration documentation has been approved by the respective module lead. Such approval shall not be unreasonably withheld or delayed.
- 2) All Deliverables are complete and accepted by the District and Tyler per the acceptance process described in the sections above.
- 3) Once Conditional Acceptance of each of the Software Components has occurred, and all Go Live Dates have been reached, the District shall begin using the ERP System in a production environment. After District has operated the ERP System for up to seventy-five (75) consecutive calendar days and there are no reported unresolved Priority 1 or Priority 2



issues, Final Acceptance shall be issued by District. If the Priority 1 and Priority 2 issues are resolved within the last fifteen (15) days of the seventy-five (75) day period, District will have an additional fifteen (15) days of Live Testing. Priority 1 and Priority 2 issues and their resolution procedures are defined in the Support Call Process document attached hereto as Exhibit 3. Failure to materially adhere to these procedures by Tyler shall constitute a material breach of the Agreement. The Go-Live Dates can be adjusted by the mutual agreement of the District and Tyler, not to be unreasonably withheld. Go-Live and Final Acceptance shall occur by Phase and for the system as a whole.

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*Kdy* 12-13-11

## SECTION B. SOFTWARE LICENSE AGREEMENT

### B.1. License Grant.

- B.1.1. Upon the Effective Date, Tyler hereby grants to District a non-exclusive, non-transferable, royalty-free, revocable license to use the Tyler software products set forth in the Investment Summary included in Exhibit 1 (Payment Schedule & Investment Summary) and related interfaces (collectively, the "Tyler Software Products") and Tyler user guides provided in or with the Tyler Software Products ("User Guides") for District's internal business purposes only and otherwise subject to the terms and conditions of this Agreement. This license is revocable by Tyler if District fails to materially comply with the terms and conditions of this Agreement, including without limitation, District's failure to timely pay the Software fees in full. Upon District's payment in full for the Tyler Software Products, this license will become irrevocable and perpetual, subject to the restrictions on use and other terms set forth in this Agreement.
- B.1.2. Tyler shall retain ownership of, including all intellectual property rights in and to, the Tyler Software Products and User Guides.
- B.1.3. The Tyler Software Products are not licensed to perform functions or processing for subdivisions or entities that were not disclosed to Tyler prior to the Effective Date.
- B.1.4. The right to transfer the Tyler Software Products to a replacement hardware system is included in this Agreement. District shall pay Tyler for the cost of new media required or any required technical assistance to accommodate the transfer. District shall provide advance written notice to Tyler of any such transfer.
- B.1.5. District acknowledges and agrees that the Tyler Software Products and User Guides are proprietary to Tyler and have been developed as trade secrets at Tyler's expense. District shall use commercially reasonable efforts to keep the Tyler Software Products and User Guides confidential and to prevent any misuse, unauthorized use or unauthorized disclosure of the Tyler Software Products or User Guides by any party.
- B.1.6. The Tyler Software Products may not be modified by anyone other than Tyler. If District modifies the Tyler Software Products without Tyler's prior written consent, Tyler's obligations to provide maintenance services on, and the warranty for, the Tyler Software Products will be void. District shall not perform decompilation, disassembly, translation or other reverse engineering on the Tyler Software Products.
- B.1.7. District may make copies of the Tyler Software Products for testing, training, back-up, interface, disaster recovery, and archive purposes only. District shall repeat any and all proprietary notices on any copy of the Tyler Software Products. District may make copies of the Tyler User Guides for internal use only. Any such copies shall be used strictly for the purpose indicated by District and approved by Tyler, such approval not to be unreasonably withheld.
- B.1.8. Tyler maintains an escrow agreement with an escrow services company under which Tyler places the source code of each major release of the Tyler Software Products. At District's request, Tyler will add District as a beneficiary to such escrow agreement. District will pay the annual beneficiary fee (currently \$700) directly to the escrow services company and is solely responsible for maintaining its status as a beneficiary.

**B.2. License Fees.**

District agrees to pay Tyler, and Tyler agrees to accept from District as payment in full for the license granted herein, the Software fees set forth in Exhibit 1 (Payment Schedule & Investment Summary).

**B.3. Verification of the Tyler Software Products.**

District shall select one (1) of the following two (2) options within thirty (30) days of installation by providing written notice to Tyler in accordance with this Agreement:

- a) Within sixty (60) days after the Tyler Software Products have been installed on District's hardware, Tyler shall verify the Tyler Software Products by demonstrating to District that the Tyler Software Products perform all of the functions set forth in Exhibit 2 - Verification Test, which demonstration will constitute verification that the Tyler Software Products substantially conform to the warranties made by Tyler in Section 0 hereof; or
- b) Within sixty (60) days after the Tyler Software Products have been installed on District's hardware, District shall use its own process to verify that the Tyler Software Products perform all of the functions set forth in Exhibit 2 - Verification Test, which will constitute verification that the Tyler Software Products substantially conform to the warranties made by Tyler in Section 0 hereof.
- c) Verification as described herein will be final and conclusive except for latent defect, fraud, and a gross mistake that amounts to fraud. In the event verification is not final and conclusive, pursuant to this paragraph, Tyler will correct the cause thereof. In the event Tyler cannot correct the cause thereof, District may invoke its rights under Section 0 hereof.
- d) Tyler shall promptly correct any functions of the Tyler Software Products that failed verification.
- e) This verification test does not constitute acceptance or otherwise limit the warranty as defined in this document.

**B.4. Additional Software.**

For a period of twenty-four (24) months from the Effective Date, District may elect to purchase additional software modules that are described Exhibit 1 (Payment Schedule & Investment Summary) as "Optional Tyler Software and Related Services" and not part of Exhibit 6 - Statement of Work ("Statement of Work"), but are related to the ERP implementation, in which event Tyler shall provide such additional modules at the prices and discount found in the Exhibit 1 (Payment Schedule & Investment Summary) for each of the Tyler modules. Tyler shall commence installing the applicable modules in accordance with a mutually agreed upon schedule upon receipt of written approval from the District, subject to availability of Tyler Personnel. Additional modules installed by Tyler after the expiration of such twenty-four (24) month period will be billed to District at then-current rates. Fees for the additional modules will be invoiced when Tyler makes such modules available to District for downloading, except as otherwise mutually agreed.

<p>CONTRACT REVIEWED AND APPROVED:</p> <p><i>Kdy</i> 12-13-11</p>
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## SECTION C. PROFESSIONAL SERVICES AGREEMENT

### C.1. Scope of Services

#### C.1.1. Scope

Tyler shall provide the services set forth in the Investment Summary included in Exhibit 1 (and as further detailed in Exhibit 6 (Statement of Work), including Consulting, Training, Conversion, and other miscellaneous Services.

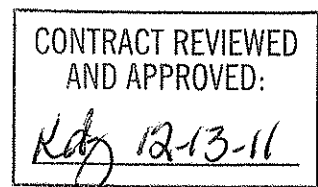
As part of the ERP System, Tyler will provide to the District all of the functionality set forth in the Statement of Work, for an amount not to exceed the Fees set forth in Exhibit 1, provided District fulfills its obligations set forth in this Agreement, and in the Statement of Work, and subject to any exceptions set forth in this Agreement. Functionality set forth in the Functional Requirements and in the Statement of Work that cannot be met fully out-of-the-box with the ERP Software may be fulfilled by Tyler with modification to the ERP Software source code, only with written notification to District and upon subsequent confirmation by District, not to be unreasonably withheld. Notwithstanding the foregoing, Tyler is not obligated to obtain District's prior written approval in the event Tyler modifies the source code to the ERP Software for a release generally available to all Tyler clients.

If requested by the District in writing and agreed by Tyler, with such agreement not to be unreasonably withheld, the parties may substitute the Deliverables, Services, or tasks that are described in the Statement of Work for new Deliverables, Services, or tasks that are reasonably and substantially equivalent to those Deliverables, Services, or tasks being substituted and any such substitution shall not result in any adjustment to the Fees, unless otherwise mutually agreed by the parties.

#### C.1.2. Additional Services.

a) For a period of thirty-six (36) months from the Effective Date, District may elect to have Tyler perform services that are not specifically described in the Statement of Work or Investment Summary but are related to the Services (the "New Services"), in which event Tyler shall perform such New Services either as part of a fixed fee, milestone based agreement between Tyler and the District or on a time-and-materials basis, at a daily rate not to exceed that found in the Investment Summary and Statement of Work for each of the Tyler Personnel assigned to perform such Services, as described in the Statement of Work. Tyler shall commence performing the applicable New Services promptly upon receipt of written approval from the District, subject to availability of Tyler Personnel. New Services performed by Tyler after the expiration of such thirty-six (36) month period will be billed to District at then-current rates. New Services will be billed as provided, except as otherwise mutually agreed.

b) Programming and/or interface quotes are estimates based on Tyler's understanding of the specifications supplied by District. In the event District requires additional work performed above the specifications provided, Tyler will submit to District a Change Order according to the processes detailed in the Statement of Work.



## C.2. District Property

The use of District property must be approved in advance by the District's project manager. If the District has agreed to provide District-owned property, the following special provisions shall apply:

- C.2.1.1. The amount of District property to be furnished to Tyler may be increased or decreased by written direction of the District's project manager.
- C.2.1.2. Tyler shall maintain the property in operating condition.
- C.2.1.3. All District property shall be returned promptly upon completion of the purpose for which it was furnished. All costs of shipment are a contract cost.
- C.2.1.4. Unless specifically stated otherwise in writing, District property may be used only for the performance of this contract.
- C.2.1.5. Title to all District property shall remain with District at all times.

## C.3. Subcontractors.

Tyler shall not subcontract any services under this Agreement without District's prior written permission, not to be unreasonably withheld.

## C.4. Business License.

In the event a local business license is required for Tyler to perform services hereunder, District will notify Tyler prior to the Effective Date and will provide Tyler with the necessary paperwork and/or contact information.

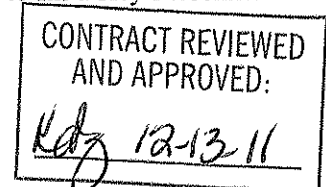
## C.5. Liquidated Damages.

Tyler acknowledges that untimely submission of the Project Plan, and untimely achievement of the Go-Live Dates (collectively known as "Critical Deliverables") will cause actual economic damage to the District in amounts that Tyler acknowledges would be difficult to estimate or prove. The District also acknowledges that untimely submission or achievement can be caused by either an act of God or for reasons outside of Tyler's control but under the control of the District.

Provided an Excusing Event has not occurred, in the event (i) Tyler fails to deliver an initial Project Plan to District within thirty (30) days of the kick off meeting; or (ii) the Tyler Software Products are not available for use in live production by the Go-Live Date set forth in the mutually agreed Project Plan, due to Tyler's action or inaction, Tyler shall remit to District seven hundred fifty dollars (\$750) per business day until the Critical Deliverable is delivered or achieved.

## C.6. Key Personnel.

- C.6.1. Other than for reasons outside of Tyler's control, Tyler shall not remove or transfer a person filling a Key Personnel role without the prior written approval of District. Replacements must have the sufficient skill, training and experience to fill a Key Personnel

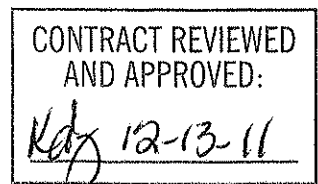




position. Tyler will use reasonable efforts to replace, within 30 days from receipt of written notice from District, any Key Personnel that the District reasonably finds unacceptable due to performance issues.

C.6.2. Provided the District has a reasonable basis for doing so, the District shall have the right to unilaterally dismiss Key Personnel from the project. District shall have reasonable participation in the selection of replacement Key Personnel.

C.6.3. If Key Personnel are replaced, the new Key Personnel shall, at no cost to District, devote sufficient time to becoming familiar with the project prior to performing Services. Sufficient time will be defined as being equal to eighty (80) hours for a replacement project manager and forty (40) hours for all other Key Personnel positions. In the event District makes a reasonable determination that such new Key Personnel is not sufficiently familiar with the project, Tyler shall devote such additional time as is necessary to familiarize the new Key Personnel with the project.



## SECTION D. MAINTENANCE AGREEMENT

### D.1. Scope of Agreement.

District agrees to purchase and Tyler agrees to provide maintenance services for the Tyler Software Products in accordance with the following terms and conditions.

### D.2. Term of Agreement.

This Maintenance Agreement is effective on installation of the Tyler Software Products and will remain in force for an initial one (1) year term, which will renew annually upon mutual agreement for additional one (1) year terms at Tyler's then-current Maintenance fees unless terminated in writing by either party at least fifteen (15) days prior to the end of the then-current term.

### D.3. Payment.

D.3.1. Maintenance fees will be invoiced by Tyler annually in advance. Tyler shall provide District with not less than forty-five (45) days written notice of any change in annual Maintenance fees.

D.3.2. Additional Charges. Any maintenance services performed by Tyler for District which are not covered by this Maintenance Agreement, as set forth in D.5 of Section D Maintenance Agreement, including materials and expenses, will be billed to District at Tyler's rate in this Agreement for a period of twenty-four (24) months from the Effective Date; thereafter Tyler's then-current rates in effect for the Maintenance Agreement.

D.3.3. Tyler reserves the right to suspend maintenance services if District fails to pay undisputed Maintenance fees within sixty (60) calendar days of the due date. Tyler shall reinstate maintenance services upon District's payment of all past due Maintenance fees, including all such fees for the periods during which services were suspended.

D.3.4. The Year 1 Software Maintenance Fees of \$330,021 which cover the one (1) year period commencing upon installation of the Tyler Software Products are hereby waived. Subsequent annual Software Maintenance Fees will be due on the anniversary of the installation date of the Tyler Software Products, and will be as identified in the following table for years 1-10. The fee increases for Years 6 and 7 will be increased at a rate not to exceed five percent (5%) per year. The fee increases for years 8-10 will be increased at a rate not to exceed six percent (6%) per year.

Year	Amount
1	None (waived)
2	3% / \$339,921.63
3	3% / \$350,119.28
4	4% / \$364,124.05
5	4% / \$378,689.01
6	5% / \$397,623.46
7	5% / \$417,504.64
8	6% / \$442,554.91

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*KDG/Jan*

12-13-11

9	6% / \$469,108.21
10	6% / \$497,254.70

Amounts based on year one support fees for Tyler software of \$330,021 for Tyler Software Products licensed as of the Effective Date of this Agreement. The above numbers do not account for any additional products purchased by the District or 3<sup>rd</sup> party support costs.

**D.4. Tyler Responsibilities**

For as long as the District maintains a current Maintenance Agreement for the Tyler Software Products licensed pursuant to this Agreement, Tyler shall:

- D.4.1. In a professional, good and workmanlike manner, perform its obligations in accordance with Tyler's then-current support call process (Tyler's current support call process is set forth in the document attached hereto as Exhibit 3) in order to conform the Tyler Software Products to the applicable warranty under this Agreement. If District modifies the Tyler Software Products without Tyler's prior written consent, Tyler's obligations to provide maintenance services on and warrant the Tyler Software Products will be void.
- D.4.2. Provide telephone support on the Tyler Software Products. Tyler personnel shall accept telephone calls during the hours set forth in Exhibit 3 - Support Call Process.
- D.4.3. Continuously maintain a master set of the Tyler Software Products on appropriate media, a hardcopy printout of source code to the Tyler Software Products, and Tyler User Guides.
- D.4.4. Maintain personnel that are appropriately trained to be familiar with the Tyler Software Products in order to provide maintenance services.
- D.4.5. Provide District with all releases Tyler makes to the Tyler Software Products that Tyler makes generally available without additional charge to customers possessing a current Tyler annual Maintenance Agreement. Third Party Products and installation, Consulting and Training services related to the new releases will be provided to District at Tyler's then-current rates. District acknowledges and agrees that a new release of the Tyler Software Products is for implementation in the Tyler Software Products as they exist without District customization or modification.
- D.4.6. Support prior releases of the Tyler Software Products in accordance with Tyler's then-current release life cycle policy.
- D.4.7. Tyler will maintain the Tyler Software Products in conformance with applicable state and federal mandates, including regulatory/compliance reporting changes.

**D.5. Limitations and Exclusions.**

Maintenance fees do not include installation or implementation of the Tyler Software Products, onsite support (unless Tyler cannot remotely correct a defect in a Tyler Software Product), application design, other consulting services, support of an operating system or hardware, and support outside Tyler's normal business hours.

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**D.6. District Responsibilities.**

D.6.1. District shall provide, at no charge to Tyler, full and free access to the Tyler Software Products; working space; adequate facilities within a reasonable distance from the equipment; and use of machines, attachments, features, or other equipment necessary to provide maintenance services set forth herein.

D.6.2. Tyler currently utilizes "Go To Assist" as a secure commercial PC to PC remote connectivity tool to provide remote maintenance services. District shall maintain for the duration of the Agreement a high-speed Internet connection capable of connecting to District's PC's and server. Tyler strongly recommends that District also maintain a modem or VPN for backup connectivity purposes. Tyler, at its option, will use the connection to assist with problem diagnosis and resolution.

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## **SECTION E. THIRD PARTY PRODUCT AGREEMENT**

### **E.1. Agreement to License or Sell Third Party Products.**

For the price set forth in the Investment Summary, Tyler agrees to license or sell and deliver to District, and District agrees to accept from Tyler the System Software and Hardware set forth in the Investment Summary (collectively, the "Third Party Products").

### **E.2. License of System Software.**

- E.2.1. Upon District's payment in full of the System Software fees, Tyler shall grant to District and District shall accept from Tyler a non-exclusive, nontransferable, non-assignable license to use the System Software and related documentation for District's internal business purposes, subject to the terms and conditions set forth herein.
- E.2.2. The developer of the System Software (each a "Developer", collectively "Developers") shall retain ownership of the System Software.
- E.2.3. The right to transfer the System Software to a replacement hardware system is governed by the Developer. The cost for new media or any required technical assistance to accommodate the transfer would be billable charges to District. District shall provide advance written notice to Tyler of any such transfer.
- E.2.4. District acknowledges and agrees that the System Software and related documentation are proprietary to the Developer and have been developed as trade secrets at the Developer's expense. District shall use commercially reasonable efforts to keep the System Software and related documentation confidential and to prevent any misuse, unauthorized use, or unauthorized disclosure of the System Software and related documentation by any party.
- E.2.5. District shall not perform decompilation, disassembly, translation or other reverse engineering on the System Software.
- E.2.6. District may make copies of the System Software for archive purposes only. District shall repeat any and all proprietary notices on any copy of the System Software. District may make copies of the documentation accompanying the System Software for internal use only.

### **E.3. Delivery.**

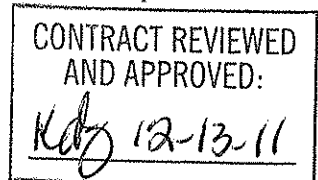
Unless otherwise indicated in the Investment Summary, the prices for Third Party Products include costs for shipment while in transit from the Developer or supplier to District.

### **E.4. Installation and Acceptance.**

Unless otherwise noted in the Investment Summary, the Tyler Software Product installation fee includes installation of the Third Party Products. Upon completion of installation, District will obtain from Tyler a certification of completion, or similar document, which will constitute District's acceptance of the Third Party Products. Such acceptance will be final and conclusive except for latent defect, fraud, and a gross mistake as amount to fraud. Nothing set forth in this Section E.4 shall limit the provisions of Section A.3.3.

### **E.5. Site Requirements.**

District shall provide a suitable environment, location and space for the installation and operation



of the Third Party Products; sufficient and adequate electrical circuits for the Third Party Products; and installation of all required cables.

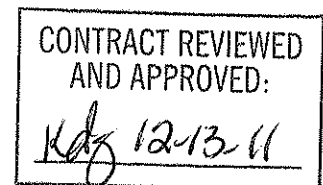
**E.6. Maintenance.**

E.6.1. In the event District elects not to purchase through Tyler maintenance services on the System Software, it will be the responsibility of District to repair and maintain the System Software and purchase enhancements as necessary after acceptance.

E.6.2. In the event District elects to purchase through Tyler maintenance services on the System Software, Tyler will facilitate resolution of a defect in a System Software product with the Developer.

E.6.3. In the event the Developer charges a fee for future System Software release(s), District will be required to pay such fee.

Signature Page follows:



IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the dates set forth below.

Tyler Technologies, Inc.  
ERP and Schools Division

District School Board of Pasco County

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

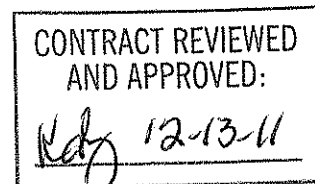
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*Kdy 12-13-11*

## Exhibit 1 - Payment Schedule

1. Tyler shall invoice District \$457,880 upon the Effective Date. Such amount equals 25% of the Tyler software license fees.
2. Tyler shall invoice District \$1,161,010 when Tyler has made the Tyler Software Products available to District for downloading. Such sum equals:
  - a. 50% of the Tyler software license fees (\$915,760)
  - b. 100% of the System Software fees (\$245,250)
3. Tyler shall invoice District the Hardware fees of \$3,300 upon delivery of the Tyler Secure Signature hardware.
4. Tyler shall invoice District \$74,700 upon installation of the Tyler Software Products. Such sum equals:
  - a. Year one SymPro Software Maintenance fees (\$17,400);
  - b. Year one Tyler Unlimited District Access Maintenance fee (\$27,300); and
  - c. Year one Operating System and Data Base Administration ("OSDBA") Contract Services (\$30,000).
5. Tyler shall invoice District \$457,880 upon verification of the Tyler Software Products in accordance with Article 3 of Section A Software License Agreement ("Verification") Such amount equals 25% of the Software fees. Unless District notifies Tyler in writing that the Tyler Software Products have failed Verification, Verification will be deemed to have occurred ninety (90) days from the date Tyler makes the Tyler Software Products available to District for downloading.
6. Fees for the services listed infra in this Section 6 will be invoiced in accord with Schedule A to this Exhibit 1:
  - a. Change Management Consulting Solution (\$100,000);
  - b. Thirty (30) months of Full-time Engagement Manager (\$687,500);
  - c. Thirty (30) months of Full-time Financials Project Manager (\$625,020);
  - d. Thirty (30) months of Full-time Payroll & HR Project Manager (\$625,020);
  - e. Thirty (30) months of Full-time Implementation Specialist #1 (\$500,010);
  - f. Thirty (30) months of Full-time Implementation Specialist #2 (\$500,010);
  - g. Thirty (30) months of Full-time Implementation Specialist #3 (\$500,010);
  - h. Three Hundred Fifty-Eight (358) Training Days (\$420,650); and
  - i. One Hundred Sixteen (116) Consulting Days (\$147,900).

Client acceptance required for milestones listed in Schedule A shall not be unreasonably withheld.

7. Eighty Three (3) days of Report Developer (\$99,600) will be invoiced as services are provided.
8. Tyler Consulting Services ("TCS") fee of \$413,500 shall be invoiced per module, as described in Schedule B to this Exhibit 1.





9. Data Conversion fees of \$159,000 shall be invoiced, per conversion, as described in Schedule C to this Exhibit 1.
10. Tyler shall invoice fees for Tyler Forms Services (totaling \$18,895) as described in Schedule D to this Exhibit 1.
11. Tyler shall invoice fees for software modifications and interfaces (totaling \$273,900) as described in Schedule E to this Exhibit 1.
12. SymPro Services fees (totaling \$37,000) shall be invoiced as provided.
13. On or before January 1, 2013, Client shall remit to Tyler \$120, 719. Such sum equals:
  - a. 100% of the System Software fees for the ESM Sourcing Solution (\$61,800);
  - b. 100 % of the year one Maintenance fees for the ESM Sourcing Solution (\$20,394); and
  - c. 100 % of the year one subscription fees for the ESM MUNIS Punch Out subscription service (\$38,525).
14. ESM Services fees of \$28,200 shall be invoiced as the Services are rendered and payable upon receipt of each invoice. Associated travel and out-of-pocket expenses are billed separately as these charges are incurred and payable upon receipt of invoice.
15. Tyler shall invoice District the year 1 Disaster Recovery fee of \$30,000 upon receipt by Tyler of District's data.
16. Unless otherwise indicated herein, Tyler shall invoice District fees for Services, plus expenses, if and as provided/incurred.
17. The Investment Summary includes estimated travel expenses to be incurred in accordance with Exhibit 4.
18. Payment is due within forty-five (45) days of the invoice receipt.
19. The year 1 Maintenance fees of \$330,021 for the one (1) year period commencing upon installation of the Tyler Software Products are hereby waived. Subsequent annual Maintenance fees will be due on the anniversary of the installation date of the Tyler Software Products.
20. SymPro will invoice the District directly for Year 2 and subsequent annual maintenance and support fees for the SymPro software products licensed by District pursuant to this Agreement.

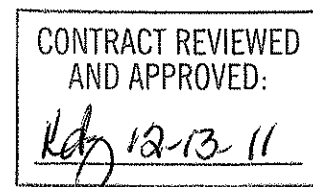


Exhibit 1 – Schedule A

Phase	Milestone ID	Milestone Description	Payment Amount	Payable Date
1	1.1	Acceptance of Implementation Management Plans	\$ 60,418	2/1/2012
All	CM.1	Presentation and delivery of Change Management discovery findings and suggested strategies	\$ 25,000	2/29/2012
1	1.3	Client acceptance of Static Environment Test	\$ 81,252	4/1/2012
All	CM.2	Delivery of Change Management Planning documents: communication plan, executive plan, resistance management plan and coach training plan	\$ 12,500	4/15/2012
2	2.1	Static Environment Test plan complete	\$ 112,503	5/1/2012
All	CM.3	Completion of Change Management Coach training	\$ 25,000	5/15/2012
1	1.4	Project team training complete	\$ 181,254	6/1/2012
2	2.2	Client acceptance of Static Environment Test	\$ 97,919	6/1/2012
1	1.5	Financials modification testing acceptance	\$ 151,203	7/15/2012
1	1.6	Go-Live planning complete	\$ 151,203	8/1/2012
1	1.2	CoA design acceptance	\$ 141,670	8/29/2012
1	1.7	Phase 1 conversion loaded into Live	\$ 208,015	10/1/2012
1	1.8	Phase 1 implementation complete	\$ 168,703	11/1/2012
2	2.3	Project team training complete	\$ 108,336	11/1/2012
All	CM.4	Phase 1 post go-live lessons learned and after action review	\$ 10,000	11/15/2012
2	2.4	Phase 2 Payroll/HR modification testing acceptance	\$ 168,705	1/1/2013
2	2.5	Go-Live planning complete	\$ 191,245	2/1/2013
1	1.9	Phase 1 post-live implementation support: transition to support & transitional services complete	\$ 167,086	4/1/2013
2	2.6	Phase 2 conversion loaded into Live	\$ 203,737	4/1/2013
All	CM.5	Phase 2 post go-live lessons learned and after action review	\$ 10,000	4/15/2013
2	2.7	Phase 2 implementation complete	\$ 155,353	5/1/2013
All	CM.6	Phase 2b post go-live lessons learned and after action review	\$ 10,000	6/15/2013
2	2.8	Phase 2 post-live implementation support: transition to support & transitional services complete	\$ 232,053	8/1/2013
3	3.1	Client acceptance of Static Environment Test	\$ 79,592	8/1/2013
2b	2b.1	Phase 2b implementation complete	\$ 75,426	8/1/2013
4	4.1	Functional lead training complete	\$ 135,778	9/1/2013
3	3.2	Functional lead training complete	\$ 126,478	9/15/2013
3	3.3	Phase 3 conversion complete	\$ 130,700	10/1/2013
All	CM.7	Phase 3 post go-live lessons learned and after action review	\$ 5,000	10/15/2013
3	3.4	Phase 3 implementation complete	\$ 130,700	11/1/2013
4	4.2	Go-Live planning complete	\$ 130,700	12/1/2013
4	4.3	Phase 4 conversion complete	\$ 114,033	1/1/2014
All	CM.8	Phase 4 post go-live lessons learned and after action review	\$ 2,500	1/15/2014
N/A	F1	Client project manager sign-off on project closure	\$ 502,058	5/1/2014
<b>Total</b>	<b>34</b>		<b>\$ 4,106,120</b>	

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## Exhibit 1 – Schedule B – TCS Payment Milestones

Module	Payment Amount	Deliverable *
General Ledger	\$10,000	District sign off of Best Business Practices write up for General Ledger
General Ledger	\$10,000	District sign off of desktop procedure documents for General Ledger
Project / Grant Accounting	\$10,000	District sign off of Best Business Practices write up for Project / Grant Accounting
Project / Grant Accounting	\$10,000	District sign off of desktop procedure documents for Project / Grant Accounting
Budget	\$10,000	District sign off of Best Business Practices write up for Budget
Budget	\$10,000	District sign off of desktop procedure documents for Budget
Purchasing (incl Requisitions)	\$10,000	District sign off of Best Business Practices write up for Purchasing (including Requisitions)
Purchasing (incl Requisitions)	\$10,000	District sign off of desktop procedure documents for Purchasing (including Requisitions)
Accounts Payable	\$10,000	District sign off of Best Business Practices write up for Accounts Payable
Accounts Payable	\$10,000	District sign off of desktop procedure documents for Accounts Payable
Inventory	\$10,000	District sign off of Best Business Practices write up for Inventory
Inventory	\$10,000	District sign off of desktop procedure documents for Inventory
Bid Management	\$7,000	District sign off of Best Business Practices write up for Bid Management
Bid Management	\$7,000	District sign off of desktop procedure documents for Bid Management
Contract Management	\$7,000	District sign off of Best Business Practices write up for Contract Management
Contract Management	\$7,000	District sign off of desktop procedure documents for Contract Management
Treasury Management	\$10,000	District sign off of Best Business Practices write up for Treasury Management
Treasury Management	\$10,000	District sign off of desktop procedure documents for Treasury Management
Work Orders, Fleet & Facilities	\$19,000	District sign off of Best Business Practices write up for Work Orders, Fleet & Facilities
Work Orders, Fleet & Facilities	\$19,000	District sign off of desktop procedure documents for Work Orders, Fleet & Facilities
Fixed Assets	\$10,000	District sign off of Best Business Practices write up for Fixed Assets
Fixed Assets	\$10,000	District sign off of desktop procedure documents for Fixed Assets
Student Activity	\$7,000	District sign off of Best Business Practices write up for Student Activity
Student Activity	\$7,000	District sign off of desktop procedure documents

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*Kdy* 12-13-11

		for Student Activity
Employee Expense Reimbursement	\$7,000	District sign off of Best Business Practices write up for Employee Expense Reimbursement
Employee Expense Reimbursement	\$7,000	District sign off of desktop procedure documents for Employee Expense Reimbursement
Cross Functional - FIN	\$4,750	District sign off of Best Business Practices write up for Cross Functional - FIN
Cross Functional - FIN	\$4,750	District sign off of desktop procedure documents for Cross Functional - FIN
HR Management	\$15,000	District sign off of Best Business Practices write up for HR Management
HR Management	\$15,000	District sign off of desktop procedure documents for HR Management
Payroll	\$19,000	District sign off of Best Business Practices write up for Payroll
Payroll	\$19,000	District sign off of desktop procedure documents for Payroll
Applicant Tracking	\$10,000	District sign off of Best Business Practices write up for Applicant Tracking
Applicant Tracking	\$10,000	District sign off of desktop procedure documents for Applicant Tracking
Professional Development	\$10,000	District sign off of Best Business Practices write up for Professional Development
Professional Development	\$10,000	District sign off of desktop procedure documents for Professional Development
Cross Functional - PR	\$3,000	District sign off of Best Business Practices write up for Cross Functional - PR
Cross Functional - PR	\$3,000	District sign off of desktop procedure documents for Cross Functional - PR
General Billing/Accounts Receivable	\$15,000	District sign off of Best Business Practices write up for General Billing/Accounts Receivable
General Billing/Accounts Receivable	\$15,000	District sign off of desktop procedure documents for General Billing/Accounts Receivable
Cross Functional - REV	\$3,000	District sign off of Best Business Practices write up for Cross Functional - REV
Cross Functional - REV	\$3,000	District sign off of desktop procedure documents for Cross Functional - REV

\* Client sign off required in connection with a deliverable shall not be unreasonably withheld. Tyler performance of deliverable in accord with the requirements of the Agreement shall entitle Tyler to payment for said deliverable.

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*Kdy 12-13-11*

Exhibit 1 – Schedule C – Conversions

Conversion #	Conversion Description	Payment Amount *	Deliverable **
1	AC Standard COA	\$4,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #1
2	AC Opt 1 - Actuals	\$3,500	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #2
3	AC Opt 2 - Budgets	\$3,500	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #3
4	AP Standard Master	\$3,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #4
5	AP Opt 1 - Checks	\$3,400	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #5
6	AP Opt 2 - Invoice	\$5,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #6
7	FA Std Master	\$5,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #7
8	FA Opt 1 - History	\$3,500	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #8
9	IN Std Master	\$5,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #9
10	Purchase Orders - Standard	\$4,500	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #10
11	Payroll - Standard	\$5,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #11
12	Payroll - Option 1 Deductions	\$4,700	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #12
13	Payroll - Option 2 Accrual Balances	\$4,500	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #13
14	Payroll - Option 3 Accumulators	\$4,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #14
15	Payroll - Option 4 Check History	\$5,200	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #15
16	Payroll - Option 5 Earning/Deduction Hist	\$7,500	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #16
17	Payroll - Option 6 Applicant Tracking	\$4,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #17
18	Payroll - Option 7 PM Action History	\$4,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #18
19	Payroll - Option 8 Position Control/History	\$6,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #19
20	Payroll - Option 9 State Retirement Tables	\$4,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #20
21	Payroll - Option 10 Certifications	\$6,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #21
22	Payroll - Option 11 Education	\$6,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #22
23	WO Opt 1 - Work Order Asset	\$5,500	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #23
24	WO Opt 2 - Closed WO	\$8,500	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #24

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	History No Cost Data		system data into live environment for Conversion #24
25	WO Opt 3 - WO History With Cost Data	\$8,500	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #25
26	Fleet Master File Conversion	\$20,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #26
27	TCM-Winocular Conversion	\$7,700	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #27
28	Staff Development Conversion	\$7,500	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #28

\* Any variance between the listed fee and the fee for the same conversion in the Investment Summary shall be resolved in favor of the Investment Summary.

\*\* Client acknowledgement loading of converted legacy data shall be timely and shall not be unreasonably withheld. Tyler delivery of conversion in accord with the requirements of the Agreement shall entitle Tyler to payment for said conversion.

CONTRACT REVIEWED  
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*Kdy* 12-13-11

## Exhibit 1 – Schedule D – Tyler Forms

Service(s) Description	Payment Amount *	Deliverable **
Tyler Forms Processing Configuration	\$6,000	Completion of Tyler Forms Processing Configuration
Tyler Forms Load Balance	\$1,895	Completion of Tyler Forms Processing Configuration
Tyler Forms Financial Library	\$3,000	Client sign-off of Tyler Forms Financials Library
Tyler PO Distribution	\$2,500	Client sign-off of Tyler Forms Financials Library
Tyler Forms General Billing Library	\$2,500	Client sign-off of Tyler Forms General Billing Library
Tyler Forms Human Resources Library	\$3,000	Client sign-off of Tyler Forms Human Resources Library

\* Any variance between the listed fee and the fee for the same service in the Investment Summary shall be resolved in favor of the Investment Summary.

\*\* Client sign off shall not be unreasonably withheld. Tyler delivery of service in accord with the requirements of the Agreement shall entitle Tyler to payment for said service.

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## Exhibit 1 – Schedule E – Development Payment Milestones

MOD #	Module (include RFP Ref #, if applicable)	Description of Functional Requirement ^	Payment Amount	Deliverable
#1	General Ledger #60	Last date to encumber (ability to manually override)	\$1,650	Delivery of specifications and receipt of notice to proceed from District for Mod #1
#1	General Ledger #60	Last date to encumber (ability to manually override)	\$1,650	Delivery of Mod #1 in accordance with the agreed upon specifications*
#2	Grant Accounting #81	System must have ability to automatically forward an email/notify message to each respective department when a new grant has been established or when a grant number changes.	\$2,750	Delivery of specifications and receipt of notice to proceed from District for Mod #2
#2	Grant Accounting #81	System must have ability to automatically forward an email/notify message to each respective department when a new grant has been established or when a grant number changes.	\$2,750	Delivery of Mod #2 in accordance with the agreed upon specifications*
#3	Treasury #18	Utilize positive pay with multiple bank accounts	\$2,200	Delivery of specifications and receipt of notice to proceed from District for Mod #3
#3	Treasury #18	Utilize positive pay with multiple bank accounts	\$2,200	Delivery of Mod #3 in accordance with the agreed upon specifications*
#4	Fleet ## 7 & 8	Ability to produce maintenance budgets based on system history, vehicle age, replacement schedules, etc. / Ability to produce maintenance budgets based on vehicle status: age, warranty, make, model	\$2,750	Delivery of specifications and receipt of notice to proceed from District for Mod #4
#4	Fleet ## 7 & 8	Ability to produce maintenance budgets based on system history, vehicle age, replacement schedules, etc. / Ability to produce maintenance budgets based on vehicle status: age, warranty, make, model	\$2,750	Delivery of Mod #4 in accordance with the agreed upon specifications*
#5	Fleet # 102	See SOW	\$3,850	Delivery of specifications and receipt of notice to proceed from District for Mod #5
#5	Fleet # 102	See SOW	\$3,850	Delivery of Mod #5 in accordance with the agreed upon specifications*
#6	Fleet #106	Ability to automatically identify all vehicles requiring repairs based on planned maintenance levels, excessive fluid consumption, posted problems, scheduled work orders, etc.	\$3,850	Delivery of specifications and receipt of notice to proceed from District for Mod #6

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#6	Fleet #106	Ability to automatically identify all vehicles requiring repairs based on planned maintenance levels, excessive fluid consumption, posted problems, scheduled work orders, etc.	\$3,850	Delivery of Mod #6 in accordance with the agreed upon specifications*
#7	Fleet #114	Ability to create a library of standard job templates defining intervals for performing each PM job based on one or a combination of vehicle mileage, operating hours, elapsed time, diagnostic readings exceeding limits (e.g. for engine oil analysis, fuel consumption, or utility costs), percent of asset life elapsed (e.g. mid-life overhauls), etc.	\$5,500	Delivery of specifications and receipt of notice to proceed from District for Mod #7
#7	Fleet #114	Ability to create a library of standard job templates defining intervals for performing each PM job based on one or a combination of vehicle mileage, operating hours, elapsed time, diagnostic readings exceeding limits (e.g. for engine oil analysis, fuel consumption, or utility costs), percent of asset life elapsed (e.g. mid-life overhauls), etc.	\$5,500	Delivery of Mod #7 in accordance with the agreed upon specifications*
#8	Fleet #115	Ability to define acceptable limites above or below PM intervals for each job during which the job should be performed.	\$1,650	Delivery of specifications and receipt of notice to proceed from District for Mod #8
#8	Fleet #115	Ability to define acceptable limites above or below PM intervals for each job during which the job should be performed.	\$1,650	Delivery of Mod #8 in accordance with the agreed upon specifications*
#9	Fleet # 123	See SOW	\$3,850	Delivery of specifications and receipt of notice to proceed from District for Mod #9
#9	Fleet # 123	See SOW	\$3,850	Delivery of Mod #9 in accordance with the agreed upon specifications*
#10	Fleet ##121 & 125	For which another work order has been created and that are within the pre-defined tolerance for the PM job / Ability to define allowable interval tolerances that authorized users should be able to review for upcoming PM jobs and include/exclude them selectively in the roll-up.	\$1,650	Delivery of specifications and receipt of notice to proceed from District for Mod #10
#10	Fleet ##121 & 125	For which another work order has been created and that are within the pre-defined tolerance for the PM job / Ability to define allowable interval tolerances that authorized users should be able to review for upcoming PM jobs and include/exclude them selectively in the roll-up.	\$1,650	Delivery of Mod #10 in accordance with the agreed upon specifications*
#11	Inventory ## 92, 93 & 98	System must have ability to track and produce a hard copy stock tag (bar code	\$1,650	Delivery of specifications and receipt of notice to

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		label) which can include, but is not limited to the following information: / Stock location / Unit of measure		proceed from District for Mod #11
#11	Inventory ## 92, 93 & 98	System must have ability to track and produce a hard copy stock tag (bar code label) which can include, but is not limited to the following information: / Stock location / Unit of measure	\$1,650	Delivery of Mod #11 in accordance with the agreed upon specifications*
#12	HR #300	System must have the ability to include both employee and supervisor ratings for competencies.	\$5,500	Delivery of specifications and receipt of notice to proceed from District for Mod #12
#12	HR #300	System must have the ability to include both employee and supervisor ratings for competencies.	\$5,500	Delivery of Mod #12 in accordance with the agreed upon specifications*
#13	HR #453-455; 470	System must have ability to maintain multiple on-line exit interview templates, System must have ability to capture and track exit interview information on-line, System must have ability to transfer teacher exit interview information to State of Florida / System must facilitate FLDOE reporting requirements	\$24,750	Delivery of specifications and receipt of notice to proceed from District for Mod #13
#13	HR #453-455; 470	System must have ability to maintain multiple on-line exit interview templates, System must have ability to capture and track exit interview information on-line, System must have ability to transfer teacher exit interview information to State of Florida / System must facilitate FLDOE reporting requirements	\$24,750	Delivery of Mod #13 in accordance with the agreed upon specifications*
#14	Benefits #109	System must have the ability to designate default benefit enrollment package if employees do not return enrollment information.	\$2,750	Delivery of specifications and receipt of notice to proceed from District for Mod #14
#14	Benefits #109	System must have the ability to designate default benefit enrollment package if employees do not return enrollment information.	\$2,750	Delivery of Mod #14 in accordance with the agreed upon specifications*
#15	Staff Development	See SOW	\$25,300	Delivery of specifications and receipt of notice to proceed from District for Mod #15
#15	Staff Development	See SOW	\$25,300	Delivery of Mod #15 in accordance with the agreed upon specifications*
#16	P - Cards	System must include the fiscal year, bank ID, and transaction ID on the record. This will prevent loading duplicate records in the system.	\$2,750	Delivery of specifications and receipt of notice to proceed from District for Mod #16
#16	P - Card	System must include the fiscal year, bank ID, and transaction ID on the record. This will prevent loading duplicate records in the	\$2,750	Delivery of Mod #16 in accordance with the agreed upon specifications*

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		system.		
#17	P - Card	Ability to have multiple items purchased on a transaction as well as the ability to identify what accounts are used to pay for which items.	\$11,000	Delivery of specifications and receipt of notice to proceed from District for Mod #17
#17	P - Card	Ability to have multiple items purchased on a transaction as well as the ability to identify what accounts are used to pay for which items.	\$11,000	Delivery of Mod #17 in accordance with the agreed upon specifications*
#18	Student Activities	Ability to provide purchase order functionality from Student Activity accounts.	\$8,250	Delivery of specifications and receipt of notice to proceed from District for Mod #18
#18	Student Activities	Ability to provide purchase order functionality from Student Activity accounts.	\$8,250	Delivery of Mod #18 in accordance with the agreed upon specifications*
#19	Student Activities	Single screen for clearing of transaction by cash account	\$5,500	Delivery of specifications and receipt of notice to proceed from District for Mod #19
#19	Student Activities	Single screen for clearing of transaction by cash account	\$5,500	Delivery of Mod #19 in accordance with the agreed upon specifications*
#20	Student Activities	The ability to track paper receipt numbers to each receipt transaction in Munis.	\$1,650	Delivery of specifications and receipt of notice to proceed from District for Mod #20
#20	Student Activities	The ability to track paper receipt numbers to each receipt transaction in Munis.	\$1,650	Delivery of Mod #20 in accordance with the agreed upon specifications*
#21	Certifications	Ability to track multiple endorsements per certification. Need for Staff Demographic survey	\$2,750	Delivery of specifications and receipt of notice to proceed from District for Mod #21
#21	Certifications	Ability to track multiple endorsements per certification. Need for Staff Demographic survey	\$2,750	Delivery of Mod #21 in accordance with the agreed upon specifications*
<b>Inter #</b>	<b>Module (include RFP Ref #, if applicable)</b>	<b>Description of Functional Requirement ^</b>	<b>Payment Amount</b>	<b>Deliverable</b>
1		Fundamentals Download	\$1,650	Delivery of specifications and receipt of notice to proceed from District for Interface #1
1		Fundamentals Download	\$1,650	Delivery of Interface #1 in accordance with the agreed upon specifications*
2		Maintenance Inventory Bar Code Readers	\$8,250	Delivery of specifications and receipt of notice to proceed from District for Interface #2

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*Kdy 12-13-11*

2		Maintenance Inventory Bar Code Readers	\$8,250	Delivery of Interface #2 in accordance with the agreed upon specifications*
3		P-Card / Regions Bank	\$5,500	Delivery of specifications and receipt of notice to proceed from District for Interface #3
3		P-Card / Regions Bank	\$5,500	Delivery of Interface #3 in accordance with the agreed upon specifications*

^ Description of functional requirement or interface provided solely for reference purposes. Specifications and requirements for work will be as mutually agreed in this Agreement.

\* District will have thirty (30) days from delivery of a modification or interface to test such modification or interface. In the event District does not report an issue with the modification or interface to Tyler within such thirty (30) day period, the modification or interface will be deemed in compliance with the specifications.

<p>CONTRACT REVIEWED AND APPROVED:</p> <p><i>Kdy</i> 12-13-11</p>
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**Exhibit 1 – Schedule F – Investment Summary**

See following pages.

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AND APPROVED:  
*Kdy* 12-13-11



**Quoted By:** Roger Routh  
**Date:** 12/09/2011  
**Quote Expiration:** 00/00/n/a  
**Quote Name:** Pasco County Schools ERP RFP  
**Quote Number:** 24381

JUDAH ZOLLO  
**Sales Quotation For:**

~~Mr. William Kleinsorge~~  
 Pasco County School District  
 7227 Land O'Lakes Boulevard  
 Land O'Lakes, FL 34638

**Phone:** (813) 794-2268  
**Fax:** (813) 794-2266  
**Email:** wkleinso@pasco.k12.fl.us

KDGF  
 12.13.11

JZOLLO@PASCO.K12.FL.US

**1 Software**

Item #	Description	Quantity	Price	Extended Price	Discount	Software Total
FA-AC-SW-H	Accounting/GL/BG/AP - Software - H	1.00	\$382,500.00	\$382,500.00	\$76,500.00	\$306,000.00
FA-BM-SW-H	Bid Management - Software - H	1.00	\$45,000.00	\$45,000.00	\$9,000.00	\$36,000.00
FA-CM-SW-H	Contract Management - Software - H	1.00	\$42,750.00	\$42,750.00	\$8,550.00	\$34,200.00
FA-EER-SW-H	Employee Expense Reimbursement - Software - H	1.00	\$36,000.00	\$36,000.00	\$7,200.00	\$28,800.00
FA-FA-SW-H	Fixed Assets - Software - H	1.00	\$96,000.00	\$96,000.00	\$19,200.00	\$76,800.00
FA-IN-SW-H	Inventory - Software - H	1.00	\$96,000.00	\$96,000.00	\$19,200.00	\$76,800.00
FA-PA-SW-H	Project & Grant Accounting - Software - H	1.00	\$60,000.00	\$60,000.00	\$12,000.00	\$48,000.00
FA-PO-SW-H	Purchase Orders - Software - H	1.00	\$99,000.00	\$99,000.00	\$19,800.00	\$79,200.00
FA-RM-SW-H	Risk Management - Software - H	1.00	\$60,000.00	\$60,000.00	\$12,000.00	\$48,000.00
FA-RQ-SW-H	Requisitions - Software - H	1.00	\$69,300.00	\$69,300.00	\$13,860.00	\$55,440.00
FA-SAAM-SW-H	Student Activity Acctng-Software-MUNIS-H	1.00	\$72,000.00	\$72,000.00	\$14,400.00	\$57,600.00
FA-TM-SW-H	Treasury Management - Software - H	1.00	\$69,300.00	\$69,300.00	\$13,860.00	\$55,440.00
FA-WO-SW-H	Work Orders, Fleet & Facilities - Software - H	1.00	\$120,000.00	\$120,000.00	\$24,000.00	\$96,000.00
HR-AT-SW-H	Applicant Tracking - Software - H	1.00	\$27,500.00	\$27,500.00	\$5,500.00	\$22,000.00
HR-PD-SW-H	Professional Development - Software - H	1.00	\$27,500.00	\$27,500.00	\$5,500.00	\$22,000.00
HR-PM-SW-H	HR Management - Software - H	1.00	\$64,000.00	\$64,000.00	\$12,800.00	\$51,200.00
HR-PRESS-SW-H	Payroll w/ESS - Software - H	1.00	\$239,000.00	\$239,000.00	\$47,800.00	\$191,200.00
OF-GASB-SW-H	GASB 34 Report Writer - Software - H	1.00	\$42,000.00	\$42,000.00	\$8,400.00	\$33,600.00
OF-MO-SW-H	MUNIS Office - Software - H	1.00	\$66,000.00	\$66,000.00	\$13,200.00	\$52,800.00
OF-PL-SW-H	Role Tailored Dashboard - Software - H	1.00	\$66,000.00	\$66,000.00	\$13,200.00	\$52,800.00
OF-TCMSE-SW-H	TCM SE-Software-H	1.00	\$112,500.00	\$112,500.00	\$22,500.00	\$90,000.00
OF-TRS-SW-H	Tyler Reporting Services - Software - H	1.00	\$79,500.00	\$79,500.00	\$15,900.00	\$63,600.00
RB-AR-SW-H	Accounts Receivable - Software - H	1.00	\$87,750.00	\$87,750.00	\$17,550.00	\$70,200.00
RB-GB-SW-H	General Billing - Software - H	1.00	\$41,250.00	\$41,250.00	\$8,250.00	\$33,000.00
TF-AC-OS-H	Tyler Forms Processing - Software - H	1.00	\$18,000.00	\$18,000.00	\$3,600.00	\$14,400.00
TF-GD-GD-H	Tyler Forms-GoDocs-H	1.00	\$13,500.00	\$13,500.00	\$2,700.00	\$10,800.00
WEB-MSH-CR-SW-H	Citizen Self Service - Software - H	1.00	\$87,750.00	\$87,750.00	\$17,550.00	\$70,200.00
WEB-MSH-VND-SW-H	Business and Vendor Self Service - Software - H	1.00	\$69,300.00	\$69,300.00	\$13,860.00	\$55,440.00

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Total:  
\$457,880.00

Total:  
\$1,831,520.00

## 2 Services

Model #	Description	Quantity	Price	Extended Price	Discount	Services Total
MISC-SV-001	Engagement Manager	30.00	\$22,917.00	\$687,510.00	\$10.00	\$687,500.00
MISC-SV-002	PM - Financials	30.00	\$20,834.00	\$625,020.00	\$0.00	\$625,020.00
MISC-SV-003	PM - Payroll & HR	30.00	\$20,834.00	\$625,020.00	\$0.00	\$625,020.00
MISC-SV-004	Report Developer	83.00	\$1,200.00	\$99,600.00	\$0.00	\$99,600.00
MISC-SV-005	Workflow Customization	7.00	\$1,100.00	\$7,700.00	\$0.00	\$7,700.00
MISC-SV-006	Implementation Splst. #1	30.00	\$16,667.00	\$500,010.00	\$0.00	\$500,010.00
MISC-SV-007	Implementation Splst. #2	30.00	\$16,667.00	\$500,010.00	\$0.00	\$500,010.00
MISC-SV-008	Implementation Splst. #3	30.00	\$16,667.00	\$500,010.00	\$0.00	\$500,010.00
MISC-SV-009	Interface Development	28.00	\$1,100.00	\$30,800.00	\$0.00	\$30,800.00
MISC-SV-010	State Specific Development	153.00	\$1,100.00	\$168,300.00	\$122,100.00	\$46,200.00
SRVC-CMCS-H	Change Management Consulting Solution - H	1.00	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00
SVC-MCG-DAY	Tyler Consulting Services	237.00	\$1,750.00	\$414,750.00	\$1,250.00	\$413,500.00
SVC-OSDBA-OS-004	New Server Installation	1.00	\$25,000.00	\$25,000.00	\$0.00	\$25,000.00
SVC-PROG-PG-01	Programming Services	224.00	\$1,100.00	\$246,400.00	\$49,500.00	\$196,900.00
SVC-TVL-EST	Estimated Travel Expenses	1.00	\$750,000.00	\$750,000.00	\$0.00	\$750,000.00
TF-AC-IMP-H	Tyler Forms Processing - Configuration - H	3.00	\$2,000.00	\$6,000.00	\$0.00	\$6,000.00
TF-FL-SVC-H	Tyler Forms Financial Library - H	1.00	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
TF-GBL-SVC-H	Tyler Forms General Billing Library - H	1.00	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00
TF-HR-SVC-H	Tyler Forms Human Resources Library - H	1.00	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
TF-TFLB-LB-B	Tyler Load Balance	1.00	\$1,895.00	\$1,895.00	\$0.00	\$1,895.00
TF-TFPO-FOU-B	Tyler PO Distribution - Level 4	1.00	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00
					Total:	Total:
					\$172,860.00	\$5,126,165.00

### Consulting

Model #	Description	Quantity	Price	Extended Price	Discount	Consulting Total
FA-AC-CS-H	Accounting/GL/BG/AP - Consulting - H	9.00	\$1,275.00	\$11,475.00	\$0.00	\$11,475.00
FA-BM-CS-H	Bid Management - Consulting - H	2.00	\$1,275.00	\$2,550.00	\$0.00	\$2,550.00
FA-CM-CS-H	Contract Management - Consulting - H	2.00	\$1,275.00	\$2,550.00	\$0.00	\$2,550.00
FA-EER-CS-H	Employee Expense Reimbursement - Consulting - H	3.00	\$1,275.00	\$3,825.00	\$0.00	\$3,825.00
FA-FA-CS-H	Fixed Assets - Consulting - H	5.00	\$1,275.00	\$6,375.00	\$0.00	\$6,375.00
FA-IN-CS-H	Inventory - Consulting - H	5.00	\$1,275.00	\$6,375.00	\$0.00	\$6,375.00
FA-PA-CS-H	Project & Grant Accounting - Consulting - H	5.00	\$1,275.00	\$6,375.00	\$0.00	\$6,375.00
FA-PO-CS-H	Purchase Orders - Consulting - H	5.00	\$1,275.00	\$6,375.00	\$0.00	\$6,375.00
FA-RM-CS-H	Risk Management - Consulting - H	5.00	\$1,275.00	\$6,375.00	\$0.00	\$6,375.00
FA-RQ-CS-H	Requisitions - Consulting - H	5.00	\$1,275.00	\$6,375.00	\$0.00	\$6,375.00
FA-SAAM-CS-H	Student Activity Acctng-Consulting-MUNIS-H	4.00	\$1,275.00	\$5,100.00	\$0.00	\$5,100.00
FA-TM-CS-H	Treasury Management - Consulting - H	5.00	\$1,275.00	\$6,375.00	\$0.00	\$6,375.00

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FA-WO-CS-H	Work Orders - Consulting - H	5.00	\$1,275.00	\$6,375.00	\$0.00	\$6,375.00
FA-WO-FC-H	Facilities Consulting - H	5.00	\$1,275.00	\$6,375.00	\$0.00	\$6,375.00
FA-WO-FLC-H	Fleet Consulting - H	7.00	\$1,275.00	\$8,925.00	\$0.00	\$8,925.00
HR-AT-CS-H	Applicant Tracking - Consulting - H	5.00	\$1,275.00	\$6,375.00	\$0.00	\$6,375.00
HR-PD-CS-H	Professional Development - Consulting - H	2.00	\$1,275.00	\$2,550.00	\$0.00	\$2,550.00
HR-PM-CS-H	HR Management - Consulting - H	5.00	\$1,275.00	\$6,375.00	\$0.00	\$6,375.00
HR-PRESS-CS-H	Payroll w/ESS - Consulting - H	9.00	\$1,275.00	\$11,475.00	\$0.00	\$11,475.00
MISC-CO-001	Fleet Management	15.00	\$1,275.00	\$19,125.00	\$0.00	\$19,125.00
OF-PL-CS-H	Role Tailored Dashboard - Consulting - H	1.00	\$1,275.00	\$1,275.00	\$0.00	\$1,275.00
RB-AR-CS-H	Accounts Receivable - Consulting - H	5.00	\$1,275.00	\$6,375.00	\$0.00	\$6,375.00
RB-GB-CS-H	General Billing - Consulting - H	2.00	\$1,275.00	\$2,550.00	\$0.00	\$2,550.00

Total:  
\$147,900.00

**Training**

Account	Description	Quantity	Price	Extended Price	Discount	Training Total
FA-AC-TR-H	Accounting/GL/BG/AP - Training - H	29.00	\$1,175.00	\$34,075.00	\$0.00	\$34,075.00
FA-BM-TR-H	Bid Management - Training - H	7.00	\$1,175.00	\$8,225.00	\$0.00	\$8,225.00
FA-CM-TR-H	Contract Management - Training - H	7.00	\$1,175.00	\$8,225.00	\$0.00	\$8,225.00
FA-EER-TR-H	Employee Expense Reimbursement - Training - H	6.00	\$1,175.00	\$7,050.00	\$0.00	\$7,050.00
FA-FA-TR-H	Fixed Assets - Training - H	14.00	\$1,175.00	\$16,450.00	\$0.00	\$16,450.00
FA-IN-TR-H	Inventory - Training - H	14.00	\$1,175.00	\$16,450.00	\$0.00	\$16,450.00
FA-PA-TR-H	Project & Grant Accounting - Training - H	9.00	\$1,175.00	\$10,575.00	\$0.00	\$10,575.00
FA-PO-TR-H	Purchase Orders - Training - H	14.00	\$1,175.00	\$16,450.00	\$0.00	\$16,450.00
FA-RM-TR-H	Risk Management - Training - H	9.00	\$1,175.00	\$10,575.00	\$0.00	\$10,575.00
FA-RQ-TR-H	Requisitions - Training - H	18.00	\$1,175.00	\$21,150.00	\$0.00	\$21,150.00
FA-SAAM-TR-H	Student Activity Acctng-Training-MUNIS-H	10.00	\$1,175.00	\$11,750.00	\$0.00	\$11,750.00
FA-TM-TR-H	Treasury Management - Training - H	7.00	\$1,175.00	\$8,225.00	\$0.00	\$8,225.00
FA-WO-FLT-H	Fleet Training - H	16.00	\$1,175.00	\$18,800.00	\$0.00	\$18,800.00
FA-WO-FT-H	Facilities Training - H	11.00	\$1,175.00	\$12,925.00	\$0.00	\$12,925.00
FA-WO-TR-H	Work Orders - Training - H	14.00	\$1,175.00	\$16,450.00	\$0.00	\$16,450.00
HR-AT-TR-H	Applicant Tracking - Training - H	9.00	\$1,175.00	\$10,575.00	\$0.00	\$10,575.00
HR-PD-TR-H	Professional Development - Training - H	5.00	\$1,175.00	\$5,875.00	\$0.00	\$5,875.00
HR-PM-TR-H	HR Management - Training - H	23.00	\$1,175.00	\$27,025.00	\$0.00	\$27,025.00
HR-PRESS-TR-H	Payroll w/ESS - Training - H	50.00	\$1,175.00	\$58,750.00	\$0.00	\$58,750.00
MISC-TR-004	Fleet Management Training	25.00	\$1,175.00	\$29,375.00	\$0.00	\$29,375.00
MISC-TR-005	Additional Training Services	340.00	\$1,175.00	\$399,500.00	\$0.00	\$399,500.00
OF-GASB-TR-H	GASB 34 Report Writer - Training - H	4.00	\$1,175.00	\$4,700.00	\$0.00	\$4,700.00
OF-MO-TR-H	MUNIS Office - Training - H	3.00	\$1,175.00	\$3,525.00	\$0.00	\$3,525.00
OF-PL-TR-H	Role Tailored Dashboard - Training - H	2.00	\$1,175.00	\$2,350.00	\$0.00	\$2,350.00
OF-TCMSE-TR-H	TCM SE-Implementation/Training/PM - H	8.00	\$1,175.00	\$9,400.00	\$0.00	\$9,400.00
OF-TRS-TR-H	Tyler Reporting Services - Training - H	3.00	\$1,175.00	\$3,525.00	\$0.00	\$3,525.00
OF-WF-HR-TR-H	Workflow-HR - Training - H	8.00	\$1,175.00	\$9,400.00	\$0.00	\$9,400.00
OF-WF-RB-TR-H	Workflow-Revenue - Training - H	8.00	\$1,175.00	\$9,400.00	\$0.00	\$9,400.00

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AND APPROVED:

*Kdy* 12-13-11



OF-WF-TR-H	Workflow-Finance - Training - H	8.00	\$1,175.00	\$9,400.00	\$0.00	\$9,400.00
RB-AR-TR-H	Accounts Receivable - Training - H	14.00	\$1,175.00	\$16,450.00	\$0.00	\$16,450.00
WEB-MSH-CR-TR-H	Citizen Self Service - Training - H	1.00	\$1,175.00	\$1,175.00	\$0.00	\$1,175.00
WEB-MSH-EMP-TR-H	Employee Self Service - Training - H	1.00	\$1,175.00	\$1,175.00	\$0.00	\$1,175.00
WEB-MSH-VND-TR-H	Business and Vendor Self Service - Training - H	1.00	\$1,175.00	\$1,175.00	\$0.00	\$1,175.00

Total:  
\$820,150.00

**Conversion**

Word/ID	Description	Quantity	Price	Extended Price	Discount	Conversion Total
CV-AC-OA-H	AC Opt 1 - Actuals - H	1.00	\$3,500.00	\$3,500.00	\$0.00	\$3,500.00
CV-AC-OB-H	AC Opt 2 - Budgets - H	1.00	\$3,500.00	\$3,500.00	\$0.00	\$3,500.00
CV-AC-STD-H	AC Standard COA - H	1.00	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00
CV-AP-OC-H	AP Opt 1 - Checks - H	1.00	\$3,400.00	\$3,400.00	\$0.00	\$3,400.00
CV-AP-OI-H	AP Opt 2 - Invoice - H	1.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
CV-AP-STD-H	AP Standard Master - H	1.00	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
CV-FA-OH-H	FA Opt 1 - History - H	1.00	\$3,500.00	\$3,500.00	\$0.00	\$3,500.00
CV-FA-STD-H	FA Std Master - H	1.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
CV-IN-STD-H	IN Std Master - H	1.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
CV-PO-STD-H	Purchase Orders - Standard - H	1.00	\$4,500.00	\$4,500.00	\$0.00	\$4,500.00
CV-PR-OP1-H	PR Payroll - Option 1 Deductions - H	1.00	\$4,700.00	\$4,700.00	\$0.00	\$4,700.00
CV-PR-OP10-H	PR Payroll - Option 10 Certifications - H	1.00	\$6,000.00	\$6,000.00	\$0.00	\$6,000.00
CV-PR-OP11-H	PR Payroll - Option 11 Education - H	1.00	\$6,000.00	\$6,000.00	\$0.00	\$6,000.00
CV-PR-OP2-H	PR Payroll - Option 2 Accrual Balances - H	1.00	\$4,500.00	\$4,500.00	\$0.00	\$4,500.00
CV-PR-OP3-H	PR Payroll - Option 3 Accumulators - H	1.00	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00
CV-PR-OP4-H	PR Payroll - Option 4 Check History - H	1.00	\$5,200.00	\$5,200.00	\$0.00	\$5,200.00
CV-PR-OP5-H	PR Payroll - Option 5 Earning/Deduction Hist - H	1.00	\$7,500.00	\$7,500.00	\$0.00	\$7,500.00
CV-PR-OP6-H	PR Payroll - Option 6 Applicant Tracking - H	1.00	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00
CV-PR-OP7-H	PR Payroll - Option 7 PM Action History - H	1.00	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00
CV-PR-OP8-H	PR Payroll - Option 8 Position Control/History - H	1.00	\$6,000.00	\$6,000.00	\$0.00	\$6,000.00
CV-PR-OP9-H	PR Payroll - Option 9 State Retirement Tables - H	1.00	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00
CV-PR-STD-H	PR Payroll - Standard - H	1.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
CV-WO-OP1-H	WO Opt 1 - Work Order Asset - H	1.00	\$5,500.00	\$5,500.00	\$0.00	\$5,500.00
CV-WO-OP2-H	WO Opt 2 - Closed WO History No Cost Data - H	1.00	\$8,500.00	\$8,500.00	\$0.00	\$8,500.00
CV-WO-OP3-H	WO Opt 3 - WO History With Cost Data - H	1.00	\$8,500.00	\$8,500.00	\$0.00	\$8,500.00
MISC-CV-001	Fleet Master File Conversion	1.00	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00
MISC-CV-002	TCM-Winocular Conversion	1.00	\$7,700.00	\$7,700.00	\$0.00	\$7,700.00
MISC-CV-003	Staff Development Conversion	1.00	\$7,500.00	\$7,500.00	\$0.00	\$7,500.00

Total:  
\$159,000.00

CONTRACT REVIEWED  
AND APPROVED:

*[Signature]* 12-13-11

Total Other	Total Consulting:	Total Training:	Total Conversion	Total Services:
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Services: \$5,126,165.00 \$147,900.00 \$820,150.00 Services: \$159,000.00 \$6,253,215.00

Total Training Days: 698 Total Consulting Days: 116

### 3 Maintenance

Vendor#	Description	Quantity	Price	Extended Price	Discount	Maintenance Total
FA-AC-SP-H	Accounting/GL/BG/AP - Support - H	1.00	\$55,080.00	\$55,080.00	\$55,080.00	\$0.00
FA-BM-SP-H	Bid Management - Support - H	1.00	\$6,480.00	\$6,480.00	\$6,480.00	\$0.00
FA-CM-SP-H	Contract Management - Support - H	1.00	\$6,156.00	\$6,156.00	\$6,156.00	\$0.00
FA-EER-SP-H	Employee Expense Reimbursement - Support - H	1.00	\$5,184.00	\$5,184.00	\$5,184.00	\$0.00
FA-FA-SP-H	Fixed Assets - Support - H	1.00	\$13,824.00	\$13,824.00	\$13,824.00	\$0.00
FA-IN-SP-H	Inventory - Support - H	1.00	\$13,824.00	\$13,824.00	\$13,824.00	\$0.00
FA-PA-SP-H	Project & Grant Accounting - Support - H	1.00	\$8,640.00	\$8,640.00	\$8,640.00	\$0.00
FA-PO-SP-H	Purchase Orders - Support - H	1.00	\$14,256.00	\$14,256.00	\$14,256.00	\$0.00
FA-RM-SP-H	Risk Management - Support - H	1.00	\$8,640.00	\$8,640.00	\$8,640.00	\$0.00
FA-RQ-SP-H	Requisitions - Support - H	1.00	\$9,979.00	\$9,979.00	\$9,979.00	\$0.00
FA-SAAM-SP-H	Student Activity Acctng-Support-MUNIS-H	1.00	\$10,368.00	\$10,368.00	\$10,368.00	\$0.00
FA-TM-SP-H	Treasury Management - Support - H	1.00	\$9,979.00	\$9,979.00	\$9,979.00	\$0.00
FA-WO-SP-H	Work Orders, Fleet & Facilities - Support - H	1.00	\$17,280.00	\$17,280.00	\$17,280.00	\$0.00
HR-AT-SP-H	Applicant Tracking - Support - H	1.00	\$3,960.00	\$3,960.00	\$3,960.00	\$0.00
HR-PD-SP-H	Professional Development - Support - H	1.00	\$3,960.00	\$3,960.00	\$3,960.00	\$0.00
HR-PM-SP-H	HR Management - Support - H	1.00	\$9,216.00	\$9,216.00	\$9,216.00	\$0.00
HR-PRESS-SP-H	Payroll w/ESS - Support - H	1.00	\$31,248.00	\$31,248.00	\$31,248.00	\$0.00
OF-GASB-SP-H	GASB 34 Report Writer - Support - H	1.00	\$6,048.00	\$6,048.00	\$6,048.00	\$0.00
OF-MO-SP-H	MUNIS Office - Support - H	1.00	\$9,504.00	\$9,504.00	\$9,504.00	\$0.00
OF-PL-SP-H	Role Tailored Dashboard - Support - H	1.00	\$9,504.00	\$9,504.00	\$9,504.00	\$0.00
OF-TCMSE-SP-H	TCM SE-Support-H	1.00	\$16,200.00	\$16,200.00	\$16,200.00	\$0.00
OF-TRS-SP-H	Tyler Reporting Services - Support - H	1.00	\$15,900.00	\$15,900.00	\$15,900.00	\$0.00
RB-AR-SP-H	Accounts Receivable - Support - H	1.00	\$12,636.00	\$12,636.00	\$12,636.00	\$0.00
RB-GB-SP-H	General Billing - Support - H	1.00	\$5,940.00	\$5,940.00	\$5,940.00	\$0.00
SVC-DIS-DR-01	MUNIS Disaster Recovery Service	1.00	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00
SVC-OSDBA-OS-03	OS/DBA Contract Services	1.00	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00
TF-AC-SP-H	Tyler Forms Processing - Support - H	1.00	\$3,600.00	\$3,600.00	\$3,600.00	\$0.00
WEB-MSH-CR-SP-H	Citizen Self Service - Support - H	1.00	\$12,636.00	\$12,636.00	\$12,636.00	\$0.00
WEB-MSH-VND-SP-H	Business and Vendor Self Service - Support - H	1.00	\$9,979.00	\$9,979.00	\$9,979.00	\$0.00

CONTRACT REVIEWED AND APPROVED:  
*[Signature]* 12-13-11

Total: \$330,021.00 Total: \$60,000.00

### 4 System Software

Vendor#	Description	Quantity	Price	Extended Price	Discount	System Software Total
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MISC-SS-001	Sympro Debt Mgmt. Module	1.00	\$25,000.00	\$25,000.00	\$0.00	\$25,000.00
MISC-SS-002	Sympro Debt Mgmt. GL Module	1.00	\$12,500.00	\$12,500.00	\$0.00	\$12,500.00
MISC-SS-003	Sympro Investment Mgmt. Module	1.00	\$25,000.00	\$25,000.00	\$0.00	\$25,000.00
MISC-SS-004	Sympro Analytics Module	1.00	\$6,250.00	\$6,250.00	\$0.00	\$6,250.00
MISC-SS-005	Sympro Earnings Allocation	1.00	\$12,500.00	\$12,500.00	\$0.00	\$12,500.00
MISC-SS-006	Sympro Invest. GL Module	1.00	\$12,500.00	\$12,500.00	\$0.00	\$12,500.00
MISC-SS-007	Sympro Multi-User License (3)	1.00	\$6,250.00	\$6,250.00	\$0.00	\$6,250.00
MISC-SS-008	Sympro Fin Svc-Cust. Recon	1.00	\$6,250.00	\$6,250.00	\$0.00	\$6,250.00
MISC-SS-009	Sympro Market Pricing	1.00	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00
VAR-4JS-SL-LIC-H	Tyler Unlimited Client Access License - H	1.00	\$136,500.00	\$136,500.00	\$0.00	\$136,500.00
VAR-ESM-ESS-SW-H	ESM Enterprise Sourcing Solution - SW - H	1.00	\$61,800.00	\$61,800.00	\$0.00	\$61,800.00
					Total:	Total:
					\$0.00	\$307,050.00

### 5 System Software Maintenance


Item #	Description	Quantity	Price	Extended Price	Discount	System Software Maintenance Total
MISC-SM-001	Sympro Software Maintenance	1.00	\$17,400.00	\$17,400.00	\$0.00	\$17,400.00
OF-ESM-MPO-H	ESM MUNIS Punch Out - Annual - H	1.00	\$38,525.00	\$38,525.00	\$0.00	\$38,525.00
VAR-4JS-SL-MNT-H	Tyler Unlimited Client Access Maintenance - H	1.00	\$27,300.00	\$27,300.00	\$0.00	\$27,300.00
VAR-ESM-ESS-MNT-H	ESM Enterprise Sourcing Solution - MNT - H	1.00	\$20,394.00	\$20,394.00	\$0.00	\$20,394.00
					Total:	Total:
					\$0.00	\$103,619.00

### 6 Hardware

Item #	Description	Quantity	Price	Extended Price	Discount	Hardware Total
TF-SS-EA	Tyler Secure Signature Key – Additional	2.00	\$150.00	\$300.00	\$0.00	\$300.00
TF-SS-KEY	Tyler Secure Signature Key with System	2.00	\$0.00	\$0.00	\$0.00	\$0.00
TF-SS-S1	Tyler Secure Signature System	2.00	\$1,500.00	\$3,000.00	\$0.00	\$3,000.00
					Total:	Total:
					\$0.00	\$3,300.00

### 7 3rd Party Services

Item #	Description	Quantity	Price	Extended Price	Discount	3rd Party Services Total
MISC-TPTR-001	Sympro Training	6.00	\$2,000.00	\$12,000.00	\$0.00	\$12,000.00
MISC-TPTR-002	Sympro TCS Participation	5.00	\$2,000.00	\$10,000.00	\$0.00	\$10,000.00
MISC-TPTR-003	ESM TCS Participation	4.00	\$2,000.00	\$8,000.00	\$0.00	\$8,000.00
MISC-TPTR-006	Sympro Project Management	1.00	\$6,250.00	\$6,250.00	\$0.00	\$6,250.00
MISC-TPTR-007	Sympro Debt Conversion			\$18,750.00	\$0.00	\$18,750.00
OF-ESM-MPO-	ESM MUNIS Punch Out - Training - H	8.00	\$1,175.00	\$9,400.00	\$0.00	\$9,400.00

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 AND APPROVED:  
 12-13-11

TR-H							
VAR-ESM-ESS- TR-H	ESM Enterprise Sourcing Solution - H	16.00	\$1,175.00	\$18,800.00	\$0.00		\$18,800.00
						<b>Total:</b>	<b>Total:</b>
						\$0.00	\$83,200.00

**Summary**

	Fees	Maintenance
Total Software	\$1,831,520.00	\$60,000.00
Total Services	\$6,253,215.00	
Total System Software	\$307,050.00	\$103,619.00
Total Hardware	\$3,300.00	
Total 3rd Party Services	\$83,200.00	
Summary Total	\$8,478,285.00	\$163,619.00

**Comments**

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

Prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use, excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting.

The first annual software maintenance fees which cover the one (1) year period commencing upon installation of the software products are waived. Subsequent annual software maintenance fees will be due on the anniversary of the installation date of the software products at Tyler's then current fees.

For the Tyler software products; upon payment in full of the license fees, you will receive a perpetual site license, however, related third party products may be licensed annually and per concurrent user, not unlimited seat license. On an ongoing basis, you will also be responsible for any related third party fees, including those associated with the addition of users to the configuration, and you shall be responsible for any increases in third party fees.

Tyler's OSDBA Service is calculated at 25% of the MUNIS annual maintenance. There is a \$2,500 minimum annual fee and a \$30,000 maximum annual fee for OSDBA service.

Tyler's Disaster Recovery Service is calculated at 25% of the MUNIS annual maintenance. There is a \$5,000 minimum annual fee and a \$30,000 maximum annual fee for Disaster Recovery service. The Disaster Recovery fees are applicable only to one Live MUNIS database and excludes all test and training databases.

Tyler recommends the use of a 128-bit SSL Security Certificate for any Internet Web Applications, such as the MUNIS Web Client and the MUNIS Self Service applications. This certificate is required to encrypt the highly sensitive payroll and financial information as it travels across the public internet. There are various vendors who sell SSL Certificates, with all ranges of prices.

The 340 days Additional Training Services are only deliverable upon District direction. District can exchange all or a portion of such days to acquire other services in connection with the Agreement.

**Optional Software and Services - not included in Totals**

Vendor #	Description	Quantity	Price	Extended Price	Discount	Software and Services Total
FA-PBB-CS-H	Performance Based Budgeting - Consulting - H	16.00	\$1,275.00	\$20,400.00	\$0.00	\$20,400.00
FA-PBB-SP-H	Performance Based Budgeting - Support - H	1.00	\$15,300.00	\$15,300.00	\$0.00	\$15,300.00
FA-PBB-SW-H	Performance Based Budgeting - Software - H	1.00	\$85,000.00	\$85,000.00	\$0.00	\$85,000.00
FA-PBB-TR-H	Performance Based Budgeting - Training - H	16.00	\$1,175.00	\$18,800.00	\$0.00	\$18,800.00
OF-TIW-CS-H	Tyler Pulse - Consulting - H	2.00	\$1,277.50	\$2,555.00	\$0.00	\$2,550.00

CONTRACT REVIEWED  
 AND APPROVED: \$2,550.00  
 Kds 12-13-11

OF-TIW-SP-H	Tyler Pulse - Support - H	1.00	\$36,000.00	\$36,000.00	\$0.00	\$36,000.00
OF-TIW-SW-H	Tyler Pulse - Software - H	1.00	\$120,000.00	\$120,000.00	\$0.00	\$120,000.00
OF-TIW-TR-H	Tyler Pulse - Training - H	12.00	\$1,175.00	\$14,100.00	\$0.00	\$14,100.00
OF-TIWCTA-CS-H	Tyler Pulse Connection (Tyler Application) CS - H	2.00	\$1,275.00	\$2,550.00	\$0.00	\$2,550.00
OF-TIWCTA-SP-H	Tyler Pulse Connection (Tyler Application) SP - H	1.00	\$0.00	\$0.00	\$0.00	\$0.00
OF-TIWCTA-SW-H	Tyler Pulse Connection (Tyler Application) SW - H	1.00	\$0.00	\$0.00	\$0.00	\$0.00
OF-TIWCTA-TR-H	Tyler Pulse Connection (Tyler Application) TR - H	8.00	\$1,175.00	\$9,400.00	\$0.00	\$9,400.00
OF-TIWCTPA-CS-H	Tyler Pulse Connection (Third Party App.) CS - H	2.00	\$1,275.00	\$2,550.00	\$0.00	\$2,550.00
OF-TIWCTPA-SP-H	Tyler Pulse Connection (Third Party App.) SP - H	1.00	\$7,500.00	\$7,500.00	\$0.00	\$7,500.00
OF-TIWCTPA-SW-H	Tyler Pulse Connection (Third Party App.) SW - H	1.00	\$25,000.00	\$25,000.00	\$0.00	\$25,000.00
OF-TIWCTPA-TR-H	Tyler Pulse Connection (Third Party App.) TR - H	12.00	\$1,175.00	\$14,100.00	\$0.00	\$14,100.00

Unless otherwise indicated in the Contract or Amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the Contract, whichever is later. Total: \$373,250.00

*VDC/Am* *Per Item A.2B Pg 15 of 82*  
*12-13-11*

Customer Approval: \_\_\_\_\_  
Print Name: \_\_\_\_\_

Date: \_\_\_\_\_  
P.O. #: \_\_\_\_\_

All primary values quoted in US Dollars

**CONTRACT REVIEWED  
AND APPROVED:**  
*Kdy 12-13-11*

## Exhibit 2 – Verification Test

### Verification Test

The verification test (“Test”) detailed below will be conducted following installation. The purpose of the Test is to help ensure the Tyler Software Products perform as described in this exhibit using the MUNIS Verification Database. The MUNIS Verification Database contains the types of information ordinarily used by the specified software and the Test utilizes said data to demonstrate the performance of the specified software’s base line functions. As such, the Test is not intended to validate any site specific functionality and will only be conducted for those software products licensed by the District. District-specific functionality will be reviewed during the implementation phase when site-specific data will be applied against the desired functionality.

Many sections below contain three phases: table views, reports, and process. Each phase is intended to be completed in 4 hours or less. Please note that each phase listed below has a space where District will be asked to initial, indicating that the verification has been performed and accepted.

#### FINANCIALS:

##### Phase 1

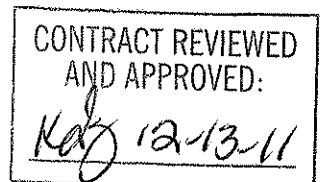
- View general ledger master table
- View budget master table
- View vendor master table
- View general ledger account inquiry – perform drill down
- Find purchase orders/requisitions in purchase order inquiry
- View inventory master
- View fixed assets master
- View work order master

##### Phase 2

- Enter a requisition
- Approve the requisition
- Convert to a purchase order
- Post the purchase order
- Enter an invoice against the requisition
- Post the invoice
- Select items to be paid report
- Print checks (on blank paper without forms)
- Find journals in journal inquiry using date find

##### Phase 3

- Reports:
  - General ledger trial balance
  - Year to date budget report
  - Vendor invoice list
  - Purchase orders by general ledger account (select open purchase orders)
  - Inventory list by location



- Fixed asset list by location

**PAYROLL/HR:**

**Phase 1**

- View deduction master
- View pay type master
- View employee master
- View employee detail history – perform drill down
- View position table
- View terminated employee table

**Phase 2**

- Add new employee
- Build job pay records
- Start a new payroll
- Generate employee records
- Enter exceptions
- Print final proof
- Update employee files
- Print checks (on blank paper without forms)

**Phase 3**

- Reports
  - Employee Detail
  - Employee Accrual
  - Detail Check History Report
  - Payroll Register

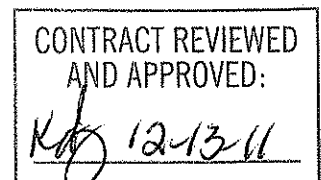
**OTHER REVENUE (TAX/EXCISE/GENERAL BILLING):**

**Phase 1**

- View customer file
- View parcel file
- View charge code file
- View tax year parameter
- View motor vehicle master file
- View bill inquiry
- View lien file
- View receipt inquiry
- View activity totals inquiry/report

**Phase 2**

- Create a new general billing customer
- Add a general billing invoice



- Make a payment against the general billing
- Make a payment against a tax/excise/personal property/etc. bill
- Print payments proof
- Post payments
- Use receipt inquiry to find the payment

**Phase 3**

- Reports
  - Summary receivables
  - Detail receivables
  - Posted payments report

**PROJECT ACCOUNTING:**

(Performed with General Ledger)

- View project master table
- View general ledger master with project code
- View project budget report

**MUNIS OFFICE:**

**SECTION F.**

- Export from general ledger account inquiry into Excel
- Export from general ledger account inquiry into Word

**BUSINESS OBJECTS:**

- Verification Report for Crystal Reports from the Knowledgebase will be used to display results from the MUNIS Verification database. No configuration needs to be done to run this report.

**TYLER REPORTING SERVICES:**

**SECTION G.**



- Verification Report for Tyler Reporting Services from the Knowledgebase will be used to display results from the MUNIS Verification database. No configuration needs to be done to run this report.

#### CONTRACT MANAGEMENT:

- View contract master file
- Enter a requisition against a contract
- View contract master to highlight changes

#### TREASURY MANAGEMENT:

- View a recurring cash flow record for current fiscal year in recurring cash flow F/M
- Generate cash flow file maintenance
- Generate a journal entry on the cash flow file maintenance record created
- Go to general journal entry/proof, find journal that was generated and post it

#### MUNIS SELF SERVICE – EMPLOYEES:

##### Phase 1

- View and update the general administration settings
- Add a new user under users

##### Phase 2

- View and update application administration under Employee Admin
- View and add a web link or document under Document Administration

### Exhibit 3

#### Support Call Process

Client Support

#### Tyler Technical Support Department for Munis®

*Goal: To provide an effective support mechanism that will guarantee timely resolution to calls, resulting in high-level client satisfaction.*

#### Contact Us

Call Tyler's toll free number (800-772-2260) or log a support request online through the Tyler Client Portal available at Tyler's Support Web site ([www.tylertech.com](http://www.tylertech.com)).

#### Support Organization

Tyler's Technical Support Department for Munis is divided into multiple teams: Financials, Payroll/HR/Pension, Tax/Other Revenue and Collections, Utility Billing and Collections, OS/DBA (Operating System and Database Administration), and TylerForms and Reporting Services.

These "product-specific" teams allow support staff to focus on a group of products or services. A group of specialists assigned to each team handle calls quickly and accurately.

Each team consists of a Munis Support Product Manager, Support Analysts and Technical Support Specialists. The Support Product Manager is responsible for the day-to-day operations of the team and ensures we provide exceptional technical support to our clients. The Support Analysts are responsible for assisting the team with clients' issues, and provide on-going team training. Technical Support Specialists are responsible for diagnosing and resolving client issues in a timely and courteous manner.

#### Standard Support Hours

Applications	Hours
Financials (including Inventory and Work Orders, Fleet & Facilities Management)	8:00am-8:00pm eastern time Monday-Friday
Payroll/HR/Pension	8:00am-8:00pm eastern time Monday-Friday
Tax/Other Revenue & Collections (including Permits & Code Enforcement and Business License)	8:00am-6:00pm eastern time Monday-Friday
Utility Billing & Collections	8:00am-8:00pm eastern time Monday-Friday
OS/DBA	8:00am-6:00pm eastern time Monday-Friday

CONTRACT REVIEWED  
AND APPROVED:  
*Kdy 12-13-11*

### Focus on Incoming Rate

When you call Technical Support, your call is answered by a Support Technician, or is transferred into the Support voice mail. *Our goal is to capture 75% of our daily calls incoming*, which means you will often start working with a Support Specialist immediately upon calling Tyler.

### Leaving Messages for Support

When leaving a message on the Support voice mail, ensure the following information is contained within the message:

- Your full name (first name, last name) and the site you are calling for/from
- A phone number where you can be reached
- The details of the issue or question you have (i.e.: program, • process, error message)
- The priority of the issue (1, 2, 3, or 4)
- When you will be available for a return call (often Support will call back within an hour of receiving your message)

### Paging

All client questions are important to us. There may be times when you are experiencing a priority 1 critical issue and all technicians for the requested team are on the line assisting clients. In this circumstance, it is appropriate to press 0 to be redirected to the operator. The operator will page the team you need to contact. We ask that you reserve this function for those times when Munis is down, or a mission critical application is down and you are not able to reach a technician immediately.

### Online Support

Some questions can be handled effectively by e-mail. Once registered as a user on Tyler's Support Web site at [www.tylertech.com](http://www.tylertech.com), you can ask questions or report issues to Support through "Customer Tools". Tyler's Client Portal (TCP) allows you to log an incident to Technical Support anytime from any Internet connection. All TCP account, incident and survey data is available in real-time.

Your existing contact information defaults when you add a new Support incident. You will be asked for required information including Incident Description, Priority, Product Group and Product Module. Unlimited work-note text is available for you to describe the question or problem in detail, plus you can attach files or screenshots that may be helpful to Support.

When a new incident is added, the incident number is presented on the screen, and you will receive an automated e-mail response that includes the incident number. The new incident is routed to the appropriate Technical Support Team queue for response. They will review your incident, research the item, and respond via e-mail according to the priority of the incident.

### Customer Relationship Management System

Every call or e-mail from you is logged into our Customer Relationship Management System and given a unique call number. This system tracks the history of each incident, including the person calling, time of the call, priority of the call, description of the problem, support recommendations, client feedback and resolution. For registered users on Tyler's Support Web site ([www.tylertech.com](http://www.tylertech.com)), a list of calls is available real-time under the Tyler Client Portal (TCP).

### Call Numbers

Support's goal is to return clients' calls as soon as possible. If you are not available when we call back, we will leave a message with the open call number on your voice mail or with a person in your office. When you call back, you can reference this call number so you do not have to re-explain the issue.

An open call number is also given to you once an initial contact has been made with Support and it has been determined that the issue can't be resolved during the initial call. The open call number lets you easily track and reference specific open issues with Support.

### Call Response Goals

Open Call Priority	Maximum number of days a support call is open	Support managers and analysts review open calls
1	Less than a day	Daily
2	10 Days or less	Every other day
3	30 Days or less	Weekly
4	60 Days or less	Weekly

### Call Priorities

A call escalation system is in place where, each day, Support Analysts and Product Support Managers, review open calls in their focus area to monitor progress.

Each call logged is given a priority (1, 2, 3, and 4) according to the client's needs/deadlines. The goal of this structure is to clearly understand the importance of the issue and assign the priority for closure. The client is responsible for setting the priority of the call. Tyler Support for Munis tracks responsiveness to priority 1, 2 and 3 calls each week. This measurement allows us to better evaluate overall client satisfaction.

**Priority 1 Call** — issue is critical to the client, the Munis application or process is down.

**Priority 2 Call** — issue is severe, but there is a work around the client can use.

**Priority 3 Call** — issue is a non-severe support call from the client.

**Priority 4 Call** — issue is non-critical for the client and they would like to work with Support as time permits.

CONTRACT REVIEWED  
AND APPROVED:  
*Kelly* 12-13-11

### Following Up on Open Calls

Some issues will not be resolved during the initial call with a Support Technician. If the call remains open, the technician will give you an open call number to reference, and will confirm the priority of the incident.

If you want to follow up on an open call, simply call the appropriate Support Team and reference the call number to the Technician who answers or leave this information in your message. Referencing the open call number allows anyone in support to quickly follow up on the issue. You can also update the incident through TCP on Tyler's Web site ([www.tylertech.com](http://www.tylertech.com)) and add a note requesting follow-up.

### Escalating a Support Call

If the situation to be addressed by your open call has changed and you need to have the call priority adjusted, please call the appropriate Support Team and ask to be connected to the assigned technician. If that technician is unavailable, another technician on the team may be able to assist you, or will transfer you to the Product Support Team Manager. If you feel you are not receiving the service you need, please call the appropriate Product Manager and provide them with the open call number for which you need assistance. The Product Manager will follow up on your open issue and determine the necessary action to meet your needs.

### Technical Support Product Managers:

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Financials Team	Michelle ( <a href="mailto:michelle.madore@tylertech.com">michelle.madore@tylertech.com</a> )	Madore (X4483)
Payroll/HR/Pension Team	Sonja Johnson ( <a href="mailto:sonja.johnson@tylertech.com">sonja.johnson@tylertech.com</a> )	(X4157)
Tax/Other	Revenue/Utility Steven Jones ( <a href="mailto:steven.jones@tylertech.com">steven.jones@tylertech.com</a> )	(X4255)
Billing Team		
OS/DBA Team	Greg Mehlhorn ( <a href="mailto:greg.mehlhorn@tylertech.com">greg.mehlhorn@tylertech.com</a> )	(X4391)
TylerForms & Reporting Services	Michele ( <a href="mailto:michele.violette@tylertech.com">michele.violette@tylertech.com</a> )	Violette (X4381)

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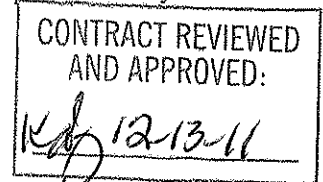
*If you are unable to reach the Product Manager, please call CJ McCarron, Vice President of Technical Support at 800-772-2260, ext. 4124 ([cj.mccarron@tylertech.com](mailto:cj.mccarron@tylertech.com)).*

### Resources

A number of additional resources are available to you to provide a comprehensive and complete support experience.

**Munis Internet Updater (MIU):** Allows you to download and install critical and high priority fixes as soon as they become available.

**Release Admin Console:** Allows you to monitor and track the availability of all development activity for



a particular release; right from inside Munis.

**Knowledgebase:** A fully searchable depository of thousands of documents related to Munis processing, procedures, release info, helpful hints, etc.

#### **Remote Support Tool**

Some Support calls may require further analysis of your database or setup to diagnose a problem or to assist you with a question. GoToAssist® shares your desktop via the Internet to provide you with virtual on-site support. The GoToAssist tool from Citrix ([www.citrix.com](http://www.citrix.com)) provides a highly secure connection with 128-bit, end-to-end AES encryption. Support is able to quickly connect to your desktop and view your site's setup, diagnose problems, or assist you with screen navigation.

At the end of each GoToAssist session, there is a quick survey you should complete so we have accurate and up-to-date feedback on your Support experiences. We review the survey data in order to continually improve our Support services.

#### **E-mail Registration**

Clients can go to our Web site and register for e-mail "groups" based on specific Munis applications. We use these groups to inform clients of issues, and to distribute helpful technical tips and updated technical documentation. The survey information allows you to update your registration at any time, and you may unregister for one or more distribution lists at any time.

#### **Tyler Web site**

Once you have registered as a user on Tyler's Support Web site ([www.tylertech.com](http://www.tylertech.com)), you have access to "Customer Tools" and other information such as online documentation, user forums, group training schedule/sign-up, and annual user conference updates/registration.

#### **Timely TCP Progress Updates**

Our technicians are committed to providing you timely updates on the progress of your open support incidents via the Tyler Client Portal. The frequency of these updates is determined by issue priority.

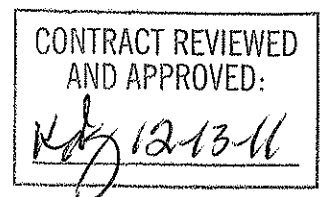
**Priority 1 Incidents** — Daily updates (only if phone contact is not possible)

**Priority 2 Incidents** — Weekly Updates

**Priority 3 Incidents** — Bi-weekly Updates

**Priority 4 Incidents** — Bi-weekly Updates

Updates will also be provided for any issue, regardless of priority, when action items have been completed or when there is pertinent information to share.



## Exhibit 4 - Business Travel Policy

### 1. Air Travel

#### A. Reservations & Tickets

Tyler's Travel Agent will provide an employee with the lowest available airfare within two hours before or after the requested departure time. If a net savings of \$100 or more is possible through an alternate flight with not more than one stop, the flight with the lower fare should be accepted. Employees are encouraged to make reservations far enough in advance to take full advantage of discount opportunities.

#### B. Baggage Fees

Fees for checking one piece of baggage will be fully reimbursed, provided it is directly related to Tyler business. Baggage fees for sports equipment are not reimbursable.

### 2. Ground Transportation

#### A. Private Automobile

Business use of an employee's private automobile will be reimbursed at a rate of \$ .38 per mile plus out of pocket costs for tolls and parking. Mileage will be calculated by using the employee's office as the starting and ending point, in compliance with IRS regulations. Employees who have been designated a home office should calculate miles from their home.

#### B. Rental Car

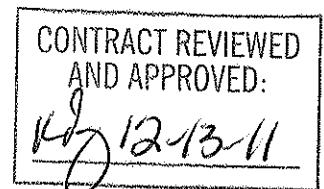
Employees are authorized to rent cars, and only in conjunction with air travel when cost, convenience and the specific situation require their use. When renting a car for Tyler business, employees should select a "mid-size" or "intermediate" car. "Full" size cars may be rented when three or more employees are traveling together.

#### C. Public Transportation

Taxi or airport limousine services should be considered when traveling in and around cities or to and from airports. The Company will reimburse the actual fare plus a reasonable tip (15-18%). In the case of a free hotel shuttle to the airport, a \$1 tip per bag is reimbursable.

### 3. Lodging

Tyler's Travel Agent will select hotel chains that are well established, reasonable in price and conveniently located in relation to the traveler's work assignment. Typical hotel chains include Fairfield Inn, Hampton Inn and Holiday Inn Express. If the customer has a discount rate with a local hotel, notify Tyler's Travel Agent as soon as possible to ensure that all employees can take advantage of the rate. Tyler agrees that lodging will be reimbursed up to a maximum of \$125, not including taxes, per night for single occupancy provided accommodations are available at time of booking and that such accommodations are safe, clean, and a reasonable distance away from the work site. District will reasonably and timely work with Tyler so that Tyler may take advantage of any discount rates available to District that Tyler is allowed to use in connection with this Agreement.



4. Meals

Employee meals while on travel status are reimbursable in the form of a flat per diem rate. The reimbursement rates for individual meals are as follows:

Breakfast	\$ 5.00
Lunch	11.00
<u>Dinner</u>	<u>23.00</u>
Total	\$39.00

A. Overnight Travel

Employees on overnight travel status are eligible to claim all three meals on their expense report except as follows:

Departure Day

Depart before 12:00 noon	Lunch and dinner
Depart after 12:00 noon	Dinner

Return Day

Return before 12:00 noon	Breakfast
Return between 12:00 noon & 8:00 p.m.	Breakfast and lunch
Return after 8:00* p.m.	Breakfast, lunch and dinner

\*8:00 is defined as direct travel time and does not include time taken to stop for dinner

B. Same Day Travel

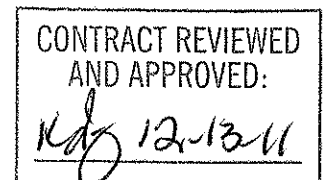
Employees traveling at least 2 hours to a site and returning in the same day are eligible to claim lunch on an expense report. Employees on same day travel status are eligible to claim dinner in the event they return home after 8:00\* p.m.

\*8:00 is defined as direct travel time and does not include time taken to stop for dinner

5. Internet Access – Hotels and Airports

Employees who travel may need to access their e-mail at night. Many hotels provide free high speed internet access and Tyler employees are encouraged to use such hotels whenever possible. If your hotel charges for internet access it is reimbursable up to \$10.00 per day. Charges for internet access at airports are not reimbursable.

Effective Date: July 3, 2011





## Exhibit 5 – Adobe End User License Agreement

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**ADOBE CENTRAL OUTPUT SOFTWARE**  
Software License Agreement

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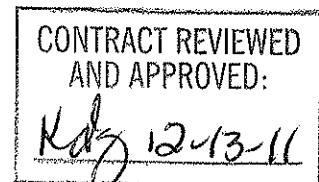
1.2 "Authorized Users" means employees and individual contractors (i.e., temporary employees) of Licensee.

1.3 "Computer" means one or more central processing units ("CPU") in a hardware device (including hardware devices accessed by multiple users through a network ("Server")) that accepts information in digital or similar form and manipulates it for a specific result based on a sequence of instructions.

1.4 "Deliver" means to transmit data directly or indirectly over a network to a printing device or any other device for the purpose of printing.

1.5 "Development Software" means Software licensed for use in a technical environment solely for internal development and testing and not for use as Production Software.

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1.7 "Documentation" means the user manuals and/or technical publications as applicable, relating to installation, use and administration of the Software.

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(c) Per-Server. The total number of Servers on which the Software is installed may not exceed the licensed quantity of Servers.

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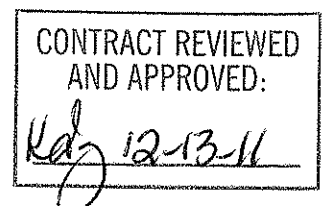
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1.12 "SDK Components" means the sample software code, application programming interface, header files and related information, and the file format specifications, if any, included as part of the Software as described in the Documentation or a "Read Me" file accompanying the applicable Software.

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2.6 Font Software. If the Software includes font software, then Licensee may (a) use the font software on Licensee's Computers in connection with Licensee's use of the Software as permitted under this Agreement; (b) output such font software on any output devices connected to Licensee's Computers; (c) convert and install the font software into another format for use in other environments provided that use of the converted font software may not be distributed or transferred for any purpose except in accordance with the transfer section in this Agreement; and (d) embed copies of the font software into Licensee's electronic documents for the purpose of printing and viewing the document, provided that if the font software Licensee is embedding is identified as "licensed for editable embedding" on Adobe's website at <http://www.adobe.com/type/browser/legal/embeddingeula.html>, Licensee may also embed copies of that font software for the additional limited purpose of editing Licensee's electronic documents.

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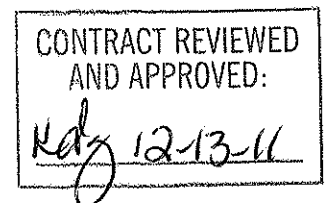
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3.1 Adobe Central Output Server. If Licensee has licensed Adobe Central Output Server as Production Software or Development Software (as separately provided in writing by Adobe), then Adobe grants Licensee a license to install and use Adobe Central Output Server on a Per-Server basis, provided that Licensee is not permitted to Deliver output from the Production Software to more than ten (10) Locations per licensed Server.

3.2 Adobe Central Pro Output Server. If Licensee has licensed Adobe Central Pro Output Server, then Adobe grants Licensee a license to install and use Adobe Central Pro Output Server either (a) as Production Software on a Per-Server or Per-User basis (as separately provided in writing by Adobe), or (b) as Development Software on a Per-Server basis. When Adobe Central Pro Output Server is licensed as Production Software on a Per-Server basis, Licensee is not permitted to Deliver output from the Software Product to more than ten (10) Locations per licensed Server.



3.3 Adobe Output Pak for mySAP.com. If Licensee has licensed Adobe Output Pak for mySAP.com, then Adobe grants Licensee a license to install and use Adobe Output Pak for mySAP.com solely in connection with Adobe Central Pro Output Server for use with SAP software either (a) as Production Software on a Per-Server or Per-User basis (as separately provided in writing by Adobe), or (b) as Development Software on a Per-Server basis. Licensee's license to Adobe Output Pak for mySAP.com includes a license to install and use Adobe Central Pro Output Server subject to the terms of Section 3.2 of this Agreement. The following additional terms apply:

3.3.1 Per-Server License. If Licensee has licensed Adobe Output Pak for mySAP.com on a Per-Server basis, Licensee shall have the right to install and use Adobe Central Pro Output Server on one (1) Server unless Licensee obtains additional Per-Server licenses to the Adobe Central Pro Output Server.

3.3.2 Per-User License. If Licensee has licensed Adobe Output Pak for mySAP.com software on a Per-User basis, Licensee must obtain a number of Per-User licenses of Adobe Output Pak for mySAP.com not less than the number of Authorized Users who are authorized to access or use the SAP software.

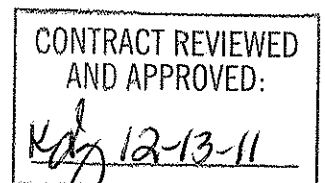
3.4 Adobe Central Output Server Workstation Edition. If Licensee has licensed Adobe Central Output Server Workstation Edition, then Adobe grants Licensee a license to install and use Adobe Central Output Server Workstation Edition as Production Software on a Per-Computer basis. Licensee's use of the Adobe Central Output Server Workstation Edition shall be limited to use directly or indirectly initiated by an individual person (not an automated process) for the sole purpose of delivering output that has been processed by the Adobe Central Output Server Workstation Edition software to the person that initiated such use.

3.5 Adobe Output Designer. If Licensee has licensed Adobe Output Designer, then Adobe grants Licensee a license to install and use Adobe Output Designer as Production Software on a Per-Computer basis subject to the following additional terms:

3.5.1 Network Use. As an alternative to installing and using the Adobe Output Designer software on the Computer of each licensed Authorized User, Licensee may install and use the Adobe Output Designer software on a file server for the purpose of (a) permitting Authorized Users to download the software for installation and use on no more than the licensed number of Computers connected to Licensee's Internal Network, or (b) permitting Authorized Users to use the software using commands, data or instructions from a Computer connected to Licensee's Internal Network provided that the total number (not the concurrent number) of Authorized Users that use the software does not exceed one user for each of the licensed number of Computers. No other network use is permitted.

3.5.2 Limitation. Licensee shall be prohibited from using the templates, forms and other materials created using the Adobe Output Designer software with any software other than Adobe software.

3.6 Development Software License. This Section 3.6 applies only if Licensee has obtained a valid Development Software license to a Software Product. In addition to the other terms contained herein, Licensee's license to the Development Software is limited to use in Licensee's technical environment strictly for testing and development purposes and not for production purposes. Licensee may (a) install the Development Software on Servers connected to Licensee's Internal Network provided that the total number of Computers used to operate the Development Software does not exceed the licensed amount, and (b) permit Authorized Users to use the Development Software in accordance with this Agreement.



4. Evaluation of Software Products. This Section 4 applies only if Licensee has obtained a valid license to evaluate Software Products as separately provided in writing by Adobe or as indicated by the serial number Licensee enters upon installation.

4.1 License. In addition to the other terms contained herein, Licensee's license to evaluate any Software Product is limited to use strictly for Licensee's own internal evaluation purposes and not for production purposes, and is further limited to a period not to exceed sixty (60) days from the date Licensee obtains the Software Products. Licensee may (a) install the Software Products on one (1) Computer connected to Licensee's Internal Network, and (b) permit Authorized Users to use the Software Products to deliver content within Licensee's Internal Network. Licensee's rights with respect to the Software Products are further limited as described in Section 4.2.

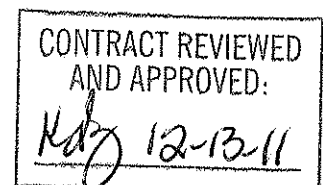
4.2 Limitations. Licensee's rights to install and use Software Products under this Section 4 will terminate immediately upon the earlier of (a) the expiration of the evaluation period described herein, or (b) such time that Licensee purchases a license to a non-evaluation version of such Software Products. Adobe reserves the right to terminate Licensee's license to evaluate Software Products at any time in its sole discretion. Licensee agrees to return or destroy Licensee's copy of the Software Products upon termination of this Agreement for any reason. To the extent that any provision in this Section 4 is in conflict with any other term or condition in this Agreement, this Section 4 shall supersede such other term(s) and condition(s) with respect to the evaluation of Software Products, but only to the extent necessary to resolve the conflict. ADOBE IS LICENSING THE SOFTWARE PRODUCTS FOR EVALUATION ON AN "AS IS" BASIS AT LICENSEE'S OWN RISK. SEE SECTIONS 7 AND 8 FOR WARRANTY DISCLAIMERS AND LIABILITY LIMITATIONS WHICH GOVERN EVALUATION OF SOFTWARE PRODUCTS.

5. Intellectual Property Rights. The Software and any copies that Licensee is authorized by Adobe to make are the intellectual property of and are owned by Adobe Systems Incorporated and its suppliers. The structure, organization and code of the Software are the valuable trade secrets and confidential information of Adobe Systems Incorporated and its suppliers. The Software is protected by copyright, including without limitation by United States Copyright Law, international treaty provisions and applicable laws in the country in which it is being used. Except as expressly stated herein, this Agreement does not grant Licensee any intellectual property rights in the Software and all rights not expressly granted are reserved by Adobe.

6. Updates. If the Software is an upgrade or update to a previous version of the Software, Licensee must possess a valid license to such previous version in order to use such upgrade or update. All upgrades and updates are provided to Licensee on a license exchange basis. Licensee agrees that by using an upgrade or update Licensee voluntarily terminates Licensee's right to use any previous version of the Software. As an exception, Licensee may continue to use previous versions of the Software on Licensee's Computer after Licensee uses the upgrade or update but only to assist Licensee in the transition to the upgrade or update, provided that the upgrade or update and the previous versions are installed on the same computer. Upgrades and updates may be licensed to Licensee by Adobe with additional or different terms.

## 7. WARRANTY

7.1. Warranty. Adobe warrants to Licensee that the Software will perform substantially in accordance with the Documentation for the ninety (90) day period following shipment of the Software when used on the recommended operating system, platform and hardware configuration. This limited warranty does not apply to evaluation software (as indicated in Section 4), patches, sample code, sample files and font software converted into other formats. All warranty claims must be made within such ninety (90) day



period. If the Software does not perform substantially in accordance with the Documentation, the entire liability of Adobe and Licensee's exclusive remedy shall be limited to either, at Adobe's option, the replacement of the Software or the refund of the license fee paid to Adobe for the Software.

7.2 DISCLAIMER. THE FOREGOING LIMITED WARRANTY IS THE ONLY WARRANTY MADE BY ADOBE AND STATES THE SOLE AND EXCLUSIVE REMEDIES FOR ADOBE'S, ITS AFFILIATES' OR ITS SUPPLIERS' BREACH OF WARRANTY. EXCEPT FOR THE FOREGOING LIMITED WARRANTY, AND FOR ANY WARRANTY, CONDITION, REPRESENTATION OR TERM TO THE EXTENT TO WHICH THE SAME CANNOT OR MAY NOT BE EXCLUDED OR LIMITED BY LAW APPLICABLE IN LICENSEE'S JURISDICTION, ADOBE, ITS AFFILIATES AND ITS SUPPLIERS PROVIDE THE SOFTWARE AS-IS AND WITH ALL FAULTS AND EXPRESSLY DISCLAIM ALL OTHER WARRANTIES, CONDITIONS, REPRESENTATIONS OR TERMS, EXPRESS OR IMPLIED, WHETHER BY STATUTE, COMMON LAW, CUSTOM, USAGE OR OTHERWISE AS TO ANY OTHER MATTERS, INCLUDING PERFORMANCE, SECURITY, NON-INFRINGEMENT OF THIRD PARTY RIGHTS, INTEGRATION, MERCHANTABILITY, QUIET ENJOYMENT, SATISFACTORY QUALITY OR FITNESS FOR ANY PARTICULAR PURPOSE.

8. LIMITATION OF LIABILITY. EXCEPT FOR THE EXCLUSIVE REMEDY SET FORTH ABOVE AND AS OTHERWISE PROVIDED IN SECTION 4, IN NO EVENT WILL ADOBE, ITS AFFILIATES OR ITS SUPPLIERS BE LIABLE TO LICENSEE FOR ANY LOSS, DAMAGES, CLAIMS OR COSTS WHATSOEVER INCLUDING ANY CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, ANY LOST PROFITS OR LOST SAVINGS, ANY DAMAGES RESULTING FROM BUSINESS INTERRUPTION, PERSONAL INJURY OR FAILURE TO MEET ANY DUTY OF CARE, OR CLAIMS BY A THIRD PARTY EVEN IF AN ADOBE REPRESENTATIVE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS, DAMAGES, CLAIMS OR COSTS. THE FOREGOING LIMITATIONS AND EXCLUSIONS APPLY TO THE EXTENT PERMITTED BY APPLICABLE LAW IN LICENSEE'S JURISDICTION. ADOBE'S AGGREGATE LIABILITY AND THAT OF ITS AFFILIATES AND SUPPLIERS UNDER OR IN CONNECTION WITH THIS AGREEMENT SHALL BE LIMITED TO THE AMOUNT PAID FOR THE SOFTWARE, IF ANY. THIS LIMITATION WILL APPLY EVEN IN THE EVENT OF A FUNDAMENTAL OR MATERIAL BREACH OR A BREACH OF THE FUNDAMENTAL OR MATERIAL TERMS OF THIS AGREEMENT. Nothing contained in this Agreement limits Adobe's liability to Licensee in the event of death or personal injury resulting from Adobe's negligence or for the tort of deceit (fraud). Adobe is acting on behalf of its affiliates and suppliers for the purpose of disclaiming, excluding and limiting obligations, warranties and liability, but in no other respects and for no other purpose. For further information, please see the jurisdiction specific information at the end of this agreement, if any, or contact Adobe's Customer Support Department.

9. Governing Law. This Agreement, each transaction entered into hereunder, and all matters arising from or related to this Agreement (including its validity and interpretation), will be governed and enforced by and construed in accordance with the substantive laws in force in: (a) the State of California if a license to the Software is purchased when Licensee is in the United States, Canada, or Mexico; or (b) Japan, if a license to the Software is purchased when Licensee is in Japan, China, Korea, or other Southeast Asian country where all official languages are written in either an ideographic script (e.g., hanzi, kanji, or hanja), and/or other script based upon or similar in structure to an ideographic script, such as hangul or kana; or (c) England, if a license to the Software is purchased when Licensee is in any other jurisdiction not described above. The respective courts of Santa Clara County, California when California law applies, Tokyo District Court in Japan, when Japanese law applies, and the competent courts of London, England, when the law of England applies, shall each have non-exclusive jurisdiction over all

CONTRACT REVIEWED  
AND APPROVED:  
*Katy* 12-13-11

disputes relating to this Agreement. This Agreement will not be governed by the conflict of law rules of any jurisdiction or the United Nations Convention on Contracts for the International Sale of Goods, the application of which is expressly excluded.

10. General Provisions. If any part of this Agreement is found void and unenforceable, it will not affect the validity of the balance of this Agreement, which shall remain valid and enforceable according to its terms. Updates may be licensed to Licensee by Adobe with additional or different terms. The English version of this Agreement shall be the version used when interpreting or construing this Agreement. This is the entire agreement between Adobe and Licensee relating to the Software and it supersedes any prior representations, discussions, undertakings, communications or advertising relating to the Software.

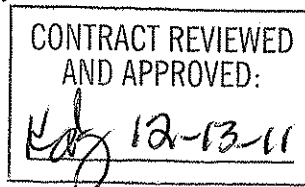
11. Notice to U.S. Government End Users.

11.1 Commercial Items. The Software and Documentation are "Commercial Item(s)," as that term is defined at 48 C.F.R. Section 2.101, consisting of "Commercial Computer Software" and "Commercial Computer Software Documentation," as such terms are used in 48 C.F.R. Section 12.212 or 48 C.F.R. Section 227.7202, as applicable. Consistent with 48 C.F.R. Section 12.212 or 48 C.F.R. Sections 227.7202-1 through 227.7202-4, as applicable, the Commercial Computer Software and Commercial Computer Software Documentation are being licensed to U.S. Government end users (a) only as Commercial Items and (b) with only those rights as are granted to all other end users pursuant to the terms and conditions herein. Unpublished-rights reserved under the copyright laws of the United States. Adobe Systems Incorporated, 345 Park Avenue, San Jose, CA 95110-2704, USA.

11.2 U.S. Government Licensing of Adobe Technology. Licensee agrees that when licensing Adobe Software for acquisition by the U.S. Government, or any contractor therefore, Licensee will license consistent with the policies set forth in 48 C.F.R. Section 12.212 (for civilian agencies) and 48 C.F.R. Sections 227-7202-1 and 227-7202-4 (for the Department of Defense). For U.S. Government End Users, Adobe agrees to comply with all applicable equal opportunity laws including, if appropriate, the provisions of Executive Order 11246, as amended, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 (38 USC 4212), and Section 503 of the Rehabilitation Act of 1973, as amended, and the regulations at 41 CFR Parts 60-1 through 60-60, 60-250, and 60-741. The affirmative action clause and regulations contained in the preceding sentence shall be incorporated by reference in this Agreement.

12. Compliance with Licenses. Adobe may, at its expense, and no more than once every twelve (12) months, appoint its own personnel or an independent third party to verify the number of copies and installations, as well as usage of the Adobe software by Licensee. Any such verification shall be conducted upon seven (7) business days notice, during regular business hours at Licensee's offices and shall not unreasonably interfere with Licensee's business activities. Both Adobe and its auditors shall execute a commercially reasonable non-disclosure agreement with Licensee before proceeding with the verification. If such verification shows that Licensee is using a greater number of copies of the Software than that legitimately licensed, or are deploying or using the Software in any way not permitted under this Agreement and which would require additional license fees, Licensee shall pay the applicable fees for such additional copies within thirty (30) days of invoice date, with such underpaid fees being the license fees as per Adobe's then-current, country specific, license fee list. If underpaid fees are in excess of five percent (5%) of the value of the fees paid under this Agreement, then Licensee shall pay such underpaid fees and Adobe's reasonable costs of conducting the verification.

13. Third-Party Beneficiary. Licensee acknowledges and agrees that Adobe's licensors (and/or Adobe if Licensee obtained the Software from any party other than Adobe) are third party beneficiaries of





this Agreement, with the right to enforce the obligations set forth herein with respect to the respective technology of such licensors and/or Adobe.

Adobe is either a registered trademark or trademark of Adobe Systems Incorporated in the United States and/or other countries.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the dates set forth below.

Tyler Technologies, Inc.  
ERP and School Division

District School Board of Pasco County

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

CONTRACT REVIEWED  
AND APPROVED:  
*Kdy 12-13-11*

# AGREEMENT

This agreement ("Agreement") is made this \_\_\_\_\_ day of \_\_\_\_\_ 2011 ("Effective Date") by and between Tyler Technologies, Inc., a Delaware corporation with offices at 370 U.S. Route 1, Falmouth, Maine 04105 ("Tyler") and the District School Board of Pasco County, FL with offices at 20430 Gator Lane, Land O' Lakes, Florida 34638 ("District").

WHEREAS District issued a Request for Proposal ("RFP") #11-020-AZ on June 16, 2010 for the purpose of acquiring an Enterprise Resource Planning (ERP) System ("System");

WHEREAS Tyler responded to District's RFP #11-020-AZ with a Proposal dated September 22, 2010;

WHEREAS District awarded Tyler the contract for furnishing, delivering, installing, and implementing the specified System;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth herein, Tyler and District agree that Tyler shall provide products and services, and District shall pay prices, as set forth in this Agreement.

## SECTION A. GENERAL TERMS AND CONDITIONS

All terms and conditions in this Section A, unless indicated otherwise, apply to the Software License, Maintenance, Professional Services, and Third Party Product Agreements.

### A.1. Termination

#### A.1.1. Termination.

##### A.1.1.1. Termination for Cause.

District may terminate this Agreement for cause in the event Tyler does not cure a material breach of this Agreement within thirty (30) days of receiving notice of such breach from District. Upon such termination, District shall pay Tyler for all services and expenses not in dispute and non-Defective Tyler Software Products which were delivered or incurred prior to the date Tyler received District's notice of termination. Payment for services and expenses in dispute will be determined in accordance with the dispute resolution process.

If the Agreement is terminated for cause, the District may require Tyler to deliver to the District, as directed by the District, any: (i) completed deliverables; (ii) partially completed deliverables related to the terminated portion of the Agreement and (iii) any plans, working papers, forms, documentation formats, etc. necessary for understanding of the deliverables of services. Upon direction of the District, the proposer shall also protect and preserve property in its possession in which the District has an interest.

##### A.1.1.2. Termination for Convenience.

The Agreement may be terminated in whole or in part, by the District whenever it is determined that such termination is in the best interest of the District, which termination shall be effective at

11:59 p.m. on the intended date of termination (the "Termination Date"), after the District shall have delivered to Tyler a notice specifying the extent to which provision of services under the Agreement are terminated ("Notice of Termination for Convenience"), and the date upon which such termination will become effective. Any Termination for Convenience shall only be effective with at least thirty (30) days advance written notice. Upon such termination, District shall pay Tyler for all services and expenses not in dispute and non-Defective Tyler Software Products which were delivered or incurred prior to the date Tyler received District's notice of termination. Payment for services and expenses in dispute will be determined in accordance with the dispute resolution process.

A.1.1.3. Termination for Non-appropriation.

If District should not appropriate or otherwise make available funds sufficient to purchase, lease, operate or maintain the products set forth in this Agreement, or other means of performing the same functions of such products, District may unilaterally terminate this Agreement only upon thirty (30) days written notice to Tyler. Upon termination, District shall remit any undisputed payment for all products and services delivered to District and all expenses incurred by Tyler in accord with the requirements of this Agreement prior to Tyler's receipt of the termination notice. District will not be entitled to a refund or offset of previously paid license and other fees.

A.1.2. Force Majeure; District Assistance.

"Force Majeure" is defined as an event beyond the reasonable control of a party, including governmental action, war, riot or civil commotion, fire, natural disaster, labor disputes, restraints affecting shipping or credit, delay of carriers, inadequate supply of suitable materials or any other cause which could not with reasonable diligence be foreseen, controlled or prevented by the party. Neither party shall be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure.

Force Majeure will not be allowed to excuse a party's delayed performance unless:

- a) Within ten (10) business days of the occurrence of Force Majeure, the party whose performance is delayed thereby provides the other party with written notice explaining the cause and extent thereof, as well as a request for a time extension equal to the estimated duration of the Force Majeure events.
- b) Within ten (10) business days after the cessation of the Force Majeure event, the party whose performance was delayed provides the other party written notice of the time at which Force Majeure ceased and a complete explanation of all pertinent events pertaining to the entire Force Majeure situation.

Either party will have the right to terminate this Agreement if Force Majeure suspends performance of scheduled tasks by one or more parties for a period of one hundred-twenty (120) or more days from the scheduled date of the task. This paragraph will not relieve District of its responsibility to pay undisputed amounts for services and goods provided to District and expenses incurred on behalf of District in accord with the requirements of this Agreement prior to the effective date of termination.

In addition, District acknowledges that the implementation of the Tyler Software Products is a cooperative process requiring the time and resources of District personnel. District shall, and shall cause appropriate District personnel to, use all reasonable efforts to cooperate with and assist Tyler as may be reasonably required to meet the project deadlines and other milestones agreed to by the parties for implementation. Tyler shall not be liable for failure to meet such

deadlines and milestones when such failure is due to Force Majeure (as defined and limited above) or to the unreasonable failure by District personnel to provide such cooperation and assistance (either through action or omission).

## **A.2. Payment**

### A.2.1. Payment Terms.

Payment for all undisputed amounts due (including amounts due for the ERP System and for the implementation services rendered pursuant to this Agreement) shall be made in amounts and at times as indicated in Exhibit 1 (Payment Schedule). A purchase order will be issued by District, and all Tyler invoices must reference the purchase order number. Payment terms shall be Net 30 after the invoice has been received; undisputed payments shall be made upon receipt of original invoice(s) in accordance and in conformity with payment dates for bills and claims as indicated in this Agreement. Prior to payment, Tyler must submit an original dated itemized invoice of services rendered. (Photographs or facsimiles of invoices will not be accepted.) Any reimbursement for non- per diem expenses, as allowed in the Agreement and that are included in the invoice(s), must be supported with attached scanned copies of original billings for such expenses.

Implementation services shall be paid on a not-to-exceed basis in accordance with Exhibit 1.

### A.2.2. Taxes.

No taxes shall be included in any amounts coming due and payable hereunder; the parties acknowledge that the District is exempt from state and federal sales, use and excise taxes (Florida Sales Tax Exemption #85-8013921275C-1 and Federal Excise Tax Exemption #59-6000792). The fees set forth in the Investment Summary shall not include any taxes, including, without limitation, sales, use or excise tax. District warrants to Tyler that it is tax exempt under Florida law and will provide the necessary exemption certificate. Should District, subsequent to the Effective Date, no longer operate as a tax exempt entity, District shall reimburse Tyler for any taxes Tyler has theretofore paid on District's behalf, if any, directly related to the products, services, and support provided pursuant to this Agreement.

Tyler agrees to file applicable federal and state tax returns and pay all applicable taxes on income received pursuant to this Agreement and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. Tyler shall indemnify, defend, and hold the District harmless from any liability that it may incur to the United States or to the State of Florida as a consequence of Tyler's failure to pay, when due, all such taxes and obligations. In case the District is audited for compliance regarding any withholding or other applicable taxes, Tyler shall promptly furnish the District with proof of payment of taxes on all applicable earnings.

### A.2.3. Fees

Tyler will invoice the District in accord with Exhibit 1.

### A.2.4. Expenses.

Expenses will be billed in accordance with Exhibit 4 (Business Travel Policy) for the duration of the implementation, not to exceed three years provided Tyler is permitted to increase the mileage

rate (with any such revisions not to exceed the then-current IRS rate) and increase per diems at any time if such change is to match then-current District per diems.

A.2.5. Cancelled services.

In the event District cancels services upon less than two (2) weeks advance notice, District shall be liable to Tyler for (i) all non-refundable expenses incurred by Tyler on District's behalf as of the date of notice of termination; and (ii) unless Tyler is then in breach hereof, the daily fees associated with the canceled services until the end of such notice period or such earlier time, if any, at which Tyler is unable to re-assign applicable personnel.

### A.3. Warranties

A.3.1. Limited Warranty for Tyler Software Products. **This Limited Warranty for Tyler Software Products only applies to the Tyler Software Products licensed pursuant to this Agreement.** For the purposes of this Agreement, a “Defect” is defined as a failure of the Tyler Software Products (as defined infra at Section B.1.1) to substantially conform to the then-current Tyler User Guides and Exhibit 7 – Functional Requirements (the “Functional Requirements”). In the event of conflict between the aforementioned documents, the Functional Requirements will control for twenty-four (24) months after Final Acceptance. Final Acceptance is defined in the Statement of Work. Thereafter the then-current Tyler User Guides will control. A Tyler Software Product is “Defective” if it contains a Defect. For as long as a current Maintenance Agreement is in place, Tyler warrants that the Tyler Software Products will not contain Defects. If the Tyler Software Products do not perform as warranted, Tyler will use reasonable efforts, consistent with industry standards, to cure the Defect in accordance with Tyler’s then-current support call process (Tyler’s current support call process is set forth in the document attached hereto as Exhibit 3). Should Tyler be unable to cure the Defect or provide a replacement product, Client will be entitled to a refund of the Software fee paid for the Defective Tyler Software Product, as depreciated on a straight-line basis over a five (5) year period commencing on the Go-Live Date of the Defective Tyler Software Product, subject to the warranty in section A.3.2.4.2.

A.3.2. Services Warranty. **This Services Warranty only applies to the services Tyler provides pursuant to this Agreement.** Tyler warrants that:

A.3.2.1. Its Services will be performed consistent with generally accepted industry standards;

A.3.2.2. The ERP System has been configured as agreed to by the District and Tyler as set forth in the Statement of Work;

A.3.2.3. The scope of functionality identified in the Functional Requirements that is designated with responses “F” , “TP,” or “SR”, will be delivered without modifications to source code, bolt-on programs, or work-around, subject to C.1 of Section C and the response as provided in the Proposal, including the responses provided in the Request for Clarification..

A.3.2.4. Services will provide the scope of functionality identified in the Functional Requirements with the response codes “CU,” “CR” only insofar as identified in the statement of work section K 5: Gap and Modification Summary or otherwise as

explicitly stated in this Agreement.

A.3.2.5. For as long as District has a maintenance agreement with Tyler in place, Tyler represents and warrants that all Tyler-provided ERP Software configurations, modifications, customizations, data conversions and interfaces shall function properly and in accordance with, Tyler's Proposal, the Statement of Work, and Tyler's user manuals, separately and as a fully integrated system. The Statement of Work shall take precedence over Tyler's user manuals, through twenty-four (24) months from Go-Live. Thereafter, Tyler represents and warrants that (i) all Tyler-provided ERP Software configurations, modifications, customizations, data conversions and interfaces shall function properly and in accordance with Tyler's then-current user manuals, and (ii) when operated together will not cause any material delays, defects, or problems with the ERP Software, in accordance with industry standards, subject to any constraints of District's or District-provided environment. In addition, Tyler warrants that the modifications to the ERP Software performed by Tyler hereunder will not detract from or otherwise interfere with the full functionality of the ERP Software as described in this Agreement.

A.3.2.5.1. District shall provide Tyler with written notification of any Defects in the ERP Software. Tyler shall perform in accordance with Exhibit 3.

A.3.2.5.2. If after making all reasonable efforts, Tyler is unable to correct a Priority 1 or Priority 2 issue as defined in Exhibit 3 ("Issue") in a Tyler Software Product Core Module, as defined in the statement of work, Tyler shall refund to District (i) all Tyler Software Product License Fees paid by District if the Issue occurs within two (2) years of the Effective Date, or (ii) all Tyler Software Product License Fees paid by District, as depreciated on a straight-line basis over a five (5) year period commencing upon the Go-Live Date of the module Date, if the Issue occurs after two (2) years from the Effective Date. If Tyler is unable to correct an Issue in a Tyler Software Product non-Core Module, as defined in the statement of work, then Tyler shall refund to District (i) the Tyler Software Product License Fee paid associated with the -Tyler Software Product non-Core Module containing the Issue in the event the Issue occurs within two (2) years of the Effective Date, or (ii) the Tyler Software Product License Fee paid for the Tyler Software Product non-Core Module containing the Issue, as depreciated on a straight-line basis over a five (5) year period commencing upon the Go-Live Date of the non-Core module, if the Issue occurs after two (2) years from the Effective Date of this Agreement.

A.3.2.5.3. An Issue shall be deemed as having been resolved upon such time as Tyler:

A.3.2.5.3.1. Provides a workaround for the Issue that causes the ERP System to perform substantially in accordance with applicable Statements of Work, Functional Requirements, or Tyler User Guides,

A.3.2.5.3.2. Provides a system fix or update that eliminates the Issue, or

A.3.2.5.3.3. Provides a correction to the system setup provisions of this Section and the Statement of Work, within the period specified in this section, as determined by the parties in their reasonable discretion. The parties agree that, for Tyler's failure to provide the deliverable(s), the District may elect

to seek any and all available remedies under this Agreement

A.3.2.5.4. Notwithstanding anything to the contrary contained herein, the failure (or prospective failure) of Tyler to meet a Critical Milestone (defined as the Deliverables described in the Statement of Work) or otherwise perform its obligations under this Agreement shall be excused if, and solely to the extent that, such failure is caused by one of the following (an “Excusing Event”): a Force Majeure Event (as defined and limited above); a breach or default by the District under this Agreement or other unreasonable failure by the District to meet its responsibilities hereunder or any related Statement of Work; District unreasonably requiring the replacement of Tyler personnel; or the issuance by the District of directions that are substantially different from the normal and ordinary course of performance of the Services, provided that Tyler, promptly upon receipt of the particular direction, shall have given notice to the District that it is likely to result in the failure to meet a Critical Milestone or other failure to perform hereunder. If an Excusing Event occurs, Critical Milestone dates in the Project Plan will be adjusted accordingly on an equitable basis as mutually agreed upon by the parties.

A.3.3. Warranties for 3rd Party Products. **These Warranties for 3<sup>rd</sup> Party Products only apply to 3<sup>rd</sup> Party Products purchased through this Agreement.**

A.3.3.1. Tyler warrants that Tyler is authorized by each Developer to grant the licenses and sublicenses to the System Software granted hereunder.

A.3.3.2. Tyler warrants that each System Software product will be new and unused, and if District fully and faithfully performs each and every obligation required of it under applicable Third Party Product Agreements, District's title or license to each System Software product will be free and clear of all liens and encumbrances arising through Tyler.

A.3.3.3. District acknowledges and agrees that Tyler is not the manufacturer of the Third Party Products. Tyler does not warrant or guarantee the condition or operating characteristics of the Third Party Products. Tyler hereby grants and passes through to District any warranty adjustments that Tyler may receive from the Developer or supplier of the Third Party Products. Nothing in this Section A.3.3.3 shall limit Tyler's obligations to deliver goods and services conforming to applicable Statements of Work, Functional Requirements, or Tyler User Guides.

#### **A.4. Independent Contractor.**

Nothing herein shall be construed as creating the relationship of employer or employee between the District and Tyler or between the District and Tyler's employees. The District shall not be subject to any obligations or liabilities of Tyler or its employees or subcontractors incurred in the performance hereof unless otherwise herein described. Tyler is an independent contractor and nothing contained herein shall constitute or designate Tyler or any of its employees as employees of the District. Neither Tyler nor its employees shall be entitled to any of the benefits established for District employees, nor be covered by the District's Workers' Compensation Program.

#### **A.5. Limitation of Liability**

A.5.1. Software License Agreement. In no event shall either party be liable for special, indirect,

incidental, consequential, or exemplary damages, including, without limitation, any damages resulting from loss of use, loss of data, interruption of business activities, or failure to realize savings arising out of or in connection with the use of the Tyler Software Products. Tyler's liability for damages and expenses arising out of the Software License Agreement, whether based on a theory of contract or tort, including negligence and strict liability, shall be limited to two (2) times the Software License Fees set forth in the Investment Summary. Such Software License Fees are set in reliance upon this limitation of liability.

- A.5.2. Professional Services Agreement. Each party's liability for damages arising out of the Professional Services Agreement, whether based on a theory of contract or tort, including negligence and strict liability, shall be limited to two (2) times the professional service fees identified in the Investment Summary. Neither party shall, in any event, be entitled to, nor shall either party be liable for, indirect, special, incidental, consequential or exemplary damages of any nature. The professional service fees set forth in the Investment Summary reflect and are set in reliance upon this allocation of risk and the exclusion of such damages as set forth in the Professional Services Agreement.
- A.5.3. Maintenance Agreement. In no event shall either party be liable for special, indirect, incidental, consequential, or exemplary damages, including, without limitation, any damages resulting from loss of use, loss of data, interruption of business activities, or failure to realize savings arising out of or in connection with the provision or quality of maintenance services or use of the Tyler Software Products. Each party's liability for damages and expenses arising out of the Maintenance Agreement, whether based on a theory of contract or tort, including negligence and strict liability, shall be limited to two (2) times the Software Maintenance Fees paid by District during the twelve (12) month period prior to the claim. The Software Maintenance Fees reflect and are set in reliance upon this limitation of liability.
- A.5.4. Third Party Product Agreement. In no event shall either party be liable for special, indirect, incidental, consequential, or exemplary damages, including, without limitation, any damages resulting from loss of use, loss of data, interruption of business activities, or failure to realize savings arising out of or in connection with the use of the Third Party Products. Each party's liability for damages and expenses arising out of the Third Party Product Agreement, whether based on a theory of contract or tort, including negligence and strict liability, shall be limited to two (2) times the License Fee/Purchase Price of the Third Party Products. Such prices are set in reliance upon this limitation of liability.
- A.5.5. Exception. Notwithstanding anything to the contrary herein, the foregoing limitations of liability shall not apply to damages for personal injury or property damage caused by Tyler's gross negligence, reckless conduct, or willful misconduct.



## **A.6. Indemnification**

- A.6.1. Generally. , Tyler shall indemnify, defend, at its expense, and hold harmless District and its agents, officials and employees from and against any and all claims, losses, liabilities, damages, costs and expenses (including reasonable attorney's fees and costs) arising from Tyler's negligence or willful misconduct or any other act or omission of Tyler's not permitted or required by this Agreement. Tyler shall not be liable to the degree or extent of damages, loss, or expense determined to be the fault of the District.
- A.6.2. Injury, Property, or Other Damage: Tyler shall indemnify, defend, at its expense, and hold harmless the District and its agents, officials and employees from and against any and all claims, demands, judgments, awards, liabilities, losses, damages, and expenses, including reasonable attorneys' fees, arising out of or relating to bodily injury or death of any person, or to damage to tangible personal or real property, arising out of or relating to the negligence or willful misconduct of Tyler, its officers, agents and employees in their performance under this Agreement, unless such injury or damage is caused by the sole negligence of the District, its officers, employees, or agents,. If Tyler's negligence combines with the District's negligence to cause injury or damage, the parties agree that liability will be apportioned as determined by a court of competent jurisdiction.
- A.6.3. Third-Party Services: Tyler shall indemnify and defend, at its expense, and hold the District and its agents, officials and employees harmless from and against any and all claims, demands, judgments, awards, liabilities, losses, damages, and expenses, including reasonable attorneys' fees, based on allegations of non-payment from Tyler's subcontractors arising out of or related to services performed or products provided by them hereunder.
- A.6.4. Technology: Tyler shall indemnify, defend, at its expense, and hold the District and its agents, officials and employees harmless from and against any and all claims, demands, judgments, awards, liabilities, losses, damages, and expenses, including reasonable attorneys' fees, arising out of Tyler's failure to observe and follow any written requirements or specifications issued by manufacturers, vendors, or lessors of equipment, software, and other products furnished by District for use by Tyler under this Agreement; provided however that (i) District shall be responsible for obtaining any consents required or necessary for Tyler to use such equipment, software or other products provided by District; and (ii) unless such requirements or specifications are already in Tyler's possession prior to the Effective Date, District shall provide Tyler with written copies thereof. Tyler represents and warrants that Tyler shall comply with Article 4 of Section E General Terms and Conditions subject to the limitation of liability set forth.
- A.6.5. Intellectual Property Services/Work Product Infringement Indemnification. Tyler shall defend, at its expense, hold harmless, and indemnify District against any claim that anything delivered to District by Tyler or any Tyler Services/Work Product infringes on or misappropriates a patent, copyright or other intellectual property right, including intellectual property rights of a third party, and foreign patents, foreign copyrights, and foreign intellectual property rights held to be enforceable in the United States, and will pay the amount of any resulting adverse final judgment issued by a court of competent jurisdiction or of any settlement that both District and Tyler approve in writing, provided that District promptly notifies Tyler in writing of any such claim, gives Tyler reasonable cooperation, information, and assistance in connection with it, at Tyler's expense, and consents to Tyler's sole control and authority with respect to the defense, settlement or compromise of the

claim. Tyler will not be obligated under this section if the infringement results from: (i) District's use of a previous version of a Tyler Services/Work Product and the claim would have been avoided had the District used the current version of the Tyler Services/Work Product provided that Tyler has provided District access to such current version and has provided District with reasonable notice that use of such version is necessary in order to avoid an infringement claim; (ii) District's combining the Tyler Services/Work Product with devices or products with which Tyler has notified District in writing to avoid to so combine in order to avoid an infringement claim, and where use of the Tyler Services/Work Product outside such combination would not have given rise to the claim, (iii) use of a Tyler Services/Work Product in applications, business environments or processes for which the Tyler Services/Work Product was not designed or contemplated as set forth under this contract, and where use of the Tyler Services/Work Product outside such application, environment or business process would not have given rise to the claim, (iv) corrections, modifications, alterations or enhancements that District made to the Tyler Services/Work Product that were not made at the direction or with the authority of Tyler; (v) use of the Tyler Services/Work Product by any person or entity other than District or District's employees or individuals who were intended to use the Tyler Services/Work Product (e.g., citizens, as in the case of Self-Service for Citizens); or (vi) District's willful infringement. In the event a Tyler Services/Work Product is finally determined to be infringing and its use by District is enjoined, Tyler shall, at its election and expense (a) procure for District the right to continue using the infringing Tyler Services/Work Product; (b) modify or replace the infringing Tyler Services/Work Product so that it becomes non-infringing; or, should Tyler not be able to accomplish (a) or (b) after making all commercially reasonable efforts, (c) terminate District's license for the infringing Tyler Services/Work Product and refund to District (i) the Fee paid for the infringing Tyler Services/Work Product in its entirety in the event the infringement occurs within two (2) years of the Effective Date, or (ii) the Fee paid for the infringing Tyler Services/Work Product, as depreciated on a straight-line basis over a five (5) year period commencing upon the Go-Live Date of the module in question, if the infringement occurs after two (2) years of the Effective Date. In the event District modifies a Tyler Services/Work Product without Tyler's prior written consent and such modification is determined by a court of competent jurisdiction to be a contributing cause of the infringement, apportionment of damages and expenses shall be determined by the governing court decision. Tyler shall have no liability hereunder if District continues using the infringing Tyler Services/Work Product after District becomes aware that such infringing Tyler Services/Work Product is the subject of a claim hereunder, or if the infringement would have been avoided by District's use of the most current version of the Tyler Services/Work Product, provided that Tyler has provided District access to such current version and has provided District with reasonable notice that use of such version is necessary in order to avoid an infringement claim. The foregoing states Tyler's entire liability and District's sole and exclusive remedy with respect to third party claims of intellectual property infringement.

**A.7. Insurance.**

Prior to performing services under this Agreement, Tyler shall provide District with certificates of insurance evidencing the following insurance coverage:

<b>Coverage</b>	<b>Limit</b>	<b>Type</b>
Automotive Liability	\$200,000 \$500,000 \$100,000	Bodily Injury each Person Bodily Injury each Incident Property Damage

Commercial Liability	General	\$1,000,000 \$2,000,000	Per Occurance General Aggregate
Worker's Compensation		Per Florida Statutes	
Professional Liability		\$1,000,000	Per Incident
Umbrella Liability		\$5,000,000	Limit

## A.8. Confidentiality and Audit

### A.8.1. Audit of Tyler Records:

No more than once per year and with at least one (1) weeks written notice, District reserves the right to review any and all of Tyler's books and records that are directly connected to this Agreement and Tyler's performance of its obligations hereunder for a period of not less than five (5) years after the end of the contract.

### A.8.2. Disclosing Confidential Student Information:

The District prohibits Tyler from disclosing, utilizing, selling or sharing student or staff personally identifying, directory, and confidential information for any purposes other than in direct furtherance of Tyler's performance hereunder. When such information is required to perform the services outlined within the scope of Agreement, Tyler must obtain a written release through the Superintendent or his/her designee and the Purchasing Agent. If Tyler is found in default of this clause the District reserves the right to seek legal and equitable remedies for said breach as allowed by law. District shall promptly and reasonably comply with any such request for release by Tyler. Tyler shall incur no liability under this Agreement, including any liability for liquidated damages, should Tyler fail to meet contractual obligations due to District's failure to timely and reasonably comply with Tyler's requests for release of confidential information pursuant to this provision.

### A.8.3. Confidentiality.

In the course of performing the responsibilities under this contract, the parties may be exposed to or acquire information that is proprietary to or confidential to the other party or its affiliated companies or their clients. Any and all information of one party in any form obtained by the other party or its employees, agents or representatives in the performance of this Agreement that is appropriately marked or identified in writing as proprietary, shall be deemed to be confidential and proprietary information of such party. Each party agrees that it shall not disclose any confidential information of the other party and further agrees to take appropriate action to prevent such disclosure by its employees or agents. The parties agree to take reasonable steps to hold such information in strict confidence and not to copy, reproduce, sell, assign, license, market, transfer, give or otherwise disclose such information to third parties or to use such information for any purposes whatsoever, other than in furtherance hereof, without the express written permission of the other party. The parties shall use reasonable efforts to advise each other immediately in the event that either learns or has reason to believe that any person who has had access to Confidential Information has made any unauthorized disclosure thereof. The confidentiality covenants contained herein shall survive the termination or cancellation of this Agreement for a period of two (2) years. Either party may seek injunctive relief to forestall an actual or threatened breach of this Section A.8.3 in a court of competent jurisdiction pursuant to Section A.21. This obligation of confidentiality will not apply to information that:

- a) At the time of the disclosure is in the public domain;

- b) After disclosure, becomes part of the public domain by publication or otherwise, except by breach of this Agreement by a party;
- c) A party can establish by reasonable proof was in that party's possession at the time of disclosure;
- d) A party receives from a third party who has a right to disclose it to that party; or
- e) Is subject to a Public Information Request under the Florida Public Information Act directed to the District. In the case of such request, the District will timely notify Tyler as required by the Florida Public Information Act of said request and Tyler will have the option to make written objections to the request to the Florida Attorney General. Tyler reserves the right to obtain protective order or otherwise protect the confidentiality of its confidential information.

## **A.9. Dispute Resolution**

### **A.9.1. Generally.**

In the event of any dispute between the parties arising from this Agreement, or the services provided hereunder, each party shall, prior to seeking judicial resolution of such dispute, escalate the dispute to a senior representative of such party, and such senior representatives shall use good faith efforts to resolve the dispute between them as described in the statement of work. If such senior representatives are unable to resolve the dispute, such dispute shall then be decided by non-binding arbitration conducted in Pasco County by a single arbitrator. Tyler and the District shall make good faith efforts to resolve any and all disputes as quickly as possible.

### **A.9.2. Invoice Dispute.**

In the event District believes products or services do not conform to warranties in this Agreement, District will provide written notice to Tyler within fifteen (15) calendar days of receipt of the applicable invoice. District is allowed an additional fifteen (15) calendar days to provide written clarification and details. Tyler will provide a written response to District that will include either a justification of the invoice or an adjustment to the invoice. Tyler and District will develop a plan to outline the reasonable steps to be taken by Tyler and District to resolve any issues presented in District's notice to Tyler. District may only withhold payment of the amount actually in dispute until Tyler completes its action items outlined in the plan to District's reasonable satisfaction. Notwithstanding the foregoing, if Tyler is unable to complete its actions outlined in the plan because District has unreasonably not completed its action items outlined in the plan, District will remit full payment of the invoice. Any invoice not disputed as described above will be deemed accepted by District. Tyler reserves the right to suspend delivery of applicable services in the event District fails to pay an invoice not disputed as described above within sixty (60) calendar days of receipt of invoice.

## **A.10. Ownership**

A.10.1. Documents and Printouts. All documents, books, records, instructional materials, programs, printouts and memoranda of every description derived there from and pertaining to this Agreement, and all portions of all Deliverables custom-made for District by Tyler hereunder, and all copies of all of the foregoing, excluding the Tyler Software Products, Third Party Software, Documentation, any Tyler proprietary or confidential information, and Specifications, shall become the property of the District and shall be turned over to it at the termination of this Agreement. The above described materials shall not be used by Tyler or by any other person or entity except upon the written permission of the District. The items described in this paragraph do not include any pre-existing materials owned by

Tyler.

A.10.2. Work Product. To the extent that the Deliverables provided under this Agreement contain programs provided by third parties or Tyler under one or more software license agreements, the applicable software license agreement shall govern District's use of such third party or Tyler programs. All Deliverables, not covered by the immediately preceding section A.10.1, provided hereunder, including but not limited to computer software programs, operating instructions, unique design concepts, training materials, or other documentation developed for or specifically relating to the Statement of Work, as well as ideas, know-how, techniques, products and inventions, shall be and remain the property of the third party supplier or Tyler, as appropriate. Tyler grants to District subject to the terms of the applicable software license agreement, a perpetual, nonexclusive, nontransferable, worldwide, fully paid up license to use, solely for its own internal business purposes, such elements of the Deliverables.

**A.11. Order of Precedence.**

The order of precedence among the contract documents shall be as follows:

- 1) This Agreement, including exhibits 1 – 15, which, to the extent that they differ, shall supersede the following items 2) through 4).
- 2) Exhibit 16 - Tyler's Response dated May 25, 2011 to the District's Request for Clarification letter, which, to the extent that they differ, shall supersede the following items 3) and 4).
- 3) Exhibit 17 – Tyler's Proposal in response to District's Request for Proposals, which, to the extent that they differ, shall supersede the following item 4).
- 4) Exhibit 18 – District RFP

This Agreement represents the entire agreement of District and Tyler with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. District hereby acknowledges that in entering into this Agreement it did not rely on any information not explicitly set forth in this Agreement.

**A.12. Contract Documents.**

This Agreement also includes the following exhibits, which are incorporated herein by this reference:

- Exhibit 1 – Payment Schedule (including investment summary)
- Exhibit 2 – Verification Test
- Exhibit 3 – Support Call Process
- Exhibit 4 – Business Travel Policy
- Exhibit 5 – Adobe End User License Agreement
- Exhibit 6 – Statement of Work
- Exhibit 7 – Functional Requirements
- Exhibit 8 – Optional Modules
- Exhibit 9 – Staffing Matrix
- Exhibit 10 – Definitions
- Exhibit 11 – SymPro Software License and Service Agreement
- Exhibit 12 – ESM Solutions Corporation Subscription Agreement for Tyler Customers
- Exhibit 13 – ESM Solutions Corporation User License Agreement for Tyler Customers
- Exhibit 14 – Annual Agreement for Operating System & Database Administration Support

Exhibit 15 – Disaster Recovery Agreement  
Exhibit 16 – Tyler RFC Response Dated May 25, 2011  
Exhibit 17 – Tyler original proposal dated September 22, 2010  
Exhibit 18 – District’s RFP #11-020-AZ

**A.13. Severability.**

If any term or provision of this Agreement or the application thereof, to any extent, is held invalid or unenforceable, such term or provision shall be reformed to the minimum extent required to render it valid and enforceable while preserving its original intent to the extent possible, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable will not be affected thereby, and each term and provision of this Agreement will be valid and enforced to the fullest extent permitted by law.

**A.14. No Waiver.**

In the event that the terms and conditions of this Agreement are not strictly enforced by Tyler or District, such non-enforcement shall not act as or be deemed to act as a waiver or modification of this Agreement, nor shall such non-enforcement prevent Tyler or District from enforcing each and every term of this Agreement thereafter.

**A.15. Multiple Originals and Signatures.**

This Agreement may be executed in multiple identical originals, any of which shall be independently treated as an original document. Any electronic, faxed, scanned, photocopied or similarly reproduced signature on this Agreement or any amendment hereto shall be deemed an original signature and shall be fully enforceable as if an original signature.

**A.16. Amendment.**

This Agreement may only be modified by written amendment signed by authorized representatives of both parties.

**A.17. Disclaimer.**

THE RIGHTS, REMEDIES, AND WARRANTIES SET FORTH IN THIS AGREEMENT ARE EXCLUSIVE AND IN LIEU OF ALL OTHER RIGHTS, REMEDIES, AND WARRANTIES EXPRESSED, IMPLIED, OR STATUTORY, INCLUDING, WITHOUT LIMITATION, THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND SYSTEM INTEGRATION, WHICH ARE HEREBY DISCLAIMED BY TYLER TO THE EXTENT PERMITTED BY APPLICABLE LAW.

**A.18. No Assignment.**

Neither party may assign its rights or responsibilities under this Agreement without the other party’s prior written permission, not to be unreasonably withheld or delayed. Notwithstanding the foregoing, Tyler may, without the consent of District, assign the award or the mutually negotiated contract in its entirety to the surviving entity of any merger or consolidation or to any purchaser of substantially all of Tyler’s assets, provided such entity or purchaser is not an entity with which the District is not, at the time of such assignment, prohibited by law or regulation from doing business with.

**A.19. No Intended Third Party Beneficiaries.**

This Agreement is entered into solely for the benefit of Tyler and District. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement.

**A.20. Successors and Assigns.**

This Agreement shall inure to the benefit of and be binding on the parties hereto and their permitted successors and assigns.

**A.21. Governing Law.**

This Agreement will be governed by and construed and enforced in accordance with the laws of the state of Florida without regard to its conflicts of law principles. Any litigation or arbitration between the parties of this Agreement shall be conducted in Pasco County, FL. In the event of any litigation or arbitration arising out of this contract, the prevailing party shall be entitled to recover from the non-prevailing party its costs and reasonable attorney fees.

**A.22. Approval of Governing Body.**

District represents and warrants to Tyler that this Agreement has been approved by its governing body and is a binding obligation upon the District.

**A.23. Notices.**

All notices or communications required or permitted as a part of this Agreement will be in writing (unless another verifiable medium is expressly authorized) and will be deemed delivered when:

- 1) Actually received,
- 2) Upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the party, or
- 3) Upon receipt by sender of proof of email delivery,

Consequences to be borne due to failure to receive a notice due to improper notification by the intended receiving party of a new address will be borne by the intended receiving party. The addresses of the parties to this Agreement are as follows:

Tyler Technologies, Inc.  
1 Cole Haan Drive  
Yarmouth, ME 04096  
Attention: Contracts Manager

District School Board of Pasco County  
20430 Gator Lane  
Land O' Lakes, FL 34638  
Attention: \_\_\_\_\_

**A.24. Nondiscrimination.**

Tyler shall not discriminate against any person employed or applying for employment concerning the performance of Tyler's responsibilities under this Agreement. This discrimination prohibition will apply to all matters of initial employment, tenure, and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, religion, national origin, age, sex, sexual orientation, ancestry, disability, height, weight, marital status, or political affiliation that is unrelated to the individual's ability to perform the duties of a particular job or position.

**A.25. Shipping.**

Delivery will be F.O.B. destination.

**A.26. Disaster Recovery.** If purchased by the District, the initial term of the Disaster

Recovery (“DR”) Service, shall commence on receipt by Tyler of District’s data and shall terminate one (1) year thereafter (“Initial Term”). The DR Service may be renewed by the parties for additional one (1) year terms at mutually agreed pricing. In the event the Support Agreement is terminated, this Agreement shall simultaneously terminate.

A.27. **Operating System/Database Administration.** If purchased by the District, OS/DBA Contract Services will be effective as of the Installation Date of the Tyler Software Products licensed by District and shall remain in force for an initial one (1) year term. The parties may renew the OS/DBA Contract Services for additional one (1) year terms at mutually agreed pricing.

A.28. **Optional Items.** Pricing for optional products and services shall be valid for twenty-four (24) months from the Effective Date.

A.29. **Acceptance Criteria.**

Acceptance by the District is required for the ERP System and all Deliverables supplied by Tyler or Configured or Implemented under Tyler’s supervision under this Agreement. .

A.29.1. Deliverable Acceptance

Deliverables listed in Appendix 5 of Exhibit 6 Statement of Work – Listing of Deliverables will be formally accepted by the District using the process described below.

Step 1: Deliverable released by Tyler to the District Project Manager for review and comment. All Deliverables are to be released in electronic format. The District Manager will coordinate communication of comments back to Tyler from both the Project Team and from GFOA within an agreed upon timeline.

Step 2: Tyler will make revisions to the draft Deliverable so that it conforms to the requirements of the Agreement and submit a final Deliverable to the District Project Manager. If the Deliverable accords with the requirements of the Agreement, the District Project Manager will accept it; if the Deliverable does not conform to the requirements of the Agreement, the District shall reject and the aforementioned process shall be repeated. If Tyler materially fails to deliver an acceptable Deliverable a second time in accordance herewith, District shall have the right to terminate this Agreement for cause pursuant to Section A.1.1.1. If the Deliverable is accepted, the District Project Manager will timely complete the Deliverable acceptance form and Tyler will thereupon have the right to bill any payments associated with the deliverable in accordance with billing procedures set forth herein.

A.29.2. Services/Milestone Acceptance

Prior to sending an invoice for services fees billable under Schedule A to Exhibit 1 of this Agreement, Tyler will provide notice to District of Tyler’s intent to send an invoice and indicate the services fees included in any such invoice. The District shall promptly, and in any event within five (5) business days of receipt of such notice, either indicate to Tyler its agreement that the services are properly billable in accord with requirements of this Agreement or, alternatively, note its objection to the issuance of the invoice, including the specific grounds on which such objection is based. In the event the District fails to respond within such five (5)



business day period, Tyler shall invoice for the services fees as first communicated to the District. If the District notes its objections to Tyler, no fees or other charges will be paid by the District until the District confirms in writing to Tyler that services have been accepted. Resolution of such objections shall be subject to the issue resolution process set forth in the Statement of Work. In any event, Tyler shall be entitled to payment for services delivered in accord with the requirements of this Agreement, including the provisions of Exhibit 1.

#### A.29.3. System Components Acceptance

Upon Tyler's notification to the District that Tyler has completed the installation of any one or more components of the ERP System ("Software Components") and that such Software Components are ready for testing, the District shall begin testing such Software Components in a non-production environment using the test procedures and standards contained in the Statement of Work and the Project Plan, or such other standards as are mutually agreed upon in writing ("Acceptance Test Procedures"), to determine whether each Software Component meets in all material respects, the applicable requirements of this Agreement and acceptance criteria set forth in the Statement of Work, the Project Plan, or such other criteria as are mutually agreed upon in writing ("Pre-Live Testing"). After the District has completed the Pre-Live Testing for a Software Component (for which the District shall have up to sixty (60) days) to its satisfaction, the District shall notify Tyler in writing that "Conditional Acceptance" of such Software Component has occurred. If the District determines that a Software Component does not perform as provided for in this Agreement, however, the District shall promptly deliver to Tyler a report describing the discrepancies. Tyler shall correct the errors or defects and the District may re-test the Software Component at the end of which the process described above in this Section shall be repeated. If Tyler materially fails to deliver an acceptable Software Component a second time in accordance herewith, District shall have the right to terminate this Agreement for cause pursuant to Section A.1.1.1. If District elects not to so terminate, the foregoing procedure shall continue until the Software Component performs in accord with the requirements of this Agreement at which point the District shall provide Tyler with notice of its Conditional Acceptance of the Software Component. In the event Tyler disagrees with District's determination that a Software Component does not perform as provided for in this Agreement, Tyler will invoke the issue resolution process described in the Statement of Work.

#### A.29.4. Final ERP System Acceptance Process

The following outlines the tasks and the order that will take place for the final acceptance of the system. All such actions will be performed as promptly as reasonably possible.

- 1) System documentation is current and complete for all software in production and, to the extent otherwise required by this Agreement, has been turned over to the District's Project Director. All configuration documentation has been approved by the respective module lead. Such approval shall not be unreasonably withheld or delayed.
- 2) All Deliverables are complete and accepted by the District and Tyler per the acceptance process described in the sections above.
- 3) Once Conditional Acceptance of each of the Software Components has occurred, and all Go Live Dates have been reached, the District shall begin using the ERP System in a production environment. After District has operated the ERP System for up to seventy-five (75) consecutive calendar days and there are no reported unresolved Priority 1 or Priority 2

issues, Final Acceptance shall be issued by District. If the Priority 1 and Priority 2 issues are resolved within the last fifteen (15) days of the seventy-five (75) day period, District will have an additional fifteen (15) days of Live Testing. Priority 1 and Priority 2 issues and their resolution procedures are defined in the Support Call Process document attached hereto as Exhibit 3. Failure to materially adhere to these procedures by Tyler shall constitute a material breach of the Agreement. The Go-Live Dates can be adjusted by the mutual agreement of the District and Tyler, not to be unreasonably withheld. Go-Live and Final Acceptance shall occur by Phase and for the system as a whole.

## **SECTION B. SOFTWARE LICENSE AGREEMENT**

### **B.1. License Grant.**

- B.1.1. Upon the Effective Date, Tyler hereby grants to District a non-exclusive, non-transferable, royalty-free, revocable license to use the Tyler software products set forth in the Investment Summary included in Exhibit 1 (Payment Schedule & Investment Summary) and related interfaces (collectively, the “Tyler Software Products”) and Tyler user guides provided in or with the Tyler Software Products (“User Guides”) for District’s internal business purposes only and otherwise subject to the terms and conditions of this Agreement. This license is revocable by Tyler if District fails to materially comply with the terms and conditions of this Agreement, including without limitation, District’s failure to timely pay the Software fees in full. Upon District’s payment in full for the Tyler Software Products, this license will become irrevocable and perpetual, subject to the restrictions on use and other terms set forth in this Agreement.
- B.1.2. Tyler shall retain ownership of, including all intellectual property rights in and to, the Tyler Software Products and User Guides.
- B.1.3. The Tyler Software Products are not licensed to perform functions or processing for subdivisions or entities that were not disclosed to Tyler prior to the Effective Date.
- B.1.4. The right to transfer the Tyler Software Products to a replacement hardware system is included in this Agreement. District shall pay Tyler for the cost of new media required or any required technical assistance to accommodate the transfer. District shall provide advance written notice to Tyler of any such transfer.
- B.1.5. District acknowledges and agrees that the Tyler Software Products and User Guides are proprietary to Tyler and have been developed as trade secrets at Tyler’s expense. District shall use commercially reasonable efforts to keep the Tyler Software Products and User Guides confidential and to prevent any misuse, unauthorized use or unauthorized disclosure of the Tyler Software Products or User Guides by any party.
- B.1.6. The Tyler Software Products may not be modified by anyone other than Tyler. If District modifies the Tyler Software Products without Tyler’s prior written consent, Tyler’s obligations to provide maintenance services on, and the warranty for, the Tyler Software Products will be void. District shall not perform decompilation, disassembly, translation or other reverse engineering on the Tyler Software Products.
- B.1.7. District may make copies of the Tyler Software Products for testing, training, back-up, interface, disaster recovery, and archive purposes only. District shall repeat any and all proprietary notices on any copy of the Tyler Software Products. District may make copies of the Tyler User Guides for internal use only. Any such copies shall be used strictly for the purpose indicated by District and approved by Tyler, such approval not to be unreasonably withheld.
- B.1.8. Tyler maintains an escrow agreement with an escrow services company under which Tyler places the source code of each major release of the Tyler Software Products. At District’s request, Tyler will add District as a beneficiary to such escrow agreement. District will pay the annual beneficiary fee (currently \$700) directly to the escrow services company and is solely responsible for maintaining its status as a beneficiary.

## **B.2. License Fees.**

District agrees to pay Tyler, and Tyler agrees to accept from District as payment in full for the license granted herein, the Software fees set forth in Exhibit 1 (Payment Schedule & Investment Summary).

## **B.3. Verification of the Tyler Software Products.**

District shall select one (1) of the following two (2) options within thirty (30) days of installation by providing written notice to Tyler in accordance with this Agreement:

- a) Within sixty (60) days after the Tyler Software Products have been installed on District's hardware, Tyler shall verify the Tyler Software Products by demonstrating to District that the Tyler Software Products perform all of the functions set forth in Exhibit 2 - Verification Test, which demonstration will constitute verification that the Tyler Software Products substantially conform to the warranties made by Tyler in Section 0 hereof; or
- b) Within sixty (60) days after the Tyler Software Products have been installed on District's hardware, District shall use its own process to verify that the Tyler Software Products perform all of the functions set forth in Exhibit 2 - Verification Test, which will constitute verification that the Tyler Software Products substantially conform to the warranties made by Tyler in Section 0 hereof.
- c) Verification as described herein will be final and conclusive except for latent defect, fraud, and a gross mistake that amounts to fraud. In the event verification is not final and conclusive, pursuant to this paragraph, Tyler will correct the cause thereof. In the event Tyler cannot correct the cause thereof, District may invoke its rights under Section 0 hereof.
- d) Tyler shall promptly correct any functions of the Tyler Software Products that failed verification.
- e) This verification test does not constitute acceptance or otherwise limit the warranty as defined in this document.

## **B.4. Additional Software.**

For a period of twenty-four (24) months from the Effective Date, District may elect to purchase additional software modules that are described Exhibit 1 (Payment Schedule & Investment Summary) as "Optional Tyler Software and Related Services" and not part of Exhibit 6 - Statement of Work ("Statement of Work"), but are related to the ERP implementation, in which event Tyler shall provide such additional modules at the prices and discount found in the Exhibit 1 (Payment Schedule & Investment Summary) for each of the Tyler modules. Tyler shall commence installing the applicable modules in accordance with a mutually agreed upon schedule upon receipt of written approval from the District, subject to availability of Tyler Personnel. Additional modules installed by Tyler after the expiration of such twenty-four (24) month period will be billed to District at then-current rates. Fees for the additional modules will be invoiced when Tyler makes such modules available to District for downloading, except as otherwise mutually agreed.

## **SECTION C. PROFESSIONAL SERVICES AGREEMENT**

### **C.1. Scope of Services**

#### **C.1.1. Scope**

Tyler shall provide the services set forth in the Investment Summary included in Exhibit 1 (and as further detailed in Exhibit 6 (Statement of Work), including Consulting, Training, Conversion, and other miscellaneous Services.

As part of the ERP System, Tyler will provide to the District all of the functionality set forth in the Statement of Work, for an amount not to exceed the Fees set forth in Exhibit 1, provided District fulfills its obligations set forth in this Agreement, and in the Statement of Work, and subject to any exceptions set forth in this Agreement. Functionality set forth in the Functional Requirements and in the Statement of Work that cannot be met fully out-of-the-box with the ERP Software may be fulfilled by Tyler with modification to the ERP Software source code, only with written notification to District and upon subsequent confirmation by District, not to be unreasonably withheld. Notwithstanding the foregoing, Tyler is not obligated to obtain District's prior written approval in the event Tyler modifies the source code to the ERP Software for a release generally available to all Tyler clients.

If requested by the District in writing and agreed by Tyler, with such agreement not to be unreasonably withheld, the parties may substitute the Deliverables, Services, or tasks that are described in the Statement of Work for new Deliverables, Services, or tasks that are reasonably and substantially equivalent to those Deliverables, Services, or tasks being substituted and any such substitution shall not result in any adjustment to the Fees, unless otherwise mutually agreed by the parties.

#### **C.1.2. Additional Services.**

a) For a period of thirty-six (36) months from the Effective Date, District may elect to have Tyler perform services that are not specifically described in the Statement of Work or Investment Summary but are related to the Services (the "New Services"), in which event Tyler shall perform such New Services either as part of a fixed fee, milestone based agreement between Tyler and the District or on a time-and-materials basis, at a daily rate not to exceed that found in the Investment Summary and Statement of Work for each of the Tyler Personnel assigned to perform such Services, as described in the Statement of Work. Tyler shall commence performing the applicable New Services promptly upon receipt of written approval from the District, subject to availability of Tyler Personnel. New Services performed by Tyler after the expiration of such thirty-six (36) month period will be billed to District at then-current rates. New Services will be billed as provided, except as otherwise mutually agreed.

b) Programming and/or interface quotes are estimates based on Tyler's understanding of the specifications supplied by District. In the event District requires additional work performed above the specifications provided, Tyler will submit to District a Change Order according to the processes detailed in the Statement of Work.

## **C.2. District Property**

The use of District property must be approved in advance by the District's project manager. If the District has agreed to provide District-owned property, the following special provisions shall apply:

C.2.1.1. The amount of District property to be furnished to Tyler may be increased or decreased by written direction of the District's project manager.

C.2.1.2. Tyler shall maintain the property in operating condition.

C.2.1.3. All District property shall be returned promptly upon completion of the purpose for which it was furnished. All costs of shipment are a contract cost.

C.2.1.4. Unless specifically stated otherwise in writing, District property may be used only for the performance of this contract.

C.2.1.5. Title to all District property shall remain with District at all times.

## **C.3. Subcontractors.**

Tyler shall not subcontract any services under this Agreement without District's prior written permission, not to be unreasonably withheld.

## **C.4. Business License.**

In the event a local business license is required for Tyler to perform services hereunder, District will notify Tyler prior to the Effective Date and will provide Tyler with the necessary paperwork and/or contact information.

## **C.5. Liquidated Damages.**

Tyler acknowledges that untimely submission of the Project Plan, and untimely achievement of the Go-Live Dates (collectively known as "Critical Deliverables") will cause actual economic damage to the District in amounts that Tyler acknowledges would be difficult to estimate or prove. The District also acknowledges that untimely submission or achievement can be caused by either an act of God or for reasons outside of Tyler's control but under the control of the District.

Provided an Excusing Event has not occurred, in the event (i) Tyler fails to deliver an initial Project Plan to District within thirty (30) days of the kick off meeting; or (ii) the Tyler Software Products are not available for use in live production by the Go-Live Date set forth in the mutually agreed Project Plan, due to Tyler's action or inaction, Tyler shall remit to District seven hundred fifty dollars (\$750) per business day until the Critical Deliverable is delivered or achieved.

## **C.6. Key Personnel.**

C.6.1. Other than for reasons outside of Tyler's control, Tyler shall not remove or transfer a person filling a Key Personnel role without the prior written approval of District. Replacements must have the sufficient skill, training and experience to fill a Key Personnel

position. Tyler will use reasonable efforts to replace, within 30 days from receipt of written notice from District, any Key Personnel that the District reasonably finds unacceptable due to performance issues.

C.6.2. Provided the District has a reasonable basis for doing so, the District shall have the right to unilaterally dismiss Key Personnel from the project. District shall have reasonable participation in the selection of replacement Key Personnel.

C.6.3. If Key Personnel are replaced, the new Key Personnel shall, at no cost to District, devote sufficient time to becoming familiar with the project prior to performing Services. Sufficient time will be defined as being equal to eighty (80) hours for a replacement project manager and forty (40) hours for all other Key Personnel positions. In the event District makes a reasonable determination that such new Key Personnel is not sufficiently familiar with the project, Tyler shall devote such additional time as is necessary to familiarize the new Key Personnel with the project.

## SECTION D. MAINTENANCE AGREEMENT

### D.1. Scope of Agreement.

District agrees to purchase and Tyler agrees to provide maintenance services for the Tyler Software Products in accordance with the following terms and conditions.

### D.2. Term of Agreement.

This Maintenance Agreement is effective on installation of the Tyler Software Products and will remain in force for an initial one (1) year term, which will renew annually upon mutual agreement for additional one (1) year terms at Tyler's then-current Maintenance fees unless terminated in writing by either party at least fifteen (15) days prior to the end of the then-current term.

### D.3. Payment.

D.3.1. Maintenance fees will be invoiced by Tyler annually in advance. Tyler shall provide District with not less than forty-five (45) days written notice of any change in annual Maintenance fees.

D.3.2. Additional Charges. Any maintenance services performed by Tyler for District which are not covered by this Maintenance Agreement, as set forth in D.5 of Section D Maintenance Agreement, including materials and expenses, will be billed to District at Tyler's rate in this Agreement for a period of twenty-four (24) months from the Effective Date; thereafter Tyler's then-current rates in effect for the Maintenance Agreement.

D.3.3. Tyler reserves the right to suspend maintenance services if District fails to pay undisputed Maintenance fees within sixty (60) calendar days of the due date. Tyler shall reinstate maintenance services upon District's payment of all past due Maintenance fees, including all such fees for the periods during which services were suspended.

D.3.4. The Year 1 Software Maintenance Fees of \$330,021 which cover the one (1) year period commencing upon installation of the Tyler Software Products are hereby waived. Subsequent annual Software Maintenance Fees will be due on the anniversary of the installation date of the Tyler Software Products, and will be as identified in the following table for years 1-10. The fee increases for Years 6 and 7 will be increased at a rate not to exceed five percent (5%) per year. The fee increases for years 8-10 will be increased at a rate not to exceed six percent (6%) per year.

Year	Amount
1	None (waived)
2	3% / \$339,921.63
3	3% / \$350,119.28
4	4% / \$364,124.05
5	4% / \$378,689.01
6	5% / \$397,623.46
7	5% / \$417,504.64
8	6% / \$442,554.91



9	6% / \$469,108.21
10	6% / \$497,254.70

Amounts based on year one support fees for Tyler software of \$330,021 for Tyler Software Products licensed as of the Effective Date of this Agreement. The above numbers do not account for any additional products purchased by the District or 3<sup>rd</sup> party support costs.

**D.4. Tyler Responsibilities**

For as long as the District maintains a current Maintenance Agreement for the Tyler Software Products licensed pursuant to this Agreement, Tyler shall:

- D.4.1. In a professional, good and workmanlike manner, perform its obligations in accordance with Tyler’s then-current support call process (Tyler’s current support call process is set forth in the document attached hereto as Exhibit 3) in order to conform the Tyler Software Products to the applicable warranty under this Agreement. If District modifies the Tyler Software Products without Tyler's prior written consent, Tyler's obligations to provide maintenance services on and warrant the Tyler Software Products will be void.
- D.4.2. Provide telephone support on the Tyler Software Products. Tyler personnel shall accept telephone calls during the hours set forth in Exhibit 3 - Support Call Process.
- D.4.3. Continuously maintain a master set of the Tyler Software Products on appropriate media, a hardcopy printout of source code to the Tyler Software Products, and Tyler User Guides.
- D.4.4. Maintain personnel that are appropriately trained to be familiar with the Tyler Software Products in order to provide maintenance services.
- D.4.5. Provide District with all releases Tyler makes to the Tyler Software Products that Tyler makes generally available without additional charge to customers possessing a current Tyler annual Maintenance Agreement. Third Party Products and installation, Consulting and Training services related to the new releases will be provided to District at Tyler’s then-current rates. District acknowledges and agrees that a new release of the Tyler Software Products is for implementation in the Tyler Software Products as they exist without District customization or modification.
- D.4.6. Support prior releases of the Tyler Software Products in accordance with Tyler’s then-current release life cycle policy.
- D.4.7. Tyler will maintain the Tyler Software Products in conformance with applicable state and federal mandates, including regulatory/compliance reporting changes.

**D.5. Limitations and Exclusions.**

Maintenance fees do not include installation or implementation of the Tyler Software Products, onsite support (unless Tyler cannot remotely correct a defect in a Tyler Software Product), application design, other consulting services, support of an operating system or hardware, and support outside Tyler's normal business hours.

## **D.6. District Responsibilities.**

D.6.1. District shall provide, at no charge to Tyler, full and free access to the Tyler Software Products; working space; adequate facilities within a reasonable distance from the equipment; and use of machines, attachments, features, or other equipment necessary to provide maintenance services set forth herein.

D.6.2. Tyler currently utilizes “Go To Assist” as a secure commercial PC to PC remote connectivity tool to provide remote maintenance services. District shall maintain for the duration of the Agreement a high-speed Internet connection capable of connecting to District's PC's and server. Tyler strongly recommends that District also maintain a modem or VPN for backup connectivity purposes. Tyler, at its option, will use the connection to assist with problem diagnosis and resolution.

## **SECTION E. THIRD PARTY PRODUCT AGREEMENT**

### **E.1. Agreement to License or Sell Third Party Products.**

For the price set forth in the Investment Summary, Tyler agrees to license or sell and deliver to District, and District agrees to accept from Tyler the System Software and Hardware set forth in the Investment Summary (collectively, the “Third Party Products”).

### **E.2. License of System Software.**

E.2.1. Upon District's payment in full of the System Software fees, Tyler shall grant to District and District shall accept from Tyler a non-exclusive, nontransferable, non-assignable license to use the System Software and related documentation for District's internal business purposes, subject to the terms and conditions set forth herein.

E.2.2. The developer of the System Software (each a “Developer”, collectively “Developers”) shall retain ownership of the System Software.

E.2.3. The right to transfer the System Software to a replacement hardware system is governed by the Developer. The cost for new media or any required technical assistance to accommodate the transfer would be billable charges to District. District shall provide advance written notice to Tyler of any such transfer.

E.2.4. District acknowledges and agrees that the System Software and related documentation are proprietary to the Developer and have been developed as trade secrets at the Developer's expense. District shall use commercially reasonable efforts to keep the System Software and related documentation confidential and to prevent any misuse, unauthorized use, or unauthorized disclosure of the System Software and related documentation by any party.

E.2.5. District shall not perform decompilation, disassembly, translation or other reverse engineering on the System Software.

E.2.6. District may make copies of the System Software for archive purposes only. District shall repeat any and all proprietary notices on any copy of the System Software. District may make copies of the documentation accompanying the System Software for internal use only.

### **E.3. Delivery.**

Unless otherwise indicated in the Investment Summary, the prices for Third Party Products include costs for shipment while in transit from the Developer or supplier to District.

### **E.4. Installation and Acceptance.**

Unless otherwise noted in the Investment Summary, the Tyler Software Product installation fee includes installation of the Third Party Products. Upon completion of installation, District will obtain from Tyler a certification of completion, or similar document, which will constitute District's acceptance of the Third Party Products. Such acceptance will be final and conclusive except for latent defect, fraud, and a gross mistake as amount to fraud. Nothing set forth in this Section E.4 shall limit the provisions of Section A.3.3.

### **E.5. Site Requirements.**

District shall provide a suitable environment, location and space for the installation and operation

of the Third Party Products; sufficient and adequate electrical circuits for the Third Party Products; and installation of all required cables.

**E.6. Maintenance.**

E.6.1. In the event District elects not to purchase through Tyler maintenance services on the System Software, it will be the responsibility of District to repair and maintain the System Software and purchase enhancements as necessary after acceptance.

E.6.2. In the event District elects to purchase through Tyler maintenance services on the System Software, Tyler will facilitate resolution of a defect in a System Software product with the Developer.

E.6.3. In the event the Developer charges a fee for future System Software release(s), District will be required to pay such fee.

Signature Page follows:

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the dates set forth below.

Tyler Technologies, Inc.  
ERP and Schools Division

District School Board of Pasco County

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Exhibit 1 - Payment Schedule

1. Tyler shall invoice District \$457,880 upon the Effective Date. Such amount equals 25% of the Tyler software license fees.
2. Tyler shall invoice District \$1,161,010 when Tyler has made the Tyler Software Products available to District for downloading. Such sum equals:
  - a. 50% of the Tyler software license fees (\$915,760)
  - b. 100% of the System Software fees (\$245,250)
3. Tyler shall invoice District the Hardware fees of \$3,300 upon delivery of the Tyler Secure Signature hardware.
4. Tyler shall invoice District \$74,700 upon installation of the Tyler Software Products. Such sum equals:
  - a. Year one SymPro Software Maintenance fees (\$17,400);
  - b. Year one Tyler Unlimited District Access Maintenance fee (\$27,300); and
  - c. Year one Operating System and Data Base Administration (“OSDBA”) Contract Services (\$30,000).
5. Tyler shall invoice District \$457,880 upon verification of the Tyler Software Products in accordance with Article 3 of Section A Software License Agreement (“Verification”) Such amount equals 25% of the Software fees. Unless District notifies Tyler in writing that the Tyler Software Products have failed Verification, Verification will be deemed to have occurred ninety (90) days from the date Tyler makes the Tyler Software Products available to District for downloading.
6. Fees for the services listed infra in this Section 6 will be invoiced in accord with Schedule A to this Exhibit 1:
  - a. Change Management Consulting Solution (\$100,000);
  - b. Thirty (30) months of Full-time Engagement Manager (\$687,500);
  - c. Thirty (30) months of Full-time Financials Project Manager (\$625,020);
  - d. Thirty (30) months of Full-time Payroll & HR Project Manager (\$625,020);
  - e. Thirty (30) months of Full-time Implementation Specialist #1 (\$500,010);
  - f. Thirty (30) months of Full-time Implementation Specialist #2 (\$500,010);
  - g. Thirty (30) months of Full-time Implementation Specialist #3 (\$500,010);
  - h. Three Hundred Fifty-Eight (358) Training Days (\$420,650); and
  - i. One Hundred Sixteen (116) Consulting Days (\$147,900).

Client acceptance required for milestones listed in Schedule A shall not be unreasonably withheld.

7. Eighty Three (3) days of Report Developer (\$99,600) will be invoiced as services are provided.
8. Tyler Consulting Services (“TCS”) fee of \$413,500 shall be invoiced per module, as described in Schedule B to this Exhibit 1.

9. Data Conversion fees of \$159,000 shall be invoiced, per conversion, as described in Schedule C to this Exhibit 1.
10. Tyler shall invoice fees for Tyler Forms Services (totaling \$18,895) as described in Schedule D to this Exhibit 1.
11. Tyler shall invoice fees for software modifications and interfaces (totaling \$273,900) as described in Schedule E to this Exhibit 1.
12. SymPro Services fees (totaling \$37,000) shall be invoiced as provided.
13. On or before January 1, 2013, Client shall remit to Tyler \$120, 719. Such sum equals:
  - a. 100% of the System Software fees for the ESM Sourcing Solution (\$61,800);
  - b. 100 % of the year one Maintenance fees for the ESM Sourcing Solution (\$20,394); and
  - c. 100 % of the year one subscription fees for the ESM MUNIS Punch Out subscription service (\$38,525).
14. ESM Services fees of \$28,200 shall be invoiced as the Services are rendered and payable upon receipt of each invoice. Associated travel and out-of-pocket expenses are billed separately as these charges are incurred and payable upon receipt of invoice.
15. Tyler shall invoice District the year 1 Disaster Recovery fee of \$30,000 upon receipt by Tyler of District's data.
16. Unless otherwise indicated herein, Tyler shall invoice District fees for Services, plus expenses, if and as provided/incurred.
17. The Investment Summary includes estimated travel expenses to be incurred in accordance with Exhibit 4.
18. Payment is due within forty-five (45) days of the invoice receipt.
19. The year 1 Maintenance fees of \$330,021 for the one (1) year period commencing upon installation of the Tyler Software Products are hereby waived. Subsequent annual Maintenance fees will be due on the anniversary of the installation date of the Tyler Software Products.
20. SymPro will invoice the District directly for Year 2 and subsequent annual maintenance and support fees for the SymPro software products licensed by District pursuant to this Agreement.

## Exhibit 1 – Schedule A

Phase	Milestone ID	Milestone Description	Payment Amount	Target Date
1	1.1	Acceptance of Implementation Management Plans	\$ 60,418	2/1/2012
All	CM.1	Presentation and delivery of Change Management discovery findings and suggested strategies	\$ 25,000	2/29/2012
1	1.3	Client acceptance of Static Environment Test	\$ 81,252	4/1/2012
All	CM.2	Delivery of Change Management Planning documents: communication plan, executive plan, resistance management plan and coach training plan	\$ 12,500	4/15/2012
2	2.1	Static Environment Test plan complete	\$ 112,503	5/1/2012
All	CM.3	Completion of Change Management Coach training	\$ 25,000	5/15/2012
1	1.4	Project team training complete	\$ 181,254	6/1/2012
2	2.2	Client acceptance of Static Environment Test	\$ 97,919	6/1/2012
1	1.5	Financials modification testing acceptance	\$ 151,203	7/15/2012
1	1.6	Go-Live planning complete	\$ 151,203	8/1/2012
1	1.2	CoA design acceptance	\$ 141,670	8/29/2012
1	1.7	Phase 1 conversion loaded into Live	\$ 208,015	10/1/2012
1	1.8	Phase 1 implementation complete	\$ 168,703	11/1/2012
2	2.3	Project team training complete	\$ 108,336	11/1/2012
All	CM.4	Phase 1 post go-live lessons learned and after action review	\$ 10,000	11/15/2012
2	2.4	Phase 2 Payroll/HR modification testing acceptance	\$ 168,705	1/1/2013
2	2.5	Go-Live planning complete	\$ 191,245	2/1/2013
1	1.9	Phase 1 post-live implementation support: transition to support & transitional services complete	\$ 167,086	4/1/2013
2	2.6	Phase 2 conversion loaded into Live	\$ 203,737	4/1/2013
All	CM.5	Phase 2 post go-live lessons learned and after action review	\$ 10,000	4/15/2013
2	2.7	Phase 2 implementation complete	\$ 155,353	5/1/2013
All	CM.6	Phase 2b post go-live lessons learned and after action review	\$ 10,000	6/15/2013
2	2.8	Phase 2 post-live implementation support: transition to support & transitional services complete	\$ 232,053	8/1/2013
3	3.1	Client acceptance of Static Environment Test	\$ 79,592	8/1/2013
2b	2b.1	Phase 2b implementation complete	\$ 75,426	8/1/2013
4	4.1	Functional lead training complete	\$ 135,778	9/1/2013
3	3.2	Functional lead training complete	\$ 126,478	9/15/2013
3	3.3	Phase 3 conversion complete	\$ 130,700	10/1/2013
All	CM.7	Phase 3 post go-live lessons learned and after action review	\$ 5,000	10/15/2013
3	3.4	Phase 3 implementation complete	\$ 130,700	11/1/2013
4	4.2	Go-Live planning complete	\$ 130,700	12/1/2013
4	4.3	Phase 4 conversion complete	\$ 114,033	1/1/2014
All	CM.8	Phase 4 post go-live lessons learned and after action review	\$ 2,500	1/15/2014
N/A	F1	Client project manager sign-off on project closure	\$ 502,058	5/1/2014
<b>Total</b>	<b>34</b>		<b>\$ 4,106,120</b>	



## Exhibit 1 – Schedule B – TCS Payment Milestones

Module	Payment Amount	Deliverable *
General Ledger	\$10,000	District sign off of Best Business Practices write up for General Ledger
General Ledger	\$10,000	District sign off of desktop procedure documents for General Ledger
Project / Grant Accounting	\$10,000	District sign off of Best Business Practices write up for Project / Grant Accounting
Project / Grant Accounting	\$10,000	District sign off of desktop procedure documents for Project / Grant Accounting
Budget	\$10,000	District sign off of Best Business Practices write up for Budget
Budget	\$10,000	District sign off of desktop procedure documents for Budget
Purchasing (incl Requisitions)	\$10,000	District sign off of Best Business Practices write up for Purchasing (including Requisitions)
Purchasing (incl Requisitions)	\$10,000	District sign off of desktop procedure documents for Purchasing (including Requisitions)
Accounts Payable	\$10,000	District sign off of Best Business Practices write up for Accounts Payable
Accounts Payable	\$10,000	District sign off of desktop procedure documents for Accounts Payable
Inventory	\$10,000	District sign off of Best Business Practices write up for Inventory
Inventory	\$10,000	District sign off of desktop procedure documents for Inventory
Bid Management	\$7,000	District sign off of Best Business Practices write up for Bid Management
Bid Management	\$7,000	District sign off of desktop procedure documents for Bid Management
Contract Management	\$7,000	District sign off of Best Business Practices write up for Contract Management
Contract Management	\$7,000	District sign off of desktop procedure documents for Contract Management
Treasury Management	\$10,000	District sign off of Best Business Practices write up for Treasury Management
Treasury Management	\$10,000	District sign off of desktop procedure documents for Treasury Management
Work Orders, Fleet & Facilities	\$19,000	District sign off of Best Business Practices write up for Work Orders, Fleet & Facilities
Work Orders, Fleet & Facilities	\$19,000	District sign off of desktop procedure documents for Work Orders, Fleet & Facilities
Fixed Assets	\$10,000	District sign off of Best Business Practices write up for Fixed Assets
Fixed Assets	\$10,000	District sign off of desktop procedure documents for Fixed Assets
Student Activity	\$7,000	District sign off of Best Business Practices write up for Student Activity
Student Activity	\$7,000	District sign off of desktop procedure documents

		for Student Activity
Employee Expense Reimbursement	\$7,000	District sign off of Best Business Practices write up for Employee Expense Reimbursement
Employee Expense Reimbursement	\$7,000	District sign off of desktop procedure documents for Employee Expense Reimbursement
Cross Functional - FIN	\$4,750	District sign off of Best Business Practices write up for Cross Functional - FIN
Cross Functional - FIN	\$4,750	District sign off of desktop procedure documents for Cross Functional - FIN
HR Management	\$15,000	District sign off of Best Business Practices write up for HR Management
HR Management	\$15,000	District sign off of desktop procedure documents for HR Management
Payroll	\$19,000	District sign off of Best Business Practices write up for Payroll
Payroll	\$19,000	District sign off of desktop procedure documents for Payroll
Applicant Tracking	\$10,000	District sign off of Best Business Practices write up for Applicant Tracking
Applicant Tracking	\$10,000	District sign off of desktop procedure documents for Applicant Tracking
Professional Development	\$10,000	District sign off of Best Business Practices write up for Professional Development
Professional Development	\$10,000	District sign off of desktop procedure documents for Professional Development
Cross Functional - PR	\$3,000	District sign off of Best Business Practices write up for Cross Functional - PR
Cross Functional - PR	\$3,000	District sign off of desktop procedure documents for Cross Functional - PR
General Billing/Accounts Receivable	\$15,000	District sign off of Best Business Practices write up for General Billing/Accounts Receivable
General Billing/Accounts Receivable	\$15,000	District sign off of desktop procedure documents for General Billing/Accounts Receivable
Cross Functional - REV	\$3,000	District sign off of Best Business Practices write up for Cross Functional - REV
Cross Functional - REV	\$3,000	District sign off of desktop procedure documents for Cross Functional - REV

\* Client sign off required in connection with a deliverable shall not be unreasonably withheld. Tyler performance of deliverable in accord with the requirements of the Agreement shall entitle Tyler to payment for said deliverable.

## Exhibit 1 – Schedule C – Conversions

Conversion #	Conversion Description	Payment Amount *	Deliverable **
1	AC Standard COA	\$4,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #1
2	AC Opt 1 - Actuals	\$3,500	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #2
3	AC Opt 2 - Budgets	\$3,500	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #3
4	AP Standard Master	\$3,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #4
5	AP Opt 1 - Checks	\$3,400	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #5
6	AP Opt 2 - Invoice	\$5,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #6
7	FA Std Master	\$5,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #7
8	FA Opt 1 - History	\$3,500	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #8
9	IN Std Master	\$5,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #9
10	Purchase Orders - Standard	\$4,500	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #10
11	Payroll - Standard	\$5,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #11
12	Payroll - Option 1 Deductions	\$4,700	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #12
13	Payroll - Option 2 Accrual Balances	\$4,500	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #13
14	Payroll - Option 3 Accumulators	\$4,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #14
15	Payroll - Option 4 Check History	\$5,200	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #15
16	Payroll - Option 5 Earning/Deduction Hist	\$7,500	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #16
17	Payroll - Option 6 Applicant Tracking	\$4,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #17
18	Payroll - Option 7 PM Action History	\$4,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #18
19	Payroll - Option 8 Position Control/History	\$6,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #19
20	Payroll - Option 9 State Retirement Tables	\$4,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #20
21	Payroll - Option 10 Certifications	\$6,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #21
22	Payroll - Option 11 Education	\$6,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #22
23	WO Opt 1 - Work Order Asset	\$5,500	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #23
24	WO Opt 2 - Closed WO	\$8,500	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #24

	History No Cost Data		system data into live environment for Conversion #24
25	WO Opt 3 - WO History With Cost Data	\$8,500	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #25
26	Fleet Master File Conversion	\$20,000	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #26
27	TCM-Winocular Conversion	\$7,700	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #27
28	Staff Development Conversion	\$7,500	Client acknowledgement of loading of converted legacy system data into live environment for Conversion #28

\* Any variance between the listed fee and the fee for the same conversion in the Investment Summary shall be resolved in favor of the Investment Summary.

\*\* Client acknowledgement loading of converted legacy data shall be timely and shall not be unreasonably withheld. Tyler delivery of conversion in accord with the requirements of the Agreement shall entitle Tyler to payment for said conversion.

## Exhibit 1 – Schedule D – Tyler Forms

Service(s) Description	Payment Amount *	Deliverable **
Tyler Forms Processing Configuration	\$6,000	Completion of Tyler Forms Processing Configuration
Tyler Forms Load Balance	\$1,895	Completion of Tyler Forms Processing Configuration
Tyler Forms Financial Library	\$3,000	Client sign-off of Tyler Forms Financials Library
Tyler PO Distribution	\$2,500	Client sign-off of Tyler Forms Financials Library
Tyler Forms General Billing Library	\$2,500	Client sign-off of Tyler Forms General Billing Library
Tyler Forms Human Resources Library	\$3,000	Client sign-off of Tyler Forms Human Resources Library

\* Any variance between the listed fee and the fee for the same service in the Investment Summary shall be resolved in favor of the Investment Summary.

\*\* Client sign off shall not be unreasonably withheld. Tyler delivery of service in accord with the requirements of the Agreement shall entitle Tyler to payment for said service.

## Exhibit 1 – Schedule E – Development Payment Milestones

MOD #	Module (include RFP Ref #, if applicable)	Description of Functional Requirement ^	Payment Amount	Deliverable
#1	General Ledger #60	Last date to encumber (ability to manually override)	\$1,650	Delivery of specifications and receipt of notice to proceed from District for Mod #1
#1	General Ledger #60	Last date to encumber (ability to manually override)	\$1,650	Delivery of Mod #1 in accordance with the agreed upon specifications*
#2	Grant Accounting #81	System must have ability to automatically forward an email/notify message to each respective department when a new grant has been established or when a grant number changes.	\$2,750	Delivery of specifications and receipt of notice to proceed from District for Mod #2
#2	Grant Accounting #81	System must have ability to automatically forward an email/notify message to each respective department when a new grant has been established or when a grant number changes.	\$2,750	Delivery of Mod #2 in accordance with the agreed upon specifications*
#3	Treasury #18	Utilize positive pay with multiple bank accounts	\$2,200	Delivery of specifications and receipt of notice to proceed from District for Mod #3
#3	Treasury #18	Utilize positive pay with multiple bank accounts	\$2,200	Delivery of Mod #3 in accordance with the agreed upon specifications*
#4	Fleet ## 7 & 8	Ability to produce maintenance budgets based on system history, vehicle age, replacement schedules, etc. / Ability to produce maintenance budgets based on vehicle status: age, warranty, make, model	\$2,750	Delivery of specifications and receipt of notice to proceed from District for Mod #4
#4	Fleet ## 7 & 8	Ability to produce maintenance budgets based on system history, vehicle age, replacement schedules, etc. / Ability to produce maintenance budgets based on vehicle status: age, warranty, make, model	\$2,750	Delivery of Mod #4 in accordance with the agreed upon specifications*
#5	Fleet # 102	See SOW	\$3,850	Delivery of specifications and receipt of notice to proceed from District for Mod #5
#5	Fleet # 102	See SOW	\$3,850	Delivery of Mod #5 in accordance with the agreed upon specifications*
#6	Fleet #106	Ability to automatically identify all vehicles requiring repairs based on planned maintenance levels, excessive fluid consumption, posted problems, scheduled work orders, etc.	\$3,850	Delivery of specifications and receipt of notice to proceed from District for Mod #6

#6	Fleet #106	Ability to automatically identify all vehicles requiring repairs based on planned maintenance levels, excessive fluid consumption, posted problems, scheduled work orders, etc.	\$3,850	Delivery of Mod #6 in accordance with the agreed upon specifications*
#7	Fleet #114	Ability to create a library of standard job templates defining intervals for performing each PM job based on one or a combination of vehicle mileage, operating hours, elapsed time, diagnostic readings exceeding limits (e.g. for engine oil analysis, fuel consumption, or utility costs), percent of asset life elapsed (e.g. mid-life overhauls), etc.	\$5,500	Delivery of specifications and receipt of notice to proceed from District for Mod #7
#7	Fleet #114	Ability to create a library of standard job templates defining intervals for performing each PM job based on one or a combination of vehicle mileage, operating hours, elapsed time, diagnostic readings exceeding limits (e.g. for engine oil analysis, fuel consumption, or utility costs), percent of asset life elapsed (e.g. mid-life overhauls), etc.	\$5,500	Delivery of Mod #7 in accordance with the agreed upon specifications*
#8	Fleet #115	Ability to define acceptable limites above or below PM intervals for each job during which the job should be performed.	\$1,650	Delivery of specifications and receipt of notice to proceed from District for Mod #8
#8	Fleet #115	Ability to define acceptable limites above or below PM intervals for each job during which the job should be performed.	\$1,650	Delivery of Mod #8 in accordance with the agreed upon specifications*
#9	Fleet # 123	See SOW	\$3,850	Delivery of specifications and receipt of notice to proceed from District for Mod #9
#9	Fleet # 123	See SOW	\$3,850	Delivery of Mod #9 in accordance with the agreed upon specifications*
#10	Fleet ##121 & 125	For which another work order has been created and that are within the pre-defined tolerance for the PM job / Ability to define allowable interval tolerances that authorized users should be able to review for upcoming PM jobs and include/exclude them selectively in the roll-up.	\$1,650	Delivery of specifications and receipt of notice to proceed from District for Mod #10
#10	Fleet ##121 & 125	For which another work order has been created and that are within the pre-defined tolerance for the PM job / Ability to define allowable interval tolerances that authorized users should be able to review for upcoming PM jobs and include/exclude them selectively in the roll-up.	\$1,650	Delivery of Mod #10in accordance with the agreed upon specifications*
#11	Inventory ## 92, 93 & 98	System must have ability to track and produce a hard copy stock tag (bar code	\$1,650	Delivery of specifications and receipt of notice to

		label) which can include, but is not limited to the following information: / Stock location / Unit of measure		proceed from District for Mod #11
#11	Inventory ## 92, 93 & 98	System must have ability to track and produce a hard copy stock tag (bar code label) which can include, but is not limited to the following information: / Stock location / Unit of measure	\$1,650	Delivery of Mod #11in accordance with the agreed upon specifications*
#12	HR #300	System must have the ability to include both employee and supervisor ratings for competencies.	\$5,500	Delivery of specifications and receipt of notice to proceed from District for Mod #12
#12	HR #300	System must have the ability to include both employee and supervisor ratings for competencies.	\$5,500	Delivery of Mod #12in accordance with the agreed upon specifications*
#13	HR #453-455; 470	System must have ability to maintain multiple on-line exit interview templates, System must have ability to capture and track exit interview information on-line, System must have ability to transfer teacher exit interview information to State of Florida / System must facilitate FLDOE reporting requirements	\$24,750	Delivery of specifications and receipt of notice to proceed from District for Mod #13
#13	HR #453-455; 470	System must have ability to maintain multiple on-line exit interview templates, System must have ability to capture and track exit interview information on-line, System must have ability to transfer teacher exit interview information to State of Florida / System must facilitate FLDOE reporting requirements	\$24,750	Delivery of Mod #13in accordance with the agreed upon specifications*
#14	Benefits #109	System must have the ability to designate default benefit enrollment package if employees do not return enrollment information.	\$2,750	Delivery of specifications and receipt of notice to proceed from District for Mod #14
#14	Benefits #109	System must have the ability to designate default benefit enrollment package if employees do not return enrollment information.	\$2,750	Delivery of Mod #14 in accordance with the agreed upon specifications*
#15	Staff Development	See SOW	\$25,300	Delivery of specifications and receipt of notice to proceed from District for Mod #15
#15	Staff Development	See SOW	\$25,300	Delivery of Mod #15 in accordance with the agreed upon specifications*
#16	P - Cards	System must include the fiscal year, bank ID, and transaction ID on the record. This will prevent loading duplicate records in the system.	\$2,750	Delivery of specifications and receipt of notice to proceed from District for Mod #16
#16	P - Card	System must include the fiscal year, bank ID, and transaction ID on the record. This will prevent loading duplicate records in the	\$2,750	Delivery of Mod #16 in accordance with the agreed upon specifications*



		system.		
#17	P - Card	Ability to have multiple items purchased on a transaction as well as the ability to identify what accounts are used to pay for which items.	\$11,000	Delivery of specifications and receipt of notice to proceed from District for Mod #17
#17	P - Card	Ability to have multiple items purchased on a transaction as well as the ability to identify what accounts are used to pay for which items.	\$11,000	Delivery of Mod #17 in accordance with the agreed upon specifications*
#18	Student Activities	Ability to provide purchase order functionality from Student Activity accounts.	\$8,250	Delivery of specifications and receipt of notice to proceed from District for Mod #18
#18	Student Activities	Ability to provide purchase order functionality from Student Activity accounts.	\$8,250	Delivery of Mod #18 in accordance with the agreed upon specifications*
#19	Student Activities	Single screen for clearing of transaction by cash account	\$5,500	Delivery of specifications and receipt of notice to proceed from District for Mod #19
#19	Student Activities	Single screen for clearing of transaction by cash account	\$5,500	Delivery of Mod #19 in accordance with the agreed upon specifications*
#20	Student Activities	The ability to track paper receipt numbers to each receipt transaction in Munis.	\$1,650	Delivery of specifications and receipt of notice to proceed from District for Mod #20
#20	Student Activities	The ability to track paper receipt numbers to each receipt transaction in Munis.	\$1,650	Delivery of Mod #20 in accordance with the agreed upon specifications*
#21	Certifications	Ability to track multiple endorsements per certification. Need for Staff Demographic survey	\$2,750	Delivery of specifications and receipt of notice to proceed from District for Mod #21
#21	Certifications	Ability to track multiple endorsements per certification. Need for Staff Demographic survey	\$2,750	Delivery of Mod #21 in accordance with the agreed upon specifications*
<b>Inter #</b>	<b>Module (include RFP Ref #, if applicable)</b>	<b>Description of Functional Requirement ^</b>	<b>Payment Amount</b>	<b>Deliverable</b>
1		Fundamentals Download	\$1,650	Delivery of specifications and receipt of notice to proceed from District for Interface #1
1		Fundamentals Download	\$1,650	Delivery of Interface #1 in accordance with the agreed upon specifications*
2		Maintenance Inventory Bar Code Readers	\$8,250	Delivery of specifications and receipt of notice to proceed from District for Interface #2

2		Maintenance Inventory Bar Code Readers	\$8,250	Delivery of Interface #2 in accordance with the agreed upon specifications*
3		P-Card / Regions Bank	\$5,500	Delivery of specifications and receipt of notice to proceed from District for Interface #3
3		P-Card / Regions Bank	\$5,500	Delivery of Interface #3 in accordance with the agreed upon specifications*

^ Description of functional requirement or interface provided solely for reference purposes. Specifications and requirements for work will be as mutually agreed in this Agreement.

\* District will have thirty (30) days from delivery of a modification or interface to test such modification or interface. In the event District does not report an issue with the modification or interface to Tyler within such thirty (30) day period, the modification or interface will be deemed in compliance with the specifications.

**Exhibit 1 – Schedule F – Investment Summary**

See following pages.



**Quoted By:** Roger Routh  
**Date:** 12/09/2011  
**Quote Expiration:** 00/00/n/a  
**Quote Name:** Pasco County Schools ERP RFP  
**Quote Number:** 24381

## Sales Quotation For:

Mr. William Kleinsorge  
 Pasco County School District  
 7227 Land O'Lakes Boulevard  
 Land O'Lakes, FL 34638

**Phone:** (813) 794-2268  
**Fax:** (813) 794-2266  
**Email:** wkleinso@pasco.k12.fl.us

## 1 Software

Model #	Description	Quantity	Price	Extended Price	Discount	Software Total
FA-AC-SW-H	Accounting/GL/BG/AP - Software - H	1.00	\$382,500.00	\$382,500.00	\$76,500.00	\$306,000.00
FA-BM-SW-H	Bid Management - Software - H	1.00	\$45,000.00	\$45,000.00	\$9,000.00	\$36,000.00
FA-CM-SW-H	Contract Management - Software - H	1.00	\$42,750.00	\$42,750.00	\$8,550.00	\$34,200.00
FA-EER-SW-H	Employee Expense Reimbursement - Software - H	1.00	\$36,000.00	\$36,000.00	\$7,200.00	\$28,800.00
FA-FA-SW-H	Fixed Assets - Software - H	1.00	\$96,000.00	\$96,000.00	\$19,200.00	\$76,800.00
FA-IN-SW-H	Inventory - Software - H	1.00	\$96,000.00	\$96,000.00	\$19,200.00	\$76,800.00
FA-PA-SW-H	Project & Grant Accounting - Software - H	1.00	\$60,000.00	\$60,000.00	\$12,000.00	\$48,000.00
FA-PO-SW-H	Purchase Orders - Software - H	1.00	\$99,000.00	\$99,000.00	\$19,800.00	\$79,200.00
FA-RM-SW-H	Risk Management - Software - H	1.00	\$60,000.00	\$60,000.00	\$12,000.00	\$48,000.00
FA-RQ-SW-H	Requisitions - Software - H	1.00	\$69,300.00	\$69,300.00	\$13,860.00	\$55,440.00
FA-SAAM-SW-H	Student Activity Acctng-Software-MUNIS-H	1.00	\$72,000.00	\$72,000.00	\$14,400.00	\$57,600.00
FA-TM-SW-H	Treasury Management - Software - H	1.00	\$69,300.00	\$69,300.00	\$13,860.00	\$55,440.00
FA-WO-SW-H	Work Orders, Fleet & Facilities - Software - H	1.00	\$120,000.00	\$120,000.00	\$24,000.00	\$96,000.00
HR-AT-SW-H	Applicant Tracking - Software - H	1.00	\$27,500.00	\$27,500.00	\$5,500.00	\$22,000.00
HR-PD-SW-H	Professional Development - Software - H	1.00	\$27,500.00	\$27,500.00	\$5,500.00	\$22,000.00
HR-PM-SW-H	HR Management - Software - H	1.00	\$64,000.00	\$64,000.00	\$12,800.00	\$51,200.00
HR-PRESS-SW-H	Payroll w/ESS - Software - H	1.00	\$239,000.00	\$239,000.00	\$47,800.00	\$191,200.00
OF-GASB-SW-H	GASB 34 Report Writer - Software - H	1.00	\$42,000.00	\$42,000.00	\$8,400.00	\$33,600.00
OF-MO-SW-H	MUNIS Office - Software - H	1.00	\$66,000.00	\$66,000.00	\$13,200.00	\$52,800.00
OF-PL-SW-H	Role Tailored Dashboard - Software - H	1.00	\$66,000.00	\$66,000.00	\$13,200.00	\$52,800.00
OF-TCMSE-SW-H	TCM SE-Software-H	1.00	\$112,500.00	\$112,500.00	\$22,500.00	\$90,000.00
OF-TRS-SW-H	Tyler Reporting Services - Software - H	1.00	\$79,500.00	\$79,500.00	\$15,900.00	\$63,600.00
RB-AR-SW-H	Accounts Receivable - Software - H	1.00	\$87,750.00	\$87,750.00	\$17,550.00	\$70,200.00
RB-GB-SW-H	General Billing - Software - H	1.00	\$41,250.00	\$41,250.00	\$8,250.00	\$33,000.00
TF-AC-OS-H	Tyler Forms Processing - Software - H	1.00	\$18,000.00	\$18,000.00	\$3,600.00	\$14,400.00
TF-GD-GD-H	Tyler Forms-GoDocs-H	1.00	\$13,500.00	\$13,500.00	\$2,700.00	\$10,800.00
WEB-MSH-CR-SW-H	Citizen Self Service - Software - H	1.00	\$87,750.00	\$87,750.00	\$17,550.00	\$70,200.00
WEB-MSH-VND-SW-H	Business and Vendor Self Service - Software - H	1.00	\$69,300.00	\$69,300.00	\$13,860.00	\$55,440.00

Total:  
\$457,880.00

Total:  
\$1,831,520.00

## 2 Services

Model #	Description	Quantity	Price	Extended Price	Discount	Services Total
MISC-SV-001	Engagement Manager	30.00	\$22,917.00	\$687,510.00	\$10.00	\$687,500.00
MISC-SV-002	PM - Financials	30.00	\$20,834.00	\$625,020.00	\$0.00	\$625,020.00
MISC-SV-003	PM - Payroll & HR	30.00	\$20,834.00	\$625,020.00	\$0.00	\$625,020.00
MISC-SV-004	Report Developer	83.00	\$1,200.00	\$99,600.00	\$0.00	\$99,600.00
MISC-SV-005	Workflow Customization	7.00	\$1,100.00	\$7,700.00	\$0.00	\$7,700.00
MISC-SV-006	Implementation Spclst. #1	30.00	\$16,667.00	\$500,010.00	\$0.00	\$500,010.00
MISC-SV-007	Implementation Spclst. #2	30.00	\$16,667.00	\$500,010.00	\$0.00	\$500,010.00
MISC-SV-008	Implementation Spclst. #3	30.00	\$16,667.00	\$500,010.00	\$0.00	\$500,010.00
MISC-SV-009	Interface Development	28.00	\$1,100.00	\$30,800.00	\$0.00	\$30,800.00
MISC-SV-010	State Specific Development	153.00	\$1,100.00	\$168,300.00	\$122,100.00	\$46,200.00
SRVC-CMCS-H	Change Management Consulting Solution - H	1.00	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00
SVC-MCG-DAY	Tyler Consulting Services	237.00	\$1,750.00	\$414,750.00	\$1,250.00	\$413,500.00
SVC-OSDBA-OS-004	New Server Installation	1.00	\$25,000.00	\$25,000.00	\$0.00	\$25,000.00
SVC-PROG-PG-01	Programming Services	224.00	\$1,100.00	\$246,400.00	\$49,500.00	\$196,900.00
SVC-TVL-EST	Estimated Travel Expenses	1.00	\$750,000.00	\$750,000.00	\$0.00	\$750,000.00
TF-AC-IMP-H	Tyler Forms Processing - Configuration - H	3.00	\$2,000.00	\$6,000.00	\$0.00	\$6,000.00
TF-FL-SVC-H	Tyler Forms Financial Library - H	1.00	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
TF-GBL-SVC-H	Tyler Forms General Billing Library - H	1.00	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00
TF-HR-SVC-H	Tyler Forms Human Resources Library - H	1.00	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
TF-TFLB-LB-B	Tyler Load Balance	1.00	\$1,895.00	\$1,895.00	\$0.00	\$1,895.00
TF-TFPO-FOU-B	Tyler PO Distribution - Level 4	1.00	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00
					Total:	Total:
					\$172,860.00	\$5,126,165.00

### Consulting

Model #	Description	Quantity	Price	Extended Price	Discount	Consulting Total
FA-AC-CS-H	Accounting/GL/BG/AP - Consulting - H	9.00	\$1,275.00	\$11,475.00	\$0.00	\$11,475.00
FA-BM-CS-H	Bid Management - Consulting - H	2.00	\$1,275.00	\$2,550.00	\$0.00	\$2,550.00
FA-CM-CS-H	Contract Management - Consulting - H	2.00	\$1,275.00	\$2,550.00	\$0.00	\$2,550.00
FA-EER-CS-H	Employee Expense Reimbursement - Consulting - H	3.00	\$1,275.00	\$3,825.00	\$0.00	\$3,825.00
FA-FA-CS-H	Fixed Assets - Consulting - H	5.00	\$1,275.00	\$6,375.00	\$0.00	\$6,375.00
FA-IN-CS-H	Inventory - Consulting - H	5.00	\$1,275.00	\$6,375.00	\$0.00	\$6,375.00
FA-PA-CS-H	Project & Grant Accounting - Consulting - H	5.00	\$1,275.00	\$6,375.00	\$0.00	\$6,375.00
FA-PO-CS-H	Purchase Orders - Consulting - H	5.00	\$1,275.00	\$6,375.00	\$0.00	\$6,375.00
FA-RM-CS-H	Risk Management - Consulting - H	5.00	\$1,275.00	\$6,375.00	\$0.00	\$6,375.00
FA-RQ-CS-H	Requisitions - Consulting - H	5.00	\$1,275.00	\$6,375.00	\$0.00	\$6,375.00
FA-SAAM-CS-H	Student Activity Acctng-Consulting-MUNIS-H	4.00	\$1,275.00	\$5,100.00	\$0.00	\$5,100.00
FA-TM-CS-H	Treasury Management - Consulting - H	5.00	\$1,275.00	\$6,375.00	\$0.00	\$6,375.00

FA-WO-CS-H	Work Orders - Consulting - H	5.00	\$1,275.00	\$6,375.00	\$0.00	\$6,375.00
FA-WO-FC-H	Facilities Consulting - H	5.00	\$1,275.00	\$6,375.00	\$0.00	\$6,375.00
FA-WO-FLC-H	Fleet Consulting - H	7.00	\$1,275.00	\$8,925.00	\$0.00	\$8,925.00
HR-AT-CS-H	Applicant Tracking - Consulting - H	5.00	\$1,275.00	\$6,375.00	\$0.00	\$6,375.00
HR-PD-CS-H	Professional Development - Consulting - H	2.00	\$1,275.00	\$2,550.00	\$0.00	\$2,550.00
HR-PM-CS-H	HR Management - Consulting - H	5.00	\$1,275.00	\$6,375.00	\$0.00	\$6,375.00
HR-PRESS-CS-H	Payroll w/ESS - Consulting - H	9.00	\$1,275.00	\$11,475.00	\$0.00	\$11,475.00
MISC-CO-001	Fleet Management	15.00	\$1,275.00	\$19,125.00	\$0.00	\$19,125.00
OF-PL-CS-H	Role Tailored Dashboard - Consulting - H	1.00	\$1,275.00	\$1,275.00	\$0.00	\$1,275.00
RB-AR-CS-H	Accounts Receivable - Consulting - H	5.00	\$1,275.00	\$6,375.00	\$0.00	\$6,375.00
RB-GB-CS-H	General Billing - Consulting - H	2.00	\$1,275.00	\$2,550.00	\$0.00	\$2,550.00

Total:  
\$147,900.00

**Training**

Model #	Description	Quantity	Price	Extended Price	Discount	Training Total
FA-AC-TR-H	Accounting/GL/BG/AP - Training - H	29.00	\$1,175.00	\$34,075.00	\$0.00	\$34,075.00
FA-BM-TR-H	Bid Management - Training - H	7.00	\$1,175.00	\$8,225.00	\$0.00	\$8,225.00
FA-CM-TR-H	Contract Management - Training - H	7.00	\$1,175.00	\$8,225.00	\$0.00	\$8,225.00
FA-EER-TR-H	Employee Expense Reimbursement - Training - H	6.00	\$1,175.00	\$7,050.00	\$0.00	\$7,050.00
FA-FA-TR-H	Fixed Assets - Training - H	14.00	\$1,175.00	\$16,450.00	\$0.00	\$16,450.00
FA-IN-TR-H	Inventory - Training - H	14.00	\$1,175.00	\$16,450.00	\$0.00	\$16,450.00
FA-PA-TR-H	Project & Grant Accounting - Training - H	9.00	\$1,175.00	\$10,575.00	\$0.00	\$10,575.00
FA-PO-TR-H	Purchase Orders - Training - H	14.00	\$1,175.00	\$16,450.00	\$0.00	\$16,450.00
FA-RM-TR-H	Risk Management - Training - H	9.00	\$1,175.00	\$10,575.00	\$0.00	\$10,575.00
FA-RQ-TR-H	Requisitions - Training - H	18.00	\$1,175.00	\$21,150.00	\$0.00	\$21,150.00
FA-SAAM-TR-H	Student Activity Acctng-Training-MUNIS-H	10.00	\$1,175.00	\$11,750.00	\$0.00	\$11,750.00
FA-TM-TR-H	Treasury Management - Training - H	7.00	\$1,175.00	\$8,225.00	\$0.00	\$8,225.00
FA-WO-FLT-H	Fleet Training - H	16.00	\$1,175.00	\$18,800.00	\$0.00	\$18,800.00
FA-WO-FT-H	Facilities Training - H	11.00	\$1,175.00	\$12,925.00	\$0.00	\$12,925.00
FA-WO-TR-H	Work Orders - Training - H	14.00	\$1,175.00	\$16,450.00	\$0.00	\$16,450.00
HR-AT-TR-H	Applicant Tracking - Training - H	9.00	\$1,175.00	\$10,575.00	\$0.00	\$10,575.00
HR-PD-TR-H	Professional Development - Training - H	5.00	\$1,175.00	\$5,875.00	\$0.00	\$5,875.00
HR-PM-TR-H	HR Management - Training - H	23.00	\$1,175.00	\$27,025.00	\$0.00	\$27,025.00
HR-PRESS-TR-H	Payroll w/ESS - Training - H	50.00	\$1,175.00	\$58,750.00	\$0.00	\$58,750.00
MISC-TR-004	Fleet Management Training	25.00	\$1,175.00	\$29,375.00	\$0.00	\$29,375.00
MISC-TR-005	Additional Training Services	340.00	\$1,175.00	\$399,500.00	\$0.00	\$399,500.00
OF-GASB-TR-H	GASB 34 Report Writer - Training - H	4.00	\$1,175.00	\$4,700.00	\$0.00	\$4,700.00
OF-MO-TR-H	MUNIS Office - Training - H	3.00	\$1,175.00	\$3,525.00	\$0.00	\$3,525.00
OF-PL-TR-H	Role Tailored Dashboard - Training - H	2.00	\$1,175.00	\$2,350.00	\$0.00	\$2,350.00
OF-TCMSE-TR-H	TCM SE-Implementation/Training/PM - H	8.00	\$1,175.00	\$9,400.00	\$0.00	\$9,400.00
OF-TRS-TR-H	Tyler Reporting Services - Training - H	3.00	\$1,175.00	\$3,525.00	\$0.00	\$3,525.00
OF-WF-HR-TR-H	Workflow-HR - Training - H	8.00	\$1,175.00	\$9,400.00	\$0.00	\$9,400.00
OF-WF-RB-TR-H	Workflow-Revenue - Training - H	8.00	\$1,175.00	\$9,400.00	\$0.00	\$9,400.00

OF-WF-TR-H	Workflow-Finance - Training - H	8.00	\$1,175.00	\$9,400.00	\$0.00	\$9,400.00
RB-AR-TR-H	Accounts Receivable - Training - H	14.00	\$1,175.00	\$16,450.00	\$0.00	\$16,450.00
WEB-MSH-CR-TR-H	Citizen Self Service - Training - H	1.00	\$1,175.00	\$1,175.00	\$0.00	\$1,175.00
WEB-MSH-EMP-TR-H	Employee Self Service - Training - H	1.00	\$1,175.00	\$1,175.00	\$0.00	\$1,175.00
WEB-MSH-VND-TR-H	Business and Vendor Self Service - Training - H	1.00	\$1,175.00	\$1,175.00	\$0.00	\$1,175.00

Total:  
\$820,150.00

**Conversion**

Model #	Description	Quantity	Price	Extended Price	Discount	Conversion Total
CV-AC-OA-H	AC Opt 1 - Actuals - H	1.00	\$3,500.00	\$3,500.00	\$0.00	\$3,500.00
CV-AC-OB-H	AC Opt 2 - Budgets - H	1.00	\$3,500.00	\$3,500.00	\$0.00	\$3,500.00
CV-AC-STD-H	AC Standard COA - H	1.00	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00
CV-AP-OC-H	AP Opt 1 - Checks - H	1.00	\$3,400.00	\$3,400.00	\$0.00	\$3,400.00
CV-AP-OI-H	AP Opt 2 - Invoice - H	1.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
CV-AP-STD-H	AP Standard Master - H	1.00	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
CV-FA-OH-H	FA Opt 1 - History - H	1.00	\$3,500.00	\$3,500.00	\$0.00	\$3,500.00
CV-FA-STD-H	FA Std Master - H	1.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
CV-IN-STD-H	IN Std Master - H	1.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
CV-PO-STD-H	Purchase Orders - Standard - H	1.00	\$4,500.00	\$4,500.00	\$0.00	\$4,500.00
CV-PR-OP1-H	PR Payroll - Option 1 Deductions - H	1.00	\$4,700.00	\$4,700.00	\$0.00	\$4,700.00
CV-PR-OP10-H	PR Payroll - Option 10 Certifications - H	1.00	\$6,000.00	\$6,000.00	\$0.00	\$6,000.00
CV-PR-OP11-H	PR Payroll - Option 11 Education - H	1.00	\$6,000.00	\$6,000.00	\$0.00	\$6,000.00
CV-PR-OP2-H	PR Payroll - Option 2 Accrual Balances - H	1.00	\$4,500.00	\$4,500.00	\$0.00	\$4,500.00
CV-PR-OP3-H	PR Payroll - Option 3 Accumulators - H	1.00	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00
CV-PR-OP4-H	PR Payroll - Option 4 Check History - H	1.00	\$5,200.00	\$5,200.00	\$0.00	\$5,200.00
CV-PR-OP5-H	PR Payroll - Option 5 Earning/Deduction Hist - H	1.00	\$7,500.00	\$7,500.00	\$0.00	\$7,500.00
CV-PR-OP6-H	PR Payroll - Option 6 Applicant Tracking - H	1.00	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00
CV-PR-OP7-H	PR Payroll - Option 7 PM Action History - H	1.00	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00
CV-PR-OP8-H	PR Payroll - Option 8 Position Control/History - H	1.00	\$6,000.00	\$6,000.00	\$0.00	\$6,000.00
CV-PR-OP9-H	PR Payroll - Option 9 State Retirement Tables - H	1.00	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00
CV-PR-STD-H	PR Payroll - Standard - H	1.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
CV-WO-OP1-H	WO Opt 1 - Work Order Asset - H	1.00	\$5,500.00	\$5,500.00	\$0.00	\$5,500.00
CV-WO-OP2-H	WO Opt 2 - Closed WO History No Cost Data - H	1.00	\$8,500.00	\$8,500.00	\$0.00	\$8,500.00
CV-WO-OP3-H	WO Opt 3 - WO History With Cost Data - H	1.00	\$8,500.00	\$8,500.00	\$0.00	\$8,500.00
MISC-CV-001	Fleet Master File Conversion	1.00	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00
MISC-CV-002	TCM-Winocular Conversion	1.00	\$7,700.00	\$7,700.00	\$0.00	\$7,700.00
MISC-CV-003	Staff Development Conversion	1.00	\$7,500.00	\$7,500.00	\$0.00	\$7,500.00

Total:  
\$159,000.00

Total Other	Total Consulting:	Total Training:	Total Conversion	Total Services:
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Services: \$5,126,165.00 \$147,900.00 \$820,150.00 Services: \$159,000.00 \$6,253,215.00

Total Training Days: 698 Total Consulting Days: 116

### 3 Maintenance

Model #	Description	Quantity	Price	Extended Price	Discount	Maintenance Total
FA-AC-SP-H	Accounting/GL/BG/AP - Support - H	1.00	\$55,080.00	\$55,080.00	\$55,080.00	\$0.00
FA-BM-SP-H	Bid Management - Support - H	1.00	\$6,480.00	\$6,480.00	\$6,480.00	\$0.00
FA-CM-SP-H	Contract Management - Support - H	1.00	\$6,156.00	\$6,156.00	\$6,156.00	\$0.00
FA-EER-SP-H	Employee Expense Reimbursement - Support - H	1.00	\$5,184.00	\$5,184.00	\$5,184.00	\$0.00
FA-FA-SP-H	Fixed Assets - Support - H	1.00	\$13,824.00	\$13,824.00	\$13,824.00	\$0.00
FA-IN-SP-H	Inventory - Support - H	1.00	\$13,824.00	\$13,824.00	\$13,824.00	\$0.00
FA-PA-SP-H	Project & Grant Accounting - Support - H	1.00	\$8,640.00	\$8,640.00	\$8,640.00	\$0.00
FA-PO-SP-H	Purchase Orders - Support - H	1.00	\$14,256.00	\$14,256.00	\$14,256.00	\$0.00
FA-RM-SP-H	Risk Management - Support - H	1.00	\$8,640.00	\$8,640.00	\$8,640.00	\$0.00
FA-RQ-SP-H	Requisitions - Support - H	1.00	\$9,979.00	\$9,979.00	\$9,979.00	\$0.00
FA-SAAM-SP-H	Student Activity Acctng-Support-MUNIS-H	1.00	\$10,368.00	\$10,368.00	\$10,368.00	\$0.00
FA-TM-SP-H	Treasury Management - Support - H	1.00	\$9,979.00	\$9,979.00	\$9,979.00	\$0.00
FA-WO-SP-H	Work Orders, Fleet & Facilities - Support - H	1.00	\$17,280.00	\$17,280.00	\$17,280.00	\$0.00
HR-AT-SP-H	Applicant Tracking - Support - H	1.00	\$3,960.00	\$3,960.00	\$3,960.00	\$0.00
HR-PD-SP-H	Professional Development - Support - H	1.00	\$3,960.00	\$3,960.00	\$3,960.00	\$0.00
HR-PM-SP-H	HR Management - Support - H	1.00	\$9,216.00	\$9,216.00	\$9,216.00	\$0.00
HR-PRESS-SP-H	Payroll w/ESS - Support - H	1.00	\$31,248.00	\$31,248.00	\$31,248.00	\$0.00
OF-GASB-SP-H	GASB 34 Report Writer - Support - H	1.00	\$6,048.00	\$6,048.00	\$6,048.00	\$0.00
OF-MO-SP-H	MUNIS Office - Support - H	1.00	\$9,504.00	\$9,504.00	\$9,504.00	\$0.00
OF-PL-SP-H	Role Tailored Dashboard - Support - H	1.00	\$9,504.00	\$9,504.00	\$9,504.00	\$0.00
OF-TCMSE-SP-H	TCM SE-Support-H	1.00	\$16,200.00	\$16,200.00	\$16,200.00	\$0.00
OF-TRS-SP-H	Tyler Reporting Services - Support - H	1.00	\$15,900.00	\$15,900.00	\$15,900.00	\$0.00
RB-AR-SP-H	Accounts Receivable - Support - H	1.00	\$12,636.00	\$12,636.00	\$12,636.00	\$0.00
RB-GB-SP-H	General Billing - Support - H	1.00	\$5,940.00	\$5,940.00	\$5,940.00	\$0.00
SVC-DIS-DR-01	MUNIS Disaster Recovery Service	1.00	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00
SVC-OSDBA-OS-03	OS/DBA Contract Services	1.00	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00
TF-AC-SP-H	Tyler Forms Processing - Support - H	1.00	\$3,600.00	\$3,600.00	\$3,600.00	\$0.00
WEB-MSH-CR-SP-H	Citizen Self Service - Support - H	1.00	\$12,636.00	\$12,636.00	\$12,636.00	\$0.00
WEB-MSH-VND-SP-H	Business and Vendor Self Service - Support - H	1.00	\$9,979.00	\$9,979.00	\$9,979.00	\$0.00
					Total:	Total:
					\$330,021.00	\$60,000.00

### 4 System Software

Model #	Description	Quantity	Price	Extended Price	Discount	System Software Total
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MISC-SS-001	Sympro Debt Mgmt. Module	1.00	\$25,000.00	\$25,000.00	\$0.00	\$25,000.00
MISC-SS-002	Sympro Debt Mgmt. GL Module	1.00	\$12,500.00	\$12,500.00	\$0.00	\$12,500.00
MISC-SS-003	Sympro Investment Mgmt. Module	1.00	\$25,000.00	\$25,000.00	\$0.00	\$25,000.00
MISC-SS-004	Sympro Analytics Module	1.00	\$6,250.00	\$6,250.00	\$0.00	\$6,250.00
MISC-SS-005	Sympro Earnings Allocation	1.00	\$12,500.00	\$12,500.00	\$0.00	\$12,500.00
MISC-SS-006	Sympro Invest. GL Module	1.00	\$12,500.00	\$12,500.00	\$0.00	\$12,500.00
MISC-SS-007	Sympro Multi-User License (3)	1.00	\$6,250.00	\$6,250.00	\$0.00	\$6,250.00
MISC-SS-008	Sympro Fin Svc-Cust. Recon	1.00	\$6,250.00	\$6,250.00	\$0.00	\$6,250.00
MISC-SS-009	Sympro Market Pricing	1.00	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00
VAR-4JS-SL-LIC-H	Tyler Unlimited Client Access License - H	1.00	\$136,500.00	\$136,500.00	\$0.00	\$136,500.00
VAR-ESM-ESS-SW-H	ESM Enterprise Sourcing Solution - SW - H	1.00	\$61,800.00	\$61,800.00	\$0.00	\$61,800.00
					<b>Total:</b>	<b>Total:</b>
					\$0.00	\$307,050.00

## 5 System Software Maintenance

Model #	Description	Quantity	Price	Extended Price	Discount	System Software Maintenance Total
MISC-SM-001	Sympro Software Maintenance	1.00	\$17,400.00	\$17,400.00	\$0.00	\$17,400.00
OF-ESM-MPO-H	ESM MUNIS Punch Out - Annual - H	1.00	\$38,525.00	\$38,525.00	\$0.00	\$38,525.00
VAR-4JS-SL-MNT-H	Tyler Unlimited Client Access Maintenance - H	1.00	\$27,300.00	\$27,300.00	\$0.00	\$27,300.00
VAR-ESM-ESS-MNT-H	ESM Enterprise Sourcing Solution - MNT - H	1.00	\$20,394.00	\$20,394.00	\$0.00	\$20,394.00
					<b>Total:</b>	<b>Total:</b>
					\$0.00	\$103,619.00

## 6 Hardware

Model #	Description	Quantity	Price	Extended Price	Discount	Hardware Total
TF-SS-EA	Tyler Secure Signature Key – Additional	2.00	\$150.00	\$300.00	\$0.00	\$300.00
TF-SS-KEY	Tyler Secure Signature Key with System	2.00	\$0.00	\$0.00	\$0.00	\$0.00
TF-SS-S1	Tyler Secure Signature System	2.00	\$1,500.00	\$3,000.00	\$0.00	\$3,000.00
					<b>Total:</b>	<b>Total:</b>
					\$0.00	\$3,300.00

## 7 3rd Party Services

Model #	Description	Quantity	Price	Extended Price	Discount	3rd Party Services Total
MISC-TPTR-001	Sympro Training	6.00	\$2,000.00	\$12,000.00	\$0.00	\$12,000.00
MISC-TPTR-002	Sympro TCS Participation	5.00	\$2,000.00	\$10,000.00	\$0.00	\$10,000.00
MISC-TPTR-003	ESM TCS Participation	4.00	\$2,000.00	\$8,000.00	\$0.00	\$8,000.00
MISC-TPTR-006	Sympro Project Management	1.00	\$6,250.00	\$6,250.00	\$0.00	\$6,250.00
MISC-TPTR-007	Sympro Debt Conversion	1.00	\$18,750.00	\$18,750.00	\$0.00	\$18,750.00
OF-ESM-MPO-	ESM MUNIS Punch Out - Training - H	8.00	\$1,175.00	\$9,400.00	\$0.00	\$9,400.00

TR-H							
VAR-ESM-ESS-TR-H	ESM Enterprise Sourcing Solution - TR - H	16.00	\$1,175.00	\$18,800.00	\$0.00	\$18,800.00	
					Total:	Total:	
					\$0.00	\$83,200.00	

## Summary

	Fees	Maintenance
Total Software	\$1,831,520.00	\$60,000.00
Total Services	\$6,253,215.00	
Total System Software	\$307,050.00	\$103,619.00
Total Hardware	\$3,300.00	
Total 3rd Party Services	\$83,200.00	
Summary Total	\$8,478,285.00	\$163,619.00

## Comments

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

Prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use, excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting.

The first annual software maintenance fees which cover the one (1) year period commencing upon installation of the software products are waived. Subsequent annual software maintenance fees will be due on the anniversary of the installation date of the software products at Tyler's then current fees.

For the Tyler software products; upon payment in full of the license fees, you will receive a perpetual site license, however, related third party products may be licensed annually and per concurrent user, not unlimited seat license. On an ongoing basis, you will also be responsible for any related third party fees, including those associated with the addition of users to the configuration, and you shall be responsible for any increases in third party fees.

Tyler's OSDBA Service is calculated at 25% of the MUNIS annual maintenance. There is a \$2,500 minimum annual fee and a \$30,000 maximum annual fee for OSDBA service.

Tyler's Disaster Recovery Service is calculated at 25% of the MUNIS annual maintenance. There is a \$5,000 minimum annual fee and a \$30,000 maximum annual fee for Disaster Recovery service. The Disaster Recovery fees are applicable only to one Live MUNIS database and excludes all test and training databases.

Tyler recommends the use of a 128-bit SSL Security Certificate for any Internet Web Applications, such as the MUNIS Web Client and the MUNIS Self Service applications. This certificate is required to encrypt the highly sensitive payroll and financial information as it travels across the public internet. There are various vendors who sell SSL Certificates, with all ranges of prices.

The 340 days Additional Training Services are only deliverable upon District direction. District can exchange all or a portion of such days to acquire other services in connection with the Agreement.

## Optional Software and Services - not included in Totals

Model #	Description	Quantity	Price	Extended Price	Discount	Software and Services Total
FA-PBB-CS-H	Performance Based Budgeting - Consulting - H	16.00	\$1,275.00	\$20,400.00	\$0.00	\$20,400.00
FA-PBB-SP-H	Performance Based Budgeting - Support - H	1.00	\$15,300.00	\$15,300.00	\$0.00	\$15,300.00
FA-PBB-SW-H	Performance Based Budgeting - Software - H	1.00	\$85,000.00	\$85,000.00	\$0.00	\$85,000.00
FA-PBB-TR-H	Performance Based Budgeting - Training - H	16.00	\$1,175.00	\$18,800.00	\$0.00	\$18,800.00
OF-TIW-CS-H	Tyler Pulse - Consulting - H	2.00	\$1,275.00	\$2,550.00	\$0.00	\$2,550.00

OF-TIW-SP-H	Tyler Pulse - Support - H	1.00	\$36,000.00	\$36,000.00	\$0.00	\$36,000.00
OF-TIW-SW-H	Tyler Pulse - Software - H	1.00	\$120,000.00	\$120,000.00	\$0.00	\$120,000.00
OF-TIW-TR-H	Tyler Pulse - Training - H	12.00	\$1,175.00	\$14,100.00	\$0.00	\$14,100.00
OF-TIWCTA-CS-H	Tyler Pulse Connection (Tyler Application) CS - H	2.00	\$1,275.00	\$2,550.00	\$0.00	\$2,550.00
OF-TIWCTA-SP-H	Tyler Pulse Connection (Tyler Application) SP - H	1.00	\$0.00	\$0.00	\$0.00	\$0.00
OF-TIWCTA-SW-H	Tyler Pulse Connection (Tyler Application) SW - H	1.00	\$0.00	\$0.00	\$0.00	\$0.00
OF-TIWCTA-TR-H	Tyler Pulse Connection (Tyler Application) TR - H	8.00	\$1,175.00	\$9,400.00	\$0.00	\$9,400.00
OF-TIWCTPA-CS-H	Tyler Pulse Connection (Third Party App.) CS - H	2.00	\$1,275.00	\$2,550.00	\$0.00	\$2,550.00
OF-TIWCTPA-SP-H	Tyler Pulse Connection (Third Party App.) SP - H	1.00	\$7,500.00	\$7,500.00	\$0.00	\$7,500.00
OF-TIWCTPA-SW-H	Tyler Pulse Connection (Third Party App.) SW - H	1.00	\$25,000.00	\$25,000.00	\$0.00	\$25,000.00
OF-TIWCTPA-TR-H	Tyler Pulse Connection (Third Party App.) TR - H	12.00	\$1,175.00	\$14,100.00	\$0.00	\$14,100.00

Unless otherwise indicated in the Contract or Amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

**Total: \$373,250.00**

Customer Approval: \_\_\_\_\_  
 Print Name: \_\_\_\_\_

Date: \_\_\_\_\_  
 P.O. #: \_\_\_\_\_

All primary values quoted in US Dollars

## Exhibit 2 – Verification Test

### Verification Test

The verification test (“Test”) detailed below will be conducted following installation. The purpose of the Test is to help ensure the Tyler Software Products perform as described in this exhibit using the MUNIS Verification Database. The MUNIS Verification Database contains the types of information ordinarily used by the specified software and the Test utilizes said data to demonstrate the performance of the specified software’s base line functions. As such, the Test is not intended to validate any site specific functionality and will only be conducted for those software products licensed by the District. District-specific functionality will be reviewed during the implementation phase when site-specific data will be applied against the desired functionality.

Many sections below contain three phases: table views, reports, and process. Each phase is intended to be completed in 4 hours or less. Please note that each phase listed below has a space where District will be asked to initial, indicating that the verification has been performed and accepted.

#### FINANCIALS:

##### Phase 1

- View general ledger master table
- View budget master table
- View vendor master table
- View general ledger account inquiry – perform drill down
- Find purchase orders/requisitions in purchase order inquiry
- View inventory master
- View fixed assets master
- View work order master

##### Phase 2

- Enter a requisition
- Approve the requisition
- Convert to a purchase order
- Post the purchase order
- Enter an invoice against the requisition
- Post the invoice
- Select items to be paid report
- Print checks (on blank paper without forms)
- Find journals in journal inquiry using date find

##### Phase 3

- Reports:
  - General ledger trial balance
  - Year to date budget report
  - Vendor invoice list
  - Purchase orders by general ledger account (select open purchase orders)
  - Inventory list by location

- Fixed asset list by location

**PAYROLL/HR:**

**Phase 1**

- View deduction master
- View pay type master
- View employee master
- View employee detail history – perform drill down
- View position table
- View terminated employee table

**Phase 2**

- Add new employee
- Build job pay records
- Start a new payroll
- Generate employee records
- Enter exceptions
- Print final proof
- Update employee files
- Print checks (on blank paper without forms)

**Phase 3**

- Reports
  - Employee Detail
  - Employee Accrual
  - Detail Check History Report
  - Payroll Register

**OTHER REVENUE (TAX/EXCISE/GENERAL BILLING):**

**Phase 1**

- View customer file
- View parcel file
- View charge code file
- View tax year parameter
- View motor vehicle master file
- View bill inquiry
- View lien file
- View receipt inquiry
- View activity totals inquiry/report

**Phase 2**

- Create a new general billing customer
- Add a general billing invoice

- Make a payment against the general billing
- Make a payment against a tax/excise/personal property/etc. bill
- Print payments proof
- Post payments
- Use receipt inquiry to find the payment

### Phase 3

- Reports
  - Summary receivables
  - Detail receivables
  - Posted payments report

## PROJECT ACCOUNTING:

(Performed with General Ledger)

- View project master table
- View general ledger master with project code
- View project budget report

## MUNIS OFFICE:

### SECTION F.

- Export from general ledger account inquiry into Excel
- Export from general ledger account inquiry into Word

## BUSINESS OBJECTS:

- Verification Report for Crystal Reports from the Knowledgebase will be used to display results from the MUNIS Verification database. No configuration needs to be done to run this report.

## TYLER REPORTING SERVICES:

### SECTION G.

- Verification Report for Tyler Reporting Services from the Knowledgebase will be used to display results from the MUNIS Verification database. No configuration needs to be done to run this report.

### **CONTRACT MANAGEMENT:**

- 
- View contract master file
  - Enter a requisition against a contract
  - View contract master to highlight changes

### **TREASURY MANAGEMENT:**

- 
- View a recurring cash flow record for current fiscal year in recurring cash flow F/M
  - Generate cash flow file maintenance
  - Generate a journal entry on the cash flow file maintenance record created
  - Go to general journal entry/proof, find journal that was generated and post it

### **MUNIS SELF SERVICE – EMPLOYEES:**

#### **Phase 1**

- 
- View and update the general administration settings
  - Add a new user under users

#### **Phase 2**

- 
- View and update application administration under Employee Admin
  - View and add a web link or document under Document Administration

## Exhibit 3

### Support Call Process

Client Support

#### Tyler Technical Support Department for Munis®

*Goal: To provide an effective support mechanism that will guarantee timely resolution to calls, resulting in high-level client satisfaction.*

#### Contact Us

Call Tyler's toll free number (800-772-2260) or log a support request online through the Tyler Client Portal available at Tyler's Support Web site ([www.tylertech.com](http://www.tylertech.com)).

#### Support Organization

Tyler's Technical Support Department for Munis is divided into multiple teams: Financials, Payroll/HR/Pension, Tax/Other Revenue and Collections, Utility Billing and Collections, OS/DBA (Operating System and Database Administration), and TylerForms and Reporting Services.

These "product-specific" teams allow support staff to focus on a group of products or services. A group of specialists assigned to each team handle calls quickly and accurately.

Each team consists of a Munis Support Product Manager, Support Analysts and Technical Support Specialists. The Support Product Manager is responsible for the day-to-day operations of the team and ensures we provide exceptional technical support to our clients. The Support Analysts are responsible for assisting the team with clients' issues, and provide on-going team training. Technical Support Specialists are responsible for diagnosing and resolving client issues in a timely and courteous manner.

#### Standard Support Hours

Applications	Hours
Financials (including Inventory and Work Orders, Fleet & Facilities Management)	8:00am-8:00pm eastern time Monday-Friday
Payroll/HR/Pension	8:00am-8:00pm eastern time Monday-Friday
Tax/Other Revenue & Collections (including Permits & Code Enforcement and Business License)	8:00am-6:00pm eastern time Monday-Friday
Utility Billing & Collections	8:00am-8:00pm eastern time Monday-Friday
OS/DBA	8:00am-6:00pm eastern time Monday-Friday



TylerForms & Reporting Services	8:00am-5:00pm eastern time Monday-Friday
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### **Focus on Incoming Rate**

When you call Technical Support, your call is answered by a Support Technician, or is transferred into the Support voice mail. *Our goal is to capture 75% of our daily calls incoming*, which means you will often start working with a Support Specialist immediately upon calling Tyler.

### **Leaving Messages for Support**

When leaving a message on the Support voice mail, ensure the following information is contained within the message:

- Your full name (first name, last name) and the site you are calling for/from
- A phone number where you can be reached
- The details of the issue or question you have (i.e.: program, • process, error message)
- The priority of the issue (1, 2, 3, or 4)
- When you will be available for a return call (often Support will call back within an hour of receiving your message)

### **Paging**

All client questions are important to us. There may be times when you are experiencing a priority 1 critical issue and all technicians for the requested team are on the line assisting clients. In this circumstance, it is appropriate to press 0 to be redirected to the operator. The operator will page the team you need to contact. We ask that you reserve this function for those times when Munis is down, or a mission critical application is down and you are not able to reach a technician immediately.

### **Online Support**

Some questions can be handled effectively by e-mail. Once registered as a user on Tyler's Support Web site at [www.tylertech.com](http://www.tylertech.com), you can ask questions or report issues to Support through "Customer Tools". Tyler's Client Portal (TCP) allows you to log an incident to Technical Support anytime from any Internet connection. All TCP account, incident and survey data is available in real-time.

Your existing contact information defaults when you add a new Support incident. You will be asked for required information including Incident Description, Priority, Product Group and Product Module. Unlimited work-note text is available for you to describe the question or problem in detail, plus you can attach files or screenshots that may be helpful to Support.

When a new incident is added, the incident number is presented on the screen, and you will receive an automated e-mail response that includes the incident number. The new incident is routed to the appropriate Technical Support Team queue for response. They will review your incident, research the item, and respond via e-mail according to the priority of the incident.

## Customer Relationship Management System

Every call or e-mail from you is logged into our Customer Relationship Management System and given a unique call number. This system tracks the history of each incident, including the person calling, time of the call, priority of the call, description of the problem, support recommendations, client feedback and resolution. For registered users on Tyler's Support Web site ([www.tylertech.com](http://www.tylertech.com)), a list of calls is available real-time under the Tyler Client Portal (TCP).

## Call Numbers

Support's goal is to return clients' calls as soon as possible. If you are not available when we call back, we will leave a message with the open call number on your voice mail or with a person in your office. When you call back, you can reference this call number so you do not have to re-explain the issue.

An open call number is also given to you once an initial contact has been made with Support and it has been determined that the issue can't be resolved during the initial call. The open call number lets you easily track and reference specific open issues with Support.

## Call Response Goals

Open Call Priority	Maximum number of days a support call is open	Support managers and analysts review open calls
1	Less than a day	Daily
2	10 Days or less	Every other day
3	30 Days or less	Weekly
4	60 Days or less	Weekly

## Call Priorities

A call escalation system is in place where, each day, Support Analysts and Product Support Managers, review open calls in their focus area to monitor progress.

Each call logged is given a priority (1, 2, 3, and 4) according to the client's needs/deadlines. The goal of this structure is to clearly understand the importance of the issue and assign the priority for closure. The client is responsible for setting the priority of the call. Tyler Support for Munis tracks responsiveness to priority 1, 2 and 3 calls each week. This measurement allows us to better evaluate overall client satisfaction.

**Priority 1 Call** — issue is critical to the client, the Munis application or process is down.

**Priority 2 Call** — issue is severe, but there is a work around the client can use.

**Priority 3 Call** — issue is a non-severe support call from the client.

**Priority 4 Call** — issue is non-critical for the client and they would like to work with Support as time permits.

### Following Up on Open Calls

Some issues will not be resolved during the initial call with a Support Technician. If the call remains open, the technician will give you an open call number to reference, and will confirm the priority of the incident.

If you want to follow up on an open call, simply call the appropriate Support Team and reference the call number to the Technician who answers or leave this information in your message. Referencing the open call number allows anyone in support to quickly follow up on the issue. You can also update the incident through TCP on Tyler's Web site ([www.tylertech.com](http://www.tylertech.com)) and add a note requesting follow-up.

### Escalating a Support Call

If the situation to be addressed by your open call has changed and you need to have the call priority adjusted, please call the appropriate Support Team and ask to be connected to the assigned technician. If that technician is unavailable, another technician on the team may be able to assist you, or will transfer you to the Product Support Team Manager. If you feel you are not receiving the service you need, please call the appropriate Product Manager and provide them with the open call number for which you need assistance. The Product Manager will follow up on your open issue and determine the necessary action to meet your needs.

### Technical Support Product Managers:

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<b>Financials Team</b>	<b>Michelle</b>	<b>Madore (X4483)</b>
	<b>(<a href="mailto:michelle.madore@tylertech.com">michelle.madore@tylertech.com</a>)</b>	
<b>Payroll/HR/Pension Team</b>	<b>Sonja Johnson</b>	<b>(<a href="mailto:sonja.johnson@tylertech.com">sonja.johnson@tylertech.com</a>) (X4157)</b>
<b>Tax/Other</b>	<b>Revenue/Utility</b>	<b>Steven Jones (<a href="mailto:steven.jones@tylertech.com">steven.jones@tylertech.com</a>) (X4255)</b>
<b>Billing Team</b>		
<b>OS/DBA Team</b>	<b>Greg Mehlhorn</b>	<b>(<a href="mailto:greg.mehlhorn@tylertech.com">greg.mehlhorn@tylertech.com</a>) (X4391)</b>
<b>TylerForms &amp; Reporting Services</b>	<b>Michele</b>	<b>Violette (X4381)</b>
	<b>(<a href="mailto:michele.violette@tylertech.com">michele.violette@tylertech.com</a>)</b>	

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*If you are unable to reach the Product Manager, please call CJ McCarron, Vice President of Technical Support at 800-772-2260, ext. 4124 ([cj.mccarron@tylertech.com](mailto:cj.mccarron@tylertech.com)).*

### Resources

A number of additional resources are available to you to provide a comprehensive and complete support experience.

**Munis Internet Updater (MIU):** Allows you to download and install critical and high priority fixes as soon as they become available.

**Release Admin Console:** Allows you to monitor and track the availability of all development activity for

a particular release; right from inside Munis.

**Knowledgebase:** A fully searchable depository of thousands of documents related to Munis processing, procedures, release info, helpful hints, etc.

### **Remote Support Tool**

Some Support calls may require further analysis of your database or setup to diagnose a problem or to assist you with a question. GoToAssist® shares your desktop via the Internet to provide you with virtual on-site support. The GoToAssist tool from Citrix ([www.citrix.com](http://www.citrix.com)) provides a highly secure connection with 128-bit, end-to-end AES encryption. Support is able to quickly connect to your desktop and view your site's setup, diagnose problems, or assist you with screen navigation.

At the end of each GoToAssist session, there is a quick survey you should complete so we have accurate and up-to-date feedback on your Support experiences. We review the survey data in order to continually improve our Support services.

### **E-mail Registration**

Clients can go to our Web site and register for e-mail "groups" based on specific Munis applications. We use these groups to inform clients of issues, and to distribute helpful technical tips and updated technical documentation. The survey information allows you to update your registration at any time, and you may unregister for one or more distribution lists at any time.

### **Tyler Web site**

Once you have registered as a user on Tyler's Support Web site ([www.tylertech.com](http://www.tylertech.com)), you have access to "Customer Tools" and other information such as online documentation, user forums, group training schedule/sign-up, and annual user conference updates/registration.

### **Timely TCP Progress Updates**

Our technicians are committed to providing you timely updates on the progress of your open support incidents via the Tyler Client Portal. The frequency of these updates is determined by issue priority.

**Priority 1 Incidents** — Daily updates (only if phone contact is not possible)

**Priority 2 Incidents** — Weekly Updates

**Priority 3 Incidents** — Bi-weekly Updates

**Priority 4 Incidents** — Bi-weekly Updates

Updates will also be provided for any issue, regardless of priority, when action items have been completed or when there is pertinent information to share.

## **Exhibit 4 - Business Travel Policy**

### **1. Air Travel**

#### **A. Reservations & Tickets**

Tyler's Travel Agent will provide an employee with the lowest available airfare within two hours before or after the requested departure time. If a net savings of \$100 or more is possible through an alternate flight with not more than one stop, the flight with the lower fare should be accepted. Employees are encouraged to make reservations far enough in advance to take full advantage of discount opportunities.

#### **B. Baggage Fees**

Fees for checking one piece of baggage will be fully reimbursed, provided it is directly related to Tyler business. Baggage fees for sports equipment are not reimbursable.

### **2. Ground Transportation**

#### **A. Private Automobile**

Business use of an employee's private automobile will be reimbursed at a rate of \$ .38 per mile plus out of pocket costs for tolls and parking. Mileage will be calculated by using the employee's office as the starting and ending point, in compliance with IRS regulations. Employees who have been designated a home office should calculate miles from their home.

#### **B. Rental Car**

Employees are authorized to rent cars, and only in conjunction with air travel when cost, convenience and the specific situation require their use. When renting a car for Tyler business, employees should select a "mid-size" or "intermediate" car. "Full" size cars may be rented when three or more employees are traveling together.

#### **C. Public Transportation**

Taxi or airport limousine services should be considered when traveling in and around cities or to and from airports. The Company will reimburse the actual fare plus a reasonable tip (15-18%). In the case of a free hotel shuttle to the airport, a \$1 tip per bag is reimbursable.

### **3. Lodging**

Tyler's Travel Agent will select hotel chains that are well established, reasonable in price and conveniently located in relation to the traveler's work assignment. Typical hotel chains include Fairfield Inn, Hampton Inn and Holiday Inn Express. If the customer has a discount rate with a local hotel, notify Tyler's Travel Agent as soon as possible to ensure that all employees can take advantage of the rate. Tyler agrees that lodging will be reimbursed up to a maximum of \$125, not including taxes, per night for single occupancy provided accommodations are available at time of booking and that such accommodations are safe, clean, and a reasonable distance away from the work site. District will reasonably and timely work with Tyler so that Tyler may take advantage of any discount rates available to District that Tyler is allowed to use in connection with this Agreement.

4. Meals

Employee meals while on travel status are reimbursable in the form of a flat per diem rate. The reimbursement rates for individual meals are as follows:

Breakfast	\$ 5.00
Lunch	11.00
<u>Dinner</u>	<u>23.00</u>
Total	\$39.00

A. Overnight Travel

Employees on overnight travel status are eligible to claim all three meals on their expense report except as follows:

Departure Day

Depart before 12:00 noon	Lunch and dinner
Depart after 12:00 noon	Dinner

Return before 12:00 noon	Breakfast
Return between 12:00 noon & 8:00 p.m.	Breakfast and lunch
Return after 8:00* p.m.	Breakfast, lunch and dinner

\*8:00 is defined as direct travel time and does not include time taken to stop for dinner

B. Same Day Travel

Employees traveling at least 2 hours to a site and returning in the same day are eligible to claim lunch on an expense report. Employees on same day travel status are eligible to claim dinner in the event they return home after 8:00\* p.m.

\*8:00 is defined as direct travel time and does not include time taken to stop for dinner

5. Internet Access – Hotels and Airports

Employees who travel may need to access their e-mail at night. Many hotels provide free high speed internet access and Tyler employees are encouraged to use such hotels whenever possible. If your hotel charges for internet access it is reimbursable up to \$10.00 per day. Charges for internet access at airports are not reimbursable.

Effective Date: July 3, 2011

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the dates set forth below.

Tyler Technologies, Inc.  
ERP and School Division

District School Board of Pasco County

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **Exhibit 6 – Statement of Work**

See Separate Document.



**Exhibit 6**

**Statement of Work**

**for an**

**Enterprise Resource Planning (ERP) System Implementation**

**for the**

**District School Board of Pasco County**

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## **Section A: Executive Summary**

### **A.1 Project Background**

Based on population change, Pasco County ranks the 6th fastest growing county in Florida and the 38th fastest growing county in the United States. Currently, Pasco County is estimated to have a total population of 499,600, however that is expected to increase by year 2025 to 742,100; and by year 2030 to 825,000 (Source: 2005-07 Pasco County Profile). Similarly, Pasco County Schools has been one of the fastest growing school systems in the state of Florida. As of February 2011, the District has 79 regular public schools and 5 charter schools that support over 66,000 students.

The County's current system (TERMS) to support finance, human resource, and payroll was initially implemented in 1996. Over time, the system has been heavily customized and currently does not fully support key business processes. In addition, many other key business processes rely on shadow systems that are inefficient. As the District has grown (and continues to grow) these weaknesses have a greater impact on processes.

With this project, the District will not only replace the current TERMS system, but will also replace many of the related shadow systems. In addition, the District expects to evaluate and improve business processes to ensure that the District is best leveraging its investment in technology.

Prior to the project, the District identified the following business drivers for the project.

- Elimination of aging technology
- Standardization of technology
- Developing a single business management applications support platform
- Increased operational efficiency and effectiveness
- Desire for redesigned business processes
- Knowledge/document management
- Integration and consistency of processes, systems and data
- Improved access to information and stronger decision support capabilities

### **A.2 Project Goals / Success Factors**

The District is approaching this project as an opportunity to not only implement new technology, but also implement new business processes and generate significant improvements in the way that the district operates. As a result, success for this project will also be judged based on the accomplishment of the following goals. The SOW identifies in later sections how these goals should be incorporated into project. At a high level, both Tyler and the District will be focused on achievement of these objectives.

### **A.2.1 System Wide:**

- Directors, managers, principals, and other staff utilize dashboards, queries, and reports to get information directly from the system.
- System is readily accessible at each District site using both Windows and Mac based desktops.
- System is used to eliminate all non-integrated systems required to perform essential business processes across the functional scope of the ERP system. This will include standalone spreadsheets and other data collection systems outside of the ERP system.
- Use of workflow to provide electronic approvals and improve communication between departments. All related documents are scanned or entered in the system to eliminate the transfer of paper between departments.
- Single point of data entry; single source of data.

### **A.2.2 Phase 1: Financials:**

- System provides real time, year round budget control to prevent departments from overspending budgeted amounts.
- Accounts receivable module is utilized to track and manage the detail of all receivables (including employees that owe the school board money) and detailed receivable accounts (by customer) in the general ledger are no longer needed.
- One entry point is used for all District ordering from both external vendors and internal supply warehouse(s).
- Vendor self-service is utilized for basic vendor maintenance and inquiry.

### **A.2.3 Phase 2: Human Resources / Payroll**

- Information entered into the system during the recruitment and hire process does not require re-entering during the hire process.
- System tracks and reports all information required by the Florida Department of Education for staff survey reporting.
- Users can access in real time a current, accurate listing of all positions including those occupied, vacant, and frozen.
- Time and attendance information is entered by employees on location reducing payroll corrections.
- Employees are able to enroll in benefits (initial enrollment or open enrollment period) without paper forms and without the assistance of third party enrollers.
- Processes in employee benefits, human resources, and payroll departments are linked to automatically update records or notify the appropriate departments upon status change, leave events, or other personnel actions.
- All District employees will utilize self-service log-on for human resource, payroll, and benefits self service functions.
- Full system availability is increased during payroll processing.
- System will provide consistent results in data reports and extraction.

### A.2.4 Phase 3: Work Orders/Student Activity Accounts/Extended Purchasing

- The work order module is used to generate preventative maintenance work orders automatically for all facilities and fleet work orders
- Service requests are submitted through the system and routed to the appropriate department for review
- Vendor self-service is utilized for bid registration.

### A.2.5 Phase 4: Staff Development / Extended Human Resources

- Employees can view service history, certification status, and number of earned credits/points.
- All information stored in the system to evaluate courses, publish schedules, register participants, and track attendance
- Classes/courses which are stipend eligible will feed payment of the stipends through the system, eliminate the need for paper requests and provide more timely and accurate payments.

## A.3 Scope of the Project

The scope of the ERP project is divided into four (4) major phases that will primarily occur over approximately 27 months. For purposes of this SOW, the scope includes both the software scope defined below as well as the scope of the implementation effort that is defined in Implementation. A "Core Module" is defined as all modules scheduled be implemented as part of Phase 1 or Phase 2 (Core Financials and Core HR/Payroll) with the exception of the SymPro modules.

### A.3.1 Phase 1–Core Financials (targeted January 2012 – November 2012)

Phase 1 will include Core Financials and be delivered to the District in a manner and timeframe that will facilitate an December 1, 2012 "go-live" date. The requirements delivered to meet the District's functions will be governed by the functional requirements set forth in Appendix 1 of this SOW.

Phase 1 will include the following functions and corresponding Tyler MUNIS modules or third party systems listed below.

Functional Area	Module
System Wide	<ul style="list-style-type: none"> <li>• Tyler Forms Management</li> <li>• Tyler GoDocs</li> <li>• Tyler Reporting Services</li> <li>• Tyler Content Manager SE</li> <li>• MUNIS Office</li> <li>• Tyler Unlimited Client Access License</li> <li>• Tyler Signature System</li> </ul>
General Ledger / Chart of Accounts	<ul style="list-style-type: none"> <li>• MUNIS General Ledger</li> </ul>

	<ul style="list-style-type: none"> <li>• MUNIS Treasury Management</li> </ul>
Budgeting	<ul style="list-style-type: none"> <li>• MUNIS Budget</li> </ul>
Purchasing	<ul style="list-style-type: none"> <li>• MUNIS Purchase Orders</li> <li>• MUNIS Purchase Requisitions</li> <li>• MUNIS Contract Management</li> <li>• MUNIS Inventory</li> </ul>
Accounts Payable	<ul style="list-style-type: none"> <li>• MUNIS Accounts Payable</li> </ul>
Project / Grant Accounting	<ul style="list-style-type: none"> <li>• MUNIS Project &amp; Grant Accounting</li> </ul>
Accounts Receivable / Billing	<ul style="list-style-type: none"> <li>• MUNIS Accounts Receivable</li> <li>• MUNIS General Billing</li> </ul>
Fixed Assets	<ul style="list-style-type: none"> <li>• MUNIS Fixed Assets</li> <li>• Tyler GASB-34 Report Writer (Phase 1B)</li> </ul>
Treasury	<ul style="list-style-type: none"> <li>• MUNIS Treasury Management</li> <li>• Sympro Debt Management Module</li> <li>• Sympro Debt Management GL Module</li> <li>• Sympro Investment Management Module</li> <li>• Sympro Investment Management GL Module</li> <li>• Sympro Analytics Module</li> <li>• Sympro Earnings Allocation Module</li> <li>• Sympro Multi-User License (3 Concurrent)</li> <li>• Sympro Financial Services - Custodial Reconciliation Module</li> <li>• Sympro Market Pricing</li> </ul>
Vendor Self Service	<ul style="list-style-type: none"> <li>• MUNIS Business &amp; Vendor Self Service</li> </ul>

### **A.3.2 Phase 2–Core Human Resources/Payroll (Targeted Feb 2012 - Mar 2013)**

Phase 2 will include Core human resources and payroll to be delivered to the District in a manner and timeframe that will facilitate an April 1, 2013 “go-live” date. The requirements delivered to meet the District’s functions will be governed by the functional requirements set forth in Appendix 1 of this SOW.

Phase 2 will include the following functions and corresponding Tyler MUNIS modules or third party systems listed below.

<b>Functional Area</b>	<b>Module</b>
Human Resources	<ul style="list-style-type: none"> <li>• MUNIS Human Resource Management</li> </ul>
Payroll	<ul style="list-style-type: none"> <li>• MUNIS Payroll</li> </ul>
Applicant Tracking	<ul style="list-style-type: none"> <li>• MUNIS Applicant Tracking</li> </ul>
Employee Relations	<ul style="list-style-type: none"> <li>• MUNIS Human Resource Management</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>• MUNIS Risk Management</li> </ul>
Employee Expense Reimbursement	<ul style="list-style-type: none"> <li>• MUNIS Employee Expense Reimbursement</li> </ul>
Employee Benefits	<ul style="list-style-type: none"> <li>• MUNIS Human Resources Management</li> </ul>
Time Entry	<ul style="list-style-type: none"> <li>• MUNIS Timekeeping Interface &amp; Employee Self Service</li> </ul>

**A.3.3 Phase 2B–Employee Self Service (Targeted March 2013 - Jul 2013)**

Phase 3 will include employee self-service/benefits open enrollment and be delivered to the District in a manner and timeframe that will facilitate an July 1, 2013 “go-live” date. The requirements delivered to meet the District’s functions will be governed by the functional requirements set forth in Appendix 1 of this SOW.

Phase 2B will include the following functions and corresponding Tyler MUNIS modules or third party systems listed below.

Functional Area	Module
Benefits Enrollment	<ul style="list-style-type: none"> <li>• MUNIS Employee Self Service</li> </ul>

**A.3.4 Phase 3–Work Orders/Student Activity Accounting/Extended Purchasing (Targeted March 2013 – October 2013)**

Phase 3 will include Work Orders and Extended purchasing functions and be delivered to the District in a manner and timeframe that will facilitate a November 1, 2013 “go-live” date. The requirements delivered to meet the District’s functions will be governed by the functional requirements set forth in Appendix 1 of this SOW.

Phase 3 will include the following functions and corresponding Tyler MUNIS modules or third party systems listed below.

Functional Area	Module
Work Orders, Fleet & Facilities Management	<ul style="list-style-type: none"> <li>• MUNIS Work Orders, Fleet &amp; Facility Management</li> </ul>
Student Activity Accounting	<ul style="list-style-type: none"> <li>• MUNIS Student Activity Accounting</li> </ul>
Extended Purchasing	<ul style="list-style-type: none"> <li>• ESM Punch Out</li> <li>• ESM smartAgent</li> <li>• ESM Sourcing Solution</li> <li>• Munis Bids &amp; Quotes</li> <li>• P-Cards</li> </ul>

**A.3.5 Phase 4–Professional Development (Targeted Apr 2013 – Dec 2013)**

Phase 4 will include extended human resource functions and be delivered to the District in a manner and timeframe that will facilitate a January 1, 2014 “go-live” date. The requirements delivered to meet the District’s functions will be governed by the functional requirements set forth in Appendix 1 of this SOW.

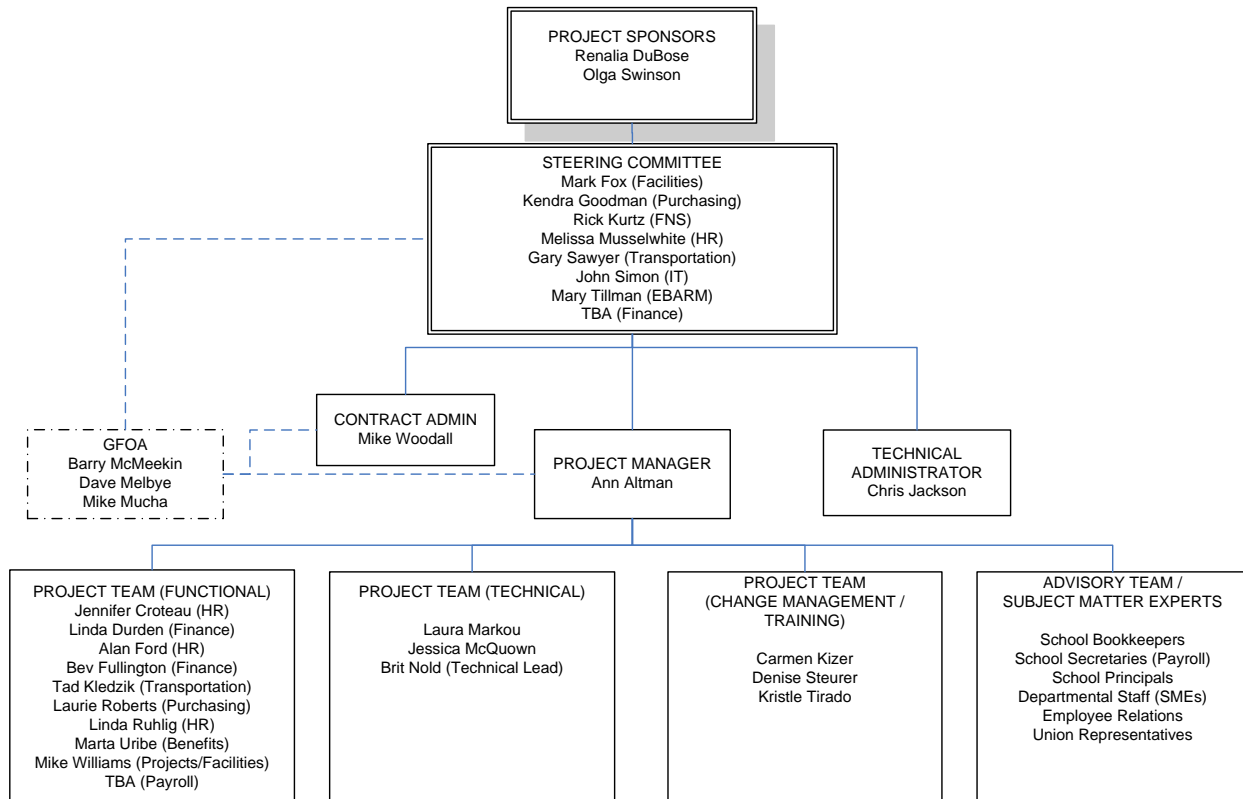
Phase 4 will include the following functions and corresponding Tyler MUNIS modules or third party systems listed below.

Functional Area	Module
Professional Development	<ul style="list-style-type: none"> <li>• MUNIS Professional Development</li> </ul>



# Section B: Project Governance

## B.1 District Project Structure



## B.2 District Project Roles and Responsibilities

This section presents the anticipated roles and responsibilities for the key staff positions for the project. The joint team of the District and Tyler will ultimately be responsible for designing, developing and delivering the final products of this project.

The estimated maximum number of District and Tyler resources (FTEs) has been included in the chart. (\*) indicates Department personnel that are not District Core Project team members. Commitment levels of District Project team resources are identified in more detail in Exhibit 9: District Staffing Requirements.

### B.2.1 Project Sponsors:

The Project Sponsors provide support to the project by securing resources, providing strategic direction, communicating key issues with the project and the project’s overall importance to the organization, and acting as the final authority on all project decisions. Project sponsors will be involved in the project as needed to provide necessary support, oversight, and guidance, but will

not participate in day-to-day activities. The project sponsors will empower the steering committee to make critical business decisions for the District.

<b>Resource</b>	<b>Title</b>	<b>Expected Commitment</b>
Renalia DuBose	Asst. Superintendent of Administration	Executive Support
Olga Swinson	CFO	Executive Support

## **B.2.2 District Steering Committee**

The Steering Committee will understand and support the cultural change necessary for the project and foster throughout the organization an appreciation of the value of an integrated ERP system. The Steering Committee oversees the project team and the project as a whole. Through participation in regular meetings the Steering Committee will remain updated on all project progress, project decisions, and achievement of project milestones. The Steering Committee will also provide support to the project team by communicating the importance of the project to each members' department along with other department directors in District. The Steering Committee is responsible for ensuring that the project has appropriate resources, providing strategic direction to the project team, and is responsible for making timely decisions on critical project or policy issues. The Steering Committee also serves as primary level of issue resolution for the project.

The Steering Committee will meet on a regularly scheduled basis for approximately one hour every two weeks. The meeting schedule, time and location will be set as a recurring meeting. Additional meetings may be scheduled as necessary. Similarly, meetings may be cancelled. The Project Manager will be responsible for distributing an agenda prior to each scheduled meeting. Meeting notes will be taken and then approved at the following regularly scheduled meeting.

The District Steering Committee Members are part of the escalation process for all issues not resolved at the District Project Manager level. The Committee has active project participation on a limited basis, primarily participating in Steering Committee Meetings and the project review that occurs as part of the meetings.

Steering Committee Members will be responsible for:

- Attend all scheduled steering committee meetings
- Provide support for the project
- Assist with communicating key project messages throughout the organization
- Make project a priority within the organization
- Provide management support for the project to ensure project is staffed appropriately and staff have necessary resources
- Monitor project progress including progress towards agreed upon goals and objectives.
- Make all decisions related to impacts on the following
  - Cost
  - Scope
  - Schedule
  - Project Goals
  - District Policies

Resource	Title	Expected Commitment
John Simon	IT	5%
Mary Tillman	EBARM	5%
Melissa Musselwhite	HR	5%
Rick Kurtz	Food and Nutrition Services	5%
Mark Fox	Facilities	5%
TBA	Finance	5%
Gary Sawyer	Transportation	5%
Kendra Goodman	Purchasing	5%

### B.2.3 District Project Manager:

The project manager is responsible for all day-to-day tasks and activities of the project and managing the District project team to ensure the project is on schedule, on budget, and accomplishes the District's project goals. In addition, the Project Manager is responsible for coordinating activities of the District Project Team with the Tyler Project Team, and other District stakeholders including subject matter experts, and end users. The project manager will be the first point for issue resolution, is responsible for reviewing all project deliverables, and approves of milestones. The Project Manager will also be responsible for coordinating the Steering Committee, scheduling meetings, and preparing project status updates. The Project Manager will facilitate steering committee meetings and recording and distribution of steering committee meeting notes.

The project manager will be responsible for:

- Working with the Tyler Project Manager.
- Reviewing and approving all project deliverables.
- Management of project risks and issues.
- Managing and updating the project plan.
- Acting as liaison between project team and steering committee.
- Making regular updates/refinements to the SharePoint project site repository.
- Managing District project team staff.
- Scheduling District resources for training days. This includes but is not limited to personnel, equipment and training rooms.
- Maintaining team contact numbers, email lists, and regular communications.
- Acting as point of contact for Tyler for staffing and delivery matters.
- Conducting cross-department status meetings to ensure all departments are meeting deadlines for task completion according to the accepted schedule.
- Escalating issues per the approved Issue Resolution Plan.

Resource	Title	Expected Commitment
Ann Altman	Project Manager	100%

### B.2.4 District Contract Administrator:

The District Contract Administrator will have primary responsibility for ensuring project compliance with the contract. All invoices for payment and expense reimbursement will be approved by the District Contract Administrator. The contract administrator will also serve along

with the District Project Manager as a liaison between the Project Team and the Steering Committee. The Contract Administrator will participate in Steering Committee meetings if necessary, however will not be part of the steering committee.

Resource	Title	Expected Commitment
Mike Woodall	Buying Manager	Contract Oversight

### B.2.5 District Technical Administrator

The District Technical Administrator will have responsibility over technical issues during the project including coordination of technical resources, oversight of technical team activities. The Technical Administrator will serve to resolve technical issues with the project.

Resource	Title	Expected Commitment
Chris Jackson	Supervisor of Information Services	10%

### B.2.6 District Technical Team

The District project team will be responsible for all technical aspects of the project. Technical resources will also be responsible for coordinating with Tyler's OSDBA services to support the implementation.

The District Technical Project Team will be responsible for:

- Coordinating with OSDBA to Load Releases.
- Copying source databases to training/testing databases as needed for training days.
- Extracting and transmitting conversion data and control reports following conversion schedule.
- Adding new users and printers.
- Performing basic server system maintenance.
- Ensuring all users understand log-on process and have necessary permission for all training sessions.
- Coordinating IT functions such as system backups, loading releases and software updates, hardware installation and operating system setup.

Resource	Title	Expected Commitment
Brit Nold	Technical Lead	Varies – Refer to Staffing Matrix
Jessica McQuown	Technical Resource	Varies – Refer to Staffing Matrix
Laura Markou	Technical Resource	Varies – Refer to Staffing Matrix

## **B.2.7 District Project Team / Functional Leads:**

The Project Team will bring functional expertise to the project and is tasked with carrying out all project tasks described in the Statement of Work including planning, business process analysis, configuration, documentation, testing, training, and all other required tasks. The Project Team will be responsible for and empowered to make configuration decisions and implement the new system in the best interests of the District consistent with the project goals, project vision, and direction from the Project Manager and Steering Committee. Project Team members will be dedicated to the project full time.

The District Project Team/Functional Leads will be responsible for:

- Making business process changes under time sensitive conditions.
- Assisting in identifying business process changes that may require escalation.
- Attending and contributing business process expertise for As-Is, To-Be, Best Practices and the Static Environment Testing sessions.
- Identifying and including necessary subject matter experts to participate in As-Is, To-Be, Best Practices and the Static Environment Testing sessions.
- Providing business process change support during Core User and End User training.
- Completing security templates for all Core and End users.
- Completing Performance Tracking review with District Project Team on End User competency on trained topics.
- Providing Core and End users with dedicated time to complete required homework tasks.
- Acting as supervisor/cheerleader for the new process.
- Identifying and communicating to District Project Team any additional training needs or scheduling conflicts.
- Actively participate in all aspects of the implementation, including, but not limited to, the following key activities:
  - Complete homework assignments
  - Kick-Off Planning and Coordination
  - Project Management Plan Development
  - Schedule Development
  - Maintains and Monitors Risk Register
  - Escalates Issues as needed
  - Communicates with Tyler Project Team
  - District Resource Coordination
  - Business Process Redesign (As-Is/To-Be)
  - Best Practices Review and Decision-making
  - Best Practices Testing (SET)
  - Change Management Activities
  - Analysis, Table Building, Security and Workflow Maintenance
  - Process Training
  - Customization Specification, Demonstrations, Testing and Approval
  - Conversion Analysis and Verification
  - End User Training
  - Parallel Testing and/or Trial Run Testing
  - Forms Design, Testing, and Approval
  - User Acceptance and Stress Testing
  - Supporting the active implementation, such as entering and maintaining permissions, building and maintaining workflow, performing conversion validation and unit testing

- o Ensuring that employees accomplish tasks on time, including monitoring homework assignments.

Resource	Title	Expected Commitment
Jennifer Croteau	HR	100%
Linda Durden	Finance	100%
Alan Ford	HR	100%
Tad Kledzik	Transportation	100%*
Bev Fullington	Finance	100%
Laurie Roberts	Purchasing	100%
Linda Ruhlig	HR	100%
Mike Williams	Projects	100%*
Marta Uribe	Benefits	100%
TBA	Payroll	100%

\* When required

### B.2.8 District Project Subject Matter Experts

Subject Matter Experts support the Project Team in design, configuration, testing and training activities within their functional areas as required. Subject Matter Experts will participate part-time in the project.

The District Subject Matter Experts will be responsible for:

- Participating in project activities as required by the project team and project manager.
- Providing subject matter expertise on both district business processes and requirements.
- Act as SME and attend As-Is, To-Be, Best Practices and the Static Environment Testing sessions if needed.
- Attend all scheduled training sessions.
- Practice all processes following training and as needed throughout project.
- Assist in Conversion Validation as needed.
- Become application experts.
- Participate in Trial Runs and/or Parallels.
- Adopt and support changed procedures.
- Practice and complete all homework on an acceptable time line.
- Demonstrate competency with MUNIS processing prior to GO LIVE.

Resource	Title	Expected Commitment
TBD		<20%

### B.2.9 District End Users

The District's End Users will ultimately be the users of the system in all areas through the District. End Users adoption of the system is vital to the District realizing success for this project. End Users will be consulted throughout the process to provide feedback on business processes decisions, configuration decisions, training, documentation, and testing.

The District End Users will be responsible for:

- Attending all scheduled training sessions.
- Practicing all processes following training and as needed throughout project.
- Participating in Trial Runs and/or Parallels.
- Possessing basic competency in computer skills.
- Practicing and completing all homework on an acceptable time line.
- Demonstrating competency with MUNIS processing prior to GO LIVE.

Resource	Title	Expected Commitment
TBD		<10%

### B.2.10 District Change Manager

The Change Management Manager is responsible for maintaining regular and effective project communications between project stakeholders and supporting overall change efforts in the District. The Change Management Manager will coordinate all change management activities among the Project Team and other resources assigned to the change management effort.

The change manager will be responsible for:

- Leading change management portion of process.
- Assisting project team with obtaining adoption of new business processes.
- Coordinating communication with all District stakeholders.
- Coordinating department readiness for new system.
- Managing development of training and providing training oversight.
- Ensuring that District end users are receiving appropriate training.
- Providing a place for District employees to voice concerns over the project.
- Resolving change management issues.
- Assisting with post implementation support planning.

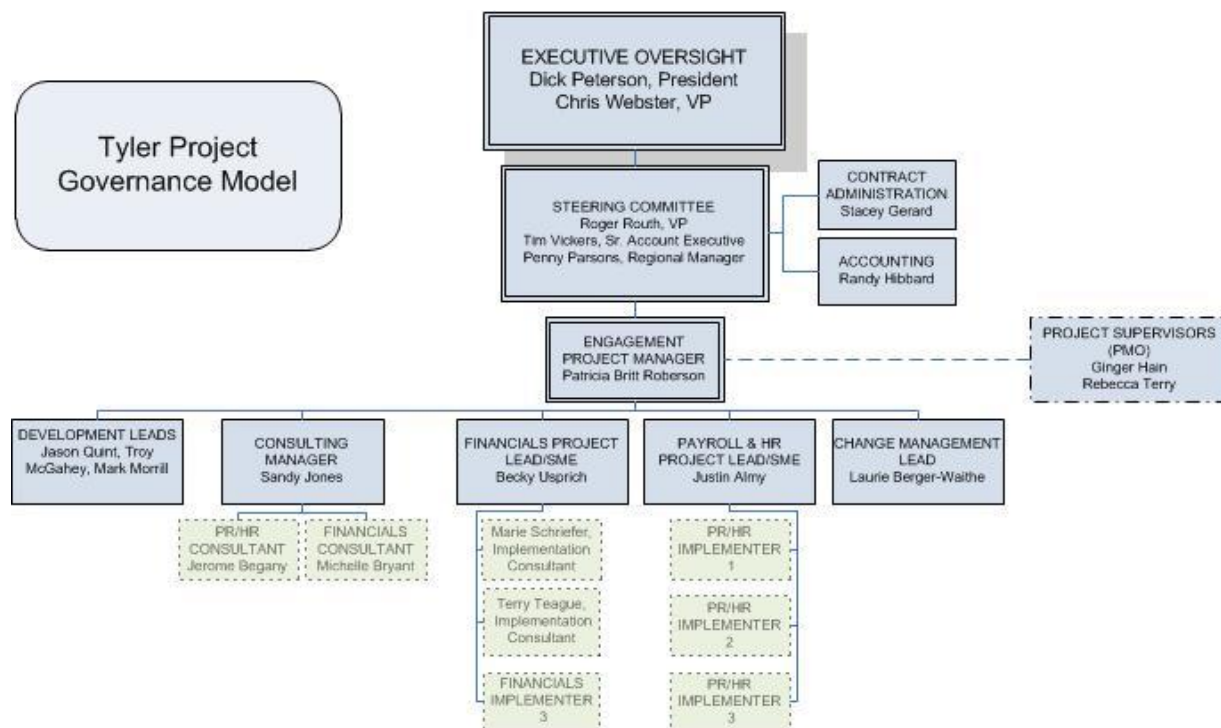
Resource	Title	Expected Commitment
TBD		Varies (0-50%)

### B.2.11 District Implementation Advisory Consultants (GFOA)

GFOA will be involved with the District's implementation team to provide oversight services to the District and assist with implementation activities as requested by the District Project Manager, District Steering Committee or District Project Sponsors. GFOA will also be involved in review of documents and deliverables, best practice process decisions, change management, project management assistance, and quality assurance.

Resource	Title	Expected Commitment
Barry McMeekin	GFOA	As Needed
Dave Melbye	GFOA	As Needed
Mike Mucha	GFOA	As Needed

### B.3 Tyler Project Structure



Below is a description of the roles and responsibilities of each member of the Tyler project structure with a level of commitment for both overall work and on-site presence for the District’s project. Additionally, key personnel resources are identified. Key personnel are subject to key personnel requirements included in the master agreement.

### B.4 Tyler Roles and Responsibilities

Tyler plans to leverage the strengths, skills and knowledge of our blended team members. In the table that follows, a description of the various roles and responsibilities associated with the overall project team is provided.

#### B.4.1 Tyler Executive Oversight

The Tyler Vice President of Implementation has indirect involvement with the project and is part of the Tyler escalation process. This team member offers additional support to the project team and is able to work with other Tyler department managers in order to escalate and facilitate implementation project tasks and decisions. The Tyler Project Manager or Regional Manager will apprise the National Implementation Manager of known issues that may require assistance or impede project performance. The communication path for issue escalation at this level is typically with the Steering Committee.

Resource	Title	Expected Commitment	On-Site Commitment	Key Personnel
Dick Peterson	President	As Needed	As Needed	No
Chris Webster	VP	As Needed	As Needed	No



The Tyler President has indirect involvement with the project, but has ultimate control of Tyler resolution for issues escalated through the issue escalation process. The communication path for issue escalation at this level is typically with the District Project Sponsors.

### B.4.2 Tyler Steering Committee

The Tyler Steering Committee has indirect involvement with the project and is part of the Tyler escalation process. The Tyler Engagement Project Manager will consult the Regional Manager with issues and decisions regarding the project. This team member offers additional support to the project team and is able to work with other Tyler department managers in order to escalate and facilitate implementation project tasks and decisions. The communication path for issue escalation at this level is typically with the District Project Manager and Steering Committee.

Resource	Title	Expected Commitment	On-Site Commitment	Key Personnel
Roger Routh	VP	As Needed	As Needed	No
Tim Vickers	Sr. Account Executive	As Needed	As Needed	No
Penny Parsons	Regional Manager	10%	1 day/month	No

### B.4.3 Tyler Project Engagement Manager

The Tyler Engagement Project Manager is empowered to make all approval decisions regarding the project. If there are unresolved decisions, the Tyler Engagement Project Manager may consult the Regional Implementation Manager. Decisions regarding changes to scope and schedule will be fully monitored and controlled in order to achieve contract constraints (not-to-exceed contract pricing and live dates) and obligations. All changes to scope and budget will be completed following approved Management Plans developed at the onset of the project. The Tyler Project Manager is responsible for following up on outstanding and escalated issues and coordinating decisions to be made across modules or products. The communication path for issue escalation at this level is typically with the District Project Manager and Steering Committee.

The Tyler Project Engagement Manager will be responsible for:

- Working in concert with District and Tyler Project Directors to fulfill the responsibilities of the role, project scope, and management of the Team’s activities toward the successful completion of the project.
- Reviewing with and gain approval from District on all project deliverables
- Managing of project risks and issues.
- Managing of project plan.
- Making regular (monthly) updates/refinements to the SharePoint project site repository.
- Managing Tyler project team staff and any staff from SymPro and eSchool Mall assigned to the project.
- Maintaining team contact numbers, email lists, and regular communications.
- Being the point of contact for the District for contractual, staffing, and delivery matters.

Resource	Title	Expected Commitment	On-Site Commitment	Key Personnel
Patricia Britt Roberson	Project Engagement Manager	100%	60%	Yes

#### B.4.4 Tyler Project Leads

The Tyler Project Leads will be responsible for:

- Leading implementation of MUNIS, Sympro, and E School Mall applications
- Working with Tyler Engagement Manager to ensure timely delivery of services
- Working with District Functional Leads and SMEs
- Providing senior level expertise on Munis product and process options
- Dedicated and full time for the period of time identified in the Investment Summary. Holidays, vacations and mandatory Tyler meetings are excluded from full time commitment.
- Coordinating 3rd Party implementations to fit within the appropriate timeframes for best integration with Munis implementation activities.
- Preparing weekly status reports and conducts review with District Project Team.
- Conducting Cross-Tyler status meetings to ensure all departments are meeting deliverable requirements according to accepted schedule.
- Participating in Steering Committee Meetings
- Monitoring and updates Issues List, Risk Register and Project Plan.
- Escalating issues per the approved Issue Resolution Plan.
- Working in concert with District to fulfill the responsibilities of the role, project scope, and management of the Team's activities toward the successful completion of the project.
- Reviewing with and gaining approval from District on all project deliverables.
- Making regular (monthly) updates/refinements to the SharePoint project site repository.
- Managing Tyler project team staff.
- Maintaining team contact numbers, email lists, and regular communications.

Resource	Title	Expected Commitment	On-Site Commitment	Key Personnel
Beck Usprich	Financials Lead	100%	60%	Yes
Justin Almy	HR/Payroll Lead	100%	60%	Yes

#### B.4.5 Change Management Lead

Resource	Title	Expected Commitment	On-Site Commitment	Key Personnel
Laurie Berger Waithe	Change Management Lead	40%	25%	Yes

### B.4.6 Tyler Consulting Services (TCS)

The Tyler Consulting Services Group will be responsible for:

- Conducting As-Is Interviews
- Conducting To-Be Design Sessions
- Preparing Best Practice Recommendations
- Conducting Cross-Department Best Practices Review
- Leading Testing of To-Be with District
- Developing Desktop Process Documents
- Providing high-level product expertise and knowledge of best practices use of Tyler products.

Resource	Title	Expected Commitment	On-Site Commitment	Key Personnel
Sandy Jones	Consulting Manager	As Needed	0%	No
Jerome Begany	PR/HR Consultant	100% during TCS PR/HR Phase	75%	Yes
Michelle Bryant	Financials Consultant	100% during TCS Financials Phase	75%	Yes

### B.4.7 Tyler Implementation Consultants

The Tyler Implementation Consultants will be responsible for:

- Conducting Analysis
- Conducting Training (Process, Conversion Validation, Parallel Processing)
- Testing Functionality with District (Base, Customizations, Interfaces)
- Performing Problem Solving
- Following up on Issues
- Perform analysis and troubleshooting.
- Complete daily site reports detailing activities for each implementation day.
- Keeping Functional Project Manager apprised of any and all issues that may result in the need for additional training needs, slip in schedule, change in process decisions, or adversely impact the success of the project.

Resource	Title	Expected Commitment	On-Site Commitment	Key Personnel
Marie Schriefer	Implementation Consultant (FIN)	100% during applicable phase	60%	Yes
To Be Named	Implementation Consultant (FIN)	Varies	60%	Yes
Patricia Smithey	Implementation Consultant (PR/HR)	100% during applicable phase	60%	Yes
To Be Named	Implementation Consultant (PR/HR)	Varies	60%	Yes

NOTE – Implementation Consultants listed above will in total equal three (3) FTEs full time, dedicated resources with the total work effort of 90 months, as stipulated in the Investment Summary.

#### **B.4.7.1 Sample Allocation of Implementation Consultants**

**SAMPLE ALLOCATION OF TYLER 90 MONTH FTE IMPLEMENTATION CONSULTANTS**

		PHASE 1 (CORE FINANCIALS, SYMPRO)														Post Live																	
		PHASE 2 (PR/HR/AT/EE/RM)														Post Live																	
																PHASE 2B (ESS, Ben Enroll)		Post Live															
																Phase 3 (WO/FL/FA/eSM/SAA)						Post Live											
																PHASE 4 (Prof Development)						Post Live											
MONTHS		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
16	FIN		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16															
17	FIN										1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17						
15	FIN															1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
17	PR					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17											
14	PR									1	2	3	4	5	6	7	8	9	10	11	12	13	14										
11	PR																			1	2	3	4	5	6	7	8	9	10	11			
90																																	

### B.4.8 Tyler Report Writer

The Tyler Report Writer will be responsible for:

- Providing expertise in the areas of SSRS report design and knowledge of Munis table structures.
- Performing analysis of requested reporting topics, develop specification, write report, review report performance and seek report acceptance.

Resource	Title	Expected Commitment	On-Site Commitment	Key Personnel
To Be Named	Implementation Consultant	6 months	TBD	No

### B.5 Project SharePoint

Tyler will provide a Project SharePoint site for use by all project team members. This will contain the project plan and task list, schedule, assignments, shared documents, action items and more. It will be a central location to maintain control of the project and provide team members with a formal method of managing tasks, owners and due dates throughout the project. The SharePoint site will include information for Sympro and eSchool Mall as well as all Tyler deliverables.

### B.6 Project Plan

Tyler will create and maintain a baseline Project Work Plan throughout the project life cycle that represents the project's scope of work and responsibilities as defined in this SOW and those dependent work efforts that affect the project's schedule or budget. The initial project baseline is established with the District's approval of this SOW as the approved budget, schedule, and scope of the project.

The baseline Project Work Plan will contain:

- Project's major activities with detailed tasks
- Dependencies that affect the project's schedule or budget
- Specific resources assigned to project tasks
- Milestone and deliverable dates
- Detailed Project schedule / Work Break Down Structure (WBS)

All project tasks will be assigned owners and due dates which correspond with the overall project schedule. Project Tasks that are not completed by the due date may adversely affect the project schedule and Live Dates.

Decisions will be made in a timely fashion in order to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Decisions left unmade may affect the project

schedule as each analysis and implementation session builds on the decisions made in prior sessions

## **B.7 Project Status Reports**

Tyler will redevelop a Communications Management Plan, at the onset of the project that will define the frequency and recipients for the project status reports. Project reports are intended for the District Steering Committee and provide the following key elements:

- Project Status
- Summary of Accomplishments
- Status of Key Milestones Deliverables
- Project Timeline
- Issues/Risks
- Planned Risk Mitigation Strategy
- Progress Towards District Project Goals (defined in A.2)
- Status of Change Management Activities identifying both success and challenges
- Summary of Change Requests.

The Tyler Project Manager will also review project progress and status with the project leads and team members for both Tyler and the District on a weekly basis, or more often if deemed necessary by either the Tyler Project Manager or the District Project Manager. The project team will meet to communicate activities occurring across sub-teams and to communicate any issues that are impeding progress.

## **B.8 Steering Committee Meetings**

The Project Communications Plan developed at the beginning of the project will identify a meeting schedule for the District Steering Committee and the Tyler Steering Committee. It is expected that the Tyler Steering Committee will meet approximately twice per month and that at least one representative from Tyler's Steering Committee will be present during at least one meeting per month. The Tyler project manager, along with the District project manager will prepare the Steering Committee Agenda prior to all scheduled Steering Committee meetings. The Steering Committee Agenda will include a report that aggregates all of the relevant information to enable business sponsors / executives to focus on the relevant issues and decisions that are critical for the success of the project. The data points included in the executive status report are as follows:

- Provides a brief overall "summary status" of the project for an executive audience.
- Captures progress against key milestones, important issues and risks, project financials, and external dependencies.
- Information on decisions and guidance from Executive Sponsors and active support for assistance in removing obstacles that threaten overall program success.
- Depicts clearly the parameters that most concern executive stakeholders.
- Contains clear, objective metrics that both a project team and non-project team audience can understand.

## **B.9 Issue Tracking**

Upon identification of project issues, risks, and key project decisions both Tyler and District team members are responsible for adding the issue to the Issue Log. For each identified issue, the following information will be captured:

- Issue Number
- Reported by/date
- Status (i.e. new, open, closed, pending)
- Module/Business Process
- Priority
- Issue
- Comments
- Findings
- Recommendations
- Resolution Assignment
- Date Tested
- Date Closed

The District and Tyler project managers will review the Issues Log on a weekly basis during project team meetings. The District and Tyler project Managers will collaboratively assign a priority to each issue and identify the individual(s) responsible for facilitating its resolution. During the critical phases of the project, the District and Tyler project managers will review the issues log on a daily basis.

## **B.10 Issue Resolution**

The following issue resolution processes will be used during the Project for all issues identified on the issues log.

Within two (2) business days the District Project Manager and Tyler Project Manager will prioritize all new issues, provide an estimated due date for decision, assign the issue to an appropriate team member(s) and enter the detail in the Issues & Actions list on SharePoint

Step 1: Once the issue has been assigned, the appropriate team member(s) are responsible for completing the assigned follow-up tasks and resolving the issue by the assigned due date. Assigned resources could include both the Tyler or District project team members. The typical timeframes for resolving an issue are outlined in the Issue Resolution Matrix. In the event that the issue is not resolved by the project team during the time allotted, the issue will be escalated to step 2.

Step 2: If issues are not resolved by the project team and/or the District Project Manager and the Tyler Project Manager, the issue will be referred to the District Steering Committee and/or Vendor Steering Committee for decision at the next scheduled meeting. For critical decisions, the Tyler project manager and District project manager can agree to schedule a special Steering Committee meeting to discuss the issue. GFOA may also participate in conducting additional research, providing recommendations, and/or participating in the meeting. In the event the issue is not resolved by Tyler and District Steering Committee, the issue will be referred to Step 3.

Step 3: If issues are not resolved by the District Steering Committee and/or Tyler Steering Committee, the issue will be referred to the District Project Sponsors and/or the Tyler Executive



Oversight for the Project. The District Project Manager and Tyler Project Manager will request a meeting of the District Project Sponsor and/or Tyler Executive Oversight to be held within ten (10) business days. Meetings may need to occur sooner for critical issues. Prior to each meeting, both Tyler and the District will prepare a written analysis of the issue with recommendations for discussion. GFOA may also participate in conducting additional research, providing recommendations, and/or participating in the meeting. The District Project Sponsors and Tyler Executive Oversight will agree on a final resolution to the issue. In the event a final resolution is not reached between Tyler and the District, the District's proposed solution will be considered final. Tyler could utilize the disputes clause of the master agreement. It is expected that any decision impacting one of the following may also require a scope change approval as described in a later section of this statement or work.

- Have a significant impact on the Project or the organization.
- Have a significant impact on Project scope.
- May result in additional cost to Tyler or the District.
- May cause the Project or the delivery of a Deliverable to become delayed.
- Have been unresolved for over fifteen (15) business days.

## B.11 Expected Issue Resolution Response

Issue Group	Goal Resolution Expected				Notes
	Critical (Priority 1)	High (Priority 2)	Medium (Priority 3)	Low (Priority 4)	
Base software product is not functioning as designed.	<=1 day	<=10 days	<=30 days	<=60 days	See published Support Policy for details.
Software customization is not functioning as specified.	<=1 day	<=10 days	<=30 days	<=60 days	See published Support Policy for details.
Interface customization is not functioning as specified.	<=1 day	<=10 days	<=30 days	<=60 days	See published Support Policy for details.
Personnel Issues	<=1 day	<=15 days	<=30 days	<=45 days	See Contract Terms for details.
Conversion Issues	<=1 day	<=7 days	<=30 days	<=45 days	See Conversion Policy for details.
Forms Issues	<=1 day	<=10 days	<=30 days	<=60 days	See published Support Policy for details.
System Configuration Issues	<=1 day	<=10 days	<=30 days	<=60 days	See published Support Policy for details.
System Performance Issues	<=1 day	<=10 days	<=30 days	<=60 days	See published Support Policy for details.
Custom TRS Report Issues	<=1 day	<=10 days	<=30 days	<=60 days	See published Support Policy for details.
Scope Change Request Response	<=1 day	<=10 days	<=30 days	<=60 days	
Project Implementation Issues Response	<=1 day	<=7 days	<=30 days	<=45 days	
Decision Making Delays Response	<=1 day	<=7 days	<=30 days	<=45 days	
Critical (Priority 1):	Issue is critical to the District or the Munis application or process is down and has significant impact on live processing or time sensitive training.				
High (Priority 2):	Issue is severe, but there is a work around or intermediary action the District can				

	take.				
Medium (Priority 3):	Issue is a non-severe but requires follow up from Tyler.				
Low (Priority 4):	Issue is non-critical for the District and they would like to work with applicable Tyler resource as time permits.				

**B.12 Scope Change Process**

If the District requires the performance of services that are not then being performed, or requires a change to the existing services, the District’s Project Manager shall deliver to the Tyler’s Project Manager a scope change request specifying the proposed work with sufficient detail to enable Tyler to evaluate it. Tyler, within five (5) business days, or longer as may be mutually agreed between the parties, following the date of receipt of such change request, shall provide District with a written scope change proposal containing the following:

- Detailed description of resources (both Tyler and District) required to perform the change
- Specifications
- Implementation Plans
- Schedule for completion
- Acceptance criteria
- Impact on current milestones and payment schedule
- Impact on project goals and objectives
- Price

All scope change requests and scope change proposals will be approved first by the District Project Manager and Tyler Project Manager. Scope change requests will also be identified on the issues log and elevated to the Steering Committee for review at the next Steering committee meeting. Prior to the meeting, GFOA will review all project scope change requests and scope proposals and provide a recommendation to the steering committee.

Within the reasonable timeframe specified in Tyler’s scope change proposal, which timeframe shall not be less than ten (10) business days from the District Project Manager’s receipt of such scope change proposal (the “Response Period”), the District shall notify Tyler in writing if the District elects to proceed with the change proposal. If, within the Response Period, the District gives notice to Tyler not to proceed, or fails to give any notice to Tyler, then the scope change proposal shall be deemed withdrawn and Tyler shall take no further action with respect to it. Tyler shall promptly commence performing the Services described in the scope change proposal upon Tyler’s receipt of an approved scope change proposal during the Response Period, subject to the availability of Tyler personnel unless otherwise mutually agreed. Tyler acknowledges that any scope change proposal that affects the total cost of the project is subject to the District’s policies and that the Response Period must provide adequate time for District’s consideration. District acknowledges that such scope change proposals may affect the implementation schedule and Go-Live Dates, which will be changed by mutual agreement. All scope change proposals shall be governed by the terms and conditions of the Master Agreement, including the daily rates for services, unless mutually agreed in writing otherwise.

Tyler and the District recognize that additional services may be added to accommodate specific District business requirements after the as-is and to-be process analysis sessions. Where possible, the District will avoid additional services, and in order for the District to not pay for

additional services later determined to be unwanted, the cost of these potential services have been included in the Investment Summary as 340 days of Additional Training Services. If the District decides that additional services should be included in scope or if additional services are required, the cost will be derived from conversion of a portion of the 340 days of Additional Training Services.

All scope changes shall go through the scope change process defined in this statement of work and approved by the District steering committee.

For all scope changes involving the aforementioned Additional Training Services, Tyler shall propose additional milestone payments and criteria for payment and payments will be made as an additional milestone adhering to all terms and conditions of the master agreement and the statement of work.

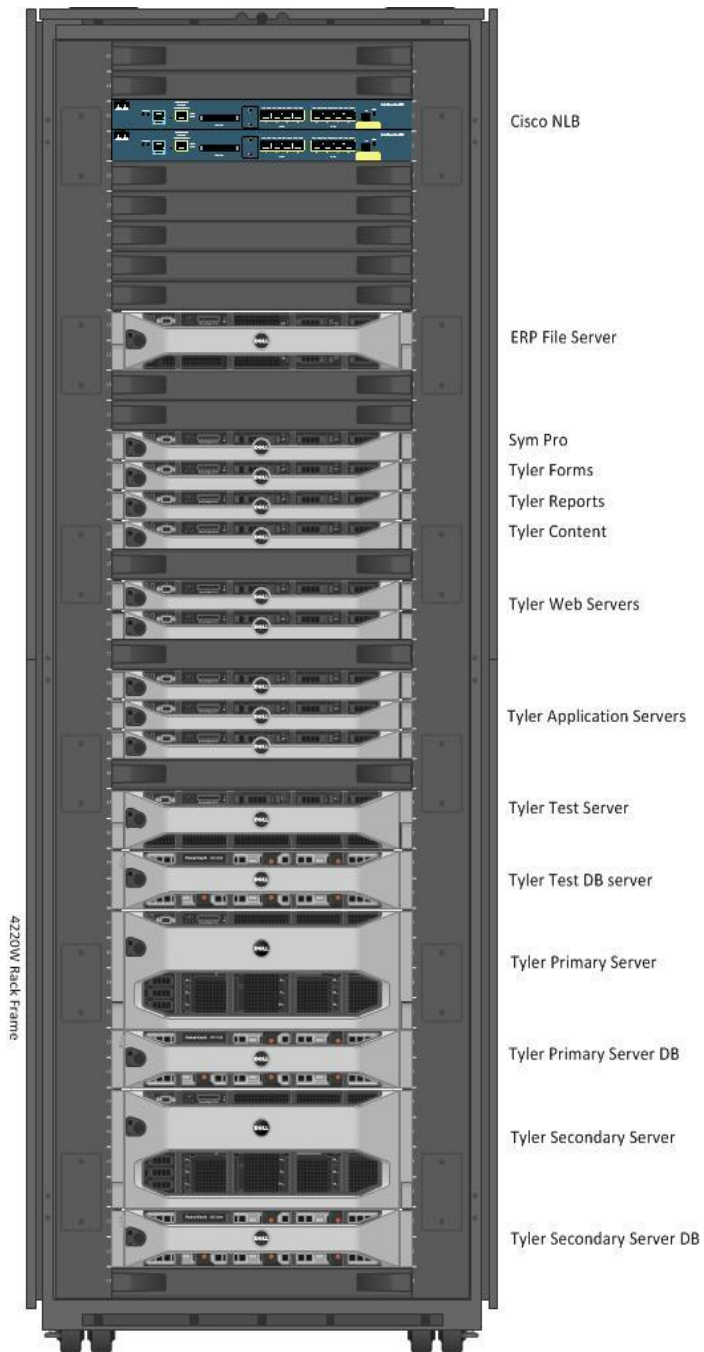
Tyler and the District also have established a reporting contingency of 83 Report Developer days that can be used for the development of reports for the system. All agreed upon reports that use the reporting contingency shall go through the scope change process defined in this statement of work and approved by the District steering committee. For all scope changes involving the reporting contingency, Tyler shall propose additional milestone payments and criteria for payment and payments will be made as an additional milestone adhering to all terms and conditions of the master agreement and the statement of work.

## Section C: Technology Architecture

### C.1 System Requirements

#### Tyler Server Sizing

Server Purpose	Dell Model	CPU	# of servers	Est file size	# of Hard Drives	Drive Sizes	Raid	Storage Total	RAM	OS	SQL Version	NLB
Content Management Server	R610	2 Intel Xeon 2.53GHZ 6C	1	100 GB	4	146GB	10	292GB	96GB	2008 R2 ENT		
Reporting / Sql Witness Server	R610	2 Intel Xeon 2.53GHZ 6C	1	100 GB	4	146GB	10	292GB	96GB	2008 R2 ENT	Sql 2008 R2 Std	
Munis application servers	R610	2 Intel Xeon 2.53GHZ 6C	3	100 GB	4	146GB	10	292GB	96GB	2008 R2 ENT		x
External Web Servers	R610	2 Intel Xeon 2.53GHZ 6C	2	100 GB	4	146GB	10	292GB	48GB	2008 R2 ENT		x
Sym Pro	R610	2 Intel Xeon 2.53GHZ 6C	1	1GB	4	146GB	10	292GB	48GB	2008 R2 ENT	Sql 2008 R2 Std	
Tyler Forms Output Server	R610	2 Intel Xeon 2.53GHZ 6C	1	100 GB	4	146GB	10	292GB	48GB	2008 R2 ENT		
Database Server	R910	4 Intel Xeon 2.40GHZ 10C	2	400 GB	16	146GB	10	1168TB	128GB	2008 R2 ENT	Sql 2008 R2 Std	
DB Storage	MD1200		2		12	600GB	10	3600TB	NA	NA		
Staging Testing Server	R810	2 Intel Xeon 2GHZ 8C	1	400 GB	6	146GB	10	438GB	128GB	2008 R2 ENT	Sql 2008 R2 Std	
Staging Testing Server Storage	MD1200		1		12	146-600GB	10	3600TB	NA	NA		
Cisco NLB	NA		2	NA	NA	NA	NA	NA	NA	NA		



## C.2 Compatibility with Both Windows and Macintosh Computers

All programs employing Silverlight technology are fully supported with no known limitations on Windows and Mac environments running Internet Explorer (Windows only), Mozilla Firefox (Windows and Mac) and Apple Safari (Mac only). The only primary interface not completely developed in Silverlight is the Tyler Dashboard based on Microsoft SharePoint technology. As such there are known minor formatting issues on non-IE browsers, however functionality in regards to use with Tyler Munis components is still included.

In 2010, Tyler released a new version of the Munis client using 100% Microsoft Silverlight for Windows and Macintosh workstations. Combined with the use of Microsoft SharePoint, the entire Munis presentation layer is now completely accessible in a web browser while providing the most advanced and feature-rich user environment available.

Direct access to the .Net framework via a browser-based application opens up new possibilities once thought impossible. Users can now access Munis on any computer Silverlight is available – no matter the browser or platform used. In addition, by utilizing these technologies, Munis:

- Provides a flexible, role-based user experience
- Delivers a uniform interface across all screens and programs
- Offers a uniform interface across all supported browsers and platforms
- Allows users to easily customize screens with drag and drop to add, remove and re-arrange information just how they want it
- Includes deep integration with the Microsoft Office suite, including Outlook scheduling and Word and Excel imports and exports

Specific applications such as Tyler Cashiering and GASB-34 report writer are only available on Windows

Munis Version 9.3 (Early Adoption Feb 2012) will have a new Silverlight CM viewer that will allow a user to upload documents and edit metadata into the Munis system. There is no set date on support for creation/maintenance of MS Word mail merge documents. Mac users CAN use the mail merge functionality from templates created on a PC. Note: The separate Tyler Cashiering and GASB34 products (not in table below) are currently only available on Windows.

<b>Munis Feature</b>	<b>Mac OS 10.5+ and Munis Version 9.x+</b>
Dashboard and Web Parts	Supported
SSRS Reporting	Supported
Central Programs	Supported
Workflow Email	Supported
Workflow Assistant	Supported
Excel Export	Supported

Excel Ribbon Add-in	Not Supported / Office Add-in for MS Office on PC
Word Export	Using templates is Supported (unable to create or maintain templates. This needs to be done on a PC currently)
File import programs	Supported
File export programs	Supported
Attachments	Supported
GIS (Mapping)	Supported
Tyler Content Manager Viewer	Supported for viewing documents on 9.1 and 9.2  Can upload documents but cannot edit metadata currently in 9.1 and 9.2. The workaround is to use the TCM client interface on a Mac to edit the metadata.  Version 9.3+ will support uploading documents and editing metadata
Tyler Content Manger Standard Edition Client	Supported  Testing is underway for support of different scanners
Scheduling	Supported
Web-based Online Help	Supported
Support Wizard	Supported
Direct Print	Supported
Display Print	Supported
Local Print	Use PDF, then print
Spool File Creation	Supported
Spool Maintenance	Supported
Hot Keys	Navigation & F1
Menu Favorites	Supported

### **C.3 Environments**

As part of the project, Tyler will assist the District in establishing the following environments. All hardware specifications, requirements, and required staffing will support development of all listed environments.

- Development
- Production
- Testing
- Training

### **C.4 Minimum Requirements for Start Up**

- Hardware must be ordered and dates for software installation must be confirmed ASAP
- Logistics for location of work areas, with all necessary equipment (telephone, printer availability) and internet connectivity for key Tyler Personnel must be established (i.e., Tyler Project Engagement Manager, Financials Project Lead SME, etc.)
- Begin setup of necessary VPN and network access for key Tyler Personnel for remote access to Pasco County network

### **C.5 Key Dates for Hardware Availability**

- All required Hardware (as outlined by the Tyler Installation Team) must be setup and ready, with all Munis software installed into the four (4) databases (LIVE, TRAIN, TEST, VERIFICATION) by no later than 45 days after contract signing.
- Installation and setup of Tyler Forms server completed by no later than 45 days after contract signing.
- Installation and setup of Tyler Content Manager SE by no later than 45 days after contract signing.
- Training computers with access to Munis for use during System Administration and Dashboard Analysis & Training, Chart of Accounts Validation Training, and TCS SET by no later than 45 days after contract signing.
- Printing capabilities for above referenced computers by no later than 12/05/2011.
- Remote access to Munis via VPN for key Tyler Personnel (as outlined above) established & tested by no later than 45 days after contract signing.
- Training computers with access to eSchool Mall and Sympro will need to be available for use during TCS SET by no later than two weeks after phase begins.
- Access to Munis on all Project Team Member & Functional Leader computers established by no later than 60 days after contract signing.
- Remaining computer labs, if applicable, setup with access to Munis, eSchool Mall and Sympro for analysis/training purposes by no later than two months after phase inception.
- Printing capabilities for above referenced computers by no later than 12/31/2011.
- Access to Munis, and eSchool Mall and Sympro, where applicable, on all Core User computers, established by 60 days after contract signing.
- Remote access to Munis via VPN for remaining Tyler implementation staff setup and tested by no later than 01/31/2012.



- Installation of Tyler SSRS on training computers by no later than 01/31/2012.
- Installation of GASB34 Report Writer on training computers by no later than 10/31/2012.
- Setup of self-hosting site for Vendor Self Service and Citizen's Self Service completed by no later than 09/30/2012.
- Install form printers to be used for printing AP Checks and Purchase Orders by no later than 04/30/2012.

## C.6 Technical Roles and Responsibilities

INSTALLATION		Responsibility	
Task	Description	TYLER	DISTRICT
Installation Timeframe	Discuss installation time frame and customer needs	Lead	Assist
Database Configuration	Determine database configuration and specification, i.e. cluster vs. mirror	Lead	Assist
Server Specifications	Provide server specifications and consultation	Lead	
Hardware Quote	Obtain hardware quote from vendor	Assist	Lead
Quote Review	Provide quote for review and approval	Assist	Lead
Hardware Order	Order hardware and notify of arrival date		Lead
Installation Confirmation	Arrange and confirm onsite installation	Lead	Assist
Hardware Notification	Notify Tyler when hardware arrives		Lead
Pre-Installation Conference Call	Installation Eng. to arrange conference call to discuss and finalize installation process	Lead	Assist
Hardware Configuration Confirmation	Confirm hardware is configured and brought pre-determined level. O/S at necessary update level and SAN has appropriate LUNs and RAID arrangement.	Assist	Lead
Onsite Work	Arrive onsite and begin installation	Lead	Participate
Installation Review	Review overall installation process with customer	Lead	Assist
Installation Resources	Provide necessary resources for installation, includes: Network Admin, Active Directory Admin, Server Admin, and any other personnel as previously discussed	Assist	Lead
Munis Installation	Install Munis application	Lead	Participate
SQL Database	Install and configure SQL database	Lead	Assist
Additional Tyler Product Installation	Install and configure additional products	Lead	Participate
Administration Training	Conduct administration training to review all server configurations	Lead	Assist
End User Software Installation Training	Conduct training to install end user software	Lead	Assist
Onsite Installation Acceptance	Complete installation sign offs	None	Owns
Schedule Remote Work	Arrange for items that will completed remotely	Lead	Assist
Remote Connectivity	Provide connectivity assistance for remote items	Assist	Lead
Remote Installation Acceptance	Complete remote installation sign offs	None	Owns

## Section D: Implementation

### D.1 Implementation Methodology

Tyler's methodology is straightforward. We've taken the successful approach to implementation we've used for over 25 years and integrated it with the principles of the Project Management Institute (PMI), a globally recognized organization dedicated to the project management profession. As a result, the District will receive an implementation method tailored to meet your specific needs.

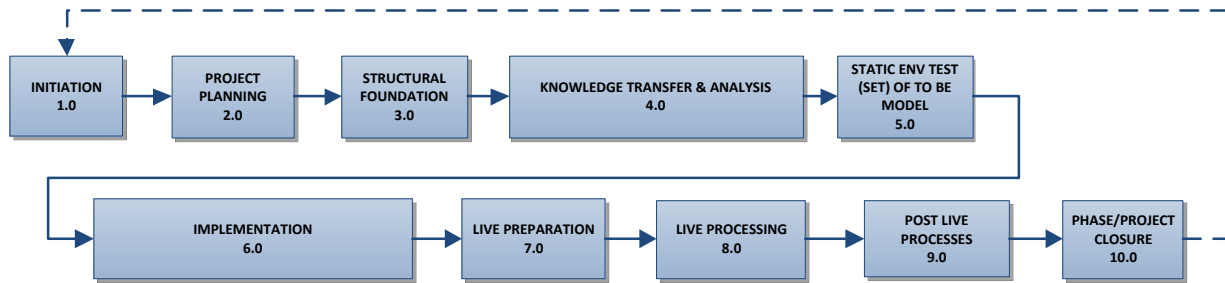
PMI's *PMBOK® (Project Management Body of Knowledge) Guide* proposes that there are five process groups to every project: Initiating, Planning, Executing, Controlling, and Closing. As part of Tyler's commitment to incorporating the PMI principles into our implementation process, we have integrated these proven technologies of the PMI process with Tyler's implementation experience, to yield a proven approach that is tailored to the public sector.

Trained personnel perform and/or guide all aspects of the implementation for the District. Our staff consists of seasoned professionals with unique and proprietary skills and years of experience, focused into dedicated departments. Our project managers are trained to maintain the professional standards of PMI. Through the institute, our project managers earn Project Management Professional (PMP) certification, a qualification program that signifies a professional has met very stringent guidelines.

Our implementation process emphasizes the importance of cultural change management. This is how we will guide the District through the changes that accompany implementation of a new software system and help to ensure a smooth transition. Our implementation staff is experienced in analyzing policies, procedures, and organizational needs. They carefully review and test to ensure policies and procedures are well defined and effective. For Tyler Clients, the proof of our approach is in the outcome—a successful implementation.

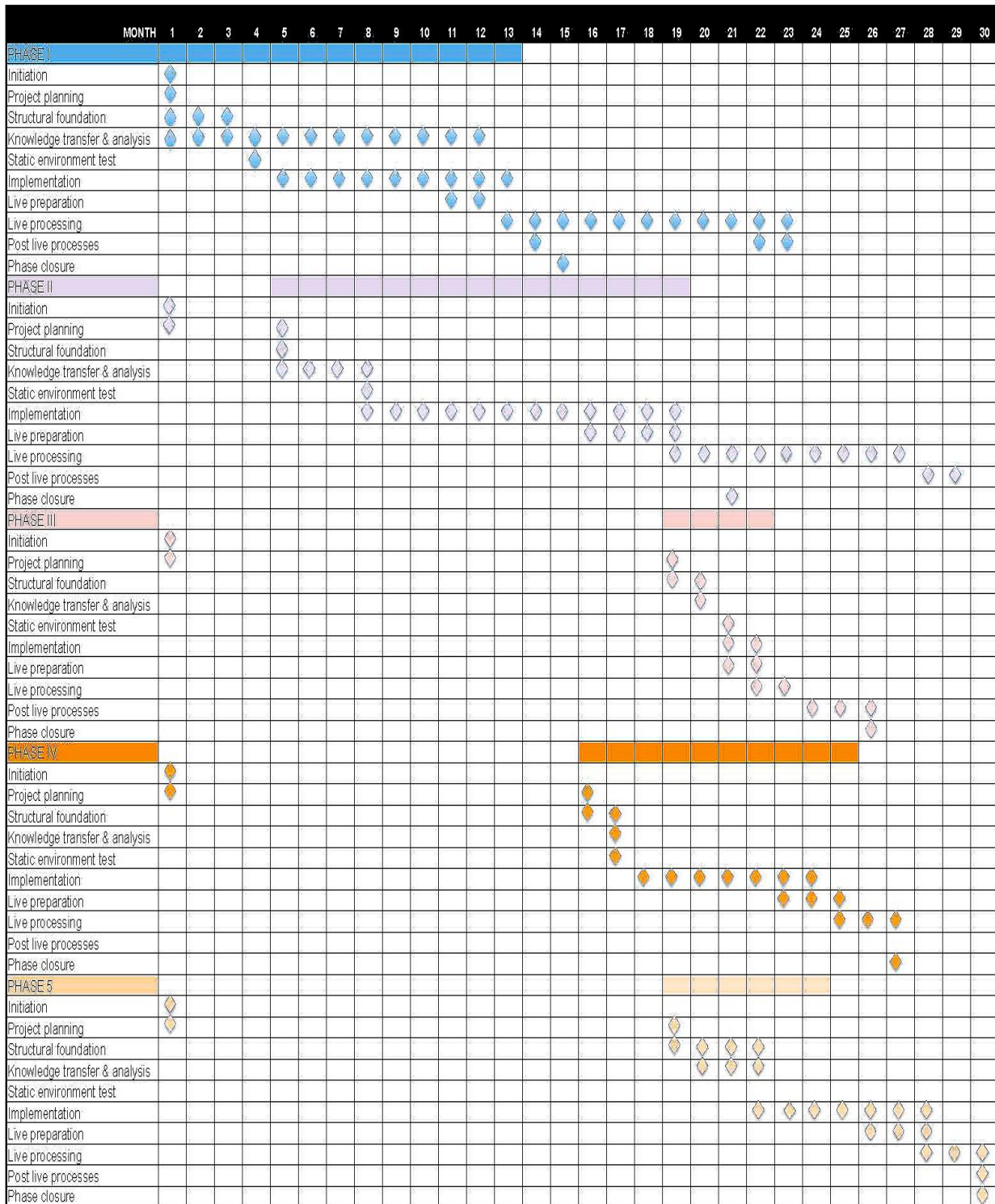
Throughout a project, we establish control points (critical review points) to ensure an organization fully understands and accepts the project. It is at these check points that organizational stakeholders monitoring the overall project must formally accept the project to date. Once there is formal acceptance, the project will proceed to the next phase.

Tyler takes its contractual obligations seriously. We have a proven record of delivering software solutions on time and on budget. We take pride in our ability to partner to deliver successful projects that stay in scope, are deployed, and up and running when promised. This is precisely what differentiates our implementation process.



**IMPLEMENTATION METHODOLOGY**  
PROCESS REPEATED FOR EACH PHASE

## D.2 Implementation Schedule



## D.3 Implementation Process Steps

### D.3.1 Initiation

#### D.3.1.1 Contract Signing

Task		Roles & Responsibilities	
		TYLER	DISTRICT
Contract Signing	<ul style="list-style-type: none"> <li>Contract signed by District and Tyler, takes place prior to scheduling the Project Kick-off Meeting.</li> </ul>	Shared	Shared

#### D.3.1.2 Kick Off

Task		Roles & Responsibilities	
		TYLER	DISTRICT
Project Kick-Off	<ul style="list-style-type: none"> <li>Kick-Off meeting to introduce the District project team, the Tyler project team.</li> <li>Provide an overview of project activities.</li> <li>Opportunity for the District Executive to deliver expectations for participation and change.</li> </ul>	Shared	Shared

### D.3.2 Project Planning

#### D.3.2.1 Management Plans

Task		Roles & Responsibilities	
		TYLER	DISTRICT
Complete Baseline Schedule Management Plan	<ul style="list-style-type: none"> <li>Define project-scheduling guidelines.</li> <li>Validate live dates.</li> <li>Determine blackout dates.</li> </ul>	Leads	Assists
Complete Baseline Quality Management Plan	<ul style="list-style-type: none"> <li>Define quality and test plan and activities for project.</li> </ul>	Leads	Assists
Complete Baseline Communication Management Plan	<ul style="list-style-type: none"> <li>Define communications for project.</li> <li>Develop a plan for communications between team members and all other stakeholders.</li> </ul>	Leads	Assists
Complete Baseline Risk Management Plan	<ul style="list-style-type: none"> <li>Assess risks of project.</li> <li>Develop a plan for prioritizing and managing risks.</li> </ul>	Leads	Assists
Develop Change Management Plan	<ul style="list-style-type: none"> <li>Develop Plan based on interviews with District Project Team and Functional Leads.</li> </ul>	Leads	Assists
Complete Baseline Resource Management Plan	<ul style="list-style-type: none"> <li>Establishes and includes the processes that organize and manage the project team and the necessary physical resources for the project tasks.</li> </ul>	Leads	Assists

Complete Baseline Education Management Plan	<ul style="list-style-type: none"> <li>Lay out the process of transferring knowledge between the District and Tyler.</li> <li>Define measurement criteria.</li> </ul>	Leads	Assists
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### D.3.2.2 Conversion and Tyler Forms Planning

Task		Roles & Responsibilities	
		TYLER	DISTRICT
Review Conversion Plan	<ul style="list-style-type: none"> <li>Review purchased conversions.</li> <li>Determine timelines, tasks and methods for validation.</li> </ul>	Leads	Assists
Review Tyler Forms Process	<ul style="list-style-type: none"> <li>Introduce the Tyler Forms team.</li> <li>Review purchased forms.</li> <li>Discuss equipment requirements.</li> </ul>	Leads	Assists

### D.3.2.3 Project Plan Development

Task		Roles & Responsibilities	
		TYLER	DISTRICT
Discuss Phase Schedule	<ul style="list-style-type: none"> <li>Identify schedule constraints, critical deadlines.</li> </ul>	Leads	Assists
Coordinate 3rd Party Implementations	<ul style="list-style-type: none"> <li>Develop plan with 3rd Party Vendor to integrate deliverables with Tyler timeline and requirements.</li> </ul>	Leads	Participates
Deliver initial Phase Project Plan	<ul style="list-style-type: none"> <li>Develop task list and schedule.</li> <li>Assign ownership.</li> <li>Post on District Project SharePoint site.</li> </ul>	Leads	Assists

## D.3.3 Structural Foundation

### D.3.3.1 Chart of Accounts

Task		Roles & Responsibilities	
		TYLER	DISTRICT
Chart of Accounts Analysis	<ul style="list-style-type: none"> <li>Discuss COA needs, Munis set up and options.</li> <li>Determine structure for COA.</li> </ul>	Leads	Participates
Build Chart Spreadsheet	<ul style="list-style-type: none"> <li>Build Excel COA spreadsheet with new structure.</li> </ul>	Participates	Leads
Convert Chart Spreadsheet	<ul style="list-style-type: none"> <li>Write and execute program to convert COA spreadsheet into Munis GL.</li> </ul>	Owns	None
Load COA Conversion in Test DB (with OSDBA)	<ul style="list-style-type: none"> <li>Load converted COA into test database for validation.</li> </ul>	Leads	Participates
Validate Converted Chart	<ul style="list-style-type: none"> <li>Confirm that the COA details in the spreadsheet match the converted data in Munis.</li> </ul>	Assists	Leads
Authorize COA to be loaded in Live DB	<ul style="list-style-type: none"> <li>District acceptance of COA.</li> </ul>	None	Owns
Load COA in Live DB (with OSDBA)	<ul style="list-style-type: none"> <li>The new COA becomes part of the live database.</li> </ul>	Leads	Participates

### D.3.3.2 Hardware & Software Installation

		Roles & Responsibilities	
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Task		TYLER	DISTRICT
Perform Software Installation & System Admin Training	<ul style="list-style-type: none"> <li>Install server(s).</li> <li>Install purchased software.</li> <li>Train District on system setup, configuration and maintenance.</li> </ul>	Leads	Participates
Acceptance of Installation	<ul style="list-style-type: none"> <li>District acceptance of installation and training.</li> </ul>	None	Owns
Perform Verification Test	<ul style="list-style-type: none"> <li>Perform scripted test to validate baseline software performance.</li> </ul>	Leads	Participates
Acceptance of Verification Test	<ul style="list-style-type: none"> <li>District acceptance of baseline test.</li> </ul>	None	Owns

### D.3.3.3 System Administration

Task		Roles & Responsibilities	
		TYLER	DISTRICT
System Admin Training	<ul style="list-style-type: none"> <li>Train District on User ID's, permissions, etc.</li> </ul>	Leads	Participates
Build System Admin Tables	<ul style="list-style-type: none"> <li>District adds Users, builds permissions, etc.</li> </ul>	Assists	Leads

## D.3.4 Knowledge Transfer and Analysis

### D.3.4.1 As-Is & To-Be Analysis

Task		Roles & Responsibilities	
		TYLER	DISTRICT
Perform As-Is Analysis	<ul style="list-style-type: none"> <li>Conduct analysis of District's current business practices.</li> <li>Process questionnaires.</li> </ul>	Leads	Assists
Perform To-Be Analysis	<ul style="list-style-type: none"> <li>Conduct analysis of desired process changes.</li> <li>Review Flow Charts.</li> <li>Perform needs assessment.</li> <li>Review available options.</li> </ul>	Leads	Assists
Facilitate To-Be Sessions	<ul style="list-style-type: none"> <li>Change Management Lead facilitates discussions of business process change.</li> </ul>	Leads	Participates

### D.3.4.2 Interface & Modification Analysis and Spec Development

Task		Roles & Responsibilities	
		TYLER	DISTRICT
Perform Interface Analysis	<ul style="list-style-type: none"> <li>Perform detailed analysis of custom interfaces identified in contract.</li> <li>Validate requirement and interaction with process decisions.</li> </ul>	Leads	Assists
Perform Modifications Analysis	<ul style="list-style-type: none"> <li>Perform detailed analysis of custom modifications identified in contract.</li> <li>Validate requirement and interaction with process decisions.</li> </ul>	Leads	Assists

### D.3.4.3 Set-up Table Analysis

		Roles & Responsibilities	

Task		TYLER	DISTRICT
Perform Set Up Table Analysis	<ul style="list-style-type: none"> <li>Conduct analysis of set up tables codes and parameters.</li> </ul>	Leads	Participates

#### D.3.4.4 Reporting Analysis

		Roles & Responsibilities	
Task		TYLER	DISTRICT
Perform Reporting Analysis	<ul style="list-style-type: none"> <li>Analyze reporting requirements.</li> <li>Develop custom reporting specifications.</li> </ul>	Leads	Assists

#### D.3.4.5 Forms Analysis

		Roles & Responsibilities	
Task		TYLER	DISTRICT
Perform Tyler Forms Analysis	<ul style="list-style-type: none"> <li>Review purchased Tyler Forms mock-up kits and layout options.</li> </ul>	Leads	Participates
Complete Tyler Forms Kits	<ul style="list-style-type: none"> <li>Complete mock-up of selected form designs and submit to Tyler Forms.</li> </ul>	Assists	Leads

#### D.3.4.6 Data Conversion Analysis

		Roles & Responsibilities	
Task		TYLER	DISTRICT
Perform Conversion Analysis	<ul style="list-style-type: none"> <li>Review and develop initial crosswalk for purchased conversions.</li> </ul>	Leads	Assists

#### D.3.4.7 Workflow Analysis

		Roles & Responsibilities	
Task		TYLER	DISTRICT
Perform Workflow Analysis	<ul style="list-style-type: none"> <li>Discuss options for workflow settings and desired process flow.</li> <li>Develop matrix for workflow settings.</li> </ul>	Leads	Participates

#### D.3.4.8 Security Analysis

		Roles & Responsibilities	
Task		TYLER	DISTRICT
Perform Security Analysis	<ul style="list-style-type: none"> <li>Discuss options for security settings within applications.</li> <li>Develop matrix for security settings.</li> </ul>	Leads	Participates

#### D.3.4.9 Best Practices

		Roles & Responsibilities	
Task		TYLER	DISTRICT
Develop Best Practice Recommendations	<ul style="list-style-type: none"> <li>Using information from As-Is and To-Be Sessions, develop Best Practice Recommendations spreadsheet.</li> </ul>	Owns	None
Review Best Practice Recommendations	<ul style="list-style-type: none"> <li>Conduct in depth BPR spreadsheet review session, note initial decisions.</li> </ul>	Leads	Participates
Facilitate Best Practice Recommendations Review	<ul style="list-style-type: none"> <li>Change Management Lead facilitates discussions of business process change.</li> </ul>	Leads	Participates



Conduct Internal District Review of BPRs	<ul style="list-style-type: none"> <li>Conduct internal meetings to review BPRs and finalize decisions.</li> </ul>	Participates	Leads
Establish To-Be Test Plan	<ul style="list-style-type: none"> <li>Compile information gathered during analysis and prepare settings for To-Be Test (Static Environment Test).</li> </ul>	Owns	None

### D.3.5 Static Environment Test of To-Be Model

#### D.3.5.1 Control Data Set

Task		Roles & Responsibilities	
		TYLER	DISTRICT
Create Data Set	<ul style="list-style-type: none"> <li>Hand Key representational data using actual District records.</li> </ul>	Leads	Participates

#### D.3.5.2 Validate Process Flow & Procedural Decisions

Task		Roles & Responsibilities	
		TYLER	DISTRICT
Perform To-Be Test (Static Environment Test)	<ul style="list-style-type: none"> <li>Conduct demonstration of To-Be decisions in Munis with hand-keyed data.</li> </ul>	Leads	Participates
Validate New Process Flow	<ul style="list-style-type: none"> <li>Perform representational District transactions to test overall process flow design.</li> </ul>	Leads	Assists
Finalize To-Be Decisions	<ul style="list-style-type: none"> <li>District validates To-Be decisions.</li> </ul>	None	Owns
Create Sample Data File	<ul style="list-style-type: none"> <li>Produce sample data files for applicable forms.</li> </ul>	Leads	Participates

### D.3.6 Implementation

#### D.3.6.1 Customizations – Modifications and Interfaces

Task		Roles & Responsibilities	
		TYLER	DISTRICT
Develop Customizations	<ul style="list-style-type: none"> <li>Develop customizations according to sign specifications.</li> </ul>	Owns	None
Demonstrate Customizations	<ul style="list-style-type: none"> <li>Provide remote demonstration of each customization according to specification.</li> </ul>	Leads	Participates
Test Customizations	<ul style="list-style-type: none"> <li>Perform testing to validate that customizations perform as specified.</li> </ul>	Leads	Assists
Accept Customizations	<ul style="list-style-type: none"> <li>Accept performance of customizations.</li> </ul>	None	Owns
Authorize Loading of Customizations in Live	<ul style="list-style-type: none"> <li>Authorize custom code to be loaded in the live database.</li> </ul>	None	Owns

#### D.3.6.2 Tyler Forms

Task		Roles & Responsibilities	
		TYLER	DISTRICT
Create Form Designs	<ul style="list-style-type: none"> <li>Tyler Forms creates form designs from District mock-ups.</li> </ul>	Owns	None
Merge Sample Data Files	<ul style="list-style-type: none"> <li>Tyler Forms merges data from To-Be Test with Form designs.</li> </ul>	Owns	None

Review Data Proofs	<ul style="list-style-type: none"> <li>District validates form design, content and layout.</li> </ul>	Participates	Leads
Accept Form Design	<ul style="list-style-type: none"> <li>District accepts form design and authorizes installation.</li> </ul>	None	Owns
Install Forms	<ul style="list-style-type: none"> <li>Tyler Forms installs final forms on District server.</li> </ul>	Leads	Participates
Test Forms	<ul style="list-style-type: none"> <li>Perform test of Tyler Forms through process testing and training.</li> </ul>	Shared	Shared
Secure Bank Acceptance	<ul style="list-style-type: none"> <li>Submit forms to bank for approval.</li> </ul>	None	Owns

### D.3.6.3 Data Population

Task		Roles & Responsibilities	
		TYLER	DISTRICT
Set Up Table Training	<ul style="list-style-type: none"> <li>Train District on completion of Set Up Tables according to analysis sessions.</li> </ul>	Leads	Participates
Complete Set Up Tables	<ul style="list-style-type: none"> <li>District builds Set Up tables.</li> </ul>	Participates	Leads
Workflow Training	<ul style="list-style-type: none"> <li>Train District on Workflow completion.</li> </ul>	Leads	Participates
Workflow Completion	<ul style="list-style-type: none"> <li>District builds Workflow.</li> </ul>	Participates	Leads
Submit Conversion Data & Produce Balancing Reports	<ul style="list-style-type: none"> <li>District pulls data from legacy system and submits to Tyler, produces balancing reports.</li> </ul>	None	Owns
Run Conversion Program	<ul style="list-style-type: none"> <li>Write and execute program to convert submitted data according to crosswalk.</li> </ul>	Owns	None
Train Conversion Validation Process	<ul style="list-style-type: none"> <li>Train District on methods for validating converted data in Munis.</li> </ul>	Leads	Participates
Validate Data Conversions	<ul style="list-style-type: none"> <li>District validates converted data using error reports, balancing reports, etc.</li> </ul>	None	Owns
Submit Conversion Corrections	<ul style="list-style-type: none"> <li>District documents and submits needed corrections to conversion.</li> </ul>	Participates	Leads
Accept Conversions	<ul style="list-style-type: none"> <li>District acceptance of data conversions and authorization to load.</li> </ul>	None	Owns

### D.3.6.4 Training & Testing

Task		Roles & Responsibilities	
		TYLER	DISTRICT
Train District Change Coaches	<ul style="list-style-type: none"> <li>Train District Coaches to facilitate change within the organization.</li> </ul>	Leads	Participates
Train Functional Leads/Subject Matter Experts	<ul style="list-style-type: none"> <li>Train Functional Leads/Subject Matter Experts on applicable Munis processing.</li> </ul>	Leads	Participates
Train-the-Trainer	<ul style="list-style-type: none"> <li>Train District's Trainer on End User processes.</li> </ul>	Leads	Participates
Train End Users	<ul style="list-style-type: none"> <li>Train District's End Users</li> </ul>	Leads	Assists
Train and Perform 1st Trial Run/Parallel Process	<ul style="list-style-type: none"> <li>Train District on completing Trial Run/Parallel processes.</li> </ul>	Leads	Participates
Perform Additional Trial Run/Parallel Processes	<ul style="list-style-type: none"> <li>Complete Trial Run/Parallel process steps, identify discrepancies and correct.</li> </ul>	Assists	Leads
Perform Stress Test	<ul style="list-style-type: none"> <li>Complete Stress Test</li> </ul>	Participates	Leads
Perform User Acceptance Test	<ul style="list-style-type: none"> <li>Complete User Acceptance Test</li> </ul>	Participates	Leads

### D.3.7 Live Preparation

Task		Roles & Responsibilities	
		TYLER	DISTRICT

Pre-Live Planning	<ul style="list-style-type: none"> <li>District and Tyler meet to outline go-live steps, requirements and assignments.</li> </ul>	Leads	Assists
Perform Go-Live Readiness Assessment	<ul style="list-style-type: none"> <li>Evaluate readiness of District staff to perform live process from training and change management prospective.</li> </ul>	Shared	Shared
Cut Off Legacy System	<ul style="list-style-type: none"> <li>District ceases activities in applicable legacy applications.</li> </ul>	None	Owns
Submit Final Conversion Data & Produce Balancing Reports	<ul style="list-style-type: none"> <li>District pulls Final Conversion data and submits to Tyler.</li> </ul>	None	Owns
Run Final Conversion Program	<ul style="list-style-type: none"> <li>Execute program to convert submitted final data according to crosswalk.</li> </ul>	Owns	None
Validate Final Data Conversions	<ul style="list-style-type: none"> <li>District validates converted data using error reports, balancing reports, etc.</li> </ul>	None	Owns

### D.3.8 Live Processing

Task		Roles & Responsibilities	
		TYLER	DISTRICT
Accept Conversions & Authorize Load to Live	<ul style="list-style-type: none"> <li>District accepts final conversions and authorizes them to be loaded in Live Database</li> </ul>	None	Owns
Authorize Live Processing	<ul style="list-style-type: none"> <li>District authorizes District users to begin live processing.</li> </ul>	None	Owns
Live Processing	<ul style="list-style-type: none"> <li>District begins live processing in system.</li> </ul>	Assists	Leads

### D.3.9 Post Live

Task		Roles & Responsibilities	
		TYLER	DISTRICT
Train Reconciliation Processes	<ul style="list-style-type: none"> <li>Review Reconciliation Process training</li> </ul>	Leads	Participates
Provide Post Live Support	<ul style="list-style-type: none"> <li>Provide assistance to District's users while performing live processes.</li> <li>Work to resolve any outstanding issues.</li> </ul>	Leads	Assists
Complete Outstanding Training	<ul style="list-style-type: none"> <li>Identify and complete any outstanding training on live applications.</li> </ul>	Leads	Participates

### D.3.10 Phase/Project Closure

Task		Roles & Responsibilities	
		TYLER	DISTRICT
Transition to Support	<ul style="list-style-type: none"> <li>Conference call to introduce Transition Project Manager and Support.</li> </ul>	Leads	Participates
Document Lessons Learned	<ul style="list-style-type: none"> <li>District and Tyler discuss Lessons Learned for future phases, if applicable.</li> </ul>	Shared	Shared
Final Acceptance	<ul style="list-style-type: none"> <li>District accepts Phase Closure.</li> </ul>	None	Owns

## D.4 Business Process Redesign & Best Business Practice Recommendations

Through in-depth analysis and review of existing policies and procedures, along with discussions and demonstrations of the process options available in the Munis product, the District will have the opportunity to redesign their structure of information flow. Tyler Consultants conducting the analysis and making recommendations not only have a high level of Munis product knowledge but also have extensive experience regarding best business practices

in a real world environment with governmental and school entities. The services include Tyler Consultant's participation in the chart of account design sessions as well as participation in the static environment test sessions that provide an opportunity for the District to test their proposed business decisions by module. The District will receive a formal presentation of recommendations for Best Business Practices designed to meet their specific needs and best utilize the functionality of the Munis product.

The Best Business Practice Recommendations provide an opportunity for business process improvement and the chance to ensure the District gains maximum advantage from the new ERP solution being implemented. The key to this phase is to review business processes from a "clean operational slate" perspective and determine how to best construct these processes moving forward to improve the District's business process flow. This process will assist the District in utilizing the functionalities in Munis modules to the fullest extent possible in order to realize the efficiencies that an integrated database system can provide. The District is responsible for evaluating these suggestions and recommendations and deciding which of them will be implemented.

Development of the Best Business Practice Recommendations is comprised of four phases: COA Analysis & Design, As-Is Analysis, To-Be Analysis, and Static Environment Testing. The output of these phases is the Best Business Practice Recommendations Document that will also serve as a 'roadmap' and guide for the Implementation team. Final decisions related to Best Business Practice Recommendations are then used to create the Core User Desktop Documents.

#### **D.4.1 As-Is Analysis**

Tyler Consultant will review all of the District's written policies and procedures currently in place. Then, through a series of in-depth interviews with the District's functional leads they will review these policies and their usage within the organization. Detailed discussions will take place with the functional leads in order to determine the work process flows currently being used. Tyler Consultants will work with management to understand the long-term goals of the organization and their internal policies and procedures.

Tyler Consultant will conduct needs assessment interviews within each of the core departments to identify current and future needs within each area. This includes how the Munis modules could best be implemented to meet specific needs such as requirements to meet federal, state, and District guidelines for operations and reporting. Tyler Consultant will review the workflow in each area and identify disparities in the current processes from an internal control view as well as Munis product functionality view.

The District's functional departments will be responsible for providing all the necessary documents, reports, and information related to current business practices to the Tyler Consultants.

Tyler Consultant may observe live data processing in specific departments. Tyler Consulting Services will be performed on-site and off-site.

Tyler Consultant will document these discussions and provide the implementation team this information to use as a resource for the implementation project. This information will be utilized in the creation of the Best Business Practice Recommendations.

## **D.4.2 To-Be Analysis**

In this phase, the proposed business processes are defined. In addition to the As-Is analysis, the key inputs to this stage include streamlined business process cycles and recognized best practices that may be linked to the functionality of the software application being implemented. These core inputs provide the basis for creating the “To-Be” business process. Tyler Consultant may recommend new processes based on its knowledge of industry standards and the Munis application.

Tyler Consultant will facilitate an in depth analysis covering the following areas:

- Analysis of Munis Options - Tyler Consultant will demonstrate the functionality of Munis modules, specifically identifying the best options and parameters within the Munis applications that will support operations and the goals of the District.
- Cross Functional Process Flow – Tyler Consultant will provide an overview on process flows within the Munis system and how 3rd party systems may integrate with the Munis applications.
- Options – Tyler Consultant will provide an overview of the canned reports in the Munis application, identify any gaps in reporting requirements, and recommend alternative reporting solutions.
- Workflow - Tyler Consultant will provide an overview of Workflow within the Munis application and recommend areas that should implement workflow business rules to enforce internal controls, segregation of duties and provide additional audit trails for transactions.
- Security – Tyler Consultant will provide an overview of Munis Security, identify applications where access should be limited and, assist in determining levels of access to ensure segregation of duties that will support internal controls.
- Forms – Tyler Consultant will facilitate a discussion of forms needs between the District and Tyler Forms. This discussion will include identifying the areas that will require forms, the forms kit submission guidelines, and the forms development process.
- Conversion – Tyler Consultant will review conversion requirements by module.
- Interface Options – Tyler Consultant will conduct detailed discussion of data interface options within the Munis applications as well as any 3rd party systems the District may be continuing to use. TCS will provide import/export file layouts for areas that have been identified as an opportunity to use Munis application Imports for loading data.

Modifications Analysis – Tyler Consultant will include contracted modifications in discussions of functionality and processes. Tyler Consultant will facilitate a discussion between the Tyler assigned Business Analyst and the District for contracted modifications. Tyler Consultant will also determine if other modifications will be required that were not included as a part of the contract. It is noted that if non-contracted modifications are found, the timelines for implementation will be affected.

TCS services will be performed on-site and off-site.

Tyler Consultant will document these discussions and provide the implementation team with this information to use as information for the implementation project. This information will be utilized in the creation of the Best Business Practice Recommendations.

## **D.4.3 Best Business Practice Recommendations (BBP)**

Tyler Consultant will develop Best Business Practice Recommendations based on an understanding of policy, organizational goals and Munis functional options. The BBP will be

created in an excel spreadsheet for each of the modules chosen for TCS services and will be forwarded to the District one week prior to the formal presentation and discussion of findings and recommendations. The District should hold internal meetings prior to the formal presentation to discuss decisions related to the recommendations.

Tyler Consultant will conduct a formal review of the BBP recommendations in detail with the District's participants from the As-Is and To-Be analysis as well as management personnel. The District will relay their decision to Tyler Consultants on each recommendation.

BBP recommendations will include:

- Business Processes – Tyler Consultant will provide documentation for recommended business processes per module including software configurations and set up parameters.
- Report Options – Tyler Consultant will document mandatory reports that have been identified by module.
- Interface Options – Tyler Consultant will document decisions made to use any Munis imports and document information gathered for 3rd Party interfaces.
- Data Conversion – Tyler Consultant will document decisions made for data conversion, i.e., number of years, per module.
- Workflow Descriptions – Tyler Consultant will document areas that will require Workflow business rules to enforce segregation of duties and supports internal controls.
- Gap-Fit Issues – Tyler Consultant will document functional gaps with recommendations for resolution. Resolution may be software configuration, business process workarounds, or software customizations.

Once final Best Business Practices Recommendations are complete and approved, Tyler Consultant provides the document to the Implementation Team as well as the District. These approved recommendations are invaluable during implementation of the Munis product, new employee training, and as the baseline for future policy changes.

TCS development of the Best Business Practice Recommendations will be conducted off-site. The District may choose to have the presentation on-site or via conference call.

Deliverable is the BBP recommendation spreadsheet that will ultimately include the District's decisions on each recommendation once the reviews are complete.

Sign-off on the recommendations must occur before the Implementation phase can begin.

#### **D.4.4 User Documentation**

User documentation will provide step-by-step procedures with screen prints from the delivered and installed version of Munis. This document will address the functionality to be used by users according to the adopted Best Business Practice Recommendations.

The purpose of user documentation is to provide the users a detailed guide for the processes they will be conducting. This document will also be used by implementation for the core and end user training sessions.

The Best Business Practice Recommendations will be used as a guide for creation of the user desktop documentation. TCS will be responsible for making changes to this document during implementation if errors in described functionality or District processing are found. The District will be responsible for changes in the document as a result of decisions to change any functionality or process previously approved through the BBP process. An ancillary document

will be provided for the Munis version that was delivered and installed. This document will cover areas that are common to all Munis modules such as performing basic navigation, query, printing, dashboard, workflow, etc.

The User Documents will include the following sections:

- The Purpose offers the reader the goal of the process itself.
- The Revisions History records all changes made to the document by version number, the date and the modification made. This will quickly allow the reader to know when the last revision was made, and whether the version is the most recent.
- The Persons Affected lists the persons or groups that influence or support a policy or procedure.
- The Definitions lists abbreviations, acronyms, and technical terms used in the document.
- The Responsibilities provides a short summary of the roles and responsibilities of the individuals that will be performing the Procedures.
- The Procedures are a step-by-step process with appropriate screen prints of the process accompanied by a description of each. Mandatory fields will also be highlighted.
- Copies of any forms required to support the Procedures outlined will be included in an appendix at the end of the document.

#### **D.4.4.1 Processes Covered in As-Is Analysis, To-Be Analysis, Best Business Recommendations, and Munis Documentation**

\*DCT indicates this document could also be used for decentralized end user training

Some processes below may not be included if it is determined in the TCS analysis that the process will not be utilized.

- **Munis General Topics for all Modules**
  - Navigation (DCT)
  - Munis Office & Saved Reports (DCT)
  - Dashboard (DCT)
  - Tyler Content Manager (DCT)
- **General Ledger**
  - Adding a New Account
  - General Journal Entry
  - Recurring General Journal Entry
  - General Journal Approvals
  - Account Trial Balance Report
  - GL Account Inquiry (DCT)
  - YTD Budget Report (DCT)
  - Periodic Processing
  - Import GL Journals
- **Budget**

- Overall Budget Process
- Define/Start Budget Projection
- NY Budget Entry (DCT)
- NY Budget Reports (DCT)
- Roll/Factor/Merge Budget Projection
- Next Year Budget Detail Approval (DCT)
- Budget Transfer and Amendments (DCT)
- Budget Transfer and Amendments Approvals (DCT)
- **Purchasing**
  - Overall Purchasing Process
  - Vendor Maintenance
  - Requisition Entry (DCT)
  - Attaching Documentation (DCT)
  - Requisition Approval (DCT)
  - Requisition Conversion to PO
  - PO Entry Proof
  - PO Approvals (DCT)
  - PO Receiving (DCT)
  - Print PO's
  - PO Maintenance
  - PO Reports (DCT)
- **Accounts Payable**
  - Overall AP Process
  - Vendor Maintenance
  - Invoice Entry /Proof (DCT)
  - Recurring Invoice Entry
  - Scanning and Attaching Invoices using Bar Codes
  - Invoice Approvals (DCT)
  - Post Invoices
  - Check Run Process (Select Items to Be Paid, Print Checks, Cash Disbursement Journal)
  - EFT Processing
  - Create Positive Pay File for bank
  - Void Check Process
  - Invoice Maintenance
  - Retainage Processing
  - Check Reconciliation
  - AP Reports (DCT)
  - Vendor Central (DCT)
- **Project/Grant Accounting**
  - Overall Project and Grant Accounting Process
  - Creation of Project and Grant



- Reimbursement and Indirect Cost Process
- Using Project Ledger
- Project Reports (DCT)
- **AR Misc Cash**
  - Overall Misc Cash Process
  - Payment Entry (DCT)
  - Applying a Payment to a General Bill (DCT)
  - Payment Post
  - Payment Reversals
  - Apply NSF Fee
  - Print NSF Notices
  - AR Reports (DCT)
- **General Billing**
  - Overall GB Process
  - Customer File (DCT)
  - Invoice Processing (DCT)
  - Recurring Invoice (DCT)
  - Invoice Approval (DCT)
  - Employee Insurance Bills
  - Assess Late Fees
  - Print Bills and Statements
  - Reports (DCT)
- **Fixed Assets**
  - Overall Fixed Asset Process
  - Adding/Importing a new asset
  - Posting Fixed Assets
  - Adjusting, Transferring and Retiring Assets
  - Depreciating Assets
  - Periodic Processing
  - Inquiry & Reports
  - GASB 34 Process Overview
- **Contracts**
  - Overall Contract Process
  - Contract Entry (DCT)
  - Contract Maintenance
  - Attaching Documentation (DCT)
  - Contract Approvals (DCT)
- **Bids**
  - Overall Bid Process
  - Creating a Bid (through master or req)

- Processing a Bid with a Bid Catalogue
- Attach Documentation to Bid
- Awarding a Bid
- Bid Award Approval
- Create PO's from bid
- Post Awards
- Bid Reports
- **Inventory**
  - Overall Inventory Process
  - Adding an Inventory Item
  - Setting up Inventory Photos
  - Transaction Entry/History
  - Requisition Entry for Pick Ticket (DCT)
  - Pick Ticket Process
  - Inventory Receiving
  - Inventory Reports
  - Periodic Processing
  - Purging Pick Tickets
- **Treasury Management**
  - Interest Allocation
  - Cash Flow
  - Bank Reconciliation
  - Reports
- **Work Orders/Fleet & Facilities**
  - Overall Work Order/Fleet & Facilities Process
  - Service Requests (DCT)
  - Maintenance Programs
  - Work Order Processing – New
  - Work Order Processing – In Progress
  - Work Order Processing – Completed
  - Inquiry & Reports (DCT)
- **Student Activity**
  - Overall Student Activity Process
  - Creating Activity Codes
  - Using Activity Tracking
  - Create a Receipt Activity Transaction
  - Create a Disbursement Activity Transaction
  - Performing Cash Out Activity Transaction
  - Using Cash Balances Program

- Cash Transfers & Adjustments
- Voiding Activity Transactions
- Student Activity Role
  
- **Employee Expense Reimbursement**
  - Overall Employee Expense Process
  - Entering an Expense Claim (DCT)
  - Allocating an Expense Claim (DCT)
  - Approving an Expense Claim (DCT)
  - Converting an Expense Claim
  
- **Payroll**
  - Overall Salary & Benefit Projections Processing
    - Projection Start & Status
    - Projection Processing
    - Projection Pay Types
    - Projection Job Class
    - Projection Salary Tables
    - Projection Position Control
    - Projection Allocation Maintenance
    - Projection Employee Master
    - Projection Employee Job/Salary
    - Projection Employee Deductions/Benefits
    - Projection Contract Increases
    - Projection Step Increases
    - Projection Longevity Report
    - Projection Salary Calculate
    - Projection Benefit Calculate
    - Post Projection Data to Budget
    - Update Live Position Control
  
  - Overall Payroll Process
    - PR Start & Status
    - Time Entry (DCT)
    - Time Entry Approval (DCT)
    - Time Entry Import to PR
    - Void Payroll
    - Misc Payroll
    - Payroll Vendor Processing
  
  - **HR**Benefits Enrollment:
    - Overall Open Enrollment Process
    - Overall Life Event/New Hire Enrollment

- Benefit Election Setup
  - Online Benefit Enrollment
  - Election Approval and Posting Process
  - 834 File layout and setup
- Risk Management
  - Overall Risk Management Process
  - Risk Management Setup
  - On the Job Injury Claim
  - OSHA Claims
  - General Liability Claim
  - Property Damage Claim
  - Vehicle Damage Claim
  - Create AP Invoices
- Overall HR Process
  - Employee Certifications
  - Employee Evaluations
  - Case Management
  - Training Courses
  - Employee Training
  - Training Forecast Report
  - Training Hours Completed Report
- Overall Personnel Actions Process
  - Actions Entry (DCT)
  - Personnel Actions Setup
  - Rapid Entry
  - Condensed Pending Master File
  - Actions Inquiry (DCT)
- **Applicant Tracking**
  - Overall Applicant Tracking Process
  - Applicant Processing Setup
  - Applicant Review
  - Applicant Master
  - Pending Applicants
- **Professional Development**
  - Overall Professional Development Process
  - PD Career Tracks
  - PD Development Status

#### **D.4.4.2 Assumptions:**

- TCS services for Best Practice Recommendations and Procedure Documents development will be performed off-site.
- Procedure Documents Prerequisites - Completion of Best Business Practice Recommendations scope.

### **D.5 Tyler Forms**

Tyler's Form Library prices are based on delivering the specific form quantities listed below or in the functional requirements. Additional formats of forms not listed below or in the functional requirements or custom forms are considered out of scope and will require use of the contracted 340 days of Additional Training Services.

#### **D.5.1.1 Financial Library**

One (1) A/P Check  
One (1) EFT/ACH  
One (1) Purchase Order  
One (1) 1099M  
One (1) 1099INT  
One (1) 1099S  
One (1) 1099G

#### **D.5.1.2 Payroll/Human Resources Library**

One (1) PR Check  
One (1) Direct Deposit  
One (1) Vendor from PR Check  
One (1) Vendor from Direct Deposit  
One (1) W2  
One (1) W2c  
One (1) 1099R

#### **D.5.1.3 General Billing Library**

One (1) Invoice  
One (1) Statement  
One (1) General Billing Receipt  
One (1) Miscellaneous Receipt

### D.5.1.4 Tyler Forms Roles & Responsibilities

Task	Description	TYLER	DISTRICT
Review Tyler Forms Kits	Review options for purchased forms libraries, demonstrate method for mocking up forms to reflect District layout.	Leads	Participates
Complete & Submit Mock-ups	Mark samples to reflect District layout decisions and provide required information to Tyler Forms.	Participates	Leads
Transmit Sample Data File	Send the sample data file from the Static Environment Test to Tyler Forms.	Assists	Leads
Conduct Mock-up Review	Review submitted mock-ups to ensure form design follows Districts selected options.	Leads	Participates
Design Forms	Design forms according to mock-ups.	Owns	None
Combine Data File & Forms	Merge sample data file with form.	Owns	None
Validate Form Design	Review layout of form and validate correct location and content of data.	Participates	Leads
Report Corrections to Form Design	If changes are required, notify Tyler Forms and provide mock-up to show corrections.	Participates	Leads
Authorization to Load Forms	Notify Tyler of authorization to load Forms on Tyler Forms server.	None	Owns
Load Forms	Load authorized forms on Tyler Forms server.	Leads	Participates
Test Forms	Test forms through repeated processing.	Participates	Leads
Secure Bank Approval (as applicable)	Provide samples to Bank and secure acceptance.	None	Owns
Forms Acceptance	Final acceptance on form design and performance.	None	Owns

## D.6 Customizations

### D.6.1.1 Definition of a Program Customizations

Program customizations typically involve changes or additions in program functionality in order to affect some new, desired result within the Munis programs.

### D.6.1.2 Definition of an Interface Customization

Custom interfaces typically involve creating custom layout, web services, etc. for the purpose of receiving, sending, or exchanging data between Munis and a third party system.

### D.6.1.3 Specification Development - Business Analysts

Tyler provides a dedicated resource to ensure an accurate and timely delivery of the desired functional changes. A Business Analyst (BA) or Tyler Development Representative will be assigned to manage and monitor activities such as discovery calls, definition documents and delivery milestones. The Business Analyst works closely with the Tyler developers and

implementers, as well as the District, to reach the goal of a successful Customization/interface delivery.

#### **D.6.1.4 Program Customization or Custom Interface Summary Document**

The Program Customization or Custom Interface Summary Document contains descriptions and details of the desired Customizations. This document identifies exactly what the District requested Customization needs to accomplish and is completed as a result of the Business Analyst reviewing contract documentation, completing discovery calls, onsite analysis visits (if necessary), subsequent analysis. Final documentation steps should be completed and sent to District within five (5) business days after analysis. A copy of the Customization summary document is sent to District representative and project manager for review and signature. The standard signoff period is ten (10) business days.

#### **D.6.1.5 Program Customization or Custom Interface Specification Document**

The Program Customization or Custom Interface Specification Documents contain descriptions and details of the intended Customization to be delivered to address contract items. This document also identifies exactly where and how the application program(s) will be changed or interfaces established. Review calls and/or document revisions may be required to determine the final definition of the proposed changes. These documents are completed as a result of input documents from the development team working on the Customization. A copy of the District spec document is sent to District representative and project manager once complete. The standard signoff period is ten (10) business days after receipt. Once the sign-off is received, any functionality not detailed in the specification document will be considered out of scope and will require additional analysis, time to develop and potentially cost additives.

#### **D.6.1.6 Customization Signoff Document**

This document completes the process, indicating the District has received the program Customization and it functions as defined in previous documents.

#### **D.6.1.7 Incorporation of Customizations/Interfaces into MUNIS General Release**

##### **D.6.1.7.1 Approval Process for Incorporation**

Local customizations and interfaces provided by Tyler Development staff become part of the general release of the system. Contract Customizations and interfaces as well as post-contract programming changes follow a formal Customization/Change Process. A Product Manager and the Vice-President of Development evaluate each request. A written response is submitted to the District evaluating the feasibility of the request, whether a solution is covered at no charge or involves a fee, an estimated time frame for completion and the applicable MUNIS General Release version. We attempt to provide a programming solution that has the ability to be used with parameters and settings to allow for subsequent use and broad appeal.

##### **D.6.1.7.2 Release Management**

All code changes resulting from a District's request can be delivered to that District for early release and/or beta testing. Afterward, as appropriate, the changes are transferred to Release Management to become part of the general release. Tyler maintains all such changes in

subsequent releases and provides one set of code to all 4000+ Clients. This methodology creates a very flexible, parameter based system that meets most needs directly out of the box.

**D.6.1.7.3 Impact of Customization/Interface Delivery on Implementation**

As code changes will be delivered approximately six (6) months after applicable project phase inception there are certain logistics that must be factored into the project plan to accommodate this process. If customizations require upgrading to a new release, plans must be made to introduce the new release into a test environment and conducting thorough cross-module testing, especially for modules already in live production. The District owns this testing and all of these activities must be carefully coordinated with other ongoing phases of implementation.

**D.6.1.7.4 Installation**

At the time of software installation, the most current product available will be installed, but will not contain the customizations ordered by the District. Customizations will be developed as part of the implementation as defined in this Statement of Work. All customizations will be available and installed prior to each phased go-live for the District to provide acceptance according to Pasco Gap Mod Summary identified in section K7.

**D.6.1.8 Customizations Roles & Responsibilities**

Task	Description	TYLER	DISTRICT
Discovery of customization requirements	Through analysis, functional requirements will be defined.	Leads	Assists
Requirement Validation	The District, Tyler Consultants and Tyler Business Analyst verify Customization is necessary through exploration of existing options.	Leads	Assists
Create Customization Summary	Tyler Business Analyst will work with District to write a basic summary outline of customization functionality.	Leads	Assists
Create Detailed Customization Specification Document	Tyler developers review Customization Summary and create District Specification document that describes how and where the program changes will occur in order to accomplish functional requirements.	Owns	None
Specification Sign-Off, Authorization to Proceed	Tyler will deliver a written specification to District, outlining functional changes, cost, timeline and version requirements. This document must be signed prior to any work being performed by Tyler.	None	Owns
Development of Customization	Tyler will program changes as outlined in the signed specification document. Changes subsequent to sign-off will be considered out of scope and may require repetition of previous steps.	Owns	None
Customization QA	Tyler's QA team will test customization within applicable, impacted modules.	Owns	None
Customization Delivery and Demonstration	Tyler will deliver and demonstrate customization as scheduled. Demonstration will include validating compliance with written specification.	Lead	Participates



Test Customization	District will validate performance of customization through repeated unit testing as well as process testing throughout implementation.	Participates	Leads
Customization Acceptance	Tyler will deliver a written Acceptance Sign-Off for the customization. Acceptance is expected within 30 days of delivery unless District notifies Tyler in writing of non-compliance with specification.	None	Owns

### D.6.1.9 Program Customizations from Functional Requirements

Program Customizations are defined as those responses in the functional requirements matrix answered with a “CU”. Any requirement listed as CU will be considered to be in scope if outlined in Section K7.

## D.6.2 Reporting Customizations

### D.6.2.1 Florida Dept of Education (FLDOE) Staff Reporting

The state of Florida requires that data be reported each year for school board employees, charter school employees and any contracted speech and language pathologists. Data is sent in various formats depending on the survey being sent. Typically the DOE publishes requirements for the new school year in June of each year, but new changes are also published throughout the school year. All requirements are published on the DOE website: <http://www.fldoe.org/eias/dataweb/default.asp> The district must modify data entry collection processes and all reporting programs to conform to all DOE requirements.

#### **Overview of reporting process:**

Based on the survey period being reported, staff data is extracted from the District database and files are submitted. DOE then runs edits against the records and reports are produced. Edit reports are downloaded and reviewed by the district staff. Corrections are made as needed and records are resubmitted. This process may be repeated as often as necessary within the State Processing period for that survey.

District users sign on to the DOE staff survey menu to view status of files submitted, request reports, and view submitted records for employees.

After all records for all files have been submitted, the district must request validation be run by the DOE. The validation process verifies the records in each of the files against each other. More corrections may need to be submitted to correct validation errors. This process can be repeated as often as necessary within the State Processing period for that survey. Validation errors may cause records to be deleted by the DOE. (example: If a payroll record exists in the Payroll file for an employee but there is no demographic record in the Demographic file for the same employee, DOE will delete the payroll record) Edit and validation requirements are also posted on the DOE website.

At the end of the State Processing period, Final Reports are made available by DOE. Changes can continue to be submitted until the Final Update Date, however the state does not regenerate the Final Reports.

#### **Current Survey Schedule**

#### **Survey 8: (demographic file of instructional and instructional admin employees only)**

State Processing: July 5-September 29, 2011.

**Survey 2:**

Survey Week: October 10-14, 2011 **(records pulled on 10/ 14 for all employees active 10/10-10/14)**

Due Date: October 28, 2011 **(files must be submitted by this date)**

State Processing: October 17-November 11, 2011 **(Edit and validation period. Final reports are generated by DOE)**

Final Update/Amendment Date: March 31, 2012 **(Last date to submit corrections)**

**Survey 3:**

Survey Week: February 13-17, 2012 **(records pulled on 02/17 for all employees active 02/13-02/17)**

Due Date: March 2, 2012 **(files must be submitted by this date)**

State Processing: February 20-March 16, 2012 **(Edit and validation period. Final reports are generated by DOE)**

Final Update/Amendment Date: July 31, 2012 **(Last date to submit corrections)**

**Survey 5: (reports for entire fiscal year)**

Due date: August 3, 2012 **(all employees who worked during entire year submitted)**

State processing: July 30 - August 31, 2012 **(Edit and validation period. Final reports are generated by DOE)**

Final Update/Amendment Date: February 28, 2013 **(Last date to submit corrections)**

**Staff Email Survey (instructional and instructional admin employees)**

Due: Aug-Sept, and Jan-Feb

**Current Files (data and files vary for each survey)**

Staff Email File

Staff Additional Job Assignments

Staff Benefits

Staff Demographic Information

Staff Experience

Staff Fiscal Year Benefits

Staff Fiscal Year Salaries

Staff Multidistrict Employee

Staff Payroll Information

Staff Professional Development

Staff Salary Supplements

Teacher Exit Interview

**D.7 SSRS Report Development**

Tyler has allocated a resource for a total period of eighty three (83) days to develop custom SSRS Reports for the District. Allocation of the Tyler reporting resources will be mutually agreed upon by the Tyler and District project manager and documented as reporting milestones as identified in Section B12. Tyler will provide this reporting resource in addition to resources required to provide all reports listed in the functional requirements or those specifically listed in the statement of work. This resource will lead in establishing the specifications for the reports, provide a quote for time needed to complete the report, and review the completed report with the requesting District group.

### D.7.1.1 SSRS Report Development Roles & Responsibilities

Task	Description	TYLER	DISTRICT
Identify custom report requirements	Through analysis, define what reports cannot be produced through standard Munis reports.	Leads	Assists
Complete custom report specifications	Build detailed specification outlining the purpose of the report, data requirements, format, layout and frequency of production.	Leads	Assists
Prepare estimate for work effort	Prepare a quote for all activities related to completion of report specifications.	Leads	Participates
Authorization to proceed	Sign off on quote and specifications authorizing report development.	None	Owens
Develop Report	Build SSRS Report according to specifications.	Leads	Participates
Demonstrate Report	Demonstrate report functionality to validate specifications have been met.	Leads	Participates
Report Testing	Test Report in applicable environments	Participates	Leads
Report Acceptance	Sign off on report acceptance.	None	Owens

## D.8 Data Conversion

Conversions	
Option	Description
AC Standard COA	Chart of Accounts conversion from spreadsheet (to be provided during COA analysis)
AC Opt 1	Actuals (up to 3 yrs)
AC Opt 2	Budgets (up to 3 yrs)
AP Opt 1 - Checks	Check Header holds such data as vendor, warrant, check#, check date, overall amount, GL cash account/date, and clearance information. Check Detail holds related document/invoice numbers for each check.
AP Opt 2 - Invoice	AP Invoice information for conversion to related MUNIS Invoice Header and Invoice Detail tables
AP Standard Master	Names, addresses, SSN/FID, contacts, phone numbers, etc. are converted into MUNIS vendor master fields. If remittance addresses are provided, these are converted into the related MUNIS Remittance Address table. If YTD 1099 amounts are provided for vendors, these balances are converted into the related MUNIS Vendor 1099 balances table.
FA Std Master	Asset description, status, acquisition quantity, date, and amount, codes for asset class, subclass, department, custodian, flags for capitalization and depreciation, estimated life, serial number, model, model year, depreciation method, life-to-date depreciation amount, last depreciation date, disposal information (if any), purchase information, if any (vendor, PO, Invoice), four GL orgs and objects, for Asset account, Contra account, Depreciation Expense account, and Accumulated Depreciation account, plus an addition org and object for purchase account (if desired), Comments.
FA Opt 1 – History/Transactions	Transaction data (acquisitions, disposals, transfers, etc.)
GB Std – CID	Customer name and address information.
GB Opt 1 - Bills Recurring Invoices	Any GB invoices that occur on a recurring basis
GB Opt 2 - Bills	Invoice amounts, payments and adjustments.
IN Standard Master	Location table, fifo table if data is provided (seldom), and backorder header and detail tables if data is provided (seldom). General master data includes item, description, commodity code, purchase vendor and date, date received, GL information, hazard code, etc. Location master includes item, location, bin, various quantities (on-hand, last, committed, standard purchase, re-order), lead time; count, count date, and variance; GL information; plus many accumulator buckets (MTD/YTD/SOY/SOM/LY received/issued/adjusted/cost/value, ...), etc. FIFO data includes item, location, date, qty-received, unit cost, and quantity on hand.
IN Opt 1 - Commodity Codes	Commodity master information, including codes and descriptions, commodity type, acquisition type, unit of measure, vendor, buyer, approver, and various other codes and flags, some linked to the Fixed Assets module

PR Standard	Payroll Employee Master data from their legacy system, including data such as name, address, SSN, legacy employee ID, date of birth, hire date, activity status (such as active/inactive), leave/termination code and date, phone(s), e-address, marital status, gender, race, personnel status (such as full-time, part-time, etc.), highest degree, advice-delivery (print/email/both) and check location, plus primary group, job, location, and account information.
PR Opt 1 - Deductions	Employee payroll deduction data, including employee ID, deduction codes, tax information, and direct deposit information.
PR Opt 2 – Accrual Balances	Employee Accruals (Vacation, Holiday, and other Leave balances)
PR Opt 3 - Accumulators	YTD, QTD, MTD Accumulators - Employee pay and deduction amounts (and sometimes amounts paid by the employer on behalf of the employee)
PR Opt 4 – Check History	Check number, check date, and net amount, gross, ACH, and deduction total amounts and check-clearance date.
PR Opt 5 – Earn/Ded History	Amounts for earnings and deductions in employee check history (with check# and check date).
PR Opt 6 – Applicant Tracking	Application requisition applicant master data, plus applicant references, certifications, education, skills, tests, work history, and interviews
PR Opt 7 - Personnel Actions History	Information on various types of personnel actions, such as job or salary changes, along with dates. These are converted into MUNIS personnel action records as though they had happened within the MUNIS application.
PR Opt 8 - Position Control	Position, description, status, job code, bargaining group, location, number of employees allowed for each, FTE percentage, GL account, and max/min grade and step. This conversion, when purchased, is done at the beginning with employee master and employee deductions, and taken over by the District before they can begin to create employee pay records.
PR Opt 9 - Employee State Retirement and Other State Reporting	Deals with the MUNIS screens that hold specific state-required data, plus related service years information, when appropriate.
PR Opt 10 - Employee Certifications	Certification data in MUNIS is stored in terms of certification area and certification type codes, which must be provided by the District (in their data, through crosswalks, or by a given default). In addition, certification number and effective date, expiration date, and required-by date can be converted, along with more codes for certification level and subjects.
PR Opt 11 - Employee Education	Codes, for institution, type of degree, and area(s) of study.
PO Standard	Open PO Header data (vendor, buyer, date, accounting information, etc.) and PO Detail (line) information.
Work Orders 1- Asset	Department Parameter Maintenance, Misc. Codes, Class Codes, Activity Maintenance for Preventative Maintenance Schedules, Component Maintenance.
Work Orders 2 - Closed Work Order History Conversion	No Cost Data. Auxiliary Code Tables, Department Parameter Maintenance, Activity Maintenance, Maintenance Tables.

Work Orders 3 - Work Order History Conversion	With Cost Data. Auxiliary Code Tables, Department Parameter Maintenance, Activity Maintenance, Maintenance Tables.
Fleet Conversion	Fleet Master - Asset Record, Inventory component, Work Order component
Employee Files	District contains electronic employee file in Winnocular. All files are to be converted to TCM.
Staff Development	Avatar data

### D.8.1.1 Data Conversion Roles & Responsibilities

Task	Description	TYLER	DISTRICT
Data Mapping	Through analysis, fields in legacy systems and Munis will be outlined for conversion.	Shared	Shared
Run Validation Reports	The District is responsible for producing reports from the legacy system at the time of data extraction. These reports are critical for use during conversion validation.	None	Owns
Extract data	The District is responsible for extracting the data from a legacy system into the accepted Munis layout.	None	Owns
Develop conversion programs based on District data mapping and file submission layout.	Tyler will program conversion programs according to the accepted file submission layout. This layout must be maintained consistently for all future data submissions or additional charges may apply.	Owns	None
Load Data Conversion Passes	ASP or OSDBA Clients - Load all conversion passes as directed by Tyler PM.	Assists	Leads
	Non-ASP or non-OSDBA Clients - Load all conversion passes as directed by Tyler PM.	Leads	Assists
Load Data Conversion Passes	The District will load all conversion passes as directed by Tyler PM.	Assists	Leads
Review Error Reports	Tyler will produce an error report outlining errors that result from running District's data through the conversion program. The District is responsible for reviewing the report and investigating solutions.	Participates	Leads

Train Validation Processes	Tyler Implementation Consultants will train District on methods for validating converted data and reporting discrepancies to Tyler Conversions.	Lead	Participates
Validate Conversion Data	Once trained, the District will validate conversion passes thoroughly and report issues to Tyler Conversion.	Participates	Leads
Conversion Acceptance	Once the District is satisfied with the accuracy of the converted data, Tyler will present an acceptance document to the District PM for formal sign-off.	None	Owns

## D.9 Workflow

Proposed Workflow						
Functional Area	Workflow	Type	District Effort(Hours)	Vendor Effort(Hours)	Standard / Custom	Price
AP (Financials)	Invoices received from vendor without a receipt in the system for the goods	Notification	20	20	Standard	
AR (Accounts Receivable)	Setting up receivable to be taken out of an employee check	Notification	20	20	Standard	
Assets (Financials)	Receipt of an Asset	Notification	10	10	Standard	
Assets (Financials)	Status Changes to Asset	Notification	10	10	Standard	
Assets (Financials)	Request to transfer an asset	Approval	10	10	Standard	
AT (Human Resources/Payroll)	Request to Fill Vacancy	Approval	20	20	Standard	
BEN (Human Resources/Payroll)	Approve Open Enrollment Selections	Approval	20	20	Standard	
BEN (Human Resources/Payroll)	Qualifying Status Change	Approval	10	10	Standard	
BEN (Human Resources/Payroll)	Workers Compensation	Notification	15	15	Standard	
Budget (Financials)	Projected Budget Approval	Approval	20	20	Standard	
Budget (Financials)	Allocation Budget Approval	Approval	20	20	Standard (Assume you mean current transfers)	
Budget (Financials)	Allocation Changes, Budget Amendments	Approval	20	20	Standard	
GL (Financials)	JE Requests.	Approval	10	10	Standard	
Grants (Financials)	Grant Applications	Approval	TBD	TBD	Customization	\$5,500
HR (Human Resources/Payroll)	New Hire Workflow	Notification	15	15	Standard	

Proposed Workflow						
Functional Area	Workflow	Type	District Effort(Hours)	Vendor Effort(Hours)	Standard / Custom	Price
HR (Human Resources/Payroll)	Employee Evaluation Process	Notification	15	15	Standard	
HR (Human Resources/Payroll)	Personnel Actions	Approval	20	20	Standard	
HR (Human Resources/Payroll)	Self Service Changes *	Approval	TBD	TBD	Custom	\$7,700
HR (Human Resources/Payroll)	Incident Workflow	Notification	10	10	Standard	
HR/Position Control	New or modify position (allocation)	Approval	10	10	Standard	
Inventory (Financials)	Inventory Requests.	Approval	5	5	Standard	
Payroll/Finance	Employee Reimbursements	Approval	4	4	Standard	
Purchasing (Financials)	Modify PO	Approval	10	10	Standard	
Purchasing (Financials)	Purchase Requisition	Approval	20	20	Standard	
Purchasing (Financials)	Self Service Changes *	Approval	TBD	TBD	Custom	
Purchasing (Financials)	P-cards	Approval	TBD	TBD	Custom	
SD	Courses (creation and enrollment)	Approval/Notification	10	10	Standard	
SD	Training Payments	Notification	10	10	Standard	
SD	Inservice/Certification	Notification	10	10	Standard	
System	Security Requests.	Notification	10	10	Standard (Workflow Checklist Notifications)	
Time (Human Resources/Payroll)	Leave Notification/Approval	Notification	10	10	Standard	
Time (Human Resources/Payroll)	Overtime Approval	Approval	20	20	Standard	
Time (Human Resources/Payroll)	Time Sheet (site approval)	Approval	20	20	Standard	
Time (Human Resources/Payroll)	Change to Time, Rate, etc.	Approval	10	10	Standard	
Work Orders (Financials)	Service/Work Request	Notification (Approval?)	16	16	Standard	

### D.9.1.1 Workflow Roles & Responsibilities

Task	Description	TYLER	DISTRICT



Workflow Analysis	Tyler Consultants work with District Functional Leads to define approval and notification processes.	Leads	Assists
Workflow Validation	District reviews current workflow and validates new design and any new procedural changes.	None	Owns
Workflow Design	The District completes internal review and finalizes Workflow design.	None	Owns
Train Workflow Table Building	Tyler Consultants will train District on building Workflow tables to achieve District's design.	Leads	Participates
Test Workflow Processes	Workflow set up is tested through training exercises, process testing, parallels and/or trial runs.	Assists	Leads
Implement New Workflow Procedures	Procedural changes required in association with Munis workflow design are implemented by the District.	None	Owns

## D.10 Testing

Testing occurs throughout the project, typically in repeated patterns that align closely with other major project activities. This is a shared responsibility between the District and Tyler and will be coordinated, conducted and monitored by both parties.

### D.10.1.1 Verification Script Testing

Performed after software installation to demonstrate to District that core product functionality is in place and use of the software can begin.

### D.10.1.2 Static Environment Testing

This is performed once the District has made preliminary Best Practice decisions. The purpose of the test is to provide an early opportunity to the District for validation of business process decisions in the actual application, without the complication of converted data. This pristine testing environment allows decision-makers to focus on process flow without the potential impact of converted data. A key part of the test is to conduct a "five-day" transaction test, during which all activities that take place in a standard week are duplicated and tested. This testing is a key milestone that dictates whether Core User Documents can be written and data population can begin.

### D.10.1.3 Conversion Validation & Testing

Performed after each pass of converted data is loaded into a testing database. Use of control reports, filtering techniques, SSRS comparison reports and visual inspection are all part of this process. The purpose is to identify all issues with data, whether due to mapping inconsistencies, source data issues, data submission content or conversion programming errors. Acceptance of conversion programming must be completed long before the pre-live period so that Final Conversions have little or no risk of data or conversion programming issues. Final acceptance is necessary prior to live processing as the last step before data is loaded in the live database and live processing begins. This testing is part of pre-live assessment.

#### **D.10.1.4 Customizations Testing**

Performed in an isolated environment once customizations are delivered. The customization is unit tested first to ensure compliance with specifications and to validate the performance of the coding. Once unit testing is completed successfully, the customization is tested for integration performance as part of an overall process, paying special attention to any impact on touch points throughout the product. After successful integration testing, customizations are exposed to setup data and converted data by replicating the fully populated databases in the test environment. After successful testing with a copy of the “live” or “train” databases, authorization is requested to load the customization into the production environment. Testing continues throughout the balance of the project to ensure the integrity of the customization. This testing is part of pre-live assessment.

#### **D.10.1.5 Forms Testing**

First performed in a test environment at Tyler, prior to delivery of forms to the District, using sample data extracted during the Static Environment Test. Once Form design has been accepted (60 days before live processing) and forms are loaded on the District’s server, testing continues throughout the balance of the implementation. The goal, at a minimum, is to print forms as part of training (Core and End User) so that both the content and process are validated repeatedly. Submission of forms to banks must be completed and acceptance received a minimum of thirty days before live processing. This testing is part of pre-live assessment.

#### **D.10.1.6 Integration Testing**

Beginning with the testing that occurs during the Static Environment Test and continuing with Customizations testing, process training (Project Team/Functional Lead, Core User and End User), parallel or trial run processing and Stress Testing, special attention is paid to the integration integrity of the system. Whether between Munis applications and the General Ledger or 3<sup>rd</sup> party import/exports and interfaces, all aspects of functional integrity is tested repeatedly throughout the implementation. This testing is part of pre-live assessment.

#### **D.10.1.7 User Acceptance Testing**

User Acceptance testing is conducted both leading up to and following end-user training. While some recommend that UAT is all performed post end-user training, Tyler supports incremental UAT through trial run processing in Financials and parallel processing in Payroll and Human Resources. Early trial runs and parallels will most likely not involve end-users, once again isolating them from any issues that may be discovered through the process. Once processes are stabilized and can be completed without significant error, the UA testing will expand to include End Users.

#### **D.10.1.8 Stress Testing**

Stress Testing is completed in the pre-live timeframe and involved all District users. The District and Tyler will extract written test scripts from the Desktop Documents. The District will coordinate this activity and the scheduling of the execution, monitoring and evaluation of the tests.

**D.10.1.9****Testing Roles & Responsibilities**

Task	Description	TYLER	DISTRICT
Perform Verification Test	Tyler performs scripted test to validate baseline software performance.	Leads	Participates
Acceptance of Verification Test	District acceptance of baseline test.	None	Owns
Establish To-Be Test Plan	Compile information gathered during analysis and prepare settings for To-Be Test (Static Environment Test).	Owns	None
Perform To-Be Test (Static Environment Test)	Conduct demonstration of To-Be decisions in Munis with hand-keyed data.	Leads	Participates
Authorization to Proceed	District acceptance of To-Be Test and authorization to proceed with training and data population.	None	Owns
Test Forms	Perform test of Tyler Forms through process testing and training.	Shared	Shared
Secure Bank Acceptance	Submit forms to bank for approval.	None	Owns
Perform Stress Test	Complete Stress Test	Participates	Leads
Perform User Acceptance Test	Complete User Acceptance Test	Participates	Leads
Parallel & Trial Run Testing	Replicate live processing and use tools for identifying and resolving discrepancies.	Leads	Participates

## Section E: Training

With the implementation of the new ERP system, training planning, development and delivery is critical to the overall success of the implementation to enable ease of use and user acceptance of the new processes and systems. The following training strategy will be used for the project.

### E.1 Project Team Training Approach

The District Project Team will be trained first on needed areas of functionality within the Munis application. While it is expected that there will be a division of duties within the Project Team, training will be geared towards building redundant competency so the project is not adversely impacted by unexpected absence. All project team members will learn all system areas. The Project Team will also learn system navigation, set up options, the process for building the options and the impact of set up decisions. As with all training, tasks will be assigned to the team during training so that tables are completed according to the training guidelines with Tyler's help.

Set up table training will be followed by basic process training and conversion validation training, during which Tyler will demonstrate the methods for validating converted data against legacy system data and balancing reports. Tyler will assist the District during the validation process by running comparison reports, assisting the District with correct filtering options and evaluation of the Conversion Programmer's error reports.

As process training continues, integration training is a natural extension and the team begins to gain knowledge related to the full extent of the Munis application integration.

Modification and Interface training is delivered, both from a unit perspective and from a fully integrated standpoint. The impact of the code changes is reviewed and process flow revisited to make sure a final training plan is intact.

Parallel process or trial run training and execution is completed, covering all aspects of live processing. The team is trained on problem solving and identifying solutions to issues.

Expected Outcome:

- Processes are validated and finalized
- Conversion program is finalized based on validation approval
- Customizations that have immediate impact on processing are tested and approved
- Set up tables are completed and tested
- Workflow and Security are completed and tested
- In depth understanding of options and associated impacts
- Ability to support other District users on system
- Gaps in processes identified and plan to address is in place
- Initial review of Functional Requirements is complete

## **E.2 Technical Training Approach**

### **E.2.1.1 Technical Administration Training**

One of the most critical aspects of the installation process is Technical Administration Training. This training is intended for the District's technical staff. Please note that this training is not end-user training and will only cover IT related functions for the purpose of setup, configuration and maintenance. This training is important and requires a minimum of four hours from the District technical staff. During training, we encourage staff to ask plenty of questions to help familiarize them with the Tyler Infrastructure.

Expected Outcome of Administration Training:

- Understanding of File Systems and Installation Locations
- Understanding of Critical Services and Accounts
- Understanding of Backup Plans, Restore Options and Client Requirements
- Ability to Refresh Databases
- Understanding of Security Concerns (Domain, Local and SQL Accounts)
- Ability to perform Printer Setup and Print to PDF Output Options
- Understanding of MUNIS Users Preparation
- Understanding of Location and Functionality of Special Products (Dashboard, Central, MSS, TCM, GASB, etc.)
- Ability to Use Remote Assistance
- Ability to Install Client Software
- Understanding of Technical Product Functionality

### **E.2.1.2 Munis System Administration Training**

Once the installation has been completed, the first training session occurs for the purpose of training assigned District staff on the various administration settings within the Munis application.

The following items and others are addressed during the training if they apply to the District's needs:

- User ID Code Permissions
- Menu Maintenance
- Menu Security
- System Parameters
- System Department code F/M
- System Activity Code F/M
- System Audit File
- System Changes Audit
- Printer Device control menu
- Spool file F/M
- Printer Definitions
- Clerk/Printer
- Workflow Admin menu
- Workflow Parameter F/M
- Approvers F/M

- Business Rules F/M
- Pending Action Inquiry
- Approval History
- Workflow Changes Audit

System Department Code F/M

Expected Outcome of Munis System Administration:

- Assigned District Staff understand the function of each setting
- Have the ability to participate in development of schemas
- Ability to complete and maintain the set up tables.

### **E.3 Subject Matter Expert Training Approach**

Implementation days are also allotted for training Subject Matter Experts on processes in Munis, Sympro and ESM software. These training sessions must be formalized and follow pre-published agendas. Subject Matter Experts must be trained on building and maintaining auxiliary tables, how to validate conversion data, how to perform core processes, reporting, inquiries and reconciliation. Customized Core User Desktop Documents will be used during the training since the documents outline the specific processing steps defined and accepted by the District's Functional Leads. The expected outcome of this training is that Subject Matter Experts will be skilled at their outlined daily tasks using Munis, Sympro, and ESM in advance of the go-live so they can participate in pre-live testing activities and other implementation activities.

Expected Outcome:

- In depth understanding of options and associated impacts
- Ability to perform all required daily tasks
- Advanced understanding of inquiries, filtering, reporting
- Ability to troubleshoot issues and identify workarounds
- Complete reconciliation tasks
- Adoption of new processes
- Ability to perform testing activities

### **E.4 End User Training Approach**

End Users are typically introduced to the Munis system towards the end of the implementation phase. Most early project work is performed by the Functional Leads/Project Team for the As-Is/To-Be Design and the Project Team/Subject Matter Experts for Building tables, data validation, process training, and parallel testing. Our reason for approaching End User training in this manner is to first expose this group to the new system after the expected setup options are explored and tested, after the conversion data has been validated, after customizations have been incorporated into the system successfully and after the End User processes have been tested by the Project Team and Subject Matter Experts as part of the preparation for Live processing. We believe that introducing End Users prior to this point can cause them to lose confidence in the new system and resist the change if their experience is disrupted by data, program or setup errors.

End User training is typically held in a group of 10-15 people with one Tyler Consultant. A projector and screen is utilized so that all attendees can see the Tyler Consultant's desktop. Each End User must have a PC, already been given a User ID and been granted permissions in the Munis system by the District. The Tyler Consultant will demonstrate the process of logging in and then ask the users to attempt to log in. If users have difficulty, the Consultant will move around the classroom to assist them until they are all signed in. Next, the Consultant will review the various menu options available to the End Users. Each menu option will be opened and demonstrated, followed by End Users repeating the process several times. They will have step-by-step documentation (extracted from the core user Desktop Documents) and will be encouraged to take notes to further help them recall the steps. The Tyler Consultant will assist anyone who is struggling and will give them time to repeat the processes until they are able to perform them successfully. Given the number of end users expected to attend training, it may be necessary for the District's Project Team members to provide support during larger sessions.

## E.5 Training Roles and Responsibilities

Task	Description	TYLER	DISTRICT
Develop User Desktop Documents	Using finalized Best Practice Recommendation decisions, Tyler applies the decisions to Munis processes and outlines them in a customized procedure document for Subject Matter Experts.	Leads	Participates
Modify Core User Desktop Documents	Modify documents to reflect changes to processes, procedures, customizations, release upgrade changes, etc. after initial document acceptance.	Participates	Leads
End User Documents	Extract End User processes from Core User Desktop Document and prepare for use in End User training.	Leads	Participates
Other Materials	Conversion process and schema documents, Chart of Accounts guideline and spreadsheet, Customization process outlines, Knowledgebase Documents.	Leads	Participates
Analysis Questionnaires	Questionnaires to help identify set up options and schemas.	Owns	None
Flow Charts	Flow Charts outlining major processes.	Owns	None
Pre-Live Checklists	Develop checklists identifying critical tasks, owners, status and needed action.	Shares	Shares
Training Content	Develop agenda and course content.	Leads	Participates
Training Plan	Identify users requiring training, develop plan to provide coverage.	Assists	Leads
Core User Training	Deliver training of course materials to Subject Matter Experts.	Leads	Participates
End User Training	Deliver training of course materials to End Users.	Leads	Assists
Technical Training	Deliver training of IT related functions for the purpose of setup, configuration and maintenance.	Leads	Participates
Parallel & Trial Run Training	Deliver training of processes to replicate live processing and tools for identifying and resolving discrepancies.	Leads	Participates
Validation Training	Deliver training of process and tools required for conversion data validation.	Leads	Participates

## **E.6 Training Content Development / Coordination**

### **E.6.1 Training Coordination**

The District Project Team and Tyler Project Management Team will work together to define the training schedule in keeping with the [Tyler Methodology](#) defined previously in this document. The Project Plan that is developed, as part of this process, will contain specifics as to resources required for each session so that coordination can be accomplished. Once the District Project Manager accepts the schedule, they will begin coordination of resources needed for training activities, including the training rooms, projectors, white boards and/or flip charts. In addition, computers with access to Munis, Sympro and ESM software, the Internet and other network tools for each trainee must be coordinated as well as a networked printer capable of printing from Munis.

### **E.6.2 Identification of Training Needs**

The District Project Team will take the lead on identifying the training needs for the project. Tyler will provide recommendations as to the staff that should be trained throughout the project and will also provide feedback after training has been completed to alert the Project Team of any potential training issues. These issues will be resolved through the standard issue resolution process. Assumptions on staff to train are listed on Exhibit 6 Appendix 4: Training Matrix.

### **E.6.3 Training Agendas and Schedules**

Tyler will provide detailed agendas for each formal training session at least two (2) weeks prior to the session. The agenda will contain the dates, times, location, training content, prerequisites for the session. Training attendees and training facilities will be scheduled at least four (4) weeks prior to the training date. The agenda will be posted to the Project SharePoint site, attached to the calendar event.

### **E.6.4 Training Materials Development**

#### **E.6.4.1 Desktop Procedure Documents for Subject Matter Experts and Project Team**

The Desktop Documents developed by Tyler Consultants will be utilized as the primary training material for the Project Team and Subject Matter Experts. These documents provide step-by-step direction for completion of processes and give session attendees a way to follow along with the Tyler Consultant's training and see new procedures clearly outlined. These documents also provide guidance as Subject Matter Experts practice the processes they have learned and perform testing throughout the project.



#### E.6.4.2 Documentation for End Users

Tyler Consultants will extract appropriate material from the Core User documents and compile it for End User training. As with the Core User documents, step-by-step direction directs End Users through specific processes that are applicable to their positions. These documents will become critical to guide End Users through processes, especially since they are not typically repeated on a daily basis. The following are the typical processes covered in End User documentation:

- MUNIS Navigation
- Entering a Requisition
- Requisition Approval
- GL Account Inquiry
- Year to Date Budget Report
- New Year Budget Entry
- PO Receiving
- Vendor Inquiry & Reports
- AP Report
- Budget Transfers and Approvals
- Time and Attendance Entry
- Personnel Actions
- Employee Inquiry
- Employee Evaluations
- Spool File Maintenance

#### E.6.4.3 Customization Documentation

As part of the delivery of customizations (program modifications and interfaces) Tyler will deliver an outline defining the set up requirements, processing steps and other details related to successful use of customizations.

#### E.6.4.4 Conversion Documentation

Tyler will provide detailed Conversion schemas as a guide to the types of data that can be converted, the specific fields available in Munis and other significant information. These schemas are distributed for all purchased conversions and help guide the data mapping process.

### E.7 Training Roles and Responsibilities

TRAINING COORDINATION, CONTENT & MATERIAL DEVELOPMENT		Responsibility	
Task	Description	TYLER	DISTRICT
Develop Core User Desktop Documents	Using finalized Best Practice Recommendation decisions, Tyler applies the decisions to Munis processes and outlines them in a customized procedure document for Subject Matter Experts.	Leads	Participates
Modify Core User Desktop Documents	Modify documents to reflect changes to processes, procedures, customizations, release upgrade changes, etc. after initial document acceptance.	Participates	Leads

End User Documents	Extract End User processes from Core User Desktop Document and prepare for use in End User training.	Leads	Participates
Other Materials	Conversion process and schema documents, Chart of Accounts guideline and spreadsheet, Customization process outlines, Knowledgebase Documents.	Leads	Participates
Analysis Questionnaires	Questionnaires to help identify set up options and schemas.	Owens	None
Flow Charts	Flow Charts outlining major processes.	Owens	None
Pre-Live Checklists	Develop checklists identifying critical tasks, owners, status and needed action.	Shares	Shares
Training Content	Develop agenda and course content.	Leads	Participates
Training Plan	Identify users requiring training, develop plan to provide coverage.	Assists	Leads
Core User Training	Deliver training of course materials to Subject Matter Experts.	Leads	Participates
End User Training	Deliver training of course materials to End Users.	Leads	Assists
Technical Training	Deliver training of IT related functions for the purpose of setup, configuration and maintenance.	Leads	Participates
Parallel & Trial Run Training	Deliver training of processes to replicate live processing and tools for identifying and resolving discrepancies.	Leads	Participates
Validation Training	Deliver training of process and tools required for conversion data validation.	Leads	Participates

## Section F: Change Management

### F.1 Overview of Change Management Effort

Successful implementation of an ERP system requires the district manage two distinct components of change management: organizational change and human capital change. Tyler's approach to change management focuses on understanding and facilitating both within the Tyler implementation methodology. Tyler will use the analysis results from the as-is analysis, to-be analysis, and best business process recommendations to design and then implement Change Management Plans. Implementation of those change management plans is a repeatable and continuous progression throughout project implementation. Tyler will also support change management efforts by diagnosing and managing human capital resistance to the project change, auditing project change compliance, implementing corrective actions and celebrating project milestones.

The Tyler Change Management model - "Building blocks of success" is a tool designed to manage change at an individual level with each employee. This process includes coaching an employee through the transition process and creating development plans to mitigate resistance.

Prosci © Certified Change Management Consultants guide all aspects of the Tyler Change Management Solution. Our methodology emphasizes the importance of both organizational and individual change management elements as we guide our clients through an effective Tyler implementation and a successful change transition.

### F.2 Scope of Change Management

#### F.2.1 Executive Playbook

**Objective:** To understand how to be most effective in supporting the project, Tyler will create an Executive Playbook that relates key executive governance strategies and change management strategies with the overall implementation project plan. This Executive Playbook will explain how the project is achieving the District's goals and what is required from executives (Project Sponsors and Steering Committee Members) to support the change management efforts. In order to produce the Executive Playbook, the Change Management Facilitator will meet once with the Project Sponsors and Steering Committee of the District to understand the following:

- Vision
- Human Capital Requirements
- Organizational Expectations
- Project Goals
- Executive Mandate

Task	Description	TYLER	DISTRICT
Project Kick-Off	High Level presentation of Change Management process and	SHARES	SHARES

	expectations.		
Executive Playbook Discovery Meeting	Knowledge Transfer of District vision, requirements and goals for project.	ASSISTS	LEADS
Executive Playbook	Relates key executive governance strategies & change management strategies with the overall implementation plan.	LEADS	PARTICIPATES
Executive Playbook Acceptance	Sign-off and authorization to proceed with Executive Playbook implementation.	NONE	OWNS

## F.2.2 Knowledge Transfer

**Objective:** Train the District’s Change Management Coaches to identify and reinforce both human capital and business process change within the organization. Conduct session to exchange information on methods and challenges inherent in reinforcing process change. Utilize Change Management Executive Playbook with Change Management Functional Lead to support Implementation of business process changes. Work with Change Management team to develop change management project plan and communication plan.

Task	Description	TYLER	DISTRICT
Human Capital Coach Training	Train selected staff to understand and engage in organizational project change, develop competencies to become effective HC Coaches by introducing, managing and reinforcing project change with staff.	LEADS	PARTICIPATES
Knowledge Transfer	Perform review of authorized Executive Playbook with Change Management Functional Lead.	LEADS	PARTICIPATES
Develop Change Management Project Plan	Assign tasks, dates and responsibilities for completion of Change Management Project Plan.	LEADS	ASSISTS
Update Communication Plan	Review methods, participants, feedback vehicles and frequency of communications.	LEADS	ASSISTS

## F.2.3 Reinforcing the Change

**Objective:** Reinforcing Change for adoption of new business processes includes the analysis of the results of the organization’s change management activities, compliance audit of project procedural change and the implementation of corrective actions. This focus area includes celebrating early successes and transferring ownership for Business Process Change Management to the organization.

Task	Description	TYLER	DISTRICT
To-Be Session Facilitation	Attend To-Be Design sessions to facilitate changing procedures and adoption of new efficiency opportunities.	LEADS	PARTICIPATES
Best Practices Review Facilitation	Attend Best Practice Review session and document potential change	LEADS	PARTICIPATES

	resistance.		
Internal Best Practices and Procedural Change Review	Attend internal departmental and cross-departmental sessions to review and make procedural decisions.	PARTICIPATES	LEADS
Procedural Change Communications	Assist in Procedural Change Communications outlining the specifics of new business procedures to application users.	PARTICIPATES	LEADS
Overall Change Management Status Report	Change Management Functional Lead develops status reports for review with key project personnel and Tyler.	PARTICIPATES	LEADS
Status Meetings	Deliver status updates to project team members, functional leads and others as needed.	SHARES	SHARES
Department Head Meetings	Review Change Management communications, status reports; discuss options to eliminate identified barriers to success.	PARTICIPATES	LEADS
Department Meetings	Communicate Change Management and Project status, activities and results to Department Staff.	PARTICIPATES	LEADS
Monitor Change Management Activities	Ensure that all strategies are properly evaluated and implemented. Implement corrective actions.	ASSISTS	LEADS
Employee Forums	Hold forums for staff to receive information, project expectations, and ask questions or express concerns.	ASSISTS	LEADS
Meet with Implementation to Identify Possible Change Management Issues	Meet with Implementation regularly to assess any possible change management issues that need to be brought to the District's Change Management Team's attention for action.	OWNS	ASSISTS
Post Live Audit & Performance Assessment	In conjunction with the TCS post live audit of the Best Business Practices, review project compliance, understand adoption and proficiency rates.	ASSISTS	SHARES
Lessons Learned	Complete exercise identifying what Change Management strategies were most effective and which require additional modification.	LEADS	ASSISTS
Project Closure & Acceptance	Authorization to close project.	NONE	OWNS

## **Section G: Post Go-Live Implementation Support**

### **A.1 Overview of Post Go-Live Support**

Tyler and the District will be responsible to work together on Post Go-Live support in order to complete the conversion to Tyler MUNIS and the included third party products. Tyler will provide onsite functional and technical assistance in the following areas:

- Problem analysis and resolution
- Guidance and mentoring to District staff who provide Munis application support functions and user help desk support (problem resolution)
- Respond to help requests and resolve system defects
- Coaching users on use of the new system
- Support and direct assistance for business owner departments (Finance, Procurement, Benefits, Human Resources, Information Technology, etc.)
- Provide proactive support and special attention to processes and departments for functions that are run for the first time during the 30 day post go-live period and any functions that are executed for the first time after the 30-day post go-live period.

By the end of the 30-day period, the District will be solely responsible for ongoing support of the live system.

### **A.2 Duration of Post Go-Live Support**

Tyler will provide post-go live support for a period of 30 calendar days after go-live for each phase identified in Section A.3 of this statement of work. Tyler will also provide post-go live support for all key processes that are run for the first time outside of the initial 30-day post go-live support period. Such events include:

- Fiscal Year End Activities
- End of Year Payroll and 1099 Activities
- Benefits Open Enrollment
- Budget Development

## Section H: Project Assumptions

District Executive sponsors will confirm District buy-in for this Project by issuing an “executive mandate” to all District departments stating the importance and priority of supporting this Project.

Any modifications or enhancement requests not expressly stated or noted in contract will be deemed not within scope. Modifications or enhancements requested after contract signing must follow scope change management guidelines and have the potential to change cost, scope, schedule and live dates for project phases.

Both the District and Tyler Project Teams are responsible for adhering to and executing the project in accordance with the schedule and budget defined in the approved Plan. In the event either party finds that significant variance to planned schedule may occur or is occurring, then District and Tyler Project Managers are responsible for determining the necessary corrective actions and updating the Plan accordingly.

Training session topics are Tyler training resources are scheduled in advance to meet the training needs of District staff identified in Appendix 4 – Training Matrix. If the District requires re-scheduling of training courses or additional courses due to assigned District resources not attending scheduled courses or chooses to have additional sessions repeated, these would be out of scope and require a change order for additional implementation days. This does not include scheduled topics that are repeated for different levels of users or training that is repeated because initial training attempts were ineffective.

Tyler will train the Project Team, Functional Leaders, and Subject Matter Experts in a manner that most efficiently utilizes training days. Because of the large number of End Users that will need to be training, the District will assist Tyler with End Users to ensure adoption of new processes, answer questions, and otherwise provide support. The District is responsible for scheduling the decentralized training, distributing customized End User documentation and assessing user understanding and acceptance.

- The District will provide a room to be used as a training lab for Tyler staff to transfer knowledge to District resources as well as a place for District staff to practice what they have learned.
- The room is to be set up in a classroom setting. The number of workstations in the room to be determined by the District. It is our recommendation that every person attending a scheduled session with a Tyler Implementer have their own workstation; however, we require no more than two people at a given workstation.
- A workstation is to consist of a computer that has access to the MUNIS training/test database and a printer.
- The workstation used by the individual conducting the session must be linked to a projector so everyone attending the session is able to follow the information being communicated.
- In addition to computers and a printer, it is required that a phone be available in the room as well as a white board with markers and eraser.
- It is the responsibility of the District to schedule the training room for the sessions conducted by Tyler staff.

# **Section I: Appendix**

## **I.1 Functional Requirements**

Attached as Exhibit 7 to the Agreement.

## **I.2 Software Modules**

The following modules will be licensed by the District and used to fulfill the District's functional requirements.



- Student Activity Tracker
- Employee Expense
- General Ledger
- Budgeting
- Accounts Payable
- Bid Management
- Requisitions
- Purchase Orders
- Project & Grant Accounting
- Contract Management
- Treasury Management
- Work Orders, Fleet & Facilities
- Fixed Assets
- Tyler GASB 34 Reporter
- Inventory
- Applicant Tracking
- Payroll
- Human Resource Management
- Risk Management
- Accounts Receivable & Collections
- General Billing
- Munis Office
- Tyler Reporting Services
- Munis Vendor Self Service
- Munis Citizen Self Service
- Munis Employee Self Service -  
Schools
- Disaster Recovery Services
- Munis OSDBA
- Tyler Pulse
- TylerForms Output Solution
- Tyler GoDocs
- Tyler Content Manager, Standard Edition (SE) for Munis®
- E-School Mall E-Procurement(3rd Party)
- Sympro (3rd Party)
- Professional Development
- Role Tailored Dashboard
-

## Tyler Role Tailored Dashboard For Munis®

Behind every job is a real person, someone with individual needs and work requirements. Whether it's an accounts payable clerk who needs to enter and find information quickly, or the human resource manager who needs real time notifications of key performance indicators, Tyler Dashboard delivers what they need, when they need it, displayed in a format they find most useful.

Tyler Dashboard is a Web-based tool that allows users to launch programs and other applications from a single work area. Built on top of Microsoft® SharePoint® Services 3.0, the role-based Dashboard employs Web Parts for easy customization. Web Parts can be added to the Dashboard on a per-user basis, or by a system administrator for everyone to access. It simplifies sharing information, viewing critical data, and accessing daily work.

A few examples of Web Parts are:

**My Work**• —a user can see and act upon their workflow approvals, notifications, and date-based alerts

**Audit Central**• —allows a system administrator to monitor and review system audit information, and filter by user, application, and other criteria

**Budget**• —any user can enter accounts and track in the budget against YTD figures

**My Employees**• —users can track their direct reports and manage events such as next performance reviews

**Workflow Central**• —system administrators monitor workflow queues and get quick information on status and aging of workflows in the system

**Open Payrolls**• —identifies payrolls in process, what stage they are in, and summary statistics

**Open Positions**• —displays open positions within the organization and information about each opening

**Collections**• —provides details about all real-time collections that are or have taken place

## Information at Your Fingertips

Now users can boost efficiency and save time by proactively monitoring content and trends, and receiving notifications and important alerts. Each user can personalize the content, appearance, and behavior of their dashboard by creating and organizing favorites—from frequently used product functions to external applications or Web sites.

## Tyler Dashboard Overview

- Offers a central navigation point for all MUNIS® programs
- Provides users with quick snapshots of key data and metrics
- Provides access to .NET and Microsoft Silverlight™ enhanced “Central” screens giving the user a 360 degree view of critical information.
- Allows for customized personal views and Role Tailored • Dashboard settings
- Delivers integrated content, alerts, workflow approval • requests, and notifications through SharePoint Web Parts
- Optimizes efficiency and productivity by allowing users to • define and organize content to individual need
- Allows administrators or IT staff an easy way to provide • all users access to shared views of commonly used Web sites, Tyler's Financial Management programs, and other SharePoint Web Parts

## A Company You Can Depend On

With over 25 years of experience providing solutions to local government, Tyler Technologies is the largest company in the United States dedicated solely to providing integrated software systems and information technologies to the public sector. Tyler employs more than 1,800 people, has more than 7,000 clients, and is publicly traded on the New York Stock Exchange (TYL).

## System Requirements

**Tyler Software:** MUNIS® Version 7.1 or higher with Web Services enabled; System Admin Access

**Web Server:** IIS 6.0; Windows Server® 2003 SP1 (Minimum)

**Browser:** PC—Internet Explorer® 7.0

**Server System:** Windows® Server 2003 or Windows® Server 2008; SharePoint® Services 3.0

**Client Operating System:** Windows® XP or Windows Vista®

**Client Computer Hardware:** Pentium® 4 (or equivalent) with 512mb of memory.

**Client Computer Monitor Resolution:** 17” CRT Monitor, min resolution of 1024 x 768 using small fonts or 15” LCD Monitor, min resolution of 1024 x 768 using small fonts

**Network Connection:** Broadband; 128kbps or greater; internal network connection to the MUNIS® application server

**Authentications:** Active Directory Required

**SSL:** SSL Certificate recommended

## Munis Employee Professional Development

The Munis Employee Professional Development module allows Human Resources to track an employee's status in a career track, progression planning for tracking their advancement within their career track, and succession planning to fill vacant positions within a career track. The features and processes in the module offer flexibility, create efficiencies and provide a good return on investment.

### Easy to use

Simply define requirements for the different job classes or positions from their respective screens, and you're ready to complete the setup and use the program.

- Assign weight and required flags to indicate which requirements are more strongly favored during the planning stages of Professional Development
- Unlimited number of requirements can be assigned to each Job Class or Position, in 5 different categories: Education, Certifications, Training, Skills, and User Defined Fields.

### Career Track

#### Setup

- After requirements are setup for each stage of a career track, build the career track through the Development Career Track program.
  - Configure to use Job Classes or Positions
  - Define different Job Classes or Positions in hierarchical order
  - Define wait times, units and codes at each stage

#### Assignment

- Once the career track has been created, assign employees by entering their current stage and effective date through the Professional Development Status program.

### Progression Planning

Progression plans can be added for any stage in the career track. After assigning an employee to a career track, attach their progression plans to schedule advancement to the next stage(s) in the track. You can also check for overdue progression plans for all employees, and produce a report showing overdue plans.

STATEMENT OF WORK  
ERP SYSTEM IMPLEMENTATION

Employee Professional Development Progression Plan F/M - MUNIS [MASTER DATABASE]

My File Edit Tools Help

Employee: SSN: Last Name: First Name: MI: Suffix:  
122 132-94-2023 DEAKINS JAMES M

Career Track: FCAP - POLICE CAPTAIN  
Job Class:  
Position: 21001 - POLICE CAPTAIN  
Eligibility Date: 09/01/2009

Education Certification Training Skills User Code

Completed	Education Degree	Education Area 1	Education Area 2	Required	Weight	Due Date
<input checked="" type="checkbox"/>	BA - BACHELORS DEGREE	CJ - CRIMINAL JUSTICE		<input checked="" type="checkbox"/>	0.2000	
<input checked="" type="checkbox"/>	HS - HIGH SHCOOL GRAD/EQUIVLENT			<input checked="" type="checkbox"/>	0.1000	
<input checked="" type="checkbox"/>	MS - MASTERS	CJ - CRIMINAL JUSTICE		<input type="checkbox"/>	0.1000	

1 of 1

QWR

Employee	Last Name	First Name	Middle Initial	Suffix	Eligibility Date	Current Score	Planned Score
123	ODAFIN	TUTUOLA	K		09/01/2010	2.0000	3.2000
124	VAN BUREN	ANITA	W		09/11/2010	0.0000	0.0000

## Succession Planning

In addition to creating progression plans for individuals, Professional Development can be used to plan the succession of an existing position within your organization.

The system can automatically produce a report of all employees in a particular career track and “rank” these employees based on their eligibility and current “score” towards eligibility requirements.

This summary shows the employee’s eligibility date, current score, and planned score.

The eligibility date is based on the wait requirements of each stage defined in Professional Development Career Track F/M.

The current score is based on the current completed requirements, while the planned score searches for an existing progression plan for that stage, and factors in the scores of all the planned requirements that will be completed by the succession date.

If there is an existing progression plan it will be updated, otherwise a new one will be created.

## Munis<sup>®</sup> Student Activity Tracker

Student activity accounting for extra-curricular programs—it often creates headaches for a school’s business office and auditors. With the Munis<sup>®</sup> Student Activity Tracker, old fashioned single-checkbook recording and reconciling is a thing of the past! That’s because it’s a powerful, cash-based activity management tool that enables schools to manage multiple activities in one or many cash accounts—easily, efficiently, and productively.

### Designed for Schools

Student Activity Tracker addresses a school’s specific needs. How? For starters, it allows for better management and review of all those deposits and purchases typically generated by a school’s activity clubs. With an easy-to-use transaction entry screen, even remote users can enter daily transactions—including receipts and disbursements.

What’s more, Student Activity Tracker allows for role-based setup so each user has defined attributes: to create activities by location, to maintain activities by location and activity, and/or to view activities by location and activity. Each activity is flagged as active or inactive, and can be used year after year or for a single graduating class. To make reconciliation simple, each user “cashes out” at the end of the day. What’s more, Student Activity Tracker integrates seamlessly with the Munis General Ledger module.

### Flexible User Interface

We understand how frustrating data entry can be—and how important it is to make it as easy and accurate as possible. That’s why Student Activity Tracker is carefully designed for every type of remote user, from the most experienced accountant to those who may not understand in-depth accounting practices. For instance, there’s no need to understand or remember every transaction’s posting account number. The Student Activity Tracker’s Actions function does it automatically! Once created and associated with an account number, users never need worry about account numbers again.

### Student Activity Tracker Additional Functions & Features

- Associates unlimited cash accounts (checking, savings, money market) to an activity
- Ability to define schools by assigning it to a student activity school location record
- Permits viewing/drill down of all activities in a cash account
- Maintains individual Activity balances within a single cash account
- Tracks advisors associated with an activity
- Optionally interfaces with AP module to utilize existing vendors
- Allows cash out functionality on a daily/weekly basis
- Provides for transfer of funds between activities
- Posts to Central Accounts Payable 1099 for one-step 1099 reporting
- Ability to print checks in any Munis provided format or enter manual checks; create receipts; transfer cash; and void checks & receipts. This is all done at each school location
- Provides notification of activity balance overspending
- Can bring closing checking accounts balance forward to next fiscal year, or disburse money to activities at end of school year
- Ability to export data to Microsoft<sup>®</sup> Excel<sup>®</sup>, or create custom reports via SRS or Crystal Reports

*Revision date 01/14/09*

## Munis<sup>®</sup> Employee Expense Reimbursement

Employee expense reporting is often a significant source of time and paper waste for local government and school offices. With Munis<sup>®</sup> Employee Expense Reimbursement, expense report filing has never been easier. Gone are the days of filling out a paper expense report and attaching receipts with a paper clip—with our electronic expense report filing system, the entire process is easily completed through the Munis software system.

### Easy Expense Reporting

Munis Employee Expense Reimbursement is an easy-to-use application that integrates fully with Munis General Ledger, Payroll, and Accounts Payable for complete electronic expense report filing – increasing office efficiency, saving employees' time, and reducing overwhelming paper trails.

Administrators can create an unlimited number of employee expense claim form templates, each customizable for a specific claim type such as professional conferences or work-related college courses. When an employee logs into the application – anytime and anywhere over the Internet – he simply has to fill out the required fields set by the administrator – such as departure date and time, expense amount, and reason for expense report – submit, and the claim is entered into the workflow process.

With this advanced application, sites now have the option of allowing employees to submit expense reports before an expense is ever incurred – greatly reducing the amount of time between out-of-pocket costs and reimbursement. Simply input estimated expenses into the Expense Report and upon return, input actual trip expenses – the application automatically calculates any cost differences. Or simply have employees submit an expense report after the conclusion of the trip.

Each site also has a choice in the reimbursement process – through an accounts payable check or Munis payroll processing. To reimburse through payroll, an advanced batch processing program identifies all approved, unpaid claims in the system, and creates employee pay records for each. Pay records are then processed in the next pay cycle and added to each employee's pay check. If a site chooses accounts payable reimbursement, an AP check is created for each approved, unpaid claim.

It's clear that local government and school offices now have an efficient system for generating, approving, and reconciling all employee expenses – all within one advanced application.

### Powerful Features

Munis Employee Expense Reimbursement features make the expense report process easy and efficient for both employees and administrators. Dynamic and highly customizable, the application is designed for quick expense report creation, with system-generated travel request and invoice reimbursement numbers, and general ledger account codes that default in once expense types are listed. Administrators can create and tailor expense codes to meet their needs, add instructions to a claim form when a specific expense type is used, and determine which optional fields are shown or hidden, required or not required, on a claim. Workflow rules can also be set up to direct expense reports to different approvers based on



user-defined account codes, amount, and department codes. What's more, when each employee enters his or her required employee number into the field, the system automatically pulls all necessary data from the payroll application – ensuring expense report, employee record, and check accuracy. Expense reporting has never been easier.

### Additional features include:

- Business rules/workflow for approval processes
- Automatically-calculated mileage rates
- Standard attachment feature for electronic receipt submission
- Approver ability to modify/edit expense reports prior to approval
- Self service access via the Internet where employees can submit expense reports and view the status of all pending or past requests

### Advanced Security

Role-based security features allow sites to define multiple roles, each with a different level of permissions. For example, the administrator may be able to update and maintain expense codes, claim templates, employees, and claims, while the payroll clerk has the power to view, file, or delete claims; allocate and release claims; and convert claims to accounts payable or payroll. Plus, each employee is only able to enter and view his or her own expense reports – so private information stays private.

### Comprehensive Reporting

Comprehensive reporting functionality is standard in all Munis applications – and Munis Employee Expense Reimbursement is no exception. Users can generate both detailed and summary expense reports by expense type, category, employee, department, pending approval, and more, all with a few mouse clicks.

*Revision date 02/02/09*



## Munis<sup>®</sup> General Ledger

The Munis<sup>®</sup> General Ledger application is a true multi-fund budgeting and accounting system that meets GAAFR and GAAP standards. It accommodates multi-year funds and grants, as well as staggered fiscal years. It maintains account balances for both Balance Sheet and Subsidiary Ledgers. It is the cornerstone of a very powerful financial management system, fully integrated with all other Munis applications.

A key feature of Munis General Ledger is its flexible chart of accounts structure, with 45 alphanumeric characters across ten segments. This allows you to define segments such as Fund, Department, Function, and Category—whatever your organization or government agency requires. You can sort, sum, and report each segment separately or in combination. And when state requirements change, for example, you can change the account structure without losing or having to manually re-enter any balance or journal information.

Munis General Ledger is a comprehensive journal processing system. You can automate journal reversal, retrieve up to ten years of journal history, and add as much descriptive text to each journal entry as you need. You have quick, online access to account information, including the ability to “drill down” to subsidiary detail and “drill across” to related information. General Ledger also includes reports to help your organization achieve GASB 34 compliance. Munis General Ledger is distributed in conjunction with Budgeting and Accounts Payable. Munis Scheduler (optional) can automate the processing of certain reports.

### Flexibility

- Flexible chart of accounts: Create account numbers to fit your reporting needs, such as by department, or across departments and funds
- Multiple, simultaneous open periods and years: Work in the current period and access others for budgeting and closing
- Download to Excel: Use Munis, Office to save financial information to Excel for detailed spreadsheet analysis
- Change an account’s number at any time. All journal entries are automatically transferred to the new number.
- Need to make a mass change across accounts? It’s easy with Munis. Make global changes such as zeroing the balance of specific funds.
- Need to distribute charges (such as overhead) across many accounts? For example, you receive a phone bill for the entire organization. With auto-allocations, distribute the charges to many departments based on a specified percentage.

### Journal Features

- Munis updates all balances in real-time (not batch) with each transaction
- Balance journals to fund or fund-segment
- Need to reverse a journal? Review the entry, click a button, and Munis automatically figures out the details. You can even reverse journals that affect prior, closed periods (all accounting occurs in the current period, leaving history intact). In addition, you can set up journals to auto-reverse at period end.
- Recurring journals can generate entries automatically by day, week, month, and so on
- Inter-fund accounting: automatic Due To/Due From transfers. Pay obligations out of a single General Fund and properly record the transaction against the appropriate specific fund.
- Import 3rd party journals, such as subsidiary ledger entries, from another system. Journal Import creates the correct entries in Munis and reports any problems for easy correction.

### Security and Control

- Supports both Encumbrance accounting (purchase orders) and pre-encumbrances (requisitions)
- With flexible security and control, you can:

- Limit users to a specific range of funds, organizations, accounts, budget levels/lines, etc.
- Prevent updates to account amounts, while still allowing general maintenance
- Allow or deny budget override
- Limit access to a specific (approval) level
- For balance accounts, set a Cash Account Warning Level that notifies users (via Workflow) when the cash level falls below the warning level. Affects GL Account FM, Invoice Entry/Proof, Invoice Maintenance, Requisition Entry, and PO Entry/Proof.
- For balance accounts, set a Cash Account Warning Level that notifies users (via Workflow) when the cash level falls below the warning level. Affects GL Account FM, Invoice Entry/Proof, Invoice Maintenance, Requisition Entry, and PO Entry/Proof.
- For expense and revenue accounts, set a Budget Warning Percent that notifies users (via Workflow) when the available budget falls to a percent of the revised budget. Affects GL Account Inquiry, GL Mass Account Creation, Invoice Entry/Proof, Invoice Maintenance, Requisition Entry, PO Entry/Proof, and Purchase Order Maintenance.
- Detailed, comprehensive audit trail: Records all account maintenance changes, along with Date, Time, User, Old Value, and New Value of the change
- Supports Project Accounting (distributed separately): Summary/detail reports for capital improvement projects, federally funded programs, and so on

## Extensive Reporting Options

- GASB 34 Reports, such as:
  - Statement of Activities
  - Statement of Net Assets
- Customize the standard reports, adding or removing columns, or create new reports to meet your specific organization's needs. Custom reports are especially useful for fulfilling the requirements of different outside agencies.
- Detail journal history files kept online for up to ten years
- Financial Statements include:
  - Balance Sheet by Fund
  - Statement of Revenues
  - Statement of Expenditures
  - Changes in Fund Balance
  - Available Budget
  - Budget History (up to the last ten years)
  - Account History

## Munis<sup>®</sup> Budgeting

Munis<sup>®</sup> Budgeting manages existing and projected budgets. Create an unlimited number of budget projections, in summary or detail, and then produce worksheets and proposed budget reports for review. Use spreadsheet views for quick review and update of projections. If you want more sophisticated analysis, you can even download your projections to third-party applications, and then upload the new numbers. Optional Salary/Benefit Projections in Munis Personnel help you accurately forecast all employee related costs, including step raises, vacancies, and all benefits.

### Projections

- Define unlimited number of budget projections, each with varying assumptions
- Salaries/benefits are a huge part of your budget. How do you project costs for the next year—or beyond? With Munis Human Resources, load the budget from contractual agreements, longevity, grade / step raises, and benefit projections already defined.
- Payroll encumbrances allow you to see what's available to spend after considering salary/benefit commitments
- Build projections based on Prior Year Actuals, or an average of up to three prior year's actual amounts, increased or decreased by a specified percentage
- Optionally insert replacement costs into budget projections for assets that are due for replacement in the coming year
- Budget Builder defines items to be ordered for the fiscal year and uses them when creating next year's budget
- Project up to 10 years forward
- With Quick Entry, display budget projections in spreadsheet format: Add or remove columns from the display, make changes to line item detail as necessary
- Or export projections, massage with your favorite third party tool, then re-import
- With optional Munis Office, attach documents such as Organization and Department Goals to budget projections
- Define budget level completion or other user-defined dates to track important budget process milestones

### Budget Definition

- Biennial (2 year) budget? Munis can handle it. View the current year and verify what is left over for the next year.
- Distribute the work: Departments can enter their own projections in summary or detail. Later, merge the projections into one final budget document.
- With Workflow, you can notify a requesting department when its budget has been entered
- What happened last year? While entering this year's budget, view the history of past budget to actual performance online
- Long-term look: 10-year capital budgets can be established
- Why this amount? For Budgetary Accounts, enter unlimited text to record justifications

## System Integrity

- Real-time budget check: Transactions check budget work with on-time actual figures
- Limits and overrides: Establish budget “ceilings,” decide who can override
- Over-budget requisition / purchase order requests: can establish auto-transfer of funds (budget amendments) within an organization. Users with permission can automatically transfer funds; others can send workflow requests.
- Budget amendments create “hold” journal entries; review, and then use Budget Transfers and Amendments to post

## Approvals and Reporting

- For creating budgets, you define:
  - Approval levels you need (up to five)
  - The employees with access to each level (or budget lines, departments, or groups of accounts within a level)
  - Who approves each level
- On budget so far? Monthly/quarterly budget allotment identifies accounts that are spending ahead of schedule
- Budget projection reports include Next Year Budget Detail, Next Year Budget Levels, Current/Next Year Budget Variance
- Can also create custom budget reports

*Revision date: 02/10*

## Munis<sup>®</sup> Accounts Payable

Munis<sup>®</sup> Accounts Payable manages vendor invoices (vouchers), tracks open payables, prepares pre-check registers, automatically batch generates checks, and maintains vendor and expenditure history. You can liquidate purchase orders in full or in part, with detail receiving information available online. Invoices may be scheduled for payment on a flexible basis. Integrated workflow functionality allows you to route and approve invoices online. You can even review and approve invoices without logging in to Munis.

Munis Accounts Payable is fully integrated with Munis General Ledger, Fixed Assets, AR (+ Tax, UB, Excise, etc.) for refund processing, Payroll for liability check processing, Purchase Order Receiving for payments of inventory items received, and Treasury Management to facilitate Bank Reconciliation. Additionally, you can view or add scanned document images using Tyler Content Manager for Munis. Accounts Payable is distributed in conjunction with General Ledger and Budgeting.

### Invoice Entry

- End of the period... how much sales tax do you refund? Munis reports the exact amount based on your state's requirements.
- Decentralized invoice entry: Departments anywhere can enter invoices, but if you choose, only your central AP can process payments for check printing security
- You adjust an invoice for an encumbered purchase order. What happens to the encumbrance? You can set parameters so Munis reverses it automatically.
- Using more than one invoice entry system? Import the others and let Munis handle the processing.
- For POs without receiving records, invoice status is set to T-Awaiting Three-Way Match, prohibiting liquidation until receiving records are added
- Enter new vendors "on the fly", while creating the invoice
- Or let new vendors sign up themselves, using the Internet (with Munis Self Service, distributed separately)
- 199 lines for General Ledger and Project distributions/allocations per invoice/voucher
- Supports an unlimited number of physical checking accounts or pooled, multi-fund cash in a single bank account
- Online budget sufficiency calculations
- Credit Memos, Direct Disbursements and Wire Transfers are all supported
- Recurring Invoice feature saves entry time
- Option to allow duplicate invoice numbers

## Checks

- Pay multiple purchase orders on a single invoice
- Ability to accommodate vendors requiring one check per invoice
- Several check printing form options available
- Processes check re-runs and voids
- Manual, tape, or file check reconciliation
- Ability to process EFT/ACH payments to vendors
- Positive Pay Validation

## Inquiries and Reports

- Includes:
  - Invoice, Check, Purchase Order Detail
  - Recurring Invoice Master Records
  - 1099 Summary and Detail
  - General Ledger Detail Y-T-D
  - Query by any vendor data element
  - Cash Requirements Report
  - Paid Invoices Report
  - Vendor Fiscal year Report
  - User Defined Reports
- You can also report sales tax information specific to a given state's requirements

## Vendor Information

- 1099 Processing with detail reports
- Classifies vendors by user defined criteria including: geographic code, type code and class code
- Supports vendor commodity links, multiple vendor addresses, and third party vendors
- Vendor Inquiry allows any user to query the vendor history files without the ability to modify data
- When used with Munis Self Service, new vendors can sign up with your organization via the Internet

*Revision date: 02/16/09*



## Munis<sup>®</sup> Bid Management

First, you can create an unlimited number of user-defined bid catalogs. Each bid catalog can contain an unlimited number of specific items in the form of commodity codes and/or inventory items. You then route the bid catalog electronically to various departments/individuals that request specific quantities. This document is then submitted to all participating vendors. From vendor responses, Munis determines the best vendor by item. Awarded bids are then transferred electronically to the Munis Purchase Order system for PO creation.

In addition, you can specifically create requisitions for items that must be bid on. Munis Workflow routes the requisition to Bid Management, where you can automatically create the bid documents from the requisition.

### Online Procurement

- Option to enforce awarded bids (vendor/price) when purchasing the commodities
- Decentralized requests: Allows departments to enter requested quantities by item online
- Volume buying: All departmental requested quantities are automatically combined into a Master Vendor Bid Catalog
- Unlimited number of bid items included in the Master Bid Catalog
- With Munis Self Service (optional), Bid Management can pick appropriate vendors, email bid invitations automatically
- Bid awards by vendor or item
- Up to 99,999 user-defined bid catalogs
- Each catalog item contains: Short Description, Long Description, Per Unit Cost, Last Purchase Date, Inventory Item Y/N
- Awarded bids can automatically update commodity codes, so that later requisitions can reference the awarded bid
- Awarded bids can create associated purchase orders directly, bypassing the requisition process
- Awarded bids can also be turned into Contacts automatically

### Tracking

- You can define Milestones/Key dates within the bid process that trigger optional Munis Portal alerts as dates approach. You can then create notification business rules to alert appropriate staff.
- Tracks department ordering deadline and vendor response deadlines
- Maintains audit trail of all changes
- Tracks an unlimited number of vendor responses
- Vendor responses per item include: Per Item Bid, Minimum Bid, Shipping Costs, Discounts, Alternate Item

## Inquiries and Reports

- Includes:
  - Master Bids
  - Vendor Bids
  - Department Ordering
  - Variance Inventory

*Revision date: 02/16/09*

## Munis<sup>®</sup> Requisitions

Munis Requisitions addresses the needs of a busy Central Purchasing agent. Requisitions allow individual departments to enter their own requests electronically. During data entry, the available budget is displayed online, commodity data is easily viewed, and suggested vendors are sent back to the requester with reason codes and comments. Once the requisition obtains its needed approvals, it is forwarded to purchasing and is converted to a purchase order with a single keystroke.

Requisitions update a “pre-encumbrance” amount in the Budget System and an “encumbrance” amount in Purchase Orders.

A Requisition-to-Bid process allows departments to request an item that must be bid on. Munis Bid Management is notified of this requisition through workflow and can automatically create the bid documents from this requisition.

### Requisition Entry

- Decentralized requisition processing and inquiry
- Available budget is displayed online during requisition entry and is updated online as each requisition is entered, resulting in information that is always current
- Security codes determine if the entry clerk/user has the authority to exceed budget
- Supports the following types of requisitions: Purchase, Inventory, Budget transfer, Req to Bid
- Next-year entry of requisitions and purchase orders is supported
- Commodity and vendor look-ups provide ease of use
- Each Requisition line item allows up to 199 lines of text
- Inventory items linked directly to requisition entry

### Approvals

- Automatic routing of requisitions for approvals
- Approval routings may be set differently by department

### Integration

- Fully integrated to Munis:
  - General Ledger/Budgeting
  - Fixed Assets
  - Work Orders/Job Cost
  - Bid Management
  - Purchase Orders
- Multiple purchase orders from a single requisition; one purchase order from multiple requisitions

## Munis® Purchase Orders

Munis Purchase Orders helps you control your procurement costs. First, order costs are significantly reduced through decentralized requisition entry, automated workflow approvals, and online budget checking. Then, through statistical reporting, Munis helps you evaluate vendor performance and get a handle on what you're spending.

With Workflow approvals, you define the business rules specific to your organization. For example, you can route over-budget purchase orders to the proper approver automatically. Workflow can also notify requestors electronically when their requisition is converted to a purchase order.

You can report on vendors by a variety of codes you define, such as type, class, geography, and performance, among others. This allows you to sum and analyze PO and invoice information for specific vendor categories. In addition, Munis supports blanket purchase orders, contracts, price agreements, and bids and quotes. You can even import receipts from purchase cards to create invoices automatically. In addition, Munis Scheduler (optional) automates the processing of certain reports

### Control Costs

- Is this purchase within the budget? Munis confirms it, online, during purchase order entry. Munis updates the available budget in real time, so it's always current.
- Security codes determine if the entry clerk/user has the authority to exceed budget
- With workflow, you define the business rules that guide your requisition and purchase order approval process
- Create multiple purchase orders from a single requisition, or one purchase order from multiple requisitions

### Flexible and Easy to Use

- Is this a one-time buy? Describe it in as much detail as you need, with unlimited descriptions per line item and unlimited number of comment lines.
- Accommodates discounts and trade-ins
- Each line item supports multiple General Ledger account distributions
- Supports both Encumbrance accounting (purchase orders) and pre-encumbrances (requisitions)
- You close the year with open purchase orders. What happens to encumbrances? Choose the carry forward method: GAAP, Budgetary, GAAP/Budgetary, or Transfer.
- Provides blanket POs, contracts, and price agreement verification
- Use the NIGP (National Institute of Governmental Purchasing) commodity codes, or define your own

### Inquiries and Reports

- Manage vendor performance by analyzing purchases across commodity codes, vendor types, classes, geographic areas, etc. Track past due deliveries, fill percentage, returns, and bid performance.
- Freight/FOB data for review by Accounts Payable

## Munis<sup>®</sup> Project & Grant Accounting

Munis<sup>®</sup> Project Accounting provides an optional method for multi-year tracking of budgets, expenditures, and revenues for user-defined projects such as capital improvements, special programs, and so on. You can record project detail in the General Fund as well as all other funds (Special Revenue, Grants, and so on). Create separate Grants and track the entire grant process, from application through conversion to a project.

Project & Grant Accounting is a subsidiary module of General Ledger, and is distributed separately.

### Information is Key

- Project definition includes Start Date, Estimated Completion Date, Percent Complete, Funding Sources, Project Managers, Status
- Track the grant application process, with a complete history of the grant. Track and manage matching funds, grant specifications / conditions, and grant use and reimbursement amounts.
- You can automatically create a project directly from a grant
- Track sub-grantors and sub-grantees
- Track city / county / school matching funds amount
- Project funding sources includes grant and grantor information
- Create rates and rules for reimbursement billing and indirect costing
- Calculate and bill for reimbursements, including indirect costs
- One-click connections to Next Year Budget and Work Orders for a project
- Define Milestones/Key dates that trigger optional Munis Portal alerts, helping you track meetings, payment, and work schedules, and whether goals were met. You can then create notification business rules to alert appropriate staff.
- Displays detail activity posted to a particular project. This can include:
  - Purchasing
  - Payables
  - Payroll
  - Receipts
  - General Ledger
- Ability to use the same project detail coding in multiple funds, if desired, to track project expenditures by funding source
- Munis posting programs (Invoice entry, Payroll Time entry, etc.) allow you to pick appropriate project from those available
- Create general billing invoices for reimbursements and indirect costs for a specific project, or for all projects
- Next-year entry of requisitions and purchase orders is supported
- Flexible year-end processing of open purchase orders
- Displays summary of any project with the following data for the Last Year, Current Year, and Project Life: Budget, Expended, Encumbered, Available, Estimated Revenue, Actual Revenue
- Report by Period and Category of Expense (i.e. labor, materials, overhead, and other user defined categories)
- Displays comments for a selected project

*Revision date: 02/03/09*

## Munis<sup>®</sup> Contract Management

Many organizations utilize contracts for some of their procurement. Munis<sup>®</sup> Contract Management allows you to create and approve contracts for purchases and encumber the appropriate funds in advance, before details such as quantities and delivery dates are known. Later, as these specifics become clear, you create requisitions, purchase orders, and invoices that refer to the contract to avoid re-encumbering the same funds.

Contract Management is fully integrated with General Ledger, Requisitions, Purchase Orders, Accounts Payable, and Workflow.

### Contract Entry/Maintenance

Contract Entry and Contract Maintenance are processed separately. This provides individual approval processes for the original contract entry and subsequent contract maintenance.

- Contract header information includes fiscal year/period, vendor, department, description, dates, retention, bid numbers, contract type, review codes, and amounts
- Multi-year capability: contract can cross Fiscal Years
- Define and track multiple subcontractors for a given contract
- Amounts tracked by:
  - Fiscal Year
  - Account
  - Open Requisition Amount
  - Open PO Amount
  - Expended Amount
  - Revised Amount
  - Original Amount
- Enter and track vendor performance information for a given contract, including past due deliveries, fill percentage, and returns
- You can define contract insurance and comment information
- You can allocate contracts by account or account segment
- Contracts can be fully allocated to GL accounts, for a flat amount (unallocated), or for item quantity/price/discount enforcement
- Changes to contract lines are held in a Change History Window that lists the date/time, user, account, revised amount, and changed to amount
- Generate change orders for posted contracts and follow Workflow approval process
- Enter and track milestones for a contract
- Display all invoices tied to a contract
- View bids related to a contract (with optional Bid Management module)
- With optional Munis Office, attach additional documents to contacts
- Prevents contract closing if there are open requisitions, open purchase orders, or open invoices
- Contract Proof List is generated prior to updating contracts, to verify GL accounts, amounts, and so on
- Can re-open "closed" contracts if not completely expended
- Can re-activate "rejected" contracts / change orders
- Awarded bids (from optional Bid Management module) can be turned into Contacts automatically

### Contract Approvals

- Up to 500 contracts can be viewed / updated at a time
- Contract approvals use Munis Workflow
- Define who approves and in what order
- You can add comments explaining rejections
- An Approval Trail windows displays when and by whom the contract was approved, rejected, closed, and opened

## Munis<sup>®</sup> Treasury Management

The Munis<sup>®</sup> Treasury Management System provides the treasurer's department with:

- Disbursement and Check Reconciliation functions from Accounts Payable and Payroll
- A Cash Receipts module for both miscellaneous receipts as well as bill payments
- A separate file for recording bank account transactions, including pooled cash, an Investments detail file, and a Debt detail file
- A tool for cash flow forecasting, for any cash account for any date range; this provides the option to integrate with accounting system transactions to provide a "budget vs. actual" cash flow file
- Bank Reconciliation reconciles Munis cash accounts (book balance) with their corresponding bank accounts (bank balance)

These tools provide the treasurer with all the necessary functions to automate all aspects of the office.

### Check/Warrant Reconciliation

- Auto-processing of files to/from the bank
- Payables/Payroll check writing history files
- Can manually indicate that checks have cleared
- Reports for cleared, outstanding, and voided checks

### Treasurers' Cash Receipts

- Miscellaneous receipts can include:
  - Walk-in payments from the public
  - Mailed-in payments
  - Turnovers from other departments
  - Payments against any outstanding invoices, including delinquent accounts
- Daily Payments Journal includes a detailed list of payments received, as well as a summary by receipt and tender type



## Cash Flow Utilization

- Create Recurring Cash Flow records to simplify entry of many redundant records, such as payroll expenditures
- Establish one recurring Cash Flow Record (for example, the estimated weekly A/P check process) and have the system automatically generate all detail cash flow entries by calendar date
- Track investments and debt service in detail
- Allocate interest across one or more cash accounts
- Use Munis Crystal Reports (sold separately) to create customized listings based on investment/debt information
- Reports include:
  - Daily Treasurer's Totals
  - Cash Flow Journal (summary)
  - Cash Flow Journal (detail): Reports receipts, disbursements, and balances each day
  - Investment Journals
  - Debt Service Journals

## Bank Reconciliation

- Create multiple bank account numbers for each bank code
- Define which GL cash org-object(s) correspond to each bank account
- Automatically populates Bank Items file if entries meet this criteria:
  - Journal Entries to cash are viewed as miscellaneous adjustments
  - General Cash Receipt and AR Payment Journal entries are classified as deposits
- All outstanding Journal Entries for both open and closed months are imported into the reconciliation module (without duplication or omission of entries)
- Search Bank Items file by bank code/account, date range, item type (adjustments, deposits or both), and status (cleared/not cleared/all)
- Transactions are cleared either manually or automatically using an XML interface with your bank
- Reconciling bank statement to GL book balance:
  - Enter valid bank code/account and reconciliation date range, followed by bank statement balance
  - Drill-down lets you view transaction details for cleared and outstanding totals within date range
  - Reconciliation balance is calculated as they entered bank balance plus/minus outstanding amounts (should equal the current GL balance upon entrance of all bank fees/adjustments)

## Munis<sup>®</sup> Work Orders, Fleet & Facilities

Munis<sup>®</sup> Work Orders, Fleet & Facilities is an enterprise-wide system designed to address the needs of a variety of different service organizations:

- Public Works Departments: road maintenance, capital projects, mowing, paving, snow plowing, etc.
- District & Facilities Maintenance: responding to problem reports in buildings, generally via internal departmental requests
- Garage/Fleet: maintenance of autos, trucks, buses, and heavy equipment—primarily based on preventive maintenance
- Utility Districts: maintenance to existing water/sewer/power lines, construction to expand those lines, and construction associated with individual homes and businesses
- MIS: maintenance to existing technology assets or MIS equipment primarily based on repair service requests or preventative maintenance

While this system can be deployed in stand-alone mode, it is unique in its depth of integration with the Munis Financial, Human Resource and Revenue suites. As a result, there is no double entry of labor time, inventory usage, journal entries, or billings.

### Job Costing & Billing

- Cost Categories:
  - Labor: individuals or crews at their actual pay rates or a standard rate
  - Equipment used to complete a work order
  - Stock inventory/materials from Munis Inventory
  - Purchase of non-stock materials from a vendor
  - Purchase of outsourced services from a vendor
  - Overhead (one or more)
- Accounting Options:
  - Chargeback journal entries to requesting departments
  - Third party billing
  - Construction in progress entries
  - Asset capitalization when project is complete
  - Multiple postings per work order
- Pre-Encumbering:
  - Service Requests are converted to Work Orders so proper budgeting takes place when work is requested rather than when work is completed

## Asset Maintenance

- Links the Equipment/Facility file to the accounting fixed asset file
- Features site-defined preventive maintenance schedules by equipment class
- Displays maintenance history of all work orders for a given asset
- Displays usage/revenue history for all work orders in which an asset was costed or billed
- Update the accounting fixed asset file costs from construction work orders
- Map infrastructure assets with Munis MapLink

## Integration

Features multiple points of integration with several other applications within the Munis suite of Financial Management software.

- Chargeback function can create periodic journal entries to Munis General Ledger
- Billing function creates Munis General Billing invoices
- Deposits with refund function that create Munis Accounts Payable invoices
- Inventory usage creates Munis Inventory transactions
- Fixed Assets updates for new construction or work-in-progress
- Munis Purchase Orders and Accounts Payable invoices can be charged and posted to a work order
- Employee and rate data are pulled directly from Munis Payroll and Human Resource tables
- Citizens can make service requests via Citizen Self Service
- Employee Self Service gives employees access to Time Entry screen to charge time to work orders
- Project Accounting master file is linked to work orders, with access to all work orders coded to the project
- Permits & Code Enforcement can create a work order to track time and materials of a planner or inspector
- Utility Billing service orders link for account related construction

## Other Features

- Post all costs under user-defined type and “activity” codes, providing the basis for activity-based reporting and budgeting
- Stores who requested the work, internal department ID or external customer ID, and whether the work is billable
- Reference projects in a work order. For example, a large or recurring activity can be established as a project, with multiple work orders processed against it.
- Offers a user-friendly assignment/scheduling function that assigns dates, workers, and equipment by work order
- Anticipate costs with estimating function
- Matches employee trades to jobs
- Has fleet-related warranty functionality
- Map work orders using Munis MapLink
- Import from fuel dispensing systems like Gasboy and Petrovend, passing dated fill-up data and the odometer reading at the time. This information is used to activate new work orders related to preventive maintenance
- Ability to notify key people from the Work Order or Asset when certain events occur via Messenger or E-mail

*Revision date: 01/13/09*

## Munis<sup>®</sup> Fixed Assets

Munis<sup>®</sup> Fixed Assets helps you manage a government, school, or utility's record-keeping of all fixed assets, such as land, buildings, machinery and equipment, construction in progress, and infrastructure. You can tie an unlimited number of individual assets to master assets, simplifying record maintenance and reporting. You can also create asset records from purchase orders, or directly from invoices.

### Tracking and Reporting

The Munis Fixed Asset system provides a complete set of financial statements, both to fulfill auditor's requirements and to fully reflect your investment in fixed assets. It assists capital planning (replacement/enhancement of assets). Fixed Assets also helps you tracks items transferred, missing, or not in use, or are due for maintenance or replacement.

- Fixed Asset information includes:
  - Description, class, quantity, model
  - Serial number, tag number, parcel number
  - Location, room, department, custodian
  - Acquisition method, date, cost, PO, vendor
  - Improvement, insurance, maintenance
  - Transfer, adjustment, retirement history
- Standard reports also include:
  - Asset List by Location, Department, Class, and Account
  - Assets Due for Replacement
  - Insured Value Report
  - Depreciation Journal
  - Missing/Not in Use Report
  - Transaction Audit Trail
  - Detailed Activity Report
  - Lists of Retirements, Transfers, Additions, Adjustments, etc.
- You can also define your own, custom reports with Munis Crystal Reports
- Interfaces to optional Tyler GASB 34 Reporter (available separately)
- Supports GASB 34 reports, such as Activities and Net Assets

## Other Features

- Flexibility to decide how much to maintain, what to depreciate, and when to generate reports
- Calculate depreciation by selective methods, including composite rate
- Ability to calculate depreciation by selective methods
- Optional integration to barcode tracking system for automated updates and counts
- Mass-change insurance carriers for a user defined group of assets
- Integrated with Munis:
  - Purchase Orders and Accounts Payable, so that purchases may be flagged as assets by the Purchasing Department. Master and subsidiary assets can be noted right on the purchase order
  - General Ledger: Updates appropriate asset and depreciation accounts when activating, transferring, adjusting, depreciating, or retiring assets. Drill down to asset's details from journal entries.
- Fixed Assets is integrated to barcode tracking systems, which gives you the ability to:
  - Convert existing asset numbers to barcode numbered tags without re-loading the data
  - Automate asset updates, eliminating the need for manual reconciliation
  - Automate inventory counts In addition, Munis Scheduler (optional) enables you to automate the processing of some reports

*Revision date: 02/16/09*

## Tyler Gasb 34 Reporter

The first true GASB 34 solution in the industry. Statement No. 34 of the Governmental Accounting Standards Board defines the new reporting model for all governmental entities. This model includes reporting on capital assets and infrastructure valuations. Tyler's GASB 34 Reporter has embedded GASB 34 rules and will assist you with the steps involved in this reporting process. With GASB 34 Reporter, what used to take weeks to prepare, will now take days! It's GASB 34 Reporting—simplified.

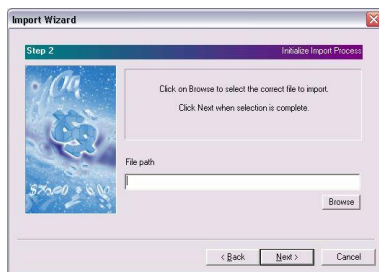
Legislation enacted to restrict the role of the auditor from performing certain accounting procedures for their clients created a need for a tool to meet these needs. GASB 34 Reporter does just that. It walks you through the process of importing your data, generating the adjustments required to report your organization on a full-accrual basis, and streamlining the process in subsequent years. Outside auditors are then able to perform true audit functions in compliance with these restrictions.

Basically, the GASB 34 Reporter acts as a conduit for posting adjustments as defined by GASB 34. These adjustments are made through a “wizard” type interface that allows for the 27 most common entries, a place for other uncommon entries, as well as for entry of component unit information. It includes all of the Blue Book required financial reports. All adjustments made for reporting purposes are segregated from your GAAP method general ledger.

### Data

- Universal import accepts trial balance data from virtually any general ledger system
- Component unit data can be imported as individual funds or added manually
- Multiple funds can be combined into one
- User control of data classifications
- User-defined government-wide and fund-level reporting classifications
- Some issues can be corrected for improved sorting and reporting
- Once the accounts are classified with labels, the labels are retained, saving time year after year

### Import Your Data

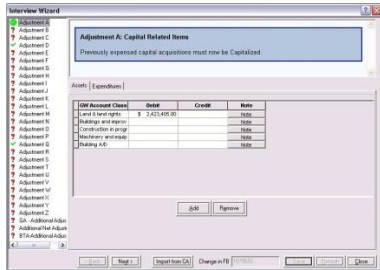


### Workflow

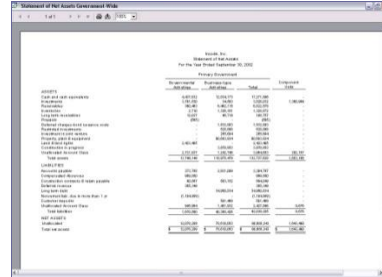
- Wizard approach steps you through the preparation and reporting process
- Excellent context-sensitive help
- Tyler provides Audit Trails (Excel cannot)
- Adjustment Wizard guides you through reconciling modified to full accrual
- User-prompted tabs when entering the 26 possible adjusting entries
- Multi-user support
- High performance ODBC-compatible database system
- Works with Microsoft Windows 2000 and XP Professional
- Cash Flow classifications are user-defined and are retained each year

- Automated year-end process updates adjustments and beginning balance for the next reporting year
- Available for Microsoft SQL Server databases

## Make Your Adjustments



## Print Your Reports



## Reports

Beyond requirements, Tyler's GASB 34 Reports are a great tool for Finance officers. They are useful to show others in their organization a true picture of capital assets. Understanding these reports will assist you when presenting your financial reports to obtain bond ratings.

- Government-Wide Reports
  - Statement of Net Assets
  - Statement of Activities
- Governmental Fund Reports
  - Balance Sheet of Governmental Funds
  - Statement of Revenues - Governmental Funds
  - Statement of Revenue, Budget and Actual - General Fund
  - Schedule of Revenues, Budget to Actual - Special Revenue Funds
- Proprietary Reports
  - Statement of Net Assets - Proprietary Funds
  - Statement of Revenues - Proprietary Funds
  - Statement of Cash Flows - Proprietary Funds
- Fiduciary Reports
  - Statement of Fiduciary Net Assets
  - Statement of Changes in Fiduciary Net Assets
- Miscellaneous Drilldown Reports (these show the detail behind each figure in the GASB 34 reports)
- Combining Statements Reports
  - Balance Sheet: Nonmajor Special Revenue Funds, Nonmajor Debt Service Funds, Nonmajor Permanent Funds, Nonmajor Capital Project Funds
  - Statements of Revenues, Expenditures & Changes in Fund Balance: Nonmajor Special Revenue Funds, Nonmajor Debt Service Funds, Nonmajor Permanent Funds, Nonmajor Capital Project Funds
  - Summarized Nonmajor Governmental Balance Sheet
  - Summarized Nonmajor Governmental Statement of Revenues, Expenditures and Changes in Fund Balances
  - Statement of Net Assets: Nonmajor Enterprise Funds, Internal Service Funds



- Statement of Revenues, Expenses and Changes in Fund Net Assets: Nonmajor Enterprise Funds, Internal Service Funds
- Internal Service Statement of Cash Flows
- Statement of Fiduciary Net Assets: Pension Trust Funds, Investment Trust Funds, Private-Purpose Trust Funds, Agency Funds
- Statement of Changes in Fiduciary Net Assets: Pension Trust Funds, Investment Trust Funds, Private-Purpose trust Funds
- Combining Component Unit Statement of Activities
- Combining Component Unit Statement of Net Assets
- GASB Combining Statements and supporting drill down reports can be exported to
  - Acrobat (PDF)
  - Crystal Reports (RPT)
  - HTML 3.2 & 4.0 (HTML, HTM)
  - MS Excel (XLS)
  - MS Word (DOC)
  - ODBC, XML
- Integrated Crystal Reports reporting engine
- Exported reports are easily incorporated into existing audit/CAFR reports or displayed online
- Dollar values in all GASB reports supported by an audit-ready, detailed drill-down report

*Revision date: 02/24/09*

## Munis<sup>®</sup> Inventory

Munis<sup>®</sup> Inventory stores and reports items such as office supplies and public works inventory. In conjunction with Munis Purchasing, you can buy items in bulk and issue them to department users as needed. You can choose the item cost method: by average (over all lots received), or FIFO (first in, first out). Munis manages all inventory accounting automatically, including on-hand balances and month-to-date (MTD) and year-to-date (YTD) values.

### Inventory Highlights

- Flexible inventory costing: Choose Average Cost or FIFO (First In, First Out)
- Wrong item? Bad quality? Simply reverse the receipt. Inventory automatically updates the quantity on hand and on order, as required
- Min/max replenishment planning: Set minimum and maximum purchase quantities for each item
- Reorder point planning: Set a reorder point by item. Workflow automatically notifies you when the on-hand quantity is low, avoiding manual supply checking
- Manage requests through requisitions and pick tickets. Inventory is reserved automatically; quantities are updated when you issue the items
- Save money: Munis Inventory lets you buy in one unit of measure (such as cases, for the cost benefit), but then issue individual items to users
- Markup can be added on a flat or percentage basis. Clients that use inventory warehouses for mass purchasing sometimes will charge the departments when they request goods from the warehouse. Markup is sometimes added to the purchasing cost of the item, to reflect the additional cost of having a central warehouse. Munis allows markup to be a flat amount (i.e. 2.00 added per item) or a percent (i.e. 3% added to the item's cost)
- Same item? More than one storage area? Use warehouse location to specify exactly where items are stocked. You can even assign a specific general ledger account to each warehouse
- Inventory can be transferred from one warehouse to another
- The inventory master table has user-defined field functionality. So users can add attributes to inventory items for customized tracking... i.e. could add an attribute to indicate if the item is commonly stocked – this could be a checkbox attribute that when checked means the item is standard, when unchecked the item is a one-time purchase for the warehouse
- Security: Restrict user access to specific warehouse locations and/or to specific general ledger accounts
- Issue items to work orders as necessary
- Status list allows you to identify an item as active or inactive
- Physical inventory: Use reconciliation sheets to record counts, then maintain history of the last physical quantity, the last physical count date, and the variance percentage
- Tracks manufacturer, manufacturer number, and serial number
- Expiration dates can be tracked if desired, to help monitor and reduce waste of perishable items

## Integration

Inventory is fully integrated with other, related Munis applications. For example, when users requisition items, this action “commits” (i.e., reserves) the inventory. The reservation is released when the item is picked from inventory.

- Integrated to General Ledger, Requisitions, Purchase Orders, Accounts Payable, and Work Order applications
  - Integration with POs includes the ability to have the system auto-generate restocking POs for backordered inventory item

## Reports

- Reports include:
  - Inventory List by Location
  - Inventory List by Commodity
  - Warehouse Catalog Report
  - Inventory Count Worksheet
  - Item Re-order Point
- The Reorder Point Report considers items already on order, and also shows both primary and alternate vendors

*Revision date: 02/23/09*

## Munis<sup>®</sup> Applicant Tracking

Most HR offices are busy managing a constant stream of employment applications. Tyler's Munis<sup>®</sup> Applicant Tracking system automates the hiring process from the moment an application arrives.

Munis Applicant Tracking allows you to customize the online applications, so the applicants provide you with the information that you need. When applicants apply, they can also attach resumes and transcripts that are immediately accessible by the HR Department. Thereafter, Munis Applicant Tracking allows you to mass activate / inactivate applicants, view or report individual or group applications, and build Personnel records once an applicant has been hired.

Munis Applicant Tracking is fully integrated with Munis Human Resource Management.

### Flexibility

- Distributed Reqs: A centralized HR group or individual departments can enter their own requisitions to describe open positions
- Requisitions can be coded as requiring special skills, certifications, tests, and so on
- Each requisition and applicant record can be coded with a customized set of conditions that must be met by candidates
- Store and work with applicant data from an applicant pool that may or may not be tied to a requisition
- Create a report of top scoring candidates for a requisition
- Applicants can be existing or former employees
- For advanced applicant tracking, you can link job opening data to job applicants through the recommend process. This will automatically trigger Workflow, if used.
- You can create unlimited custom database fields for online job applications via Munis Self Service (available separately), including state certifications, retirement system participation, etc.
- Addendum feature allows online applicants to attach a resume, copy of transcripts, etc.

### Processing

- Personnel can monitor and report the status of all job requisitions and applicants
- Applicants can be reviewed and evaluated based on data such as:
  - Education
  - Work History
  - Skills
  - Certifications
- As the applicant process proceeds, the file can be filled out more completely with information such as:
  - Reference Check Results
  - Interview History
  - Test Scores

*Revision date: 01/16/09*

## Munis<sup>®</sup> Payroll

The Munis<sup>®</sup> Payroll system is tightly integrated with General Ledger to provide true multi-fund processing utilizing a Due To/Due From methodology. It is also integrated with Accounts Payable for withholding check processing (if desired) and with Human Resource Management for single transaction entry.

Munis Payroll supports electronic timesheet entry. Organizations can have all departments, both central and remote, entering time sheets electronically. Time sheets can also be entered through Munis Self Service. Department time sheet data is stored by batch, listed on a proof report, approved by Department heads, and then may be automatically posted into the current payroll.

### Flexible

- Payrolls can be in process concurrently
- Supports up to 999 user defined earnings types and up to 7030 user defined deduction/benefit type
- Supports Union & Non-Union environments
- Multiple accrual types can be established with multiple earning methods
- Employees can work multiple jobs, charged to multiple cost centers
- Processes the following check types: Regular & Balloon Payroll, Direct Deposit Advice, Advance Vacation, Void, Manual, and Vendor (if desired)
- Supports daily time and attendance, including data entry through optional Munis Self Service
- Fifteen Payroll Processing Proof Reports are available with user-defined sort and subtotal option
- Options for Annualized Tax Tables
- Accrual year-end processing:
  - Buy out unused (total balance or percentage)
  - Carry
  - Double transfer balance
  - Lapse excess
  - Transfer balance
  - Transfer over limit
  - Zero balance
- Supports unlimited salary schedules
- Custom form letters and mailing labels (exports to Microsoft<sup>®</sup> Word and Excel<sup>®</sup> are available with Munis Office)

## Easy to Use

The system is designed to run as a payroll “by exception”, so that weekly input and changes are kept to a minimum. Each employee's “normal” earnings and withholdings are preset in a Recurring Earnings File, and are automatically generated for each payroll as a “starting point” in the check writing process. Weekly/Biweekly, etc., changes can be entered through Earnings Entry/Maintenance. Or, if no variances occurred, no input is needed.

- Convenient visual representation of the payroll process, with colored arrows indicating required steps, those completed, steps to do, and steps in error
- Auto Load time entry groups directly into Time and Attendance Entry Batches. Save Batches and reload later: Payroll automatically advances the date ranges of each entry record to match the current payroll dates.
- Processes balloon payrolls
- Tracks employee dependent information and emergency contact information
- Full W2 & W2C processing and magnetic media
- Manual or automatic check reconciliation
- Automated garnishment computations meeting Federal requirements
- Produces EEO4 and EEO5 reports
- Retro pay calculation and update
- Employee insurance reports to reconcile against monthly premium statements
- Extensive employee inquiry accruals, earning history, deduction history, check history, retirement data, and so on
- View audit records via view history button
- Schedule regular pay, vacation, and other pay types outside of payroll in Employee Pending Time Entry FM and Time and Attendance Entry
- Accrue estimated expenses on a prorated basis with an additional journal entry created when you post a payroll distribution journal
- Accommodates Fair Labor Standards Act (FLSA) in overtime calculations
- Handles payroll encumbrances
- Life insurance benefits automatically calculated
- Magnetic media reporting: Aetna, ALIAC, BB&T, BenefitsCorp, CIGNA, Copeland, Diversified Investment Advisor, Equitable, Fidelity, Great West, Hartford Life, ICMA, OMNI, Pebsco, Security First, and Valic, and others
- Supports FTE percentages
- Risk Code based workers' compensation reporting
- Handles billable pay and non-cash pay
- Expense reimbursement processing
- US Savings Bond withholding, reporting, and magnetic media
- Retroactive history transfer
- Processes mid-cycle raises
- Escrow processing pays deductions during summer months when teachers are not working
- Substitute teacher rates automatically compute from a table based on number of days worked
- Calculates amount owed for teachers who leave mid-year
- Computes bonuses for perfect attendance

- Payroll calendars and work schedules for prescheduled positive entry time and attendance
- Automatic tax computation for imputed income associated with life insurance excess
- Integrates to systems that e-mail direct deposit advices
- Extensive employee inquiry accruals, earning, deduction, and check history, retirement data, and so on

## Secure Environment

- Extensive security determines which employees, deductions, pay types and tables each user has access to view or modify
- Online employee audit table records every change to employee files with date/time and user ID
- Verify employee social security numbers. Download SSNs to diskette or magnetic tape and submit to the SSA (Social Security Administration). Verification can be performed at any time (such as before running W2 programs) for an unlimited number of records

*Revision date: 02/02/09*

## Munis<sup>®</sup> Human Resource Management

Tyler's Munis<sup>®</sup> Human Resource Management provides all the tools needed by a Human Resource (HR) department, as well as an integrated "front end" to both Munis Payroll and Budget. It allows all changes to employee data records to be made by Human Resource Management, and then electronically transferred to the Payroll system; no duplication of data entry is needed. Strict security ensures that only designated employees are capable of accessing employee records.

### Position Control

Human Resource Management allows HR departments to maintain position control from the ground up, streamlining the process of managing employee information.

- Provides consistent position control, from the budget projections process through the adding of employees to the payroll files
- Projects employee salaries and benefits in detail to the budget, reflecting all scheduled step raises, contract changes, and benefit changes
- Can be rolled into the "live set" from budget projections
- Employee default information can be controlled at the job class or position level
- Create Job Openings for new/upgraded positions (with workflow approvals) from existing position control info, or vice-versa
- Identify position control records that have been replaced and new position number used

### Organize Information

- Provides analytical tools and reports to assist with labor negotiations, including "what-if" percent increases to salaries and benefits
- Optional Applicant Tracking application
- Terminated employee processing and reports
- Employee Actions provides a detailed work history for each employee as well as "future" transactions
- Employee evaluations track prior, present and future evaluations in detail
- Analytical tools allow for user-defined time periods and multiple salary changes within the time period
- Maintain beneficiary enrollment records for employees and their dependents
- You can optionally maintain and report:
  - Emergency medical information
  - Education and skills
  - Certifications and licenses
  - EEO data
  - Insurance & COBRA data
  - Wage/Promotion/Disciplinary history
  - Employee grievance tracking
  - OSHA reporting
  - External work history
  - Internal training
- Maintains a history of certifications, including lapses and subsequent re-activations

### Automate Tasks



- Automatic Employee Step Increases based on employees' anniversary or contract dates, by location, organization code, group, bargaining unit, or job class
- Step increases optionally include minimum requirements for days worked to determine eligibility
- Accrual posting can be processed for groups of employees to give accrual time earned by month, quarter, year, anniversary date, etc.
- Accruals can be set up as a flat number of days/hours per month/year or can be automatically calculated from the number of days/hours worked
- Sick bank processing
- Custom form letters and mailing labels (exports to Microsoft Word and Excel are available with Munis Office)

*Revision date: 01/16/09*

## Munis<sup>®</sup> Risk Management

Job-related injuries and property damage are inevitable. And, as a result, so are insurance claims. That's why self-insured agencies require an efficient method for the tracking and payment of these claims—one designed specifically for public sector agencies. Munis<sup>®</sup> Risk Management is your solution. It provides the tools you need to pay and manage property and injury claims against your agency. It also enables you to handle claims quickly and effectively, from the initial claim all the way through to final expenditures.

### Features

- Create, update and inquire on claims
- Enter First Notice of Loss (FNOL)/incident reporting
- Maintain claim-specific data for on-the-job injuries to employees and damage to property, including:
  - Body part, cause of injury, activity category, department, nature of injury, property type, resolution
- Track claim activity, including claim number, activity type, activity date, status, vendor/cid name, billed amount, payment amount, and service dates
- Approve invoices and requests for payment associated with claims
- Obtain employee and claim data
- Keep track of vehicle and property damage related to a claim
- Add supporting documentation to a specific claim with document attachment capability
- Flag a claim for OSHA reporting
- Record expenses, recoveries and estimated costs for claim analysis
- Log notes relating to individual claims

### Integration

Risk Management integrates with several Munis modules (each available separately), making it an excellent option for self-insured agencies already using Munis.

- Create invoices for approved claim activity based on transaction date range, claim number range and vendor number range through integration with Munis Accounts Payable
- Evaluate injury-related compensation paid via Munis Payroll with claim activity
- Export data to Microsoft<sup>®</sup> Word and Excel via Munis Office<sup>®</sup>
- Produce reports related to injury and property damage claims using TRS Reporting.

## Munis<sup>®</sup> Accounts Receivable

Tyler's Munis<sup>®</sup> Accounts Receivable (AR) software performs two major functions: collections of miscellaneous cash and the collection of billed receivables. Processing over-the-counter or mailed payments for non-billed items such as licenses, permits, and registrations is easy using Munis AR software. You also have the option to print a receipt if necessary. Set your own charge codes to facilitate data entry and provide detailed or summary analysis (daily, weekly, monthly) by type. Additionally, you can pre-set General Ledger revenue accounts to these codes so that data entry personnel doesn't need to know or have to enter account numbers—creating efficiencies, and saving your organization critical time and resources.

### Collections

- Full cash station support
- Supports scan line entry
- Optional validation
- Create receipts for both bill payments and miscellaneous cash processing, with the option to print customer receipts online
- Bank lockbox and Web import interface available.
- Reverse most payment batches including lockbox or mass pay file
- Batch balancing supported by Clerk/Cash Station, allowing reconciliation of cash totals, check totals, etc.
- Daily cash journal includes detail receipt information and summary by category

### Payment Processing

- Accommodates partial payments, overpayments, and both positive and negative adjustments
- Allows payment effective date to be adjusted to determine future payment amounts or back posting
- Payment reversals update bill balances instantly
- Supports special conditions and warning messages such as “Cash Only Payment”
- Pre-pay, or pay by installment
- Multi-bill payment processing is available
- Over/short adjustment processing
- Provide a variety of ways to apply payments; by charge, by charge group, by bill, by account, and more

## Record Keeping

- Customer payment detail is recorded (cash, check, credit card, other)
- Displays original bill in detail
- Displays all transactions such as payments and adjustments in summary and detail
- Prints duplicate receipts
- Bill search by:
  - Customer Name or Number (ID)
  - Property Location
  - Bill Number/Bill Type
  - Property Code
  - Social Security Number
  - Year
  - Parcel (Primary/Alternate)
  - Other Names on Account
  - UB Specific Fields
  - Tax Sale/Lien/Title Fields

*Revision date: 01/16/09*

## Munis<sup>®</sup> General Billing

Local governments and school districts often need to create invoices and bills for miscellaneous charges, such as rented building space, charges for parking spaces, or certain types of permits. Tyler's Munis<sup>®</sup> General Billing (GB) software creates invoices for various departments and activities not covered by other Munis revenue application, such as Utility Billing or Tax. Munis GB eliminates handwritten bills and manual calculations. It totals invoice lines and provides accurate payment information. Munis GB works with Munis Payment Entry (Accounts Receivable) and General Ledger, and provides accurate and up to the minute accountability.

### General Features

- Accommodates both Cash and Accrual accounting methods
- User-defined invoice creation and printing
- Supports multiple line items and revenue distributions per invoice, including:
  - Items or services sold
  - Text lines
  - Sales tax
  - Interest
- Recurring invoices can be automatically generated for leases, business licenses, permits, and so on, and includes calculation of sales tax, if appropriate
- Supports Electronic Fund Transfers (EFT)
- Create general billing invoices for reimbursements and indirect costs for a specific project, or for all projects
- Create interdepartmental bills within the organization—automatically pay the bills when they are generated using funds from the billed department.
- Use Incident Tracking and generate invoices for billable incidents such as Alarm Billing
- Option to print monthly customer statements
- Pre-defined invoice descriptions and account distributions
- Powerful process for handling general billing deposits—establish deposit-only general billing charge codes and use to collect deposit amounts as miscellaneous receipts. The Payment Entry program automatically updates the Deposit Amount for the customer. If the miscellaneous receipt is reversed, the Deposit Amount is automatically updated.
- Invoice reprint capability reflects any payments to date and any comments added
- Assess multiple fees on the same invoice on the same day
- Various fee calculation methods are available when Assessing Late Fees, including an option to not allow the fee to exceed the unpaid invoice amount
- Scheduled payments against a master invoice
- Medicare / Insurance data for medical or ambulance invoices
- Allows a General Billing Invoice Import Layout
- Access General Billing information from invoice or customer in Accounts Receivable and Collections
- Give user permission to Apply GB Credits without having permission to Maintain Invoices, and vice versa.

### Inquiries and Reports

- Monthly statements available

STATEMENT OF WORK  
ERP SYSTEM IMPLEMENTATION

- Payment Entry (Accounts Receivable) permits look up by invoice number or customer name / number, and supports partial payments and user-defined distribution of payments
- Automate certain reports, notices, and other tasks via Munis Scheduler (optional)
- Analysis reports by department or activity, items or services sold, and age of bill include:
  - Detail Invoice Journal
  - Aged Trial Balance
  - Detail History Report

*Revision date: 01/16/09*

## Munis<sup>®</sup> Office

Munis<sup>®</sup> Office augments the reporting and documentation capabilities of Munis applications. It provides the ability to interact with Microsoft<sup>®</sup> Office files.

For example, you can export data from a Munis application to a Microsoft<sup>®</sup> Word or Excel document. From there, you can manipulate the data and create custom reports, pie charts, etc., without modifying the original Munis data. You can also mail merge information from Munis into specific Word templates that you define. This allows you to create form letters such as shut off notices, inspection notices, and so on, as well as mailing labels, envelopes, e-mails, and phone directories.

Munis Office also lets you attach files, such as supporting documentation in PDF, Word, or other formats, to Munis records. This is especially useful for personnel documentation, vendor invoices, and payment transactions.

### Advantages

- Design your own spreadsheets from Munis applications to analyze financial data, budget requests, tax valuation data, etc.
- Create pie, bar, line and many other charts with your data
- Write form letters and other templates and create mail merges for delinquency notices, certificates, etc.
- Security for templates is enforced, ensuring that unauthorized users don't have access to sensitive or digitally signed template
- Saved Excel and Word documents may be distributed through E-mail
- Reports may be published on a Web server and viewed with a standard Internet browser, giving the public easy access to financial reports, tax lists, and more
- Attach supporting documentation, correspondence, and even images to Munis records

### Optional Services Package

- Munis professionals install the necessary software on your server and every PC in your office
- Our experienced team verifies that the software is properly installed and ready for use
- A Munis trainer will instruct your employees so that they will be thoroughly trained and comfortable with the application
- Documentation providing valuable examples and processing tips is delivered with the services package. This also contains mapping for the fields that are exported from each program

*Revision date: 02/23/09*

## Tyler Reporting Services

Tyler Reporting Services meets Munis® clients' need for reports and queries in formats unique to them, and helps provide the right information to the right person at the right time. Designed for use with Microsoft SQL Server® database server, Reporting Services allows clients to access and report information stored in any of their Munis data files. Because Reporting Services uses database views for standard reporting models for ad-hoc reporting, the views and models are easy to use, incorporate security and permissions set within Munis, and are an efficient way to connect to the database.

### Benefits

- Tyler professionals install/configure SQL Server Reporting Services components on your server
- Experienced instructors train your staff to use standard reports and how to create their own unique reports
- Along with a direct connection to all tables and fields, Tyler provides database views/models allowing access your Munis data. The benefits of database views include:
  - Security settings and restrictions give greater control over who has access to specific data
  - Data fields are renamed and grouped on the server for easier identification
  - Easily update views
- Utilize Tyler's library of shared reports. The library continues to grow as clients submit their reports for sharing.

### Report Models

Data is presented in a simplified structure and uses business-oriented language. The following tools are available:

- Report Builder — ad hoc query tool, requires the use of models
- Custom Database Views — a tool designed for building more complex reports using Business Intelligence Development Studio (BIDS) and/or visual Studio; uses Tyler's existing custom views

### Report Library

Tyler Technologies maintains a library of shared reports on its web site. The library includes (but is not limited to) the following reports:

- Budget Projection
- AP Warrant Report
- Open PO Report
- Top 50 Vendor Payments
- Vendor History
- Time Sheet
- Department/Employee Accrual Report
- Daily Receipts Report
- Parcel/Account List
- Top Taxpayers Report

### Reporting

- Novice and expert users can quickly assemble reports with the powerful wizards and built-in functionality reports
- Use Datasets to connect to data, select fields and records, sort, format and more



- Add charts, drill down, parameters and hyperlinks to turn reports into interactive documents or web content
- Use analysis tools to examine trends, expose relationships and zero in on important facts. These include charting, field highlighting, running totals, Top N, Bottom N, and sorting,
- Report properties give you the ability to format the report, report items and database fields
- Supports BMP, TIFF, JPEG, PNG and Windows metafiles (WMF) images
- Exports available are PDF, XML, TIFF, CSV, Excel and more
- Execute and save reports as a document on the server for viewing, printing or emailing by authorized users
- Each time a report is executed, Tyler Reporting Services utilizes the most current Munis® data for display

*Revision date: 02/10*

## Munis® Vendor Self Service

In today's busy world, people expect greater access to information and services—and they expect their business to be transacted easily, completely, and fast. Whether it's a vendor seeking or placing a bid, checking current and past purchase order detail, or creating and updating a profile—quick, confidential, and accurate response is critical. As a local government administrator, you need to respond to these expectations while struggling with tight budgets and minimal staff. Fortunately, Tyler has the solution: Munis Vendor Self Service. With over 20 years delivering excellent solutions for the public sector, a 98% retention rate, and more than 7,000 clients, Tyler has the experience, service, and innovative solutions to meet your needs.

http://10.10.2.5/MSSV71/Vendors/Checks/Default.aspx - Microsoft Internet Explorer provided by Tyler Technologies

http://10.10.2.5/MSSV71/Vendors/Checks/Default.aspx

Home - Dashboard90 http://10.10.2.5/MSSV7... x

### Tyler Town

#### MUNIS Self Service

- Home
- Vendor Self Service
- My Profile
- Vendor 1099
- Vendor Checks**
- Vendor Invoices
- Bids
- Vendor PO's

#### Vendor Check Search

Home > Vendor Self Service > Vendor Checks

Search for your accounts payable checks using one or more of the categories below.

**Date (mm/dd/yyyy)**  
Check date   
Or  
Check date(s) from  to  (optional)

**Amount**  
Check amount   
Or  
Amount(s) more than  but less than  (optional)

**Number**  
Check number   
Or  
Check number(s) from  to  (optional)

**Status**  
Any Status

*Munis Vendor Self Service vendor search screen view*

## How it Works

Your employees can easily access your organization's customized Web sites anytime, anywhere—through a secure Internet connection. Access is through a link on your Web site, over a high-speed Internet connection. Flexible hosting options allow you to choose the hosting requirement that best suits your needs. Tyler offers two options:

- Tyler: hosts all needed hardware and software, and manages all traffic. Data is passed between your server and the Tyler Data Center in Falmouth, Maine through a secure connection, and then on to the requesting party.
- Self-hosting: allows you to leverage your existing infrastructure and personnel to manage the Web site locally.

## Munis Self Service Advantages

Munis Vendor Self Service offers continuity, because it actively extracts information directly from the Munis database. Users gain access through secure connections using a unique username and password to log into the system, and control permissions to view and change information. Web site information is current because of the direct connection to your Munis data—in other words, information is reflected in real-time. What’s more, Tyler provides both software and Munis Self Service support by trained Help Desk professionals, who assist you with any of your issues.

## Vendor Self Service

Vendor Self Service gives vendors of a Munis client Web-based access to information and business records:

- Register online in a few easy steps—set up User ID & password, submit general contact, and remittance information
- Create a Profile and update it at any time
- Register for bids by commodity code
- View Messages and Links on Home Page
- Access documents, such as Vendor Direct Deposit forms and catalogues
- Vendor Administration

## Active Vendor Inquiry Navigation:

- 1099
- Accounts Payable
- Bids—Search, place, and accept bids on line; Track existing Bids and update until open period ends
- Purchase Orders—Search by PO or contact numbers, status, date or amount
- Checks—Search for detail and history
- Invoices—Search by date, number or status

Vendor Check Information

Home > Vendor Self Service > Vendor Checks > Search Results

Search Results

[Modify Search](#) | [New Search](#)

32 Found

Check Date	Amount	Check Number	Status	
3/28/2006	\$3,242.00	6	Not Cleared	<a href="#">View</a>
3/29/2006	\$14,093.23	5	Not Cleared	<a href="#">View</a>
4/19/2006	\$570.00	9	Not Cleared	<a href="#">View</a>
7/9/2006	\$40,949.02	15	Not Cleared	<a href="#">View</a>
7/31/2007	\$427.50	200	Not Cleared	<a href="#">View</a>
8/1/2007	\$2,040.00	211	Not Cleared	<a href="#">View</a>
8/1/2007	\$2,040.00	214	Not Cleared	<a href="#">View</a>
8/1/2007	\$3,099.99	217	Not Cleared	<a href="#">View</a>
8/1/2007	\$25,129.89	236	Not Cleared	<a href="#">View</a>
8/1/2007	\$28,751.67	226	Not Cleared	<a href="#">View</a>

1 2 3 4

*Munis Vendor Self Service vendor search results screen view*

## System Requirements

**Munis:** 2005.01 or higher with Web Services enabled

**OS:** Windows 2000 or higher

**Web Server:** IIS 5.1 or higher; .NET framework version 2.0; ASP.NET (included with .NET runtime)

**Browser:** PC—Internet Explorer 6+, Netscape 6+, Firefox MAC—Safari, Firefox

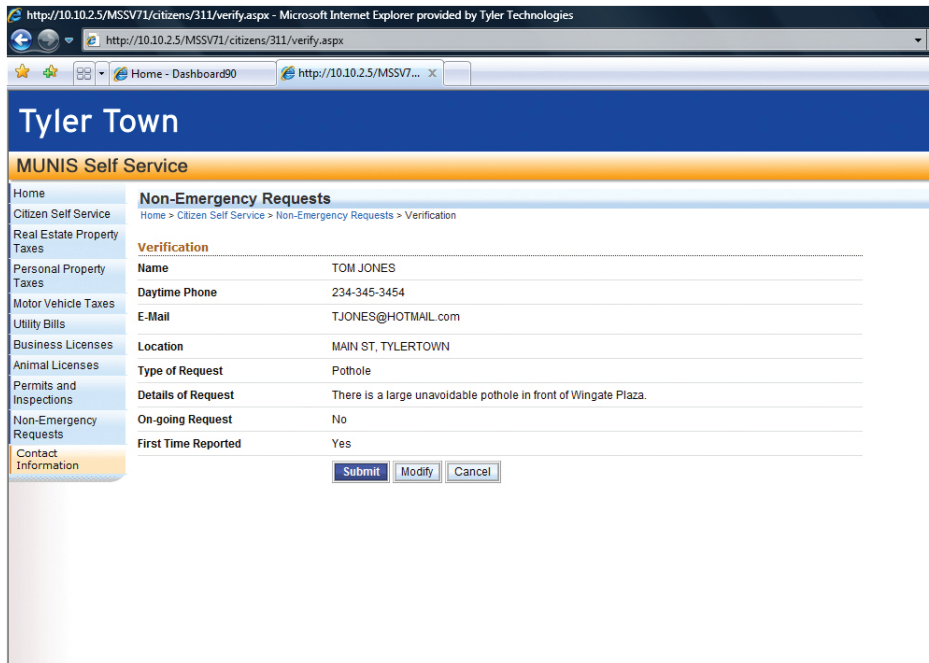
**Resolution:** 1024 x 768 (recommended)

*Revision date: 05/15/08*

## Munis<sup>®</sup> Citizen Self Service

In today's busy world, people expect greater access to information and services—and they expect their business to be transacted easily, completely, and fast. Whether it's a citizen paying taxes, checking and paying utility bills, or filing a non-emergency request - quick, confidential, and accurate response is critical.

As a local government administrator, you need to respond to these expectations while struggling with tight budgets and increasing demands for service. Fortunately, Tyler has the solution: Munis Citizen Self Service. With over 20 years delivering excellent solutions for the public sector, a 98% retention rate, and more than 7,000 clients, Tyler has the experience, service, and innovative solutions to meet your needs.



*Munis Citizen Self Service citizen request screen view*

## How it Works

Your citizens can easily access your organization's customized Web sites anytime, anywhere-through a secure Internet connection. Access is through a link on your Web site, over a high-speed Internet connection. Flexible hosting options allow you to choose the hosting requirement that best suits your needs. Tyler offers two options:

- Tyler: hosts all needed hardware and software, and manages all traffic. Data is passed between your server and the Tyler Data Center in Falmouth, Maine through a secure connection, and then on to the requesting party.
- Self-hosting: allows you to leverage your existing infrastructure and personnel to manage the Web site locally.

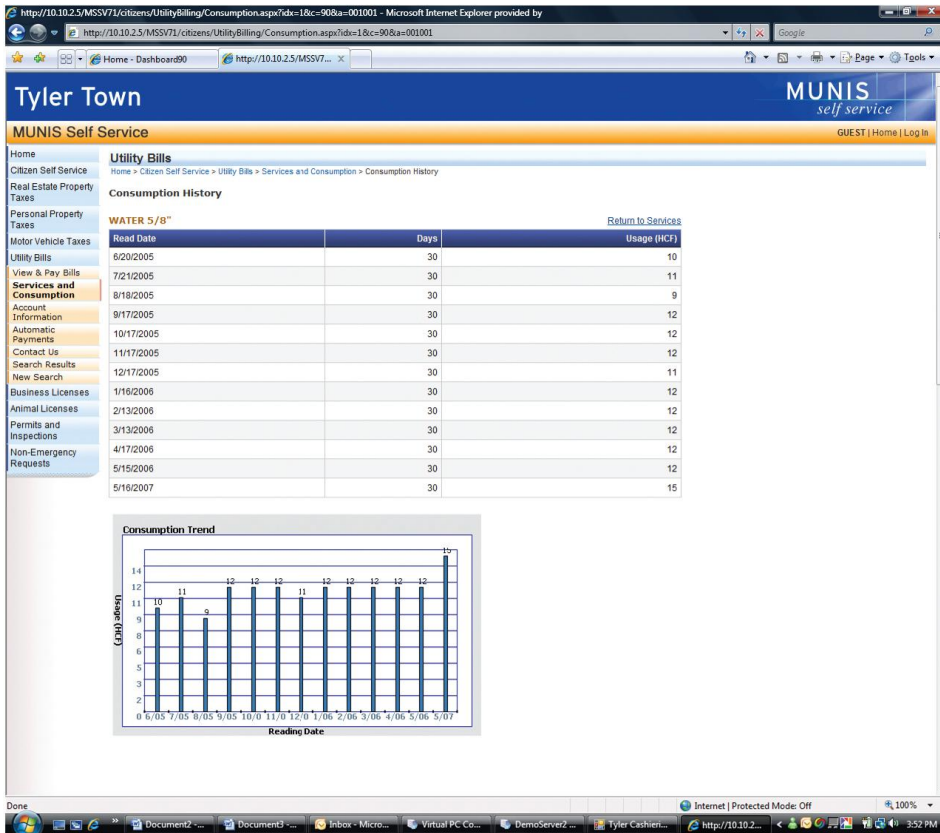
## Munis Self Service Advantages

Munis Citizen Self Service offers continuity, because it actively extracts information directly from the Munis database. Web site information is current because of the direct connection to your Munis data in other words, information is reflected in real-time. What's more, Tyler provides both software and Munis Self Service support by trained Help Desk professionals, who assist you with any of your issues.

## Citizen Self Service

Citizen Self Service (CSS) gives residents web-based access to municipal services and information. Access is gained by entering information, such as addresses, account number, or name. Citizens may view official records on-line, view or pay various bills and invoices with a credit card or bank account, or make Non-Emergency Requests of specific municipal departments.

- View Bill & Apply Payments
  - Real Estate Tax
  - Utility Bills
  - Personal Property
  - Business Licenses
  - Motor Vehicle
  - Animal Licenses
- Applications & Transactions
  - Non-Emergency Requests
  - Citizen Service Request
  - Block specific IP addresses to prevent overuse and abuse of system
- Inquiries
  - View Documentations such as Annual Reports, Meeting Minutes, Agenda, and more
  - Access Resources – View uploaded documents and links to other web pages



*Munis Citizen Self Service utility bill screen view*

## System Requirements

**Munis:** 2005.01 or higher with Web Services enabled

**OS:** Windows 2000 or higher

**Web Server:** IIS 5.1 or higher; .NET framework version 2.0; ASP.NET (included with .NET runtime)

**Browser:** PC: Internet Explorer 6+, Netscape 6+, Firefox MAC: Safari, Firefox

**Resolution:** 1024 x 768 (recommended)

*Revision date: 10/30/08*

## Munis® Employee Self Service – Schools

In today's busy world, employees expect greater access to information and services. They expect it at their fingertips, and need it to be easy, complete, and fast. Whether it's updating personal information, requesting leave, or checking compensation information—quick, confidential, and accurate response is critical. As school administrators, you need to respond to these expectations while struggling with tight budgets and minimal staff. Fortunately, Tyler has the solution: Munis Employee Self Service. With over 20 years delivering excellent solutions for the public sector, a 98% retention rate, and more than 7,000 clients, Tyler has the experience, service, and innovative solutions to meet your needs.

- Home
- Employee Self Service
- Personal Information
- Pay/Tax Information**
- YTD Information
- W-2
- 1099-R
- W-4
- Time Off
- Pension
- Time Sheet
- Benefits
- Training Opportunities
- Performance Review
- Substitute Teaching

### Check Detail

Home > Employee Self Service > Pay/Tax Information

**MITCHELL, GARY T**

**Overview** [Return to Pay/Tax Information](#)

<b>Check Date</b>	2/15/2007	
<b>Pay Period</b>	2/1/2007 - 2/15/2007	
<b>Check Number</b>	250355	
<b>Check Status</b>		
<b>Gross Pay</b>	\$2,597.15	
<b>Net Pay</b>	\$0.00	

**Pay Breakdown**

Pay Type	Hours	Rate	Amount
RMH BASE	80.00	\$23.50	\$2,520.87
ERIK FRING	11.00	\$6.58	\$3.89
ERIK FRING	88.00	\$0.82	\$72.39
<b>Total</b>			\$2,597.15

**Deductions**

Pay Type	Amount
FICA	\$161.02
MEDICARE	\$37.66
DENTAL PRE	\$3.23
FIT	\$549.70
RJC TEST	\$146.20
DEPEND CAR	\$525.00
DIRECT DEP	\$1,174.34
<b>Total</b>	\$2,597.15

**Resources**

- Vacation Request
- Something very interesting
- Google
- IRS

*Munis Employee Self Service compensation screen view*



## How it Works

Your employees can easily access your organization's customized Web sites anytime, anywhere—through a secure Internet connection. Access is through a link on your Web site, over a high-speed Internet connection. Flexible hosting options allow you to choose the hosting requirement that best suits your needs. Tyler offers two options:

- Tyler: hosts all needed hardware and software, and manages all traffic. Data is passed between your server and the Tyler Data Center in Falmouth, Maine through a secure connection, and then on to the requesting party.
- Self-hosting: allows you to leverage your existing infrastructure and personnel to manage the Web site locally.

## Munis Self Service Advantages

Munis Employee Self Service offers continuity, because it actively extracts information directly from the Munis database. Users gain access through secure connections using a unique username and password to log into the system, and control permissions to view and change information. Web site information is current because of the direct connection to your Munis data—in other words, information is reflected in real-time. What's more, Tyler provides both software and Munis Self Service support by trained Help Desk professionals, who assist you with any of your issues.

## Employee Self Service

Employees monitor and maintain personal and employment information such as:

- Human Resources (HR) Data Inquiry:
  - Leave Time Accruals
  - Complete employee pay history—weekly, YTD, benefits, withholding
  - W2/W4s & 1099Rs
  - Documentation such as policy manuals
  - Substitute teachers view work dates and hours
- Online Job Posting & Tracking Applications:
  - Applicants may attach résumé, copy of transcripts, cover letters, references, etc.
  - Limitless customization of database fields by HR—State certifications, retirement system participation, language, etc.
- Employee Transactions:
  - Enter Hours Worked
  - Submit Leave Requests (vacation, sick, personal, etc.)
  - Supervisors can approve Leave Requests
  - Enroll for Employee Benefits
  - Address Changes
  - Update W4 Information
  - Pension Contribution with Monthly Breakdown
  - Receive announcements and department information
  - View Job Postings & Apply Online
  - Training Catalog & Registrations and apply online

- Performance Evaluations

**Employee Self Service** MITCHELL, GARY T | Home

**Substitute Teaching**  
Home > Employee Self Service > Substitute Teaching

Employee: MITCHELL, GARY T Year: 2006

From	To	Worked	For	Pay Code	School	Check Date
2/18/2006	3/3/2006	8.00	BRACE, ADAM A	R100	ROSS'S	<a href="#">3/3/2006</a>
2/27/2006	2/27/2006	8.00	BRACE, ADAM A	R100	ROSS'S	<a href="#">3/3/2006</a>

*Munis Employee Self Service substitute teaching screen view*

## System Requirements

**Munis:** 2005.01 or higher with Web Services enabled

**OS:** Windows 2000 or higher

**Web Server:** IIS 5.1 or higher; .NET framework version 2.0; ASP.NET (included with .NET runtime)

**Browser:** PC—Internet Explorer 6+, Netscape 6+, Firefox MAC—Safari, Firefox

**Resolution:** 1024 x 768 (recommended)

*Revision date: 05/14/08*

## Munis<sup>®</sup> Disaster Recovery Services

Losing your data and equipment need no longer signal panic over missing payrolls, disrupting collections, or cash flow. Tyler's Munis<sup>®</sup> Disaster Recovery can have you back up and running your critical processes within hours. Tyler provides the servers, the operations staff and your data stored from the previous night. We do it all from our Falmouth, ME office.

It would take days for any IT staff to acquire replacement hardware and reinstall and configure an entire Munis environment from the operating system up. Disaster Recovery will enable your Munis system to be back up and running within hours. Clearly, you have a lot of worries, but your Munis Financial Management System is not one of them.

What happens when the disaster is monumental? You have no electricity or access to systems. Where do you start? First and foremost you need to take care of your employees and your community. Munis Disaster Recovery services will help put you back on track even in the wake of a major disaster.

Our Disaster Recovery services can even go so far as to run your payroll from our Falmouth office, if necessary, making it possible for you to deliver payroll and ultimately produce a positive ripple effect in your community. And meeting payroll means your paid employees now have money to put back into the community when it's needed most—while recovering from a disaster. The cumulative effect of this cash flow is vital to helping a community to get back on its feet. Clearly, Munis Disaster Recovery is more than just hardware

### How It Works

Utilizing our state-of-the-art Data Center, Tyler can transparently retrieve a copy of your data every night, thereby ensuring your critical users can always process work via modem or by traveling to one of two Tyler locations.

- The Disaster Recovery team helps you identify critical business processes and users, define and document recovery procedures, printing solutions, etc.
- Tyler provides disaster recovery services for your Munis applications, including: off-site backup, recovery server, alternate processing location & remote access
- A database export is transferred every night to a server in Maine using a network efficient 'sync' process that enables the transfer to be completed in minutes, even for extremely large databases
- In the event of a disaster your live database is loaded into a Munis environment on the Recovery Server and your critical users are setup to access that server
- You can access your Munis Disaster Recovery Environment using an SSL (Secure Sockets Layer) VPN client from any remote location with an Internet connection, or come to one of our offices and utilize our facilities.

### Disaster Declaration

- A disaster is an unplanned event that shuts down your system, threatening your financial standing or public image. It does not include hardware or network failures that are covered by standard service agreements, or repairs that can be made within 24 hours. Provided we have your data, we guarantee you'll be back in business within 12 business hours.
- A disaster may be declared between the hours of 8AM and 6PM, EST Monday-Friday

## Post-Disaster Services

- Tyler delivers an export of your database
- Our OSDBA Department provides on-site installation services free of charge to customers with a current OSDBA contract. Otherwise, this is a billable service.

*Revision date: 01/16/09*

## Munis<sup>®</sup> OSDBA

The Munis<sup>®</sup> OSDBA group provides operating system and database administration services, such as installations, upgrades, routine maintenance, and database tuning. These services are available to all customers on a contract basis.

### Why Munis OSDBA?

- Trained for the Job
  - Munis OSDBA staff is trained specifically for Munis server configurations
- Cost Effective
  - Often priced at a fraction of the cost of hiring/training personnel in-house
- Reliability and Performance
  - Regular maintenance reduces downtime and ensures consistent performance
- Better Utilize Internal Personnel
  - Frees your staff to focus on other higher value tasks in your organization

### Standard Services for Servers Running UNIX<sup>®</sup> or Linux<sup>®</sup>

- Operating System Support
  - Common UNIX System Administration
  - Printer installation and configuration
  - Disk space configuration
  - User account maintenance
  - Operating System patches and tools
  - Cash Station (POS) install, configuration
  - System backup and recovery
- Munis Software Support
  - Maintenance release/upgrade installation and configuration
- Database Software Support
  - Database administration
  - Software upgrade install assistance
  - Data recovery
  - PC client software install, configuration
  - Database tuning
  - Database imports and exports

### Standard Services for Servers Running Windows Operating Systems

- Server Support
  - Installation and configuration of O/S level patches and upgrades
  - Server tuning
  - Common system administration (printer installation and configuration, and so on)
- Server Required 3rd Party Software Support

- Installation of patches and upgrades
- Ongoing configuration
- Database Software Support
  - Database administration
  - Software upgrade install assistance
  - Data recovery
  - PC client software install, configuration
  - Database tuning
  - Database imports and exports

## Standard Services for PC Support

- For Windows 2000 and Windows XP installation help:
  - Four Js® client software
  - Crystal Reports
  - Munis Messenger (Workflow)
- Standard support hours Monday-Friday, 8:00am-6:00pm EST)

## OSDBA Special Services

Available at no charge or minimal charge with your OSDBA contract. Contact your sales representative for details.

## System Maintenance

- Can be done remotely
- With installation of our OSDBA check script we monitor vital parts of your server. (Disk space, backups, DB engine, etc) If the check script detects a problem it automatically opens a support call for us to address.
- No downtime for most tasks
- Includes:
  - Operating system review and maintenance (O/S patches/service packs)
  - File system cleanup
  - Refresh live database
  - Printer & user cleanup
  - Database analysis (analyze DB chunk usage, engine tuning, review error logs)
  - Munis Release upgrades
  - Backup review (verify backups & script functionality and setup)
- Free Server Transfer Service available every two years

## Remote System Administrator Training

- Basic System Review and Analysis
- Adding users and printers
- Printing custom forms, duplex printing, tray selection
- Automatic and manual database refreshes

- Tape backups: verifying, restoring, creating backups, backup scripts
- Four Js, GUI client install, configure, uninstall, error codes
- Terminal Services: configure and print
- Licensing: Installing temporary and permanent
- Workflow: Installing and configuring Messenger; troubleshooting

### Weekend Service for Release Updates

- Available 2nd Saturday of every month
- 1st come, 1st served
- Must request 2 business days (by 6:00pm EST on prior Wednesday) in advance

*Revised 02/16/09*

## Tyler GovernmentPulse

There is a strong trend toward data-based decision making. This trend is well founded in the belief that informed decision making is the only reasonable approach to management. Yet, most local governments struggle to acquire the data necessary to support this process. The acquisition of data quickly becomes the focus of activity instead of a step in the process. Government Pulse, Tyler's information warehouse, addresses this need and improves the entire management process for a local government. It transforms data-based decision making into information-based decision making.

1. Data is automatically and systematically acquired from all application systems used by your site.
2. The data is combined and transformed into highly processed and immediately usable management information.
3. The information is interactively delivered to managers at very high delivery speeds via sources including browsers, spreadsheets, and other desktop tools.

The result is that all stakeholders are empowered by information. Government Pulse literally changes the way local government does business.

Government Pulse acts as an information hub, accumulating data from throughout your site, translating it into meaningful information, and then redistributing that information to users and other application systems.

### Features

- Incorporated models for all Tyler products
- Consistent sub-second response times
- Designed for use by cities, counties, school districts and authorities
- Delivery of information via browsers, spreadsheets, email, word processing documents, PDF, desktop applications, and more
- Supported data interfaces between application systems can eliminate the need for more expensive and labor-intensive interface tools



Revised 02/10



## Tylerforms Output Solution

Control where, how, and in what order you print your purchase orders, invoices, checks, and more with the TylerForms Output Solution (TFOS). TFOS merges your application data with templated electronic form designs. The results can be printed to your existing network printers, no matter where the hardware is physically located. With optional Tyler GoDocs, form output, such as for direct deposits, can be e-mailed and all form output can be saved as a PDF file. In addition, GoDocs enables purchase orders to be faxed or e-mailed. Please note that faxing may require the purchase of additional software and/or hardware.

With TylerForms Output Solution you don't need pre-printed forms: you can use less expensive standard blank paper. You can also use bar codes, signatures, bank, OCR, and postal fonts, logos, and other data-driven elements that pre-printed forms can't produce.

TFOS uses the Adobe® Central Output Server as its engine and includes software needed to integrate with your other Tyler applications. TylerForms offers several libraries of form templates that are tailored to work specifically with your Tyler Applications. You purchase only the libraries to meet your organization's needs.

TFOS also offers two options that enhance productivity and security.

- High-speed laser printers, or folder/sealer/insert hardware and addressing systems will save your staff hours or days normally spent manually folding forms and stuffing/addressing envelopes.
- Tyler Check Signing Security system allows only approved personnel to perform check runs and authorize those remittances with secure, electronic signatures.

TFOS and its associated applications can save you time and money and enhance your accounting control procedures.

## Delivered: A Complete Solution, Installed

- TFOS integrates with other Tyler modules
- Tyler professionals train your staff
- Tyler performs testing to ensure the success of each installation and also provides support once you go live

## Form Templates: Examples

Note that form templates are available in standard form libraries. Custom programming is available for an additional fee.

- Financial form template library includes:
  - 1099M, 1099S, 1099INT, & 1099GAnd, one design of:
  - Accounts Payable Check
  - EFT/ACH
  - Purchase Order
- Human Resources form template library includes:
  - W-2
  - W-2C
  - 1099RAnd, one design of:
  - PR Check
  - Direct Deposit
  - Vendor from Payroll

- Vendor from Payroll Direct Deposit

### Other Available Forms Libraries

- General Billing
- Business License
- Permits
- MA Tax

### Available Individual Forms

- Work Orders
- Personnel Action Form - New
- Personnel Action Form - Change
- RE Tax Bills and related forms
- PP Tax Bills and related forms

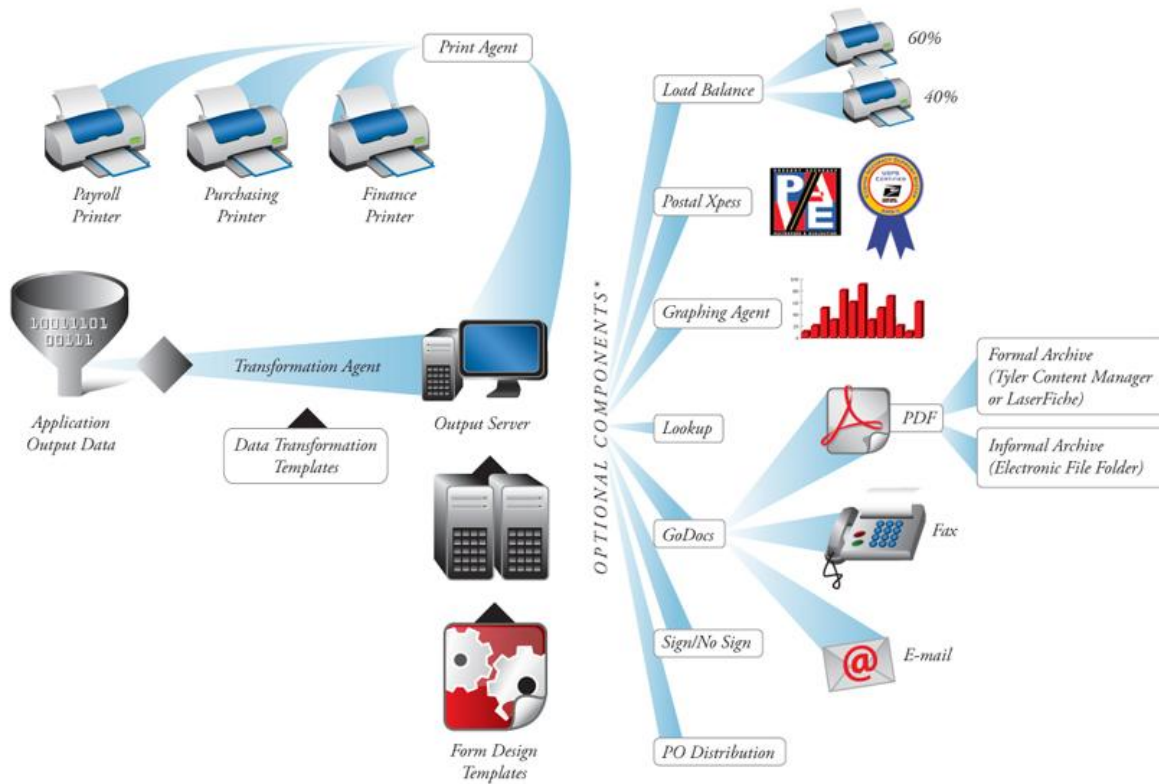
### Optional Custom Templates

- Tyler can create custom form designs to suit your specific needs for an additional fee

## The Complete Picture:

### TylerForms Processing & Optional Products

The following graphic shows how you can use TylerForms Processing and additional components to create a system environment with unlimited output options:



Revision date: 01/14/09

## Tylerforms GoDocs

TylerForms GoDocs gives you options beyond simply printing your forms. With GoDocs you can move from a traditional paper-based system of document output to an electronic method—e-mail, fax, or electronically archive your forms.

### E-mail

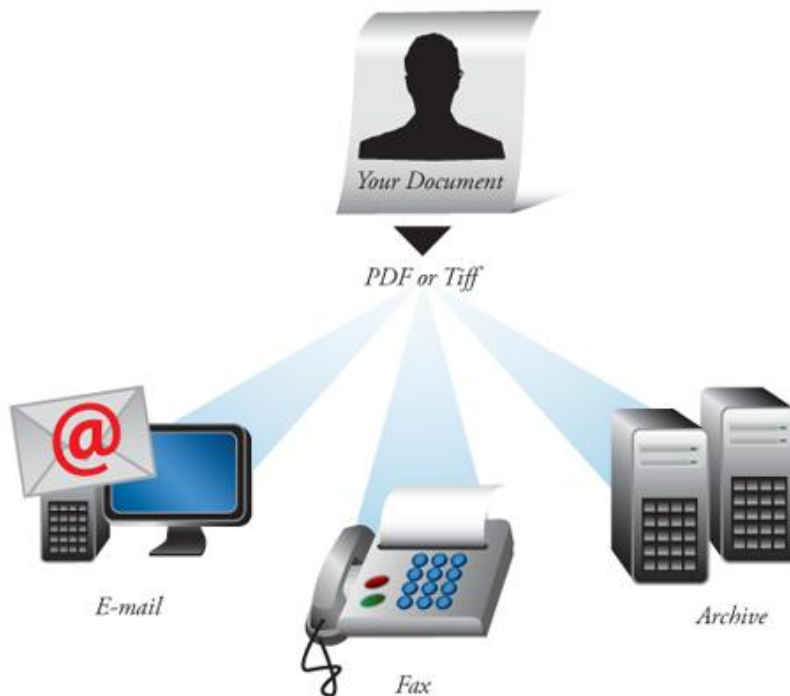
The GoDocs e-mail capability can automatically convert your certain eligible forms to a PDF or TIFF, and can attach it to a formatted e-mail message. These messages are built dynamically with data elements from the attached form. E-mail attachments can also be password protected for additional security.

### Fax

GoDocs can be integrated with Right Fax or MS Fax to automatically fax certain eligible forms. This eliminates the need to print the form and then manually process the fax.

### Archive

As GoDocs creates an output file for laser printing, it can simultaneously create PDF or TIFF images for certain documents to be archived to either a formal or informal archiving system. The archived documents add significant convenience for re-printing or e-mailing, eliminating the need for paper-based filing systems. Archived copies can be viewed “as printed” and are easy to audit.



Revision date: 01/22/09

## Tyler Content Manager, Standard Edition (SE) For Munis®

Tyler Content Manager Standard Edition (SE)\* for Munis® is an easy-to-deploy content management solution designed specifically for Munis clients of every size. Through easy capture, storage, and retrieval of documents, it's the perfect solution for clients who want to electronically manage and incorporate paper documents seamlessly into their Munis processes.

### How TCM SE works

TCM SE is pre-configured and fully integrated with a number of documents. Using TylerForms, Tyler automated the capture of thousands of form images that are normally printed. Clients scan additional documents related to core Munis business processes that originate externally. Users have easy access to all these securely archived documents, retrieving images directly from their Munis inquiry screens or directly from TCM SE. Additionally, system-generated reports are archived for later retrieval. TCM SE is ideal for clients who wish to eliminate paper, protect images and retrieve a variety of related documents.

### Benefits of TCM SE

- Manages electronic documents and lessens the need for storage space and file cabinets
- Stores and archives forms and system-generated reports for short and long-term use
- Provides user access to related documents associated with Munis transactions
- Conforms to Records Management requirements, including retention schedules and file plans
- Responds to records audit information requests, subpoenas, and other mandatory requirements
- Eliminates liability that comes with employees deleting (or not deleting) documents according to best practices
- Eliminates the search for stored papers, saving time and money while increasing productivity

### Control Your Paperwork Process

Munis users see the value of TCM SE each time they view their mission-critical transactional documents. With TCM SE, all documents are linked together through one solution. For instance, users can view a vendor invoice and its related credit memo, quotation, contract document, packing list, or any other incoming correspondence. Human Resource users can view documents related to Personnel Action, New Hire, and Employee files. This feature is leveraged across the organization in multiple business scenarios. Because some Munis content is central to the needs of all users, authorized personnel can display all the associated documents with just a few clicks of the mouse.

## Batch Invoice Processing

To make invoice processing easier, TCM SE supports invoice batch scanning. TCM SE saves time by automatically indexing batches of vendor invoice documents—users complete the AP invoice-creation process in Munis as they normally would and then archive the invoice. With the aid of barcode-recognition technology, they reduce the labor associated with invoice processing.

With TCM SE and Munis, users maintain an electronic file cabinet that properly stores all documents. They save time with easy access to all documents from Munis, or directly from TCM SE. Long-term protection is assured through a simple process and with a minimum of administration.

*\*TCM SE is restricted to content management related only to Munis applications. Tyler provides a site license for viewing content for Munis users. For use with applications outside of Munis, clients should consider the TCM Enterprise Edition.*

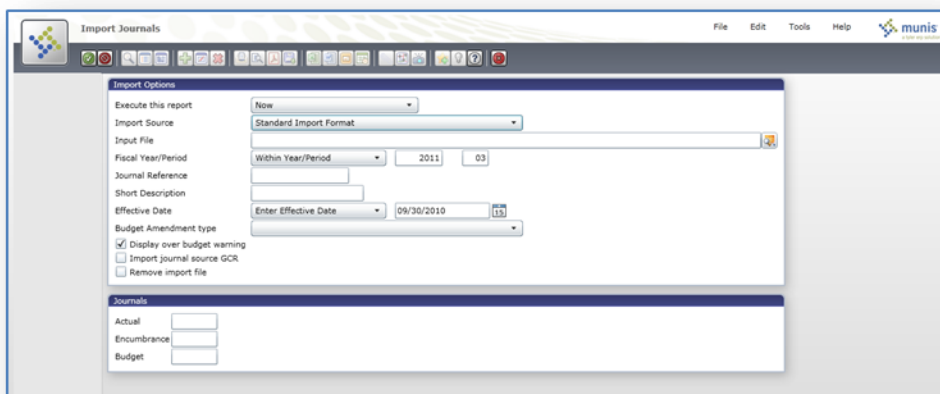
## TREASURY MANAGEMENT—SymPro

### What it is:

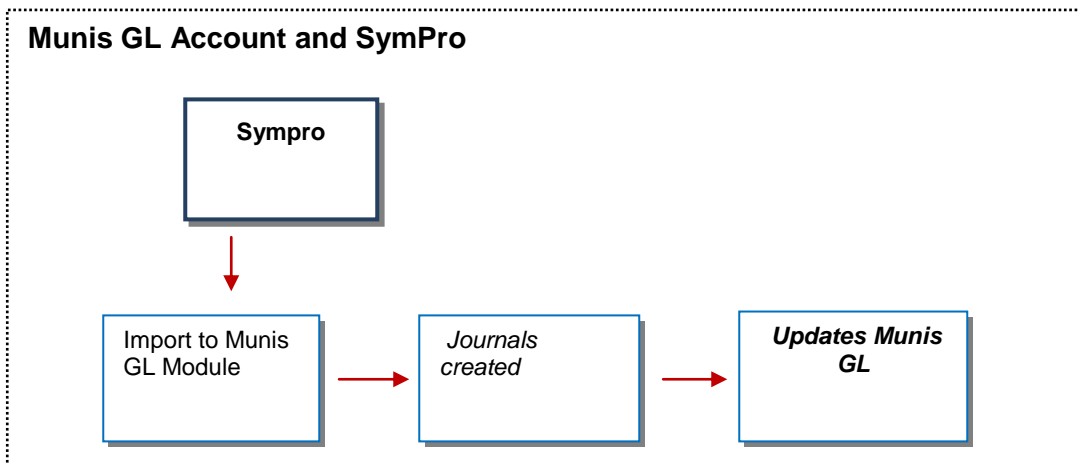
**Emphasys SymPro**, the leading provider of Treasury Management Software solutions to the public sector, currently provides software for organization’s daily investment, debt, and cash management operations.

### How it works:

Using the Munis GL Account Import program, the Emphasys SymPro solution integrates directly with Tyler’s EDEN and Munis General Ledger modules to automate the journal entry posting process for treasury transactions. In effect the SymPro product creates general ledger journal entries to reflect a customer’s investment transaction and debt management activity, within a portfolio, for a specific date range. The activity includes purchases, sales, maturities, income earned, interest/dividends received, change in value, and related journal entries to reflect investment and debt transactions. Within SymPro, users can view the journal entries on screen, print reports, and **export the data to the Munis general ledger application.**



### Flow of Data:



**Benefits:**

It's a fact that every organization is held to strict reporting requirements. Created in 1985, the Emphasys SymPro solution was designed to meet that need. In essence Emphasys SymPro automates detailed treasury and portfolio accounting procedures, including direct import from other systems to the Munis GL.

Munis users who also use Emphasys SymPro can:

- Calculate earnings, accrued interest, capital gains & losses, average daily balance, amortization, weighted yields, duration and total return with SymPro
- Analyze your complete cash, investment and debt portfolio, including historical trends, earnings, yield, book value and "what if" sale analysis
- Generate graphs and over 50 standard reports including GASB and FASB compliance reports and performance reports
- Create and export general ledger journal entries reflecting investment transaction activity
- Import positions or transactions from your custodial service or broker
- Create an unlimited number of portfolios with multiple funds, divisions or advisors for each portfolio
- Get current market prices, variable rate changes, interest & dividend cash flows and redemption information; and identify opportunities and vulnerabilities within your investment and debt positions

**Updates these Munis programs:**

Munis GL

FMI: <http://www.emphasys-software.com>

## eschoolmall (ESM) Punchout

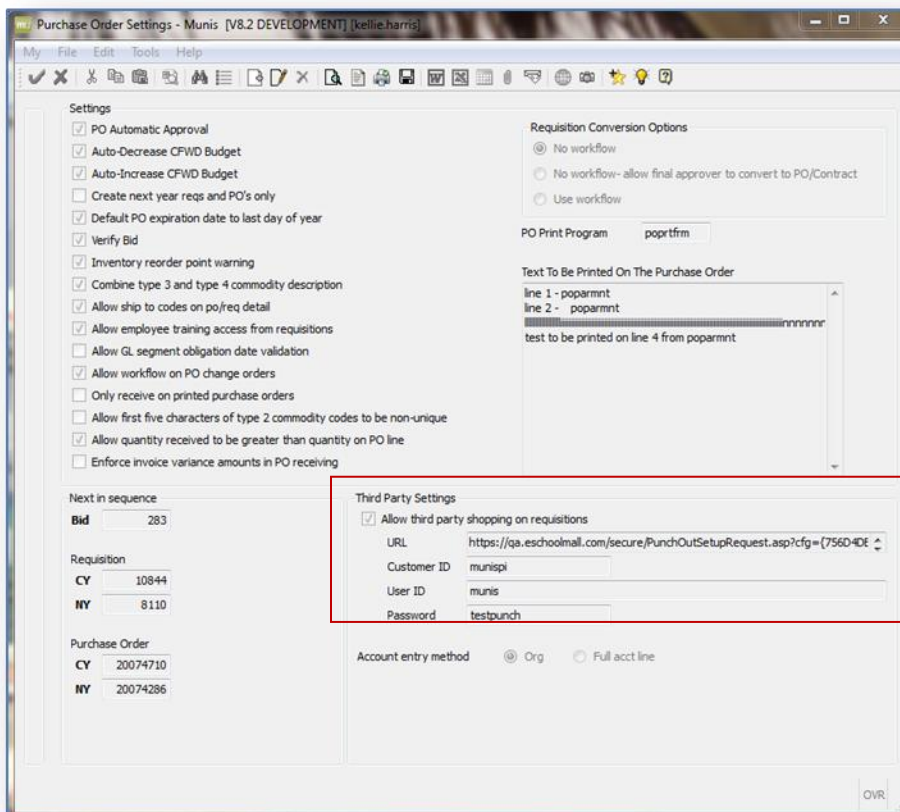
### What it is:

The eschoolmall (ESM) system provides an Internet-based e-procurement buying solution for the educational markets. Through tight integration between Munis and ESM, organizations are offered an electronic catalog that's comprised of their pre-approved bid results. The Online Shopping button in Munis Requisitions, or "Punchout" as it's sometimes called, works in effect like *Amazon.com*. Each Munis user sees their organization's specified catalogs, all on pre-determined contract price.

### How it works:

#### Setup

To set up the ESM/Munis catalog integration: In order to allow Munis to auto-log in users to the online catalog, sites must check the box in the Munis PO Settings (Parameter) file that allows third-party online shopping through ESM.

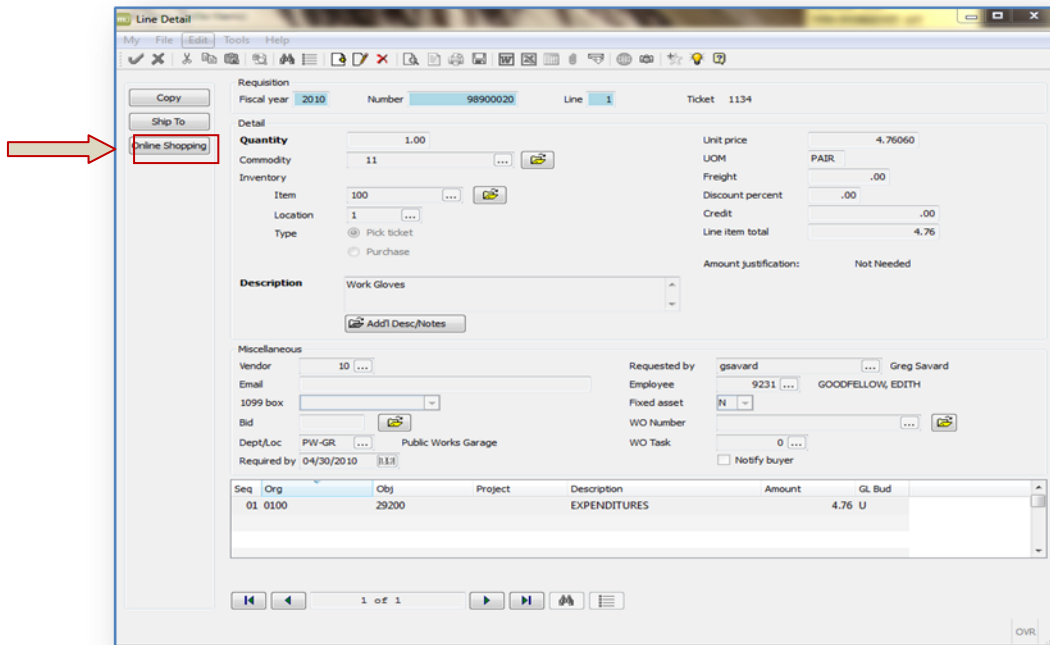


Sites also need to set up the appropriate customer IDs, user IDs, and passwords before a user can access the catalog. This creates a seamless and automatic verification of their credentials, without the need to log in each time a user wants to shop from the catalog.

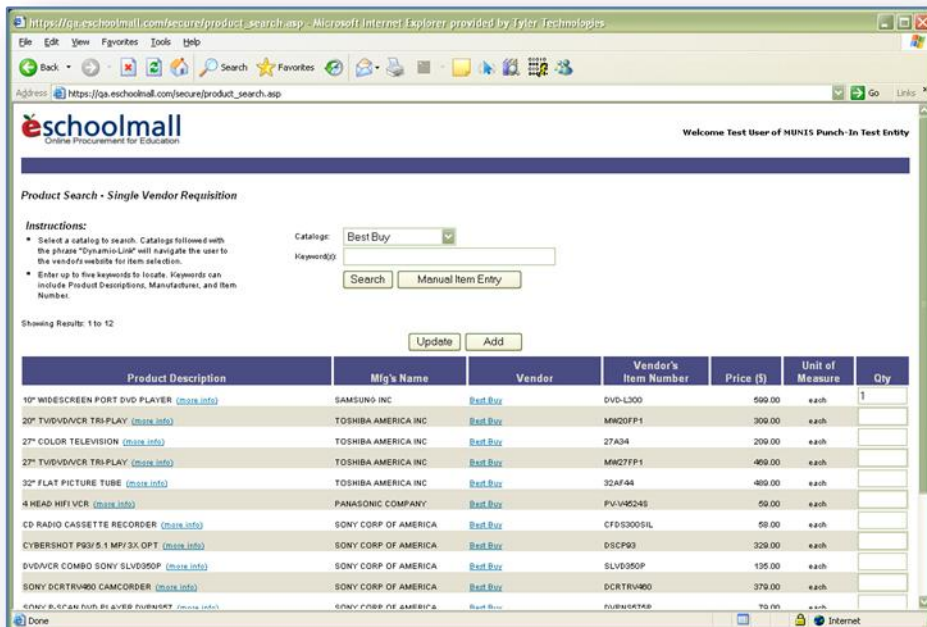
Within the new requisition process, the requisition detail screen displays. At this point the user will not be placed directly into add mode; instead the user can choose whether to shop online by clicking



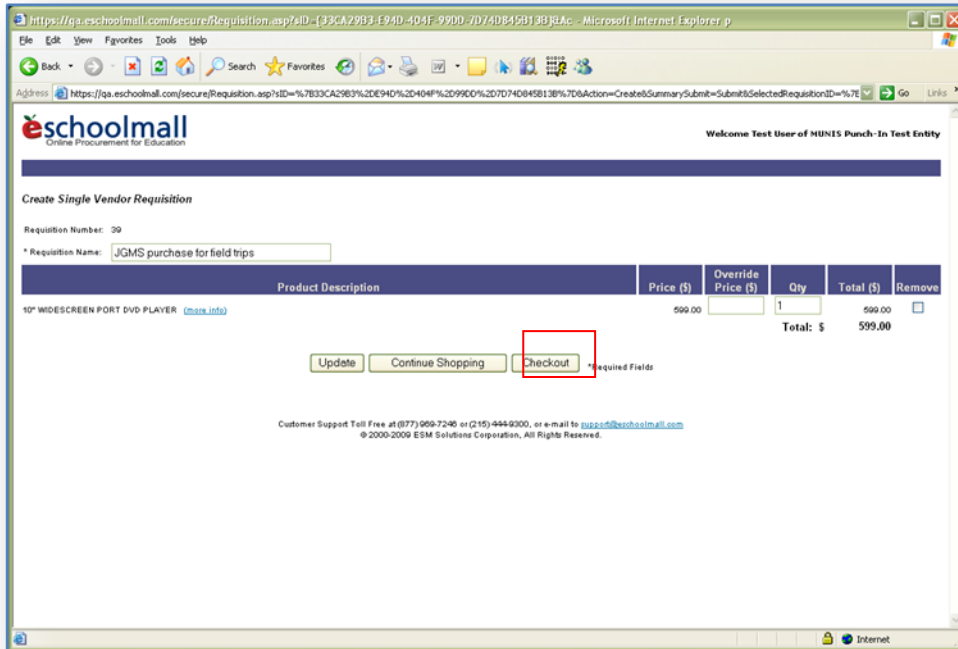
the "Online Shopping" menu option, or add a manual detail line (through the current MUNIS ADD functionality).



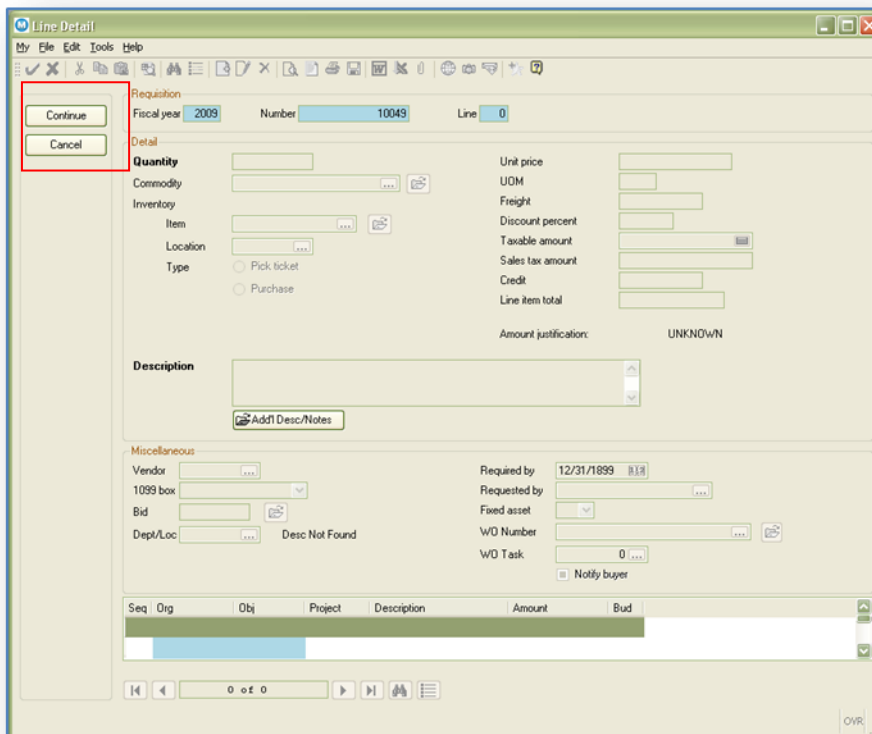
Once in ESM, the user can select the catalog they want to see, and shop for all of their desired items.



Once done, the user selects *Checkout*.



This returns the user to MUNIS; clicking *Continue* retrieves the cart items from the third party, and creates the requisition line items. (Note: selecting *Cancel* at this point will cancel the online shopping action entirely.)



Munis approvals and PO processing takes over from here, and users can maintain the requisition line item with the standard tool bar options.

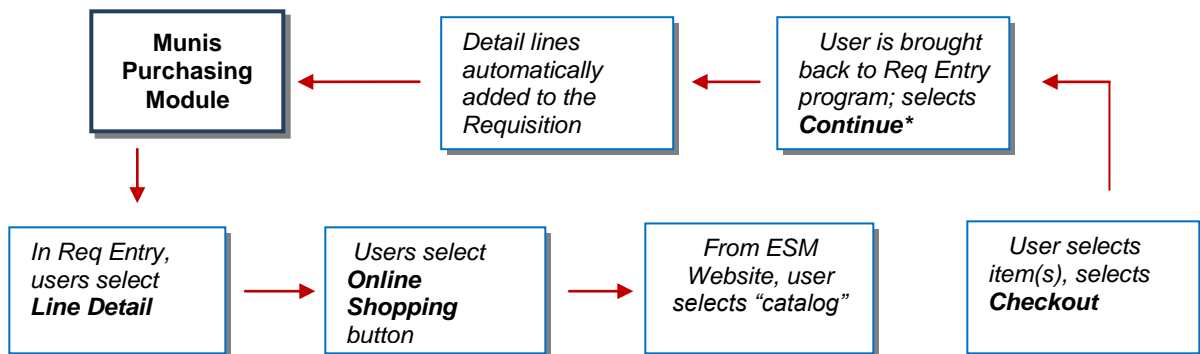
It's important to note that *there is one consistent system of record* because all approvals exist in Munis. What's more, a real-time budget check is performed when a requisition is created from ESM. This ensures that the requested items are covered within the budget. If a sufficient budget does *not* exist, the requisition is not created in Munis.

### Flow of Data:

#### Cart Create

- 1) The user initiates a "punch-out" action from within the Munis application (*Online Shopping* button).
- 2) Munis generates a "PunchoutSetupRequest" XML document, and posts it to the ESM server.
- 3) The ESM server validates the credentials and generates a user session.
- 4) The user builds a shopping cart with some or all of the following data:
  - a. Cart Number
  - b. Cart Description
  - c. Vendor Name
  - d. Vendor Address and Contact information
  - e. Item Name
  - f. Vendor's Item Number
  - g. Manufacturer Name
  - h. Manufacturer Part Number
  - i. Unit Price
  - j. Quantity Requested
  - k. Item's Unit of Measure
- 5) The user selects the *Check Out* option.
- 6) Munis processes the cart and continues with the Req/PO process.

#### Munis Purchasing and ESM



\*Note: at this point, selecting *Cancel* rather than *Continue* will remove the online shopping cart items from the process

#### Technology

Munis uses a SOAP (Simple Object Access Protocol) Web service to accept ESM and XML (extensible markup language) transactions. The integration accepts three types of transactions: Import, Update, and Deletion of requisitions, and provides integration and validation between ESM and Munis General Ledger, Requisitions, Purchase Orders, and Receiving.

**Benefits:**

The Munis/ESM integration provides Munis users with a cost-effective solution to the never-ending buying process—and leaves their schools with more time to focus on educating their students. For instance:

- All items in the ESM catalog are already approved from the bid process—no more searching and shopping for the best price
- After shopping in the ESM catalog the user submits the shopping cart, which automatically populates the Requisition Detail screen—eliminates entry duplication, and reduces margin of error
- During the requisition approval process, account codes, fiscal dates, quantities, price fields, account information and any pre-encumbrance actions by line item are automatically modified
- Users can maintain the requisition line item with the standard tool bar options
- All approved line items are automatically aggregated by Vendor and ship-to location and placed on a purchase order
- Users can complete the Munis/ESM process using Workflow; once a requisition is populated in Munis it's flagged as a Status 4

**Updates these Munis programs:**

Requisition Entry

FMI: <http://www.ESM.com>

### I.3 Listing of Deliverables

A description of each deliverable shall be provided with the information below. Please use the following definitions when completing the form:

- DED Number: The number of the deliverable.
- Deliverable Name: Name of Deliverable.
- Phase: The name of the phase(s) in which the deliverable is completed.
- Description/Objective: A description of the deliverable and the expected outcomes.
- Scope: A description of whether or not the deliverable covers all phases and the intended audience.
- Outline: An outline of the deliverable.
- Assumptions: A list of any assumptions related to the deliverable.
- Additional Information: Any additional information requested and/or relevant to the understanding of the deliverable content that is not captured elsewhere in the DED.

DED NUMBER	DELIVERABLE	PHASE(S)
DED01	Contract	1
DED02	Management Plans	1
DED03	Project Plan/Schedule	All
DED04	COA Analysis & Spreadsheet	1
DED05	Best Practices Recommendations Spreadsheet	1,2,3,4
DED06	Final Best Practices Document	1,2,3,4
DED07	Core User Procedural Documents	1,2,3,4
DED08	Data Conversion Crosswalks	1,2,3,4
DED09	Data Conversion Files	1,2,3,4
DED10	Data Conversion Comparison Reports	1,2,3,4
DED11	Modification/Customization Specifications	TBD
DED12	Modifications/Customizations	TBD
DED13	Interface/Import/Export Specifications	TBD
DED14	Custom Interfaces/Imports/Exports	TBD
DED15	Static Environment Test Plan	1,2,3,4
DED16	Agendas	All
DED17	Site Reports	All
DED18	Status Reports	All
DED19	Custom Report Specifications	All
DED20	End User Documents	All
DED21	Tyler Forms Kits	1,2,3
DED22	Tyler Forms Proofs	1,2,3
DED23	Tyler Forms	1,2,3
DED24	Decentralized Training Plan	All
DED25	Trial Run Plan	1
DED26	Parallel Testing Plan	2
DED27	Pre-Live Checklist	All
DED28	Post Live Audit	1,2,3,4

DED01:	Contract
Phase(s):	1
Description/ Objective:	PDF document, outlining all negotiated and accepted terms and conditions governing the ERP Implementation project between client and Tyler.
Scope:	Responses to RFC, purchased products and services, modifications and customizations, and all deliverables pertaining to product implementation.
Outline:	N/A
Assumptions:	
Additional Info:	Control Point – Signoff required to proceed

DED02:	Management Plans
Phase(s):	1
Description/ Objective:	Customize baseline management plan templates to reflect District approach.
Scope:	Change Management Plan, Resource Plan, Education Plan, Communication Plan, Risk Plan
Outline:	N/A
Assumptions:	All project team members will participate in the development of these plans.
Additional Info:	Control Point – Signoff required to proceed.

DED03:	Project Plan/Schedule
Phase(s) :	All
Description/ Objective:	Plan will be developed in Microsoft Project and converted to a SharePoint format. It will provide tasks and timelines for deliverables throughout the project as well as dependencies.
Scope:	Task list with owners and due dates, project on-site and training schedule, meeting schedule. All will be posted in tasks and viewable in list and/or calendar view by all team members on the project SharePoint site.
Outline:	N/A
Assumptions:	All project team members will have access to schedule and update as defined in the communication management plan.
Additional Info:	Control Point – Signoff required to proceed.

DED04:	COA Analysis and Spreadsheet
Phase(s):	1
Description/ Objective:	Provide analysis and spreadsheet as structured outline for building the new Chart of Accounts.
Scope:	Examination of the impact of the COA on each module purchased. Emphasis will be placed on following State mandated design and creating a new chart of accounts that will meet the budgeting, reporting and inquiry needs of the District.
Outline:	N/A
Assumptions:	Participants will have in-depth knowledge of internal and external financial reporting at all levels, i.e., within District, Local, State and/or Federal.
Additional Info:	Control Point – Signoff required to proceed

DED05:	Best Business Practice Recommendation Spreadsheet
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Phase(s) : 1,2,3,4  
Description/  
Objective: Excel spreadsheet defining current and recommended business practices for optimizing MUNIS functionality and use of MUNIS functionality to support goals of the District.  
Scope: Modules outlined in TCS Section  
Outline: N/A  
Assumptions: Tyler Consultant will conduct needs assessment interviews within each of the core departments to identify current and future needs within each area. The District's functional departments will be responsible for providing all the necessary documents, reports, and information related to current business practices to the Tyler Consultants. Tyler Consulting will offer recommendations to the District in utilizing the functionalities in Munis modules to the fullest extent possible in order to realize the efficiencies that an integrated database system can provide. The District is responsible for evaluating these suggestions and recommendations and deciding which of them will be implemented. The District will make prompt decisions on process changes, or communicate the need for additional time on particular processes.  
Additional Info: The decisions made will be utilized in the creation of the Procedural Documents and be the basis configuring and training functional processing in the Munis system

DED06: Final Best Practice Decisions  
Phase(s) : 1,2,3,4  
Description/  
Objective: Excel spreadsheet outlining final decisions that have been made and accepted by the District for optimizing MUNIS functionality and use of MUNIS functionality to support goals of the District.  
Scope: Modules outlined in TCS Section  
Outline: N/A  
Assumptions: The District will make final decisions in a timely manner. Decisions will be communicated to District staff and reinforced throughout the Implementation process and during training of users. The implementation setup and training will be based on the decision made during this process  
Additional Info: Control Point – Signoff required to proceed

DED07: Procedural Documents  
Phase(s) : 1,2,3,4  
Description/  
Objective: Word document that provides the reader with the goal of the process. Procedural documents are step by step process with accompanying screen shots and descriptions. Mandatory fields are highlighted. Copies of any forms required to support the process are included in the appendix.  
Scope: Modules outlined in TCS Section  
Outline: N/A

**Assumptions:** Development of these documents will be off site. Best Business Practice Recommendations must have been completed and accepted. Procedural documents incorporate and are based on the decisions made during the To Be analysis. TCS will be responsible for making changes to in the document errors in described functionality. The District will be responsible for changes in the document as a result of decisions to change any functionality or process previously approved through the BBP process.

**Additional Info:** The District will be responsible for changes in the document as a result of decisions to change any functionality or process previously approved through the BBP process.

**DED08:** Data Conversions Analysis & Crosswalks  
**Phase(s) :** 1,2,3,4  
**Description/  
Objective:** Review conversion schemas and data formats for all purchased conversions and provide an explanation of specific data fields within Munis necessary to map Districts data fields to appropriate Munis data fields.  
**Scope:** Conversions listed in previous section  
**Outline:** N/A  
**Assumptions:** The District will provide readable data in an acceptable format. The District will be responsible for extracting data from their legacy system, mapping their legacy data to Munis fields, and providing data according to conversion guidelines. The District will generate the required reports to be used in validating the data at the time of extraction.  
**Additional Info:** Data conversions are the most time critical piece of the Implementation. Note: Failure to meet conversion deadline a have a direct impact on live dates.

**DED09:** Data Conversion Files  
**Phase(s) :** 1,2,3,4  
**Description/  
Objective:** Use standard or custom coded programs to convert data provided by the District into a format that can automatically be loaded into the Munis system according to the mapping instructions provided by the District.  
**Scope:** Conversions listed in previous section  
**Outline:** N/A  
**Assumptions:** Tyler Conversion will return the converted data with instructions for loading and provide error/exception reports for each conversion. The District will thoroughly review the converted data, the error/exception report and provide necessary instructions to conversion programmer regarding issues with the converted data.  
**Additional Info:** All converted data will be loaded into the Train or Test DB for validation prior to loading in live environment.

**DED10:** Data Conversion Validation Reports  
**Phase(s) :** 1,2,3,4  
**Description/  
Objective:** Provide a TRS reports for validating conversion data.



Scope:	All converted data must be thoroughly reviewed and verified against reports run at time of data extraction. Implementation will assist the District in running reports out of Munis and provide TRS reports that can assist with comparing data and identifying errors in the converted data.
Outline:	N/A
Assumptions:	All data and processes critical to the District should be checked carefully. Formal acceptance of conversion data is required before loading to Live. The District is responsible for maintaining converted data in the live system through Go Live, once accepted and loaded to Live.
Additional Info:	Sign off on Conversion Acceptance

DED11:	Modification /Customization Analysis & Specifications
Phase(s):	TBD
Description/ Objective:	Review and understand District requirements for the modifications and customizations. Specification will contain a description and details of the intended modifications/interface and /or programs to be delivered to address the contract item – this document identifies exactly where and how the application programs will be changed.
Scope:	Listing in Appendix 5. This will be the blueprint used by development to write code and change programs within Munis to provide desired functionality.
Outline:	N/A
Assumptions:	Work on customizations will not begin until specifications are accepted and a copy of the specifications is returned with a signature authorizing work. New processing procedures as a result of customization will be incorporated into Best Business Practices.
Additional Info:	Signoff required to proceed

DED12:	Modifications /Customizations
Phase(s):	TBD
Description/ Objective:	To provide required program functionality
Scope:	Develop custom code and change programs within Munis to provide desired functionality according to listing in Appendix 5.
Outline:	N/A
Assumptions:	New processing procedures as a result of customization will be incorporated into Best Business Practices.
Additional Info:	Signoff required to proceed

DED13:	Interface/Import/Export Analysis & Specifications
Phase(s):	1,2,3,4
Description/ Objective:	Review and understand District requirements for Interfaces. Custom Interfaces identified in the contract will require a specification will contain a description and details of the intended interfaces and /or programs to be delivered to address the contract item – this document identifies exactly where and how the data will be exported or imported.
Scope:	Review and understand District requirements for interfaces. Specification will contain a description and details of the intended interface to be delivered to address the contract item.

Outline: N/A  
Assumptions: Work on custom interfaces will not begin until specifications are accepted and a copy of the specifications is returned with a signature authorizing work. Standard interface information and layouts will be provided.  
Additional Info: Sign off on acceptance

DED14: Custom Interfaces/Imports/Exports  
Phase(s): All  
Description/  
Objective: Provide custom interfaces with 3<sup>rd</sup> Party systems  
Scope: Develop interfaces per specifications and listing outlined in Appendix 5  
Outline: N/A  
Assumptions: New processing procedures as a result of custom interfaces will be incorporated into Best Business Practices.  
Additional Info:

DED15: Static Environment Test Plan  
Phase(s): 1,2,3,4  
Description/  
Objective: Provide an early opportunity to the District for testing and validating the business process decisions in the actual application.  
Scope: Implementation will assist the District in the step by step testing of the functionality of Munis using processes and system parameter set up chosen by the District as the Best Business Practices. This test will enable the District to see the way the system functions using their own data. Focus will be on helping the District understand the impact of the approved recommendations will have on the way the system functions.  
Outline: N/A  
Assumptions: Tyler Consulting will address any concerns and /or note any areas of functionality that the District determines as not functioning as the desired. Data files will be created during this process for submission to Tyler Forms and will be used for testing during the forms design and development efforts  
Additional Info: Control Point - Formal acceptance of the Best Business Practices will be required upon completion of testing.

DED16: Agendas  
Phase(s): All  
Description/  
Objective: Provide an outline of analysis and training sessions.  
Scope: Agendas will include time and location, recommended participants, pre-requisites for the session, objectives for the session, and items that participants should bring to the session, if any.  
Outline: N/A  
Assumptions: Agendas will be provided 2 weeks in advance.  
Additional Info:

DED17: Site Reports

Phase(s) : All  
 Description/  
 Objective: Provide a summary of services and activities on a weekly basis.  
 Scope: Each implementer on a weekly basis will provide a report summarizing sessions and activities that they were tasked to perform during the week. Report will also list homework tasks to be completed, owners of task and time frame for completion.  
 Outline: N/A  
 Assumptions: Site reports will be reviewed by Tyler PM prior to posting on the client SharePoint site.  
 Additional Info:

DED18: Status Reports  
 Phase(s) : All  
 Description/  
 Objective: Communicate a summary of the current project status based on schedule, tasks, and budget  
 Scope: Provide effective and timely communication to key staff on the current project status, upcoming events, and project milestones at a detail level.  
 Outline: N/A  
 Assumptions: Responsibility of the Tyler Engagement PM. Provided on a Weekly basis and will be posted to SharePoint site.  
 Additional Info:

DED19: Custom Report Specifications  
 Phase(s) : All  
 Description/  
 Objective: Provide customized reports using SSRS as identified in contract.  
 Scope: Custom reports identified in answer to RFC functional requirements and/or interfaces.  
 Outline: N/A  
 Assumptions: Work will be conducted on site by a Tyler consultant. Priority and due dates will be assigned to the reports according to the phase their completion is required.  
 Additional Info:

DED20: End User Procedural Documents  
 Phase(s): 1,2,3,4  
 Description/  
 Objective: Document providing streamlined step by step processing for decentralized departments.  
 Scope: Outline of functionality utilized by decentralized users only.  
 Outline: N/A  
 Assumptions: Tyler Consultants will extract appropriate material from the Procedural documents and compile it for End User training.  
 Additional Info:

DED21: Tyler Forms Kits  
Phase(s) : 1,2  
Description/  
Objective: Completion of the forms kits will provide pertinent information of clients customized forms requirements and their output requirements.

Scope: Financial, Payroll, General Billing  
Outline: N/A  
Assumptions: Kits will need to be submitted to Tyler Forms with Original signatures for digitization. Data files to be used for testing during form development must accompany submission of kits. Development work will not commence until both kits and data files are received.

Additional Info: A verification call with Tyler Forms scheduled after receipt of the kit and data files. This call will provide an opportunity to clarify details of the forms development and technical information provided.

DED22: Tyler Forms Proofs  
Phase(s) : 1,2  
Description/  
Objective: Provide form design proofs based on mock up form provided by client.

Scope: Financial, Payroll, General Ledger – forms proofs will be the draft design based on the information provided by the client in the forms kits and using the data files provided when kits were submitted.

Outline: N/A  
Assumptions: Proofs should be thoroughly reviewed by as many users of the form providing ample opportunity to catch any errors in the proof. During the development and proofing process, information requested by Tyler Forms will be provided in a timely manner.

Additional Info: Client Acceptance and sign off required on final proof.

DED23: Tyler Forms  
Phase(s): 1,2  
Description/  
Objective: Provide final forms for output

Scope: All testing and changing to proofs has been completed. Formal acceptance and sign off of forms required prior to loading forms to Live.

Outline: N/A  
Assumptions: Testing of forms continues through Go Live. Minor changes can be made without charge after go live for 30 days after Go Live.

Additional Info: Critical Stop - Sign off on Tyler Forms Acceptance/Load Acceptance

DED24: Decentralized Training Plan  
Phase(s): All  
Description/  
Objective: Provide plan to deliver training to decentralized end users.

Scope: Develop outline for training content and sessions.

Outline: N/A  
 Assumptions: Processes for end users to be determined by project team and functional leads. All Decentralized training sessions should have a project team member or functional lead present to respond to questions pertaining to approved procedural and policy changes.  
 Additional Info:

DED25: Trial Run Test Plan  
 Phase(s): 1  
 Description/  
 Objective: Perform steps required for live processing in test environment.  
 Scope: Provide outline of steps required for Trial Run.  
 Outline: N/A  
 Assumptions: Performed during Financials applications only.  
 Additional Info:

DED26: Parallel Test Plan  
 Phase(s): 2  
 Description/  
 Objective: Simulate complete payroll run in Munis and compare outcome to actual payroll run in legacy system for the same timeframe.  
 Scope: Execute test plan a minimum of three times.  
 Outline: N/A  
 Assumptions: Performed during PR/HR implementation only.  
 Additional Info: Critical Stop – Sign off to proceed with go live.

DED27: Pre-Live Check List  
 Phase(s) : All  
 Description/  
 Objective: Identify all tasks that will need to be completed for Go Live.  
 Scope: Checklist will provide cutover timelines to cease processing in the legacy system, timeline for final conversions, contingency processing plans, and instructions for decentralized departments.  
 Outline: N/A  
 Assumptions: District Project Team will work with Tyler to develop.  
 Additional Info:

DED28: Post Live Audit  
 Phase(s) : All  
 Description/  
 Objective: Review departmental processing in Munis to determine compliance with the Best Business Processes. Identify areas that require additional training.  
 Scope: All Modules  
 Outline: N/A  
 Assumptions:  
 Additional Info:

#### **I.4 Training Matrix**

See separate excel file.

#### **I.5 Pasco Gap & Mod Summary**

See separate excel file.







	Tyler Content Manager SE	Set Up and Administration	18		6	12							
<b>1</b>	<b>Tyler Reporting Services</b>												
	Tyler Reporting Services	Reporting	64		6	12	6	1	4	1	4	4	2
<b>1</b>	<b>Workflow</b>												
	Workflow Finance	Set Up	18		6	12							
	Workflow Finance	Approval, Inquiry	58			12	15		5	3		12	5
	Workflow Revenue	Set Up	18		6	12							
	Workflow Revenue	Approval, Inquiry	32			12	15		5				
<b>1</b>	<b>System Administration</b>												
	System Administration		18		6	12							
<b>1</b>	<b>Security</b>												
	Security		18		6	12							
<b>1</b>	<b>Self Service</b>												
	Self Service-Employees	HR Payroll SS (change address, name, etc.)	82		6	12		5			42		
	Self Service-Employees	Benefits Self Service	80		6	12		5			42		
	Self Service - Employees	Set Up	33		6	12		5			5		
<b>2</b>	<b>Human Resources</b>												
	Human Resources	Position Control	361		6	12	15	7	5		20		
	Human Resources	Personnel Management	95		6	12	5	7	5		42		
	Human Resources	Performance Evaluation	409		6	12		7	5		28		
	Human Resources	Risk Management	332		6	12		7	5		6		
	Human Resources	Employee Relations	47		6	12		7			6		
	Human Resources	Personnel Actions	373		6	12	5	7	5		42		
	Benefits		66		6	12	5	7			20		

5						1	5	5		2	2	2	2
						1	5						
15												2	
15													
5													
15	140	140				1							
15						1						2	
		140	40	90		1			80				
15	140	140				1							
15						1							
15	140	140				1							
15						1							

<b>2</b>	<b>Applicant Tracking</b>											
	Applicant Tracking	Requisition	39		6	12					20	
	Applicant Tracking	Set Up and Administration	29		6	12					10	
	Applicant Tracking	Screening, Testing, Interviewing, Hiring	527		6	12			5		13	
	Applicant Tracking	Inquiry	563		6	12	5	2	5		42	
	Applicant Tracking	Inquiry and Testing Update	34		6	12			5		10	
<b>2</b>	<b>Time and Attendance</b>											
	Time and Attendance	Set Up	33		6	12	2	7			6	
	Time and Attendance	Entry	298		6	12	2	7	5		6	
	Time and Attendance	Approval	318		6	12	2	7	5		6	
<b>2</b>	<b>Payroll</b>											
	Payroll	Payroll Processing	43		6	12	2	7				
	Payroll	Salary Admin	48		6	12	2	7			20	
<b>2</b>	<b>Employee Expense Reimb.</b>											
	Employee Expense Reimb.		32		6	12	2	7				5
<b>2</b>	<b>Workflow Payroll / HR</b>											
	Workflow Payroll / HR	Approval	193		6	12	2	7			10	
	Workflow Payroll / HR	Set Up	32		6	12	2	2			10	
<b>3</b>	<b>Bid Management</b>											
	Bid Management	Set Up and Evaluation	28		6	12						10
<b>3</b>	<b>Work Order</b>											
	Work Order	Work Order Completion	130		6	12						
	Work Order	Reporting, Management	70		6	12	10		5			
	Asset Management	Preventative Maintenance	55		6	12						
	Asset Management	Facilities	42		6	12			5			
	Asset Management	Service Orders	470		6	12	10		5			
<b>3</b>	<b>Fleet Management</b>											
	Fleet Management	Manager	36		6	12						
	Fleet Management	Technician	36		6	12						
<b>3</b>	<b>Student Activity Accounting</b>											
	Student Activity Accounting	Purchase Orders	109		6	12	6					
	Student Activity Accounting	Revenue	109		6	12	6					
	Student Activity Accounting	Bank Reconciliation	109		6	12	6					
	Student Activity Accounting	Approvals	194		6	12	6					
	Student Activity Accounting	Set Up and Administration	109		6	12	6					
<b>4</b>	<b>Staff Development</b>											
	Self Service-Staff Development	All users - attendees	437		6	12	6					
	Staff Development	Set Up and District Admin	38		6	12					15	
	Staff Development	Component Coordinators	318		6	12					150	
	Staff Development	Trainers	78		6	12					10	



Module #	Functional Requirement	Description	Devel. Cost	Contracted Cost	Devel. Concession	Notes	Delivery	Needed for Go-Live
<b>Modifications</b>								
<b>General Ledger</b>								
GL #15	Stores the following non-financial data for each unique fund: Date Established	Modification to allow for user defined fields						
GL #17	Stores the following non-financial data for each unique fund: Source of Revenue	Modification to allow for user defined fields						
GL #18	Stores the following non-financial data for each unique fund: Acceptable Uses	Modification to allow for user defined fields						
GL #19	Stores the following non-financial data for each unique fund: Legal Authority for creation of fund	Modification to allow for user defined fields						
GL #20	Stores the following non-financial data for each unique fund: Date Closed	Modification to allow for user defined fields						
GL #22	Interest bearing and non interest bearing indicator	Modification to allow for user defined fields						
GL # 59	Effective Date (not available for posting until the effective date)	Answer changed from CU to F						
GL #60	Last date to encumber (ability to manually override)	Modification required	\$3,300	\$3,300	\$0		Available August 2012	Y
GL# 61	Last date to expend (ability to manually override)	Modification required		Inc.		Included in GL #60.	Available August 2012	Y
GL #258	System must be able to create Florida DOE cost accounting reports that relate to Florida DOE cost tables.	Fiscal Year To Date Pay from Munis and GL Account Data from Munis need to be combined with their Student Data. We will provide data via excel export and allow Pasco to massage data for import into State system.				To be accomplished via Excel export.		Y
BU #56	Straight line projection	Not needed by Pasco						
BU #59	Projection based on estimated actuals from current year	Not needed by Pasco						
BUD #145	Ability to forecast current year budget and actual (either on a line-by-line basis or on an entire budget) based on: Multiple budget elements or dimensions (e.g., statistics, actuals, etc.)	Not needed by Pasco						
BUD #146	Straight line projection	Not needed by Pasco						
BUD #203	System provides a field to store the board budget adoption date.	Not needed by Pasco						
BUD #221	Provide a monthly budget adjustment report in FLDOE required format	Information provided to Tyler on 09-22-11	\$5,500	\$0	\$5,500	To be provided by Tyler	August, 2012	Y
BUD #222	Provide flexibility to create reports in FLDOE required formats	Information provided to Tyler on 09-22-11		\$0		Included with Bud 221	August, 2012	Y
<b>Grants</b>								
GA #25	Maintains and report on the following information in respect to grants. Required data fields (may be user-defined if needed) are as follows: State grants - CSFA	Answer changed to F due to user defined fields being available						
GA #29	Last date to encumber grant fund	Answer changed to F due to user defined fields being available						
GA #30	Last date to expend	Answer changed to F due to user defined fields being available						
GA #35	Other individuals with responsibilities for portions of a grant	Answer changed to F due to user defined fields being available						
GA # 74 - 76	Contract Nbr, Contract Award Nbr, Approved Contract Date	Ability to track these fields - answer in original RFC was modification to allow user defined fields to capture this information. <b>Note from Pasco: These are marked as CU in the RFC check list and are marked as being user defined fields</b>				10/19/11 - Developer Response: This item can be changed to functional. At the time of initial RFC response, User Defined fields were not a part of the grants module. They have since been added.		
GA #81	System must have ability to automatically forward an email/notify message to each respective department when a new grant has been established or when a grant number changes.	A workflow process can be added to grants. It can be keyed off the department field, but in Pasco's case the workflow rules will not use the department as all grant workflow follows the same path and requires several departments to approve. <b>Note From Pasco: Our current process is consistent but could change with process re-</b>	\$5,500	\$5,500	\$0	10/19/11 Developers Response: The modification will be built so that if Pasco wants to use the department code on the workflow business rules then they can. It was recommended they not use it since a grant passes through several departments for approval, but the functionality will be there if	August, 2012	y

Module #	Functional Requirement	Description	Devel. Cost	Contracted Cost	Devel. Concession	Notes	Delivery	Needed for Go-Live
GA #177	Supports financial report preparation for grants (i.e., monthly, quarterly, and annual federal reporting requirements) (FA 399 reporting requirements)	Munis would not create the Excel report directly, but could produce an Excel spreadsheet that could be used to populate the Excel report <b>Note From Pasco: The request was not specific for an EXCEL spreadsheet but could be.</b>				10/19/11 - Response from Pasco: Ann confirmed with grants and a spreadsheet is fine. That is evidently how they submit to D/OE. In addition, it is understood that the exact FA 399 format required to be submitted will be manually manipulated in the excel spreadsheet was the information is dumped from Munis.		y
<b>Treasury</b>								
TR #18	Utilize positive pay with multiple bank accounts	Positive Pay for PR and A/P	\$4,400	\$4,400	\$0		V. 10.2: Fall 2012	y
<b>Work Orders</b>								
WO #66	System must have ability to assign reason codes to rejected service requests.	Changed to F						
<b>Fleet</b>								
	General Notes	Per state requirement, the school bus fleet must have regularly scheduled inspections that are based on either calendar days or the number of student transportation days. The preventative maintenance schedules require the following: (1) Some vehicles (example: School Bus) use preventative maintenance schedules that are based on the number of student transportation days (2) Other fleet (trucks, vans, cars, etc.) have preventative maintenance schedules that are according to regular calendar days. (3) Preventative maintenance schedules need to be attached to the asset type or specific asset. Tracking all vehicles using student transportation days or calendar days in the same department is not feasible as departments have vehicles with both preventative maintenance calendar types.						
FL #7	Ability to produce maintenance budgets based on system history, vehicle age, replacement schedules, etc.		\$5,500	\$5,500	\$0	A new report can be created to give required totals by Fleet assets per year.	Available in version 10.3 (March / April, 2013)	y
FL #8	Ability to produce maintenance budgets based on vehicle status: <u>age, warranty, make, model</u>			Inc.		Included in FL #7 above.		y
FL #12	Ability to generate invoices based upon fixed monthly capital charge (purchase price or life cycle cost) by individual piece of equipment, or equipment classes.	Answer changed to F. Available in W/O						
FL #49	Ability to notify appropriate user(s) or department contact(s) of vehicle licensing or permitting requirement for any vehicle in the fleet and expiration dates.					User defined fields are available on the Work Order fleet asset. There is also a "User Status" field that allows a site to define codes/statuses that could be used to represent vehicle licensing requirements		
FL #67 & #68	Ability to identify parent-child relationships between components, sub-components, assemblies, and subassemblies. Ability to identify parent-child relationships between components, sub-components, assemblies, and subassemblies.	Not needed.				#68 - Only components can be defined on a work order fleet asset. These components can be tied to assets. Munis does not offer sub-components, assemblies, or sub-assemblies. <b>Tyler would want to verify that components currently in Munis are enough to satisfy the District's needs.</b>		
FL #95	Ability to compute component operating information period-to-date and life-to-date totals over multiple periods-to-date.					Munis currently allows for what is being requested.		

Module #	Functional Requirement	Description	Devel. Cost	Contracted Cost	Devel. Concession	Notes	Delivery	Needed for Go-Live
FL MISC		Need ability so that preventative maintenance schedules are initiated by the number of school days (not calendar days). Need calendar functionality much like what exists in PR/HR for employee calendars. Munis allows for this capability in Version 9.2. Munis provides the ability to create as many system calendars as a client desires. Each department can choose which calendar they are going to use. <b>Note from Pasco:</b> We have buses that have some PM maintenance that is by student calendar date and others which are just number of days. For instance, a bus has to come in for inspection every 25 student days per Florida requirements. However, that same bus may need to have the air filter changed every 120 calendar days. We want to make sure we have defined this correctly.				10/19/11 Developer Response: Munis provides the ability for a user specified calendar to be applied to a department. On top of that PM schedules can be created based on number of days. This was discussed in a call with Ann on 10/11, and she agreed that this can be removed from the list. Pasco confirmed agreement in email on 10/19/11.		Y
FL 102	System will attach license/certification/endorsement requirements for specific vehicles (CDL) and flag drivers assigned to vehicle without the certification (flag is assigned driver does not have a CDL)			\$7,700	3			Y
FL #106	Ability to automatically identify all vehicles requiring repairs based on planned maintenance levels, excessive fluid consumption, posted problems, scheduled work orders, etc.	Need ability to provide report with preventative maintenance coming due. Modification required. <b>Note from Pasco:</b> We would like to see what is available before committing to this customization.	\$7,700	\$7,700	\$0	10/19/11 Developer Responded: Quick write up for customization was provided. Pasco response: On the fleet 106, we wanted to wait until we start working on it because we may be able to live with what is there and not require a customization. Plus one of the other customizations we've asked for looks like it will fill the need. PM Response: Pasco request further discussions and analysis to determine if customization needed. Recommend utilizing contingency fund to cover additional cost for customization if work effort determined to be	Available in Version 10.3 (March / April, 2013)	N
FL #109	Generate a service request to perform inspection	Not required						
FL #114	Ability to create a library of standard job templates defining intervals for performing each PM job based on one or a combination of vehicle mileage, operating hours, elapsed time, diagnostic readings exceeding limits (e.g. for engine oil analysis, fuel consumption, or utility costs), percent of asset life elapsed (e.g. mid-life overhauls), etc.	Munis currently does not allow the ability to create a preventative maintenance work order based on percent of asset life or diagnostic readings. Also, the combination of multiple types is not possible. Munis allows for preventative maintenance work orders that are based on hours, days, miles or a combination of them. The cost to add percent of asset life elapsed would be \$11,000. "Diagnostic readings" not required by Pasco. <b>Note from Pasco:</b> After further discussion, this is not needed.	\$11,000	\$11,000	\$0	10/19/11 PM Response: Recommend leaving as a place holder for undefined development work, i.e., FL 106 and FL 115	Available in Version 10.3 (March / April, 2013)	N

Module #	Functional Requirement	Description	Devel. Cost	Contracted Cost	Devel. Concession	Notes	Delivery	Needed for Go-Live
FL #115	Ability to define acceptable limits above or below PM intervals for each job during which the job should be performed.	Munis doesn't currently provide this functionality. Only a percentage when you get a warning on a work order that a PM is due soon. The warning is set by a % defined at the department level. <b>Note from Pasco: FL115, and FL121 may be the same thing. Prior to customization would like to discuss.</b>	\$3,300	\$3,300	\$0	10/19/11 PM Response: Pasco request further discussions and analysis to determine if customization needed. Recommend utilizing contingency fund to cover additional cost for customization if work effort determined to be greater than quoted.	Available in Version 10.3 (March / April, 2013)	Y
FL #121 & #125	*For which another work order has been created and that are within the pre-defined tolerance for the PM job *Ability to define allowable interval tolerances that authorized users should be able to review for upcoming PM jobs and include/exclude them selectively in the roll-up.	When a vehicle is being serviced, need an indication of other preventative maintenance tasks that are coming due soon.	\$3,300	\$3,300	\$0	The tolerances are set at the department level by a percentage of the hour meter, odometer, gallons, or days. Munis contains a report that shows this information. To provide a push-button option from the Work Order, a modification would be required.	Available in Version 10.3 (March / April, 2013)	Y
FL 123	Ability to automatically "roll-up" PM jobs due at the same time into one PM work order. For example, 5,000, 10,000 and 20,000 PM jobs may become due simultaneously for a vehicle that accumulates 20,000 miles. The system would create one work order containing all work required for each job.			\$7,700				Y
FL #132	Estimated number of occurrences of specific PM jobs	Not needed						
FL #138	Ability to capture US standard and metric measures at the vehicle/equipment level (kilometers, liters, etc.).	Not needed						
FL #141	Ability to use estimated readings based on historical or scheduled miles, or fuel/energy consumption, for vehicles in cases where a reading is not captured, unavailable or outside of user-defined parameters.	Not needed						
FL #176	Ability to track accident history for all system vehicles.	Answer changed to F. Currently available						
FL #182	Ability to define performance indicators and how the indicators are calculated or accumulated based on system data including: Failure rates	Not needed						
FL #194	Ability to maintain warranty information for specific vehicles/assets/components on-line including: PO number and date	Not needed						
FL #197	Ability to maintain warranty information for specific vehicles/assets/components on-line including: Subsystems with variation from basic coverage	Not needed						
<b>Purchase Orders</b>								
PO # 14	System must have ability to input notes or comments on either the requisition, purchase order, or invoice for only the approver(s) to see.	Not needed						
PO #100	System must have ability to enter unlimited lines on a requisition.	Not needed						
PO #116	Written and competing quotes summaries must include the following information: Contacted by	Not needed						
PO #124	System must have ability to use system tools to analyze bids by: Contract total by entire bid award	Not needed						
PO #128	System must have ability to use system tools to analyze bids by: Availability	Not needed						
PO #160	System must have ability to track expired contract against a new contract by: Bid/Quote	Not needed						
PO #161	System must have ability to track expired contract against a new contract by: Contract Status	current functionality						
PO 186	Contingency amounts by % of contract or flat dollar amount	Not needed						
<b>Accounts Payable</b>								
AP #46	System sends an alert to specified users when a change is made to the chart of accounts distribution charge account string.	Not needed						



Module #	Functional Requirement	Description	Devel. Cost	Contracted Cost	Devel. Concession	Notes	Delivery	Needed for Go-Live
AP #53	Users are notified when a credit memo exceeds the payment voucher amount.	Not needed						
AP #73	System must have ability to record the issuance of an advance as a receivable and reimbursement of employee advance as a cash receipt and automatically calculate any remaining amount due or receivable.	Not needed						
AP #75	System will automate State of FL teacher lead allocation (interface with HR to identify teachers who are eligible for the lead money)	Not needed						
AP #78	System must have ability to automatically calculate taxable vs. non-taxable mileage, based on Federal regulations for reimbursement to volunteers.	Not needed						
AP #86	System must have ability to generate payments based upon: Vendor	Answer changed to F via single check functionality						
AP #88 & #89	System must have ability to enter a broadcast message which appears on all AP checks. System must have ability to enter a message for one specific vendor which appears on that specific check.	Not needed						
<b>Inventory</b>								
IN #16	System must have ability to maintain and track the following information for inventory items: Item description (short)	Answer changed to F due to User Defined fields						
IN #53	Donated Food Value	Answer changed to F.						
IN #82	System must have ability to read catalog data from the following sources: Electronic files	Not needed						
IN #87 & #88	System must have ability to merge multiple inventory items to a new or existing inventory item with an audit trail. System must have ability to verify that inventory parts to be merged have no associated open PO's.	Not needed						
IN #91	System must have ability to maintain a history of part number if the manufacturer's part number changes with System must have ability to cross-reference manufacturer's part number (s) with warehouse part number.	Answer changed to F.						
IN #92	System must have ability to track and produce a hard copy stock tag (bar code label) which can include, but is not limited to the following information:	Stock Location needs to be included in bar code label	\$3,300	\$3,300	\$0		Version 10.2/9.4: 4/1/2012	N
IN #93	Stock location	Needed on bar code label.		Incl.		Included in #93	Version 10.2/9.4: 4/1/2013	N
IN #94	Manufacturer's part number	Not needed						
IN #95	Manufacturer name	Not needed						
IN #98	Unit of measure	Needed on bar code label.		Incl.		Included in #93	Version 10.2/9.4: 4/1/2013	N
IN #99 - #104	Issuing unit by location, Cost, Commodity Code, Reference Field (user defined), Part Number(s), Other user-defined fields	Not needed						
IN #140	System must have ability to provide the following inventory costing methods: LIFO	Not needed						
IN #148	System must have ability to generate issue tickets at prescheduled times.	Not needed						
IN #152	System must have ability to accommodate scheduling of deliveries.	Answer changed to F. In Munis version 9.2				Note from Pasco: This would be scheduling according to daily routes.		
IN #153	Calculate and charge delivery fee to non-cost center locations (e.g., charter schools)	Not needed						
IN #170	System must have ability to archive history information for stock items with a zero on-hand quantity and no activity over a user-defined time period.	Not needed						
IN #173	System must have ability to freeze inventory to prevent inventory action within the building.	Not needed						

Module #	Functional Requirement	Description	Devel. Cost	Contracted Cost	Devel. Concession	Notes	Delivery	Needed for Go-Live
IN #174	System must have ability to print inventory worksheets by user selectable criteria (e.g., no zero quantity items)	Not needed						
IN #192	System must have ability to produce the following reports by user selected criteria: Delivery Time for Warehouse Requests	Not needed						
IN #193	Internal delivery performance	Not needed						
<b>Fixed Assets</b>								
FA MISC		Is there a maximum number of user defined fields?				32,787 (Virtually unlimited)		
<b>Human Resources</b>								
HR #8	System must have ability to support employee ID cards.	Not needed						
HR #16	System must have ability to manage a substitute call system to schedule teachers, bus drivers, food service workers, etc.	Not needed						
HR #31	System must have ability to crosswalk the District's job class codes to the State of Florida DOE job class codes.	Need summary job code to be 5 characters long	\$1,100	\$0	\$1,100	The summary job class in Munis is a 4-character alphanumeric field. The same as the job class code. <b>Munis will provide a crosswalk for these codes for reporting purposes.</b>	Version 10.2 / Fall 2012	Y
HR #257	System must have the ability to track the following additional information for FLDOE: Teacher Exit Interview Results	Ability to capture exit interview results	\$11,000	\$0	\$11,000	N/C per D. Peterson. Note From Pasco: If this is a D/OE requirement, should there be a cost?	Version 10.2 / Fall 2012	Y
HR #300	System must have the ability to include both employee and supervisor ratings for competencies.	Need 360 degree evaluation process	\$11,000	\$11,000	\$0		Version 10.2 / Fall 2012	Y
HR #303	System must have the ability to support automatic notification of substandard performance evaluations.	Not needed						
HR #306	System must have ability for employee to check on status of evaluation.	Not needed						
HR #309	System must have ability to automatically tie employee bonuses to the school-wide improvement plan.	Not needed						
HR #329	System must have ability to track the following details on accidents: Factor Flags for Substance Abuse, Failure to Use Safety Devices, and Failure to Obey Rules	Need a reason for Injury and illness. Provided via Case Management						
HR #340 - 342	Flag indicating employee filed with State Worker's Compensation Commission, Proposed dollar amount of settlement. Actual dollar amount of settlement	Provided by Risk Management						
HR #345	User-defined fields	Provided by user defined fields in Risk Management						
HR #360	System must have ability to interface with third party Drug Testing system	Not needed						
HR #374	System must have ability to track the following information regarding a disciplinary action: Progressive/Egregious Action Flag	Not needed						
HR #377-379	Discipline to Remain in File Flag, Last Chance Agreement Flag, Performance/Behavior Flag	Not needed						
HR #389	Deadline for Grievance Filing	Changed to F						
HR #390	User-defined required fields (i.e. Professional Practices, OTETA, Job Share, etc.)	Not needed						
HR #393	System must have ability for on-line forms to utilize workflow for review and approval throughout grievance process.	Not needed						
HR #399	System must have ability to facilitate a multi-step Grievance Tracking process which includes the following information throughout multiple iterations: Related Article of Bargaining Agreement	Not needed						
HR #400	Related Section of Bargaining Agreement	Not needed						
HR #404	Date Declared Inactive	Not needed						
HR #409-412	Early Discovery Violated Flag, Cost of Arbitration, Any other cost, Interim Mitigating Income	Not needed						

Module #	Functional Requirement	Description	Devel. Cost	Contracted Cost	Devel. Concession	Notes	Delivery	Needed for Go-Live
HR #416	System complies with EEOC grievance processing requirements	Not needed						
HR #427	System must have ability to track suspensions and trigger notifications/tickers on suspension dates.	Yes, via personnel actions						
HR #428	System must have the ability to track all costs and payments of disciplinary actions/grievances by department that was the source of the grievance.	Yes, via Case Management						
HR #453-455	System must have ability to maintain multiple on-line exit interview templates. System must have ability to capture and track exit interview information on-line. System must have ability to transfer teacher exit interview information to State of Florida	Modification to provide User Defined Surveys and Questionnaires	\$66,000	\$49,500	\$16,500	Not State Specific - offering reduction in cost. 60 Days. Please refer to attached detail. Tyler is discounting 25% of this cost due to it being a State-specific requirement. Note from Pasco: Since this is a D/OE requirement, should there be a cost (D/OE reporting provided with contract)	Version 10.2 / Fall 2012	Y
HR #457	System must capture unemployment compensation appeal information	Not needed						
HR #459	System must have the ability to track historical turnover reasons for analysis to develop plans for a better work environment for retention of employees.	Not needed						
HR #464	Produce and print out DROP (Deferred Retirement Option Program) and Drop extension and reemployment forms	Not needed						
HR #470	System must facilitate FLDOE reporting requirements	Modification. To be provided by Tyler		Inc.		Included in HR #453-455 above	Version 10.2 / Fall 2012	Y
HR #480	System must have ability to generate customized management reports	Not needed						
HR #481	System must have ability to electronically produce reconciliation files for reimbursements of Medicare.	Yes, via use of Excel						Y
HR #491	System must have ability to produce statistical reports which report recruiting information, such as gender, race, veteran status, etc. for applicants for a given position.	Not needed						
HR #498	System must have ability to generate the following reports: ESL requirements reporting (interface with SIS)	Report to be developed out of Tyler Pulse						Y
<b>Applicant Tracking</b>								
	General Notes	The District receives a large volume of applicants and requires MUNIS to support the following reference check process: (1) When applicants apply, the system takes provided information on references and automatically sends email to the reference with instructions for completing a reference survey; (2) The reference can access forms that are used to complete the reference. The system then tracks reference; (3)The system allows District staff to use the applicant tracking module to generate mass emails to selected applicants						
AT #16	System will generate notification to applicant of purged application	Not needed						
AT #20	System must have the ability to maintain the following recruitment attributes: Type (including open recruitment without close date).	Not needed						
AT #28	System must have the ability to generate applicant/candidate notifications at various stages of the recruitment process automatically through templates.	Yes, through user initiated mail merge						Y

Module #	Functional Requirement	Description	Devel. Cost	Contracted Cost	Devel. Concession	Notes	Delivery	Needed for Go-Live
MISC.	System must have the ability to send an e-mail to all users that have a similar role in the system. For example, to generate a mass e-mail to all payroll clerks.	Modification required	\$3,300	\$0	\$3,300		Version 10.2 / Fall 2012	Y
AT #31	System must have the ability to scan a resume and application for keywords.	Not needed						
<b>Hiring</b>								
AT #2	System must allow for electronic referencing (form sent to submitted references via email)	Should be Yes. <b>Note from Pasco: This would be an automatic function once the applicant "completes" the application, not a mail merge.</b>				10/19/11 Developer/PM Response: Reference questionnaire is sent automatically to the references via email with a link to the questionnaire on ESS, when the applicant submits an application		Y
AT #4	System must have ability to generate interview script based on the skills and qualifications required in the vacant position.	Not needed						
<b>Benefits</b>								
BEN #11	System must have the ability to automatically notify the employees when he/she is eligible for benefit plans or has lost eligibility for a specific plan	To be provided via custom report during implementation						Y
BEN #12	System must have the ability to generate notification to benefits administration when an employee becomes eligible for benefits or has lost eligibility for a specific plan	Included in BEN #11						Y
BEN #35	System must have the ability to accommodate HIPAA certifications.	Yes, via certifications area.						
BEN #38	System must have the ability to electronically link to third-party administrators for HIPAA (with encryption).	Included in BEN #35 above.						
BEN #55	Dependent information: Other Identifying Unique Number	Not needed						
BEN #59	User-defined fields (i.e. term dates, lapses, employee leaves, etc)	Yes, via notes area						
BEN #93	System must automatically calculate premium at the beginning of the year based on annual premium/adjust premium automatically for the remainder of the year after job changes, missed paychecks, etc so annual premium is correct by year end.	Not needed						
BEN #94	System must have ability to automatically re-calculate premiums based upon changes in benefit plans.	Not needed						
BEN #106-108	System must have ability to establish multiple eligibility rules for each benefit plan, based on the following: Court Mandates (with proper security, e.g. lock benefits tied to court mandates so no changes can be made without administrative approval), Other User Defined Criteria, System must have the ability to manage self-insured health insurance program including management of claims and claim payments.	Not needed						
BEN #109	System must have the ability to designate default benefit enrollment package if employees do not return enrollment information.	For new hires, Modification to default a plan if they don't sign up. <b>Note from Pasco: And during open enrollment if our benefits packages are changing in a major way.</b>	\$5,500	\$5,500	\$0	10/19/11 Developer Response: This will be available for every employee.	Version 10.2 / Fall 2012	Y
BEN #132	System must have ability to apply user-defined percentage of sick time toward health insurance premiums upon retirement.	Not needed						
BEN #142	System manages leave based on FL SB 300 requirements	Modification to provide SB300 requirement	\$88,000	\$0	\$88,000	N/C per Dick Peterson. This involves a re-write of the Munis Accrual program. <b>Note from Pasco: The RFC # 2 response indicated that this would be done at no charge to the district.</b>	Version 10.2 / Fall 2012	Y

Module #	Functional Requirement	Description	Devel. Cost	Contracted Cost	Devel. Concession	Notes	Delivery	Needed for Go-Live
BEN #170	System must have ability to calculate, in real time, the restated leave balance when an employee transfers from a schedule where leave is earned at one rate to a schedule that earns leave at a different rate.	Not needed						
BEN #180	System must have the ability to complete FMLA request forms on-line.	Not needed						
BEN #203	System must have the ability to perform analysis of benefit trends (e.g., losses, number of employees enrolled).	Custom report to be developed through implementation services						Y
BEN #210	System must have the ability track/capture statistical Employee Assistance Plans (EAP's) usage (employees cannot be specifically identified).	Not needed						
BEN #219-220	System must have ability to report on an individual employee's Flexible Spending Account history by: Amount reimbursed YTD, Annual remaining balance	Not needed						
BEN #222	System will track flex fund spending and create a flex-fund report identifying purchases made with flex fund dollars (pre vs. post tax for W2 reporting)	Not needed						
BEN #226	System must create a report that tracks eligibility for flex dollars	Not needed						
BEN #227	System must create a report that tracks W-2 adjustments for post tax benefits purchased with flex dollars	Yes, via proper set up of exceptions table						Y
<b>Time &amp; Attendance</b>								
TA #47	System must have ability for tickler or notification system to alert supervisors to certain user-defined events, such as absences of two weeks or more.	Not needed						
<b>Payroll</b>								
PAY #44, 45, 50	System must have the ability to accommodate various pay codes such as the following: Bonus (Flag as a DOE reporting type), Supplement (Various Types) (Flag as a DOE reporting type), Ability to flag any earnings category as a FLDOE reporting type (please define limitations in the comments)	FL DOE Reporting Requirement		Incl.		Included in HR #453-455 above	V. 10.2: Fall 2012	Y
PAY #51	System flags when employee is eligible for retirement pay	Not needed						
PAY #130	System must have the ability to accumulate earnings and deductions on the following basis: Weekly	Not needed						
PAY #131	Bi-Weekly	Not needed						
PAY #134	Calendar Year	Yes, via P/R Excel data cubes						Y
PAY #135	Multi-Calendar Year	Yes, via P/R Excel data cubes						Y
PAY #158	System must flag any employer paid deductions as FLDOE reportable	FL DOE Reporting Requirement		Incl.		Included in HR #453-455 above	V. 10.2: Fall 2012	Y
PAY #164	System must have the ability to print special deduction checks.	Yes, via Standard Vendor Payment process						
<b>Staff Development</b>								

Module #	Functional Requirement	Description	Devel. Cost	Contracted Cost	Devel. Concession	Notes	Delivery	Needed for Go-Live
SD	The District is required to track and report training courses taken by all employees. They system needs to provide for this tracking as well as provide a tool to administer District provided courses and allow employees to register. The system must have the following:	(1) Allow employees to view, select, and register for available courses; (2) Component (sometimes called course) description requires lengthy official description which is required by the state. Component/course descriptions to the board for approval and to the state in a format called the component catalog; (3) The system must to tie a class to a component by fiscal year; (4) The system must be able to process accumulated points according to the state requirements. These points are classified currently by certification and non-certification points. The certification points are further categorized by basic certified, ESOL bankable, and Reading bankable. The basic certified points are used and zeroed out at the end of the re-certification period. ESOL and reading bankable points can be used for re-certification if the( basic certification points are not sufficient ). The banked points are only lowered by the amount transferred for re-	\$50,600	\$50,600	\$0	46 Days. See detail attached.	1-Jul-13	Y
SD (Cont)		(5) Non instructional points are also tracked per the SRP contract for the District. Points earned are accumulated to 96. Once the 96 points are earned a message is sent to HR and this will increase the employee's pay via a supplement. The 96 points are subtracted after this process. Non instructional staff can take certified courses but they are counted towards the non-certified points; (6) A class waiting list needs to be managed by the software and should not be a manual process. This includes adding the employee to a waiting list by date and time stamp, moving someone to a class when space becomes available and notifying the employee, notify the employee they must accept the class within 48 hours or they will be moved back to the bottom of the waiting list. The component coordinators also need to be able to manually rearrange the order of the waiting list to give priority to those targeted for the class. (7) Users must be able to see attached documents; (8) Publishing a class must be processed through workflow. The component coordinators generate a class and the class is then routed through workflow to staff development to insure the class adheres to the component requirements. The class can either be rejected and routed back to the coordinator or published by staff development administrator.						
SD (cont)		(9) A search is needed for classes and components that contain a string of words anywhere in the description (e.g. to find all Autism classes or components); (10) Email notification is needed to those affected by new classes, changed, or cancelled classes.						

P-Cards

Module #	Functional Requirement	Description	Devel. Cost	Contracted Cost	Devel. Concession	Notes	Delivery	Needed for Go-Live
	General Notes	The District takes advantage of purchasing card functionality in its current. Features of MUNIS must at least provide the same level of purchasing card functionality as exists in the old system including: (1) The system must include the FY, Bank ID, and transaction ID on the record. This will prevent loading duplicate records into the system. (2) System must have the ability to record multiple items purchased on a transaction as well as the ability to identify what accounts are used to pay for which items. (3) System will commit the dollars against an expenditure account until the bank statement is paid. When paid an expense is created and the commitment is released. (4) Users have the ability to change the accounts on the P card transaction until the statement is marked as paid. (5) Use of default accounts can be overridden in the event charge is does not belong in default account. (6) The system would need to be able to post the transaction to an asset or receivable account.						
	System must include the fiscal year, bank ID, and transaction ID on the record. This will prevent loading duplicate records in the system.		\$5,500	\$5,500	\$0		V. 10.2: Fall 2012	Y
	Ability to have multiple items purchased on a transaction as well as the ability to identify what accounts are used to pay for which items.		\$22,000	\$22,000	\$0		V. 10.2: Fall 2012	
<b>Student Activities</b>								
	General Notes	All schools maintain their own accounts as required by State of Florida. The system will need to: (1) System complies with State of Florida Redbook requirements for school internal funds; (2) Schools maintain own funds that use District chart of accounts; (3) School funds linked to school bank account; (4) MUNIS provides a screen for clearing of checking account deposits and checks in mass. The current method for users to clear checks in Munis is to drill down into a single record then move to another panel and mark the item as cleared. This would be very time consuming for our larger schools. The clearing screen should present a list of deposits and checks for the account selected and allow the user to mark them as cleared; (5) Schools produce checks at school using pre-numbered check stock; (6) Payments made through school accounts tracked by vendor District wide for 1099 reporting; (7) School funds account for money placed in CD's money market, and investment accounts; (8) System tracks encumbrances with school funds and accounts; (9)System allows accounts to be negative (for both encumbrance and expense) for events that collect revenue after expenses have been incurred; (10) System provides receipting						

Module #	Functional Requirement	Description	Devel. Cost	Contracted Cost	Devel. Concession	Notes	Delivery	Needed for Go-Live
		(12) Revenue collected through school fund tracks individuals making payment (for later refunds); (13) Finance office can view school account balances and transaction detail.						
	Ability to provide purchase order functionality from Student Activity accounts.	Modification to allow purchase orders in Student Activities	\$66,000	\$16,500	\$49,500	Amount represents 25% of total cost of development	V. 10.2: Fall 2012	Y
	Single screen for clearing of transaction by cash account		\$11,000	\$11,000	\$0		V. 10.2: Fall 2012	Y
	The ability to track paper receipt numbers to each receipt transaction in Munis.	A modification will be provided to add a specific field for this. <b>Note from Pasco: I'm not sure where this came from. I don't believe it was on our list.</b>	\$3,300	\$3,300	\$0	10/19/11 - PM Response, leave as placeholder for undefined customizations, i.e., FL 106 and FL 115	V. 10.2: Fall 2012	N
<b>Certifications</b>								
	Ability to track multiple endorsements per certification. Need for Staff Demographic survey	Modification required. <b>Note from Pasco: Go live with HR.</b>	\$5,500	\$5,500	\$0	10/19/11 Developer Response: Yes, this can be for the 04/01/2013 go live.	V. 10.2: Fall 2012	Y
<b>MODIFICATION TOTAL:</b>			<b>\$402,600</b>	<b>\$243,100</b>	<b>\$174,903</b>			
<b>Interfaces</b>								
TSA/ Vendor Deduction Files	Report Employee payroll deductions for dependent premiums and voluntary deductions.	Multiple forms within MUNIS to provide information to 3rd party benefit vendors.				Form 834		
Benefit Eligibility Files	Because basic coverage is provided for all employees, demographic and job data is sent for all district employees to vendor	Multiple forms within MUNIS to provide information to 3rd party benefit vendors.						
Benefit Eligibility Files	These files provide carriers with employee eligibility data for benefits. It would include dependent information. Carriers update employee coverage data in their systems with this file.	Multiple forms within MUNIS to provide information to 3rd party benefit vendors.						
Payroll ACH File	Report Employee payroll direct deposit of net paycheck amounts to Credit Union, includes employee, bank, and account nbrs and deposit amts.	Standard ACH Files available						
Payroll Credit Union Deductions/Direct Deposit File	Report Employee payroll deductions sent to Credit Union. Loan payments, deposits to savings, etc.	Standard Deduction Report/Export						
Payroll Direct Deposit File	Report Employee payroll deductions sent to Credit Union. Loan payments, deposits to savings, etc.	Standard Deduction Report/Export						
Payroll FICA Alternative File - PFALP	Report payroll FICA Alternative deductions to Investment Company	Standard Deduction Report/Export						
Payroll FICA Alternative Demographic File - PFADP	Report Employee demographic data for those with FICA Alternative payroll deductions.	Standard Deduction Report/Export						
OTETA File	Identify Employees eligible for OTETA random drug testing. Based on employee jobs. Used to select employees for next testing	Excel Dump						
MEDICAID File	Report salary data and funding for reimbursement of salaries from Medicaid. Employee records are selected based on specific job titles defined by the state.	Excel Dump or Standard Deduction Report/Export						
Dept of Revenue File	Report employee salaries to Dept of Revenue	Excel Dump				No Information Needed		
Florida Retirement System	Report employee retirement data (plans and deduction amounts, dates, etc.) to Florida State	To be address with the Florida State Reporting modification work.				No Information Needed		
Social Security Admin	Report W2 data	Currently Available				No Information Needed		
USEP files	Report Employee demographic/job data and Union dues to USEP	Excel or TRS report				No Information Needed		
Directory/Email File	This file is used to generate staff directory file and various other filemaker pro databases. Data also used for generation of email addresses that are then loaded back to TERMS (see next File)	Excel				No Information Needed		
Email File	This process loads email addresses into HR records for District reporting and Staff Surveys.	Excel				No Information Needed		



Module #	Functional Requirement	Description	Devel. Cost	Contracted Cost	Devel. Concession	Notes	Delivery	Needed for Go-Live
Gallup Teacher Testing (TP National testing system)	Provide online testing for teacher applicants. Allows district to download and/or view test results.	Currently Available				No Information Needed		
Winocular (TP document management/appl cant tracking)	Provide online testing for teacher applicants. Allows district to download and/or view test results.	Converting Winocular and addressed in Staff development modification				No Information Needed		
Temporary Interface to Avatar (TP Staff Dev)	Load employee job, demographic and certificate data into TP Staff Dev system. This allows users to sign up for classes based on job information. Avatar uses certificate information to calculate points for certification periods. Program generates a user ID to be used in Avatar.	Excel - interim solution until Staff Development module in MUNIS is Live				10/06/11 - Customized Interface Not Needed. Per Email from Pasco: I believe that the current interface is a "dump" from TERMS and then the data is imported into Avatar. Those two systems don't do any real-time talking to each other. The data we gather from Avatar is strictly for the staff reporting. We talked about being able to do an interim solution from our old reporting system for the state reporting which I think would work until the staff development module is implemented. Under review by Pasco to determine if temporary interface customization will be requested. Response requested by 10/7/11.		
Temporary Interface from Avatar (TP Staff Dev)	Load employee completed in-service records into HR system. Used for HR, Student, and DOE reporting	Excel - interim solution until Staff Development module in MUNIS is Live				10/06/11 - Customized Interface Not Needed. Per Email from Pasco: I believe that the current interface is a "dump" from TERMS and then the data is imported into Avatar. Those two systems don't do any real-time talking to each other. The data we gather from Avatar is strictly for the staff reporting. We talked about being able to do an interim solution from our old reporting system for the state reporting which I think would work until the staff development module is implemented. Under review by Pasco to determine if temporary interface customization will be requested. Response requested by 10/7/11.		
Temporary Interface to NBA (TP Benefits Admin)	Load employee job/demographic data for Benefits management. Allows users to sign on and select benefits.	Excel - interim solution until Benefits module in MUNIS is Live				10/05/11 Customized Interface not needed. Data will be converted to MUNIS Once benefits live on MUNIS, this vendor will no longer be a player.		
Temporary Interface from NBA (TP Benefits Admin)	Load employee benefit eligibility into HR/Load deduction adds and changes for payroll processing	Excel - interim solution until Benefits module in MUNIS is Live				10/05/11 Customized Interface not needed. Data will be converted to MUNIS Once benefits live on MUNIS, this vendor will no longer be a player.		
E-Connect (TP)	Load names and telephone nbrs into School Connects system for mass calling to employees	Excel - interim solution to identify data that will need to be populated in Munis				TRS or excel export could be used. There are header records that would have to be added manually and a couple of fields that might have to be stored in a user defined fields. TRS is probably the better bet as it allows flexibility.		
Smart Find Express (TP)	Enter employee information into sub system. Employee absences sent to sub system to request a sub. Sub time and attendance reported to MUNIS for Payroll.	Current functionality exists						
Risk Management	System will need to interface to third party risk management administrator to communicate employee accident and incident information that will be tracked in Tyler.					10/5/11 Pasco still trying to determine. Would like to wait analysis to determine usage of module.		
TERMS	Employee Information - Look up employee, convert SSN to Employee ID, use Name	Employee Information - Look up employee, convert SSN to Employee ID, use Name				Per telcon with Mark, Ann agrees that an excel dump should be sufficient.		
TERMS	Job Information - use Job record to see if employee is active, use job number, title, school and dates	Job Information - use Job record to see if employee is active, use job number, title, school and dates				Per telcon with Mark, Ann agrees that an excel dump should be sufficient.		

Module #	Functional Requirement	Description	Devel. Cost	Contracted Cost	Devel. Concession	Notes	Delivery	Needed for Go-Live
TERMS	Certificate Information - Look up certificate information, use certificate code (i.e. TC), subject areas, dates	Certificate Information - Look up certificate information, use certificate code (i.e. TC), subject areas, dates				Per telcon with Mark, Ann agrees that an excel dump should be sufficient.		
TERMS	Address Information - print address labels for teachers in TERMS Student	Address Information - print address labels for teachers in TERMS Student				Per telcon with Mark, Ann agrees that an excel dump should be sufficient.		
TERMS	eSembler Teacher Grade Book - uses HR info to set up security and basic teacher info, uses web address	eSembler Teacher Grade Book - uses HR info to set up security and basic teacher info, uses web address				Per telcon with Mark, Ann agrees that an excel dump should be sufficient.		
TERMS	School Connects - auto-dialer system used to call employees	School Connects - auto-dialer system used to call employees				Per telcon with Mark, Ann agrees that an excel dump should be sufficient.		
TERMS	Share Common Control Records - Colleges/Universities, subject areas, health codes, School/Cost Center, building/room numbers, Fee codes	Share Common Control Records - Colleges/Universities, subject areas, health codes, School/Cost Center, building/room numbers, Fee codes				Per telcon with Mark, Ann agrees that an excel dump should be sufficient.		
TERMS	In Service/Training - look for specific components for a teacher	In Service/Training - look for specific components for a teacher				Per telcon with Mark, Ann agrees that an excel dump should be sufficient.		
TERMS	critical at FTE survey time (Oct, Feb)	critical at FTE survey time (Oct, Feb)				Per telcon with Mark, Ann agrees that an excel dump should be sufficient.		
TERMS	use 5-6 times a year to verify team teach training requirements	use 5-6 times a year to verify team teach training requirements				Per telcon with Mark, Ann agrees that an excel dump should be sufficient.		
TERMS	we want to start using ESOL training info year-round (not just at FTE time)	we want to start using ESOL training info year-round (not just at FTE time)				Per telcon with Mark, Ann agrees that an excel dump should be sufficient.		
TERMS	Reminder: TERMS Student feeds the Cost Report	Reminder: TERMS Student feeds the Cost Report				Per telcon with Mark, Ann agrees that an excel dump should be sufficient.		
TERMS	Reminder: TERMS Student feeds the Cost Report	Reminder: TERMS Student feeds the Cost Report				Per telcon with Mark, Ann agrees that an excel dump should be sufficient.		
TERMS – Temporary Interface	We will need to build a temporary interface to go BACK to the TERMS system for use in the HR/Payroll, Work Order, Field Trip, and P Card systems. This would contain all of the accounts and their budget balances.	Not Needed				Per telcon with Mark, Ann agrees that an excel dump should be sufficient.		
TERMS – Temporary Interface	The other temporary interface is where we send journal entries TO Tyler from the payroll, work order, field trip, and P Card systems.	Not Needed				Per telcon with Mark, Ann agrees that an excel dump should be sufficient.		
Fleet – Fuel Master Upload	A text file is received daily from the Fuel Master system in transportation. This daily file contains all of the fuel transactions for the day. The file also updates the current odometer reading on the fleet (asset) record. Odometer reading drives preventive maintenance schedules.	Current functionality				No Information Needed		
Maintenance Inventory – Bar Code Readers	Maintenance department issues stock from their warehouse to the maintenance crews. Item numbers are scanned, work order number is scanned, and quantity issued keyed on the bar code reader. This data is uploaded from the scanner to TERMS so that a batch program can be run and stock items can be posted against the work order and depleted from inventory.					10/31/11 -This modification is to allow inventory to be issued w/out a pick ticket via a BMI bar code scanner. This is functionality we're currently introducing to Munis. The additional piece being added fro Pasco will allow a work order number and task to be associated with the issue		
Fixed Asset - Bar Code Reader	Fixed Asset records are downloaded to bar code readers for purposes of taking annual inventory of property. That data is then uploaded to the TERMS system to record the inventory took place and to update the location of the asset.		\$16,500	\$16,500	\$0	10/04/11 - No Information Needed. Per email from Pasco, We do not currently have a bar code reader system in place for assets. That inventory was a one time shot with a private company. So, there is no interface needed at this time. Our newFinance Director, when in place, will have to make that determination.	10.1	Y
General Ledger - Cost Report Download	To update the cost report system with total annual expenditures by FLDOE (red book), center number, function, and object.	Excel				10/5/11 - No Information Needed. Per email confirmation from Pasco, an excel file dump will be sufficient for both Hr Data and Expense data.		

Module #	Functional Requirement	Description	Devel. Cost	Contracted Cost	Devel. Concession	Notes	Delivery	Needed for Go-Live
General Ledger - Pro- Care Transaction Upload	The Pro Care system is the PC based system to record receivables and receipts for the before and after care (PLACE) program. The monthly activity for the receivables and receipts are uploaded to the AS/400 currently and a program processes these transactions into journal entries in the ledger to record the receivables and cash receipts.	Note from Pasco: This is still needed, but Pasco will provide the data in Excel format for a journal entry to be uploaded to Munis. Analysis needs to be done to see what is needed when 400 is removed.				09/29/11 - No Information Needed. Per Pasco email: ProCare and Winsnap...We will keep our journal entry formatting on our current program because of the fact that we generate multiple journal entry account records for one transaction record. So, all we will need to do is change our current program to output the Munis format. So, no new fields needed for		N
General Ledger - WINSNAP Upload	The Winsnap system is the PC based system to record receipts from the Food and Nutrition meals system. The monthly activity for the receipts are uploaded to the AS/400 currently and a program processes these transactions into journal entries in the ledger to record the cash receipts.	Note from Pasco: This is still needed, but Pasco will provide the data in Excel format for a journal entry to be uploaded to Munis. Analysis needs to be done to see what is needed when 400 is removed.				09/29/11 - No Information Needed. Per Pasco email: ProCare and Winsnap...We will keep our journal entry formatting on our current program because of the fact that we generate multiple journal entry account records for one transaction record. So, all we will need to do is change our current program to output the Munis format. So, no new fields needed for		N
General Ledger - Fundamentals Download	Each month a file is downloaded from the finance system that contains the net activity by month for the Food Service fund accounts. These are revenue and expense records. The FNS department loads this onto a system called Fundamentals that generates profit and loss statements from the data.		\$3,300	\$3,300	\$0	10/04/11 SPECS ACCEPTED. Specs for customization provided to client for review. Per e-mail specs have been verbally accepted. Once contract signed, Pasco will forward specs with signature of acceptance.	10.1	Y
Accounts Payable - Treasury Bank Activity	Each time a pay cycle is run for either payroll or Accounts Payable, a file is provided for the bank for EFT/direct deposit transactions.	Currently Available				No Information Needed		
Bank Activity/Reconciliation	Each month a file of checks written is supplied to Bank of America for both the Accounts Payable and Payroll checking accounts. This file contains all of the checks written for the month. Additionally, we receive a file from Bank of America of all cleared checks. This file is run through a process to clear the check transactions on TERMS and the current batch program provides a reconciliation report of any errors. It is desirable to move to positive pay in the future.	Currently Available				Need listing of bank and file layout to determine if new file layout will be required.		
P-Card	Update P-Card System with COA changes	Not Needed				10/04/11 - No Information Needed. Per Pasco email: For the chart of accounts, it can just be a daily excel dump with budget balances. That would suffice for payroll/HR, work orders, p cards, and anything else that validates budget and chart of accounts. That would work just fine		
P-Card Interface	A file is downloaded daily from our Regions Bank for posted P-Card transactions. This file is then uploaded to our TERMS system for processing by the schools/departments. The transactions are assigned an account to be expensed by the card holders and then expensed.	Need format for Regions Bank	\$11,000	\$11,000	\$0	10/10/11 No additional Information Needed. Supports Pos Note from Pasco: Not sure what this note means. PM Response: Based on conversation with Pasco not sure origin of comment support Pos note.	10.1	Y
Work Order - temporary interface until functionality is implemented on Munis	Work Order System checks available budget prior to submitting work order request	Not Needed				10/04/11 - No Information Needed. Per Pasco email: For the chart of accounts, it can just be a daily excel dump with budget balances. That would suffice for payroll/HR, work orders, p cards, and anything else that validates budget and chart of accounts. That would work just fine		

Module #	Functional Requirement	Description	Devel. Cost	Contracted Cost	Devel. Concession	Notes	Delivery	Needed for Go-Live
Work Order - temporary interface until functionality is implemented on Munis	Work Order System will need to have up to date COA changes when coding expense for Work Order requests.	Not Needed				10/04/11 - No Information Needed. Per Pasco email: For the chart of accounts, it can just be a daily excel dump with budget balances. That would suffice for payroll/HR, work orders, p cards, and anything else that validates budget and chart of accounts. That would work just fine		
<b>INTERFACES TOTAL:</b>			\$433,400	\$273,900	\$174,903			

## **Exhibit 7 – Functional Requirements**

See separate document

Note, references to the Gap Mod document shall be to section I.5 of the Statement of Work (Exhibit 6).

Functional Category: General Technology			Summary Statistics			
Available Response Codes			Code	Count	% of Module	
F	Provided fully functional out of the box or with configuration (no custom development)		F	179	82%	
CU	Customization/Software Enhancement (Any custom development)		CU	0	0%	
TP	Third-party Software Required to Fully Provide Requirement (Third-party Software Must be Proposed)		TP	17	8%	
SR	Provided with Standard Report or Reporting Tool		SR	0	0%	
CR	Custom Report Development Required		CR	1	0%	
N	Not Included in this Proposal		N	22	10%	
			NR	0	0%	
Reference Number	Functional Requirements	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	Phase	
	<b>INTEGRATION AND ARCHITECTURE</b>					
TECH 1.00	System has fully integrated suites/modules/applications.	F			1	
TECH 2.00	System has one common relational database.	F			1	
TECH 3.00	System must have ability to easily identify when a note or comments have been attached to a transaction.	F			1	
TECH 4.00	Software uses workflow to electronically route documents across all:					
TECH 5.00	Suites	F		Within the Munis ERP Suite	1	
TECH 6.00	Modules	F			1	
TECH 7.00	Applications	F		Within the Munis ERP Suite	1	
TECH 8.00	Proposed Third-Party Applications (Clarify any Proposed Third Party Applications and Nature of Associated Interface(s) in the Comments Field)	F		Integrated workflow system used	1	
TECH 9.00	System Toolsets are available for the following:					
TECH 10.00	Application maintenance (performance and tuning)	F			1	
TECH 11.00	Report design	F			1	
TECH 12.00	Security administration	F			1	
TECH 13.00	End-user interface design	F			1	
TECH 14.00	System upgrade support and tools	F			1	
TECH 15.00	Archiving/purging of data	F			1	
TECH 16.00	System performance and utilization monitoring	F			1	
TECH 17.00	System statistics and audit reporting	F			1	

TECH	18.00	Data conversion tools	F			1
TECH	19.00	Client upgrades	F			1
TECH	20.00	Workflow Management design	F			1
TECH	21.00	Workflow administration interface to proposed third-party software	N		Workflow engine does not interface with third party products. Only interfaces with MAPI-compliant e-mail systems	
TECH	22.00	Regression, Functionality, and Load Testing	F			1
<b>DESKTOP</b>						
TECH	23.00	System runs on the following desktop Operating System configurations:				
TECH	24.00	Mac O/S	F		Microsoft SharePoint Dashboard and ActiveX SmartClient not supported.	1
TECH	25.00	Windows XP	F			1
TECH	26.00	Windows Vista	F			1
TECH	27.00	Content delivered via a web browser is compliant with:				
TECH	28.00	Safari	F		Munis Self Service only	1
TECH	29.00	Firefox	F		Munis Self Service and Munis Web Client only	1
TECH	30.00	Internet Explorer	F			1
TECH	31.00	District defined ability to control cache history (always erase/every day, etc.)	TP		Via Active Directory functionality	1
TECH	32.00	Software is easily deployed to desktops through push technology.	F			1
<b>DATABASES</b>						
TECH	33.00	Proposed System runs on Microsoft SQL Server	F			1
TECH	34.00	Proposed System runs on the following platforms:				
TECH	35.00	Oracle	N			
TECH	36.00	mySQL	N			
TECH	37.00	DB2	N			
TECH	38.00	Provides ability to effective date table entries, either individual updates or file/batch updates.	F			1

TECH	39.00	Provides user-definable fields with the ability to update the global data dictionary with these fields.	F			1
TECH	40.00	Provides method to access archived data both under normal conditions and when system architecture changes as a result of software upgrade.	TP		via RDBMS tools	1
TECH	41.00	System must have the ability to archive records upon request for records within a user-defined time and criteria.	N			
<b>DEVELOPMENT AND CONFIGURATION</b>						
TECH	42.00	Allows for separate, complete duplication of the software across the production system and multiple development and test landscapes.	F			1
TECH	43.00	Supports the following additions to the database:				
TECH	44.00	System must have the ability to create new tables	N			
TECH	45.00	System must have the ability to create new fields	F			1
TECH	46.00	All transmitted data is encrypted when accessed via the internet (128- or 256-bit SSL encryption privacy to comply with government security standards)	F		With use of SSL certificate	1
TECH	47.00	Security can be defined for:				
TECH	48.00	New tables	N			
TECH	49.00	New fields	N			
TECH	50.00	Account fields	F			1
TECH	51.00	Allows for identification/reporting of new user-defined tables.	N			
TECH	52.00	Allows for identification/reporting of new user-defined fields.	F			1
TECH	53.00	Includes new user-defined tables in upgrade path.	N			
TECH	54.00	Includes new user-defined fields in upgrade path.	F			1
<b>DATA ENTRY</b>						
TECH	55.00	Allows complete validation and editing of data at the point of entry (on-line or batch)	F			1
TECH	56.00	Allows both online and batch entry of data.	F			1
TECH	57.00	End-user screens contain triggers to additional data screens based on a specific data input.	F			1
TECH	58.00	Allows mass changes or deletes by table-driven data through proper security.	F			1
TECH	59.00	Validates mass data entered in batch form.	F			1



TECH	60.00	Provides a consistent user interface across all components, including:				
TECH	61.00	Consistent function keys	F			1
TECH	62.00	Screen naming functions	F			1
TECH	63.00	Navigation patterns	F			1
TECH	64.00	Menus (as defined by security profile.)	F			1
TECH	65.00	Error Messages	F			1
TECH	66.00	Stores and saves user profile preferences:				
TECH	67.00	Column and field location	F			1
TECH	68.00	Menu layout	F			1
TECH	69.00	Screen layout	F			1
TECH	70.00	Data entry options available are based on security definitions by:				
TECH	71.00	Role	F			1
TECH	72.00	User	F			1
TECH	73.00	Function	F			1
		<b>INPUT DEVICES</b>				
TECH	74.00	System must have the ability to attach documents from external sources	F			1
TECH	75.00	Supports gathering information from the following input devices such as:				
TECH	76.00	Digital Imaging Devices	F			1
TECH	77.00	Scanner	F			1
TECH	78.00	OCR Devices	F			1
TECH	79.00	Bar code font reader	F			1
TECH	80.00	Form Template	F			1
TECH	81.00	MICR	F			1

TECH	82.00	Manual	F			1
TECH	83.00	RFID	N			
TECH	84.00	Biometric Technology	N			
TECH	85.00	Magnetic ID Technology (Scanners)	N			
TECH	86.00	Other user defined	F		Tyler Content Manager Enterprise Edition allows the storage of any file type so long as the workstation the	1
		<b>JOB SCHEDULING AND PROCESSING</b>				
TECH	87.00	System must have the ability to control priority of the batch process based on user defined criteria.	F			1
TECH	88.00	System must have the ability to schedule recurring jobs	F			1
TECH	89.00	System must have the ability to control job start time.	F			1
TECH	90.00	System must have the ability to control job by transaction type.	F			1
TECH	91.00	System must have the ability to sequence multiple jobs based on user defined rules.	F			1
TECH	92.00	Provides automatic reconciliation of all exported/imported data.	F			1
		<b>REPORTING</b>				
TECH	93.00	Complies with State of Florida and Federal reporting requirements with regular, vendor provided updates	F			1
TECH	94.00	Complies with ADA reporting/requests (please include limitations of ADA reporting)	F			1
TECH	95.00	Provide crosswalk/translation tables for FLDOE reporting purposes	CR			1
TECH	96.00	Regular updates for new FLDOE reporting requirements	F			1
TECH	97.00	Provides multimedia reports in the following formats:				
TECH	98.00	Screen	F			1
TECH	99.00	Desktop Printer / duplex options	F			1
TECH	100.00	Central Printer	F			1
TECH	101.00	Data File	F			1
TECH	102.00	XML	F			1

TECH	103.00	HTML	TP		<a href="#">via Report Writer</a>	1
TECH	104.00	PDF	F			1
TECH	105.00	ASCII	F			1
TECH	106.00	CSV	F			1
TECH	107.00	Microsoft Word	F			1
TECH	108.00	Microsoft Excel	F			1
TECH	109.00	Crystal Reports	F			1
TECH	110.00	Provides for read-only access to data via ODBC (through appropriate security).	F			1
TECH	111.00	Reports are Web-based.	TP		<a href="#">via report writer</a>	1
TECH	112.00	Users can drill down from report fields to source documents	F			1
TECH	113.00	Provides Administrator-defined limits on the time a report or query takes to execute and the number of records to be retrieved.	TP		<a href="#">via report writer</a>	1
TECH	114.00	Reports on any field or combination of fields held in the database.	F			1
TECH	115.00	Provides ability for the end-user to view print progress of any report.	TP		<a href="#">Function on OS or print server</a>	1
TECH	116.00	Provides user the ability to specify number of copies of report to be printed.	F			1
TECH	117.00	System must have the ability for users to print a range of pages.	F			1
TECH	118.00	System must have the ability to scale print layout (I.e., print to one page width and length)	F			1
TECH	119.00	Provides end-users the ability to create & generate ad-hoc reports.	F			1
TECH	120.00	Allows ad-hoc report/query definitions to be saved.	F			1
TECH	121.00	System must have the ability to export the data to a spreadsheet application for manipulation and/or reporting of data.	F			1
TECH	122.00	Allows for merged word processor reports to be edited and saved directly.	F			1
TECH	123.00	Provides print preview capability.	F			1
TECH	124.00	Print preview contains fit to screen capability.	F			1
TECH	125.00	System must have the ability to report on any user-defined date or date range.	F			1

TECH	126.00	Reports can include end-user defined headings and borders.	F			1
TECH	127.00	Provide the ability to create report templates.	F			1
TECH	128.00	Allows users to sort report by any field within the report.	F			1
TECH	129.00	Allows users to define a sort order for reports.	F			1
TECH	130.00	System must have the ability to create and print reports on special forms.	F			1
TECH	131.00	Provides on-line real-time reporting and query capability with the ability to reference a data dictionary.	F			1
TECH	132.00	System must have the ability to create reports that can suppress or print information based on user's security	F			1
TECH	133.00	Allows end-users to modify report queries on-line.	F			1
TECH	134.00	System must have the ability to print reports to any printer (e.g. laser, networked copiers)	F			1
		<b>ERROR METHODOLOGIES</b>				
TECH	135.00	Error messages appear in a consistent format across all system modules.	F			1
TECH	136.00	Error messages are integrated with on-line help function.	F			1
TECH	137.00	Help functions are associated with functional transactions	F			1
TECH	138.00	Customizable and field specific, context sensitive Help Screens.	F		<a href="#">Help files are not customizable.</a>	1
TECH	139.00	Provides an editable suspense file for rejected batch transactions.	F			1
TECH	140.00	Provides an editable suspense file for rejected or unposted on-line transactions.	F			1
TECH	141.00	Errors from bad print jobs are re-queued and re-printed through administrator control.	N			
TECH	142.00	System must have the ability to send error reports (automatically or Administrator defined) to software vendor.	F			1
TECH	143.00	System must have the ability to maintain a log of errors.	F			1
		<b>SECURITY AND AUDIT CAPABILITIES</b>				
TECH	144.00	System must have the ability to provide effective dates to security changes	F			1
TECH	145.00	The following data can be masked during data entry:				
TECH	146.00	Tax numbers/ID	F			1

TECH	147.00	Passwords	F				1
TECH	148.00	All suites/modules/applications within the proposed solution can be accessed with one universal sign-in or log-in.	F				1
TECH	149.00	The internal/intranet application or service must be enabled to run in a Single Sign On environment as implemented through:					
TECH	150.00	Novell	N				
TECH	151.00	Tivoli Access Manager 6.x and above	N				
TECH	152.00	Active Directory	F				1
TECH	153.00	LDAP	N				
TECH	154.00	Default security settings are set to the most restrictive level.	F				1
TECH	155.00	Provides the following password management functionality:					
TECH	156.00	Password length is a district-defined minimum number of characters	TP		Single-sign on via Active directory means all password maintenance using AD tools.		1
TECH	157.00	Password aging has a district-defined maximum number of days	TP		Single-sign on via Active directory means all password maintenance using AD tools.		1
TECH	158.00	Password lock-out after district-defined number of failed attempts	TP		Single-sign on via Active directory means all password maintenance using AD tools.		1
TECH	159.00	Passwords can be reset/deleted by security and system administrators	TP		Single-sign on via Active directory means all password maintenance using AD tools.		1
TECH	160.00	Strong passwords are enforced	TP		Single-sign on via Active directory means all password maintenance using AD tools.		1
TECH	161.00	Passwords can be changed by users if access password is correct.	TP		Single-sign on via Active directory means all password maintenance using AD tools.		1
TECH	162.00	Passwords can be alphanumeric, numeric and/or alphanumeric characters as required by security administrator	TP		Single-sign on via Active directory means all password maintenance using AD tools.		1
TECH	163.00	Passwords can be case sensitive, if required	TP		Single-sign on via Active directory means all password maintenance using AD tools.		1
TECH	164.00	Provides ability to reset passwords for self service modules	F				1
TECH	165.00	Ensures transmittal of passwords using secure protocols/algorithms.	F		via SSL Certificate		1
TECH	166.00	System must have the ability to define User Access Groups based on job responsibilities to ensure separation of duties.	F				1
TECH	167.00	System must have the ability to disconnect or lockout workstations during designated periods of inactivity.	F				1
TECH	168.00	Audit trails that provide a trace of user actions with Automated tools to review audit trails.	F				1
TECH	169.00	Log files contain the following minimum information:					

TECH	170.00	Date / time stamp	F			1
TECH	171.00	User id	F			1
TECH	172.00	Field level changes	F			1
TECH	173.00	Before/After Values	F			1
TECH	174.00	Transaction	F			1
TECH	175.00	System must have the ability to support industry acceptable web browser transaction security (list supported security in comments column).	F		HTTPS/SSL	1
TECH	176.00	System functionality must be accessible via wireless technology	F			1
TECH	177.00	System must have the ability to prohibit concurrent logon IDs.	N			
TECH	178.00	System must have the ability to provide security levels for the following:				
TECH	179.00	District (highest level of reporting)	F			1
TECH	180.00	Component Units (e.g., division, asst. superintendent)	F			1
TECH	181.00	Schools	F			1
TECH	182.00	Departments	F			1
TECH	183.00	Cost Centers	F			1
TECH	184.00	Programs, activities	F			1
TECH	185.00	Assign to multiple roles or groups	F			1
TECH	186.00	Person id or user id	F			1
TECH	187.00	IP address	N			
TECH	188.00	Screen and menu	F			1
TECH	189.00	Report	F			1
TECH	190.00	Database table	N		All security is managed at the application level. Only the system has direct database level access.	
TECH	191.00	Column	N		All security is managed at the application level. Only the system has direct database level access.	
TECH	192.00	Job function	F			1

TECH	193.00	Element in chart of accounts (e.g., fund, projects, etc.)	F				1
TECH	194.00	Transaction type	F				1
TECH	195.00	System must have the ability to set security profile to define user authorized to:					
TECH	196.00	Log on	F				1
TECH	197.00	Add data	F				1
TECH	198.00	Delete data	F				1
TECH	199.00	Change data	F				1
TECH	200.00	View data	F				1
TECH	201.00	Approve data	F				1
TECH	202.00	System must have the ability to view or obtain security reports showing:					
TECH	203.00	Authorized system use	F				1
TECH	204.00	Unauthorized system use	TP		<a href="#">via AD reports</a>		1
TECH	205.00	Security profiles by user	TP				1
TECH	206.00	Security breaches or attempts	TP		<a href="#">via AD reports</a>		1
TECH	207.00	System must have the ability to generate warning message to notify administrator if multiple security profiles applied to a single user are conflicting.	F				1
		<b>WORKFLOW</b>					
TECH	208.00	Workflow is available in the following modules:					
TECH	209.00	General Ledger	F				1
TECH	210.00	Budget	F				1
TECH	211.00	Purchasing	F				1
TECH	212.00	Accounts Payable	F				1
TECH	213.00	Accounts Receivable	F				1
TECH	214.00	Asset Management	F				1

TECH	215.00	Inventory	F			1
TECH	216.00	Work Order	F			1
TECH	217.00	Project Accounting	F			1
TECH	218.00	Grant Accounting	F			1
TECH	219.00	Human Resources	F			1
TECH	220.00	Applicant Tracking	F			1
TECH	221.00	Staff Development	F			1
TECH	222.00	Payroll	F			1
TECH	223.00	Time and Attendance	F			1
TECH	224.00	Benefits Administration	F			1
TECH	225.00	Fleet	F			1
TECH	226.00	Treasury	F			1
TECH	227.00	Risk Management	F			1
TECH	228.00	Workflow Rules can be set by:				
TECH	229.00	User	F			1
TECH	230.00	Role	N			
TECH	231.00	School	F			1
TECH	232.00	Organizational Unit	F			1
TECH	233.00	Department	F			1
TECH	234.00	Thresholds	F			1
TECH	235.00	Percentage Argument	F			1
TECH	236.00	Numerical Argument	F			1
TECH	237.00	System must have the ability to track and view the progress/status of a workflow online and in real-time (e.g., who has yet to approve the purchase order).	F			1



TECH	238.00	Workflow may be used to route reports to emails or security groups on a predetermined schedule	F			1
TECH	239.00	Workflow assignments can be re-routed to different authorized approvers based upon availability	F			1
TECH	240.00	Workflow alerts can be integrated with email/calendar applications	F			1

Functional Category: Self Service		Summary Statistics			
Available Response Codes		Code	Count		
F	Provided fully functional out of the box or with configuration (no custom development)	F	50	94%	
CU	Customization/Software Enhancement (Any custom development)	CU	0	0%	
TP	Third-party Software Required to Fully Provide Requirement (Third-party Software Must be Proposed)	TP	0	0%	
SR	Provided with Standard Report or Reporting Tool	SR	0	0%	
CR	Custom Report Development Required	CR	0	0%	
N	Not Included in this Proposal	N	0	0%	
		NR	3	6%	

Reference Number	Functional Requirements	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	Phase
	<b>GENERAL REQUIREMENTS</b>				
SS 1.00	Self service users can upload/download documents	F	ESS	DOWNLOAD DOCUMENTS IN CERTAIN AREAS	2
SS 2.00	Changes through self service can be approved by staff via workflow	F	ESS		2
SS 3.00	Audit trail of changes through self service	F	ESS		2
SS 4.00	System will seamlessly link to third party learning management/staff development systems	F	ESS	SIMPLE LINK ONLY. NO PASSING BACK AND FORTH OF DATA	2
	<b>EMPLOYEE SELF SERVICE</b>				
SS 5.00	System must have ability to accommodate the following web capabilities, with the appropriate approval process:				
SS 6.00	Name Change	F	ESS		2
SS 7.00	Address Change	F	ESS		2
SS 8.00	Email Change	F	ESS		2
SS 9.00	Phone # Change	F	ESS		2
SS 10.00	Pay Stub or Remittance Slip Inquiry	F	ESS		2
SS 11.00	Modify W-4	F	ESS		2
SS 12.00	Leave and Benefit Balance Inquiry	F	ESS		2
SS 13.00	Leave history	F	ESS		2
SS 14.00	Deduction Calculator	F	ESS		2
SS 15.00	Registration for special deductions (e.g., United Way)	F	ESS		2
SS 16.00	Life Changes (e.g., marriage, new baby)	F	ESS		2
SS 17.00	Emergency Contact Information Maintenance	F	ESS		2
SS 18.00	Certification Status Information	F	ESS		2

SS	19.00	Beneficiary Designees	F	ESS		2
SS	20.00	Bank account updates	OUT	ESS	Planned for future release TBD	
SS	21.00	Benefit open enrollment	F	ESS		2
		<b>APPLICANT SELF SERVICE</b>				
SS	22.00	Applicant self service allows users to create profile and apply for multiple positions	F	ESS		2
SS	23.00	Self service profile can be saved	F	ESS		2
SS	24.00	System must have ability for applicants to complete and submit forms via self service	F	ESS		2
SS	25.00	System must have ability for applicant to add/update information in application on file via self service	F	ESS		2
SS	26.00	Applicant can identify status of application	F	ESS		2
		<b>VENDOR SELF SERVICE</b>				
SS	27.00	Vendors can access vendor self service to:				
SS	28.00	Register for vendor list	F	VSS		4
SS	29.00	Name	F	VSS		4
SS	30.00	Address	F	VSS		4
SS	31.00	Phone	F	VSS		4
SS	32.00	Email	F	VSS		4
SS	33.00	Commodity Code	F	VSS		4
SS	34.00	Access list of defined commodity codes	F	VSS		4
SS	35.00	View vendor relationship history with the District	F	VSS		4
SS	36.00	Search for active bids	F	VSS, BM		4
SS	37.00	Search for bid status	F	VSS, BM		4
SS	38.00	Search for previously awarded bids	F	VSS, BM		4
SS	39.00	Register for bid solicitation	F	VSS, BM		4
SS	40.00	Upload W-9 Forms	F	VSS		4
SS	41.00	Update contact information	F	VSS		4

SS	42.00	Select services offered from pre-defined list	OUT	VSS	Can currently only register for commodity codes provided	
SS	43.00	View open purchase orders through self service	F	VSS		4
SS	44.00	View Payments on Invoices	F	VSS		4
SS	45.00	View Status of Invoice	F	VSS		4
SS	46.00	Notification to vendors of key milestones in the bid process	F	BM		4
<b>CUSTOMER SELF SERVICE</b>						
SS	47.00	Customers can access self service to:				
SS	48.00	View bills on-line	F	CSS, AR, GB		3
SS	49.00	Submit payment with credit card through self service	F	CSS, AR, GB		3
SS	50.00	Customers can change:				
SS	51.00	Change preferred contact address	F	CSS, AR, GB		3
SS	52.00	Update phone number	F	CSS, AR, GB		3
SS	53.00	View all outstanding invoices	F	CSS, AR, GB		3
SS	54.00	Customer email notification for bill availability	F	CSS, AR, GB, TylerForms		3
SS	55.00	View account history online for full history of the account	F	CSS, AR, GB		3
SS	56.00	System allows customer to manage multiple accounts	F	CSS, AR, GB		3

Functional Category: General Ledger		Summary Statistics		
Available Response Codes		Code	Count	% of Module
F	Provided fully functional out of the box or with configuration (no custom development)	F	209	90%
CU	Customization/Software Enhancement (Any custom development)	CU	9	4%
TP	Third-party Software Required to Fully Provide Requirement (Third-party Software Must be Proposed)	TP	1	0%
SR	Provided with Standard Report or Reporting Tool	SR	2	1%
CR	Custom Report Development Required	CR	0	0%
N	Not Included in this Proposal	N	12	5%
		NR	0	0%

Reference Number	Functional Requirements	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	Phase
	<b>GENERAL REQUIREMENTS</b>				
GL 1.00	Provides all procedural functions of a fund accounting system in conformity with GAAP and GASB accounting standards.	F	GL		1
GL 2.00	System must provide for the maintenance of separate funds, each of which is a self-balancing set of accounts with all fund records being processed simultaneously by the common system.	F	GL		1
GL 3.00	Each entry to a fund is balanced and complete, and each fund is maintained as a self-balancing entity.	F	GL		1
GL 4.00	All subsidiary systems/ledgers (e.g., purchasing, AP, AR) integrate and post to the primary general ledger.	F	GL, PO, AP, AR		1
GL 5.00	System simultaneously supports the following basis of accounting:				
GL 6.00	Cash	F	GL, AP, AR	w/ Proper Set-up	1
GL 7.00	Modified Accrual	F	GL, AP, AR	w/ Proper Set-up	1
GL 8.00	Full Accrual	F	GL, AP, AR	w/ Proper Set-up	1
GL 9.00	System supports multiple corporations/organizations that could be defined as separate agencies, separate ledgers, etc. (i.e., Charter Schools, District Foundation, etc.)	F	GL	w/ Proper Set-up	1
GL 10.00	System support multiple bank accounts that are associated with a single or multiple funds (with ability to easily add additional banks and accounts)	F	GL		1
GL 11.00	Allows users to perform the following intra-department and inter-department fund transfers: real (i.e., cash), nominal (i.e., expenses):				
GL 12.00	Real (cash)	F	GL		1
GL 13.00	Nominal (expense)	F	GL		1
GL 14.00	Stores the following non-financial data for each unique fund:				
GL 15.00	Date Established	CU		Per Roger's copy dated 8/24/2011 - modification to allow for user defined field. No Cost Associated	1
GL 16.00	Purpose of Fund	F	GL	Description	1
GL 17.00	Source of Revenue	CU		Included in GL15	1
GL 18.00	Acceptable Uses	CU		Included in GL15	1
GL 19.00	Legal Authority for creation of fund	CU		Included in GL15	1

GL 20.00	Date Closed	CU		Included in GL15	1
GL 21.00	Fund Type	F	GL		1
GL 22.00	Interest bearing and non interest bearing indicator	CU		Included in GL15	1
GL 23.00	System supports multiple fiscal years	F	GL		1
GL 24.00	System maintains complete financial and year to date information in detailed format online for up to ten years.	F	GL		1
GL 25.00	System supports pre-encumbrance/encumbrance accounting.	F	RQ, PO, GL		1
GL 26.00	System allows the District to maintain separate budget and fiscal years.	F	GL		1
GL 27.00	System supports the use of statistical data in allocations, calculations and reporting.	TP	EXCEL		1
<b>CHART OF ACCOUNTS DESIGN</b>					
GL 28.00	Chart of Accounts supports multiple reporting entities (e.g., Primary Government, Component Unit)	F	GL		1
GL 29.00	Ability to create COA templates (creating the COA for a new school)	F	GL		1
GL 30.00	System supports multiple chart of accounts for different component units.	F	GL	w/ Proper Set-up	1
GL 31.00	System supports the following alphanumeric account segments:				
GL 32.00	Fund	F	GL		1
GL 33.00	Function	F	GL		1
GL 34.00	Object	F	GL		1
GL 35.00	Cost Center	F	GL		1
GL 36.00	Project	F	GL		1
GL 37.00	Sub-Project	F	GL		1
GL 38.00	Program	F	GL		1
GL 39.00	Revenue	F	GL		1
GL 40.00	General Ledger #	F	GL		1
GL 41.00	User-defined segment	F	GL		1
GL 42.00	System permits the length of each Chart of Accounts segment data field to be at least 10 alphanumeric characters. (Please list indicate any limits in the notes column.)	F	GL	FUND IS 4 CHARACTERS, OBJECT CODE IS 6 CHARACTERS	1
GL 43.00	Provide for Chart of Account segments to have a long description of at least 50 alphanumeric characters.	F	GL, PA	YES, INCLUDING PROJECT AND GRANT ACCOUNTING SEGMENTS	1

GL 44.00	Provide for Chart of Account segments to have a short description of at least 15 alphanumeric characters.	F	GL		1
GL 45.00	Designates each general ledger account by the following account types:				
GL 46.00	Asset	F	GL		1
GL 47.00	Liability	F	GL		1
GL 48.00	Budgetary Credits	F	GL		1
GL 49.00	Budgetary Debits	F	GL		1
GL 50.00	Pre - Encumbrance	F	RQ, PO, GL	USER CAN SEE THE AMOUNT PRE-ENCUMBERED FOR A SPECIFIC ACCOUNT.	1
GL 51.00	Encumbrance	F	PO, GL	USER CAN SEE THE AMOUNT ENCUMBERED FOR A SPECIFIC ACCOUNT	1
GL 52.00	Fund Equity	F	GL		1
GL 53.00	Revenue	F	GL		1
GL 54.00	Expenditure	F	GL		1
GL 55.00	Statistical	F	GL		1
GL 56.00	System contains the following indicators for accounts				
GL 57.00	Active (available for posting)	F	GL		1
GL 58.00	Inactive (not available for posting)	F	GL		1
GL 59.00	Effective Date (not available for posting until the effective date)	F			1
GL 60.00	Last date to encumber (ability to manually override)	CU		See gap/mod \$3,300	1
GL 61.00	Last date to expend (ability to manually override)	CU		See gap/mod included in GI 60.0	1
GL 62.00	Supports chart of account changes and maintain records of historical Chart of Accounts	F	GL		1
GL 63.00	Accounts cannot be deleted if any activity is posted to them.	F	GL		1
GL 64.00	Segments of the Chart of Accounts can be grouped on a user-defined basis into multiple reporting hierarchies.	F	GL		1
GL 65.00	System can track assets, liabilities and fund balance at the cost center and program levels.	F	GL		1
GL 66.00	System facilitates the District's host budgeting process (budget at one level and spend at many)	F	GL		1
GL 67.00	Allows chart of account codes to be variable in length within the same chart of accounts.	F		Expense, revenue, and balance sheet codes can have segments of different lengths from each other	1
GL 68.00	System edits and validates general ledger account numbers in real-time and report errors and exceptions.	F	GL		1

ORGANIZATIONAL DESIGN						
GL 69.00	Organizational elements within the Chart of Accounts supports the following organizational structures:					
GL 70.00	District (highest level of reporting)	F	GL			1
GL 71.00	Component Units (e.g., division, asst. superintendent)	F	GL			1
GL 72.00	Schools	F	GL			1
GL 73.00	Departments	F	GL			1
GL 74.00	Cost Centers	F	GL			1
GL 75.00	Programs, activities	F	GL, PA			1
GL 76.00	System supports reorganizations:					
GL 77.00	During the fiscal year	F	GL			1
GL 78.00	For future years	N		Correct		
GL 79.00	The following functionality is available to users while performing a reorganization within the system:					
GL 80.00	System has the ability to restate or not restate history after a re-organization.	SR		SSRS		1
GL 81.00	Supports multiple organizational structures concurrently for reporting purposes.	N		Correct		
GL 82.00	Organizational units can be grouped or ungrouped for reporting purposes.	F	GL			1
GL 83.00	System automatically maps open documents created with old organization information to new organization structure during a reorganization.	F	GL			1
JOURNAL ENTRY						
GL 84.00	System automatically assigns journal entry numbers	F	GL			1
GL 85.00	System automatically assigns journal entry numbers by type of transaction (e.g., wire transfer)	N		Correct		
GL 86.00	System supports multiple line items for journal entries	F	GL			1
GL 87.00	System shows the source of the transaction (e.g., manual entry or automated entry from another module)	F	GL			1
GL 88.00	Journal transactions can be entered and scheduled using effective dates (posting does not occur until effective date has arrived).	N		Posting can occur on a different date (CORRECT)		
GL 89.00	Journal entry transactions support multiple funds within one entry and balancing by fund	F	GL			1
GL 90.00	Users can look up the chart of accounts on the screen as a reference during journal entry.	F	GL			1
GL 91.00	System provides automated validation/reconciliation of JE's (no one sided entries)	F	GL			1



GL 92.00	System provides notification for unposted JE's based on user defined date	F	GL	w/ scheduled table validation process	1
GL 93.00	System provides ability to allocate lump-sum expense by percentage across multiple accounts	F	GL		1
GL 94.00	Journal entries are posted:				
GL 95.00	Online	F	GL		1
GL 96.00	Real time	F	GL		1
GL 97.00	Individually	F	GL		1
GL 98.00	Batch	F			1
GL 99.00	Users can import transactions (e.g., journal entries) from desktop applications (e.g., Microsoft Excel, other external systems) and validate the entry against the chart of accounts and allowed chart of account code combinations with proper security	F	GL	SO LONG AS IMPORT FILE MATCHES MUNIS REQUIREMENTS	1
GL 100.00	System automatically validates journal entries (e.g., budget checking).	F	GL		1
GL 101.00	System allows creation of a Journal Entry from previously entered journal entry format (copy journal), by line item or entire JE.	F	GL	ENTIRE JOURNAL AND THEN DELETE LINES NOT NEEDED	1
GL 102.00	Default data are saved in journal entry fields (e.g., fiscal year)	F	GL		1
GL 103.00	Journal entries support "required" data fields.	F	GL		1
GL 104.00	Transactions are not posted until all "required" fields are completed.	F	GL		1
GL 105.00	System generates default offset entries for non-journal voucher financial documents (from sub ledgers), e.g., payment requests, purchase orders, encumbrances, requisitions, cash receipts, etc.	F	GL		1
GL 106.00	Supports recurring journal entries with varying dollar amounts.	F	GL		1
GL 107.00	Supports journal entry footnotes.	F	GL		1
GL 108.00	Supports attachment of text, word-processing, spreadsheet documents, or any electronic file.	F	GL		1
GL 109.00	Supports line item descriptions. (Please list any limitations in the notes column)	F	GL		1
GL 110.00	Users can create and process transactions against statistical and memo accounts in addition to financial accounts.	F	GL		1
GL 111.00	Users can save journal entries that have not yet been posted or cleared for all validation errors online.	F	GL		1
GL 112.00	System supports automatic preparation of reversing journal entries.	F	GL		1
<b>INTERFUND TRANSFERS</b>					
GL 113.00	Transfers within and between funds are automatic and balanced.	F	GL		1
GL 114.00	Supports processing interfund transfers without having to generate a check.	F	GL		1
GL 115.00	Supports the tracking of interfund transactions through "due to" and "due from" entries.	F	GL		1

GL 116.00	Journal entries for multiple departments and funds contain one journal header.	F	GL		1
GL 117.00	Restricts inter-fund postings based upon security.	F	GL		1
	<b>BUDGET CONTROL</b>				
GL 118.00	Records and maintains the following financial data for each unique fund:				
GL 119.00	Adopted Annual Budget	F	GL		1
GL 120.00	Adjusted Annual Budget	F	GL		1
GL 121.00	School Annual Budget	F	GL	VIA QUERYING ON THE SCHOOL SEGMENT	1
GL 122.00	Departmental Annual Budget	F	GL	VIA QUERYING ON THE DEPARTMENT SEGMENT	1
GL 123.00	Total expenditures	F	GL		1
GL 124.00	Total revenue	F	GL		1
GL 125.00	Pre Encumbrances	F	RQ, PO, GL		1
GL 126.00	Encumbrances	F	PO, GL		1
GL 127.00	Interfund Transactions	F	GL		1
GL 128.00	Fund Balance	F	GL		1
GL 129.00	Breakdown fund balance into reserved, unreserved, designated, and undesignated	F	GL		1
GL 130.00	System accommodates the following budget controls:				
GL 131.00	Absolute control - prevents transaction from processing without override approval	F	GL		1
GL 132.00	Warning – provides warning message but allows transaction to process	F	GL		1
GL 133.00	No control – allows transaction to process without warning	F	GL	By org group	1
GL 134.00	System provides a flag that sets the default appropriation control option (absolute, warning, none).	F	GL		1
GL 135.00	Budget controls can be established for the following:				
GL 136.00	Fund	F	GL		1
GL 137.00	Object	F	GL		1
GL 138.00	Sub-Object	F	GL		1
GL 139.00	Function	F	GL		1

GL 140.00	Grant	F	PA, GL		1
GL 141.00	Project	F	PA, GL		1
GL 142.00	Sub-Project	F	PA, GL		1
GL 143.00	Cost Center	F	GL		1
GL 144.00	Contract	F	CM, GL		1
GL 145.00	Organization budget controls can be established for the following:				
GL 146.00	District (highest level of reporting)	F	GL		1
GL 147.00	Component Units (e.g., division, asst. superintendent)	F	GL		1
GL 148.00	Schools	F	GL		1
GL 149.00	Departments	F	GL		1
GL 150.00	Cost Centers	F	GL		1
GL 151.00	Programs, activities	F	PA, GL		1
GL 152.00	System provides multi-year appropriation budget control.	F	GL		1
GL 153.00	System uses the following formula to calculate available budget (original budget +/- budget adjustments +/- budget transfers - commitments - encumbrances - expenditures)	F	PR, AP, RQ, PO, GL		1
GL 154.00	System separately tracks:				
GL 155.00	Original budget	F	GL		1
GL 156.00	Budget adjustments	F	GL		1
GL 157.00	Budget transfers	F	GL		1
GL 158.00	System provides the ability to define expenditure budget availability controls to include or exclude encumbrances on a departmental or system-wide basis.	N		Correct	
GL 159.00	System supports budget checking at the pre-encumbrance and encumbrance transaction level.	F	RQ, PO, GL		1
GL 160.00	System provides appropriation budget control at varying levels and combinations of the chart of accounts (i.e. 3rd level of fund; 2nd level of organization, 3rd level of general ledger account).	F	GL		1
GL 161.00	Budget control overrides are available with security authorization.	F	GL		1
GL 162.00	System provides the ability to allot and control each appropriation budget by the following periods:				
GL 163.00	Semi-Annual	F	GL		1
GL 164.00	Quarter	F	BG		1

GL 165.00	Month	F	GL		1
GL 166.00	Percentage	N		Correct	
GL 167.00	Seasonal trends	F	BG		1
GL 168.00	Prior Year actuals	N		Correct	
GL 169.00	User defined period (manually input budget for each month)	F	BG		1
GL 170.00	System rolls up budget details to a user-defined summary level.	F	GL		1
GL 171.00	System distributes the adopted budget (summary level) and budget adjustments to detail Account and Organization levels based on user defined criteria.	F	GL		1
GL 172.00	System edits all transactions to ensure that appropriation budget is available before posting the transaction.	F	GL		1
<b>CLOSING</b>					
GL 173.00	Provides up to 16 user-definable accounting periods per year that can either be used for transacting against financial balances, adjusting periods against financial balances, or adjusting periods that are for memo entries only and do not update financial balances, but	N	GL	14. PERIODS 1-12, PERIOD 00 (START OF YEAR) AND PERIOD 13 (END OF YEAR) (CORRECT)	
GL 174.00	Provides automated year-end close processes (i.e., close nominal accounts to fund balance or fund equity, roll real accounts forward) for all modules as needed.	F	GL		1
GL 175.00	Initiate year-end processing at any point in time, as well as multiple times, after the end of the fiscal year (i.e., doesn't have to occur on last day or on any particular day).	F	GL		1
GL 176.00	Roll forward or close grant and project accounts based on the type of project or grant.	F	PA, GL		1
GL 177.00	Roll forward open transactions across a fiscal year	F	PO, GL	OPEN PURCHASE ORDERS	1
GL 178.00	System allows payments during accrual period of expenditures against new or old year	F	AP, GL		1
GL 179.00	Allow users to run a process that closes all selected open purchase orders/ encumbrances and requisitions/commitments with user-defined parameters at year-end. Some of the parameters include, but are not limited to:				
GL 180.00	Dollar Amount	F	PO, GL	NOT REQUISITIONS	1
GL 181.00	Age of Encumbrance	F	PO, GL		1
GL 182.00	Blanket PO	F	PO, GL		1
GL 183.00	Date	F	PO, GL		1
GL 184.00	System supports closing by fund group or by fund.	N		Correct	
GL 185.00	Provide the ability to perform period end closings.	F	GL		1
GL 186.00	Allow for maintaining multiple fiscal years (at least 3) and periods concurrently, which allows users to post transactions for a new fiscal year prior to closing the previous year.	N	GL	TWO FISCAL YEARS CAN BE OPEN AT ONE TIME.	
GL 187.00	Allow new year inputs to be entered before the old year's preliminary closing, with the transactions held in suspense until the new year is opened.	F	GL		1
GL 188.00	Allow users to define closing periods and the period closing dates.	F	GL		1

GL 189.00	Allow for year end close based on the source of activity (e.g. close once depreciation is completed)	N		Correct	
GL 190.00	Prevent transactions from posting into a closed period (month or year).	F	GL		1
GL 191.00	System should support pre-close (trial closes) and generates pro forma financial statements without restriction.	F	GL	via test DB	1
GL 192.00	Allow on-line posting of expenditure and revenue accruals required for end of fiscal year closings.	F	GL		1
GL 193.00	System provides the functionality to roll surplus budgets into fund balance at year end.	F	GL		1
GL 194.00	Provide standard and user-defined Year-End Close encumbrance rules and functionality, to include (but not limited to):				
GL 195.00	Carry-forward user-selected encumbrances as commitments	F	PO, GL		1
GL 196.00	Non-selected encumbrances are not carried forward	F	PO, GL		1
GL 197.00	Carry all encumbrances forward	F	PO, GL		1
GL 198.00	Cancel blanket purchase orders (open commitments) which have no outstanding items on order at year end	F	PO, GL		1
GL 199.00	Create year end accruals	F	GL		1
GL 200.00	When encumbrances are selected to be carried forward, system is able to track them as prior year encumbrances (at user's discretion) with the following functionality:				
GL 201.00	Encumbrances are reported by fund balance reserves and rolled forward to the current year.	F	PO, GL		1
GL 202.00	Increase current year appropriation by encumbrance amount	F	PO, GL		1
GL 203.00	Track fund balance reserve separately by restricted vs. undesignated	F	GL	w/ Proper Set-up	1
GL 204.00	Liquidate prior year encumbrance from prior year budget reserve due to encumbrance cancellation or payment activity in the current year.	F	PO, GL		1
GL 205.00	Report and display prior year encumbrance reserve separately from current year encumbrance reserves.	F	PO, GL		1
GL 206.00	When the encumbrance is closed with a residual unspent amount, the residual amount is tracked and controlled separately and have option to added back/not add back to current year available funds.	F	PO, GL		1
GL 207.00	When encumbrances are selected to be carried forward, system is able to track them as current year encumbrances (at user's discretion) with the following functionality:				
GL 208.00	Encumbrances are closed in the prior year and recreated in the current year.	F	PO, GL		1
GL 209.00	Increase new current year appropriation and track fund balance reserve in the new current year fund balance reserve.	F	PO, GL		1
GL 210.00	Liquidate encumbrance and record expense like any other current year encumbrance.	F	PO, GL		1
GL 211.00	Report encumbrances with current year encumbrances.	F	PO, GL		1
GL 212.00	When the encumbrance is closed in the current year with a residual unspent amount, have the option to add/not add back the residual amount to current year available funds.	F	PO, GL		1
GL 213.00	Provide the ability to close encumbrances by type of encumbrance.	N		Correct	

INQUIRY AND REPORTING					
GL 214.00	Field names and descriptions can be included on reports (e.g., account names)	F	ALL THAT APPLY	WHERE APPROPRIATE	1
GL 215.00	System will generate reports based on any piece of account string (roll-up/"masking")	F	GL		1
GL 216.00	System supports "as-of date" reporting	F	GL	IN CERTAIN AREAS	1
GL 217.00	System supports "drill-down" functions from report output (user is able to double-click on an amount to determine what transactions make up the amount)	F	GL	IN CERTAIN AREAS	1
GL 218.00	Provide the ability to produce the following financial reports based upon user-defined criteria (e.g. transaction date ranges to produce monthly, quarterly, and yearly reports) for each unique fund/fund type/fund group/or any combination as defined:				
GL 219.00	Trial Balance	F	GL		1
GL 220.00	Cash Flow	F	GASB-34 REPORTER		4
GL 221.00	Fund Balance Report	F	GL		1
GL 222.00	Balance Sheet	F	GL		1
GL 223.00	Income Statement	F	GASB-34 REPORTER		4
GL 224.00	System produces the following CAFR reports:				
GL 225.00	Government-wide Statements:				
GL 226.00	Statement of Net Assets	F	GASB-34 REPORTER		4
GL 227.00	Statement of Activities	F	GASB-34 REPORTER		4
GL 228.00	Fund Financial Statements:				
GL 229.00	Balance Sheet - Governmental Funds	F	GASB-34 REPORTER		4
GL 230.00	Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds	F	GASB-34 REPORTER		4
GL 231.00	Reconciliation of the Statement of Revenue, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities	F	GL, SSRS		1
GL 232.00	Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual - General Fund	F	GL, SSRS		1
GL 233.00	Statement of Net Assets - Proprietary Funds	F	GASB-34 REPORTER		4
GL 234.00	Statement of Revenues, Expenses, and Changes in Fund Net Assets - Proprietary Funds	F	GASB-34 REPORTER		4
GL 235.00	Statement of Fiduciary Net Assets - Fiduciary Funds	F	GASB-34 REPORTER		4
GL 236.00	Statement of Changes in Fiduciary Net Assets - Fiduciary Funds	F	GASB-34 REPORTER		4
GL 237.00	Combining and Individual Fund Statements and Schedules:				

GL 238.00	Combining Balance Sheet - Non-major Governmental Funds	F	GASB-34 REPORTER		4
GL 239.00	District Component Units	F	GASB-34 REPORTER		4
GL 240.00	Schedules of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual:				
GL 241.00	Schedules of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual: Debt Service Fund	F	GL		1
GL 242.00	Schedules of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual: Special Revenue Funds	F	GL		1
GL 243.00	Schedules of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual - From Inception: Special Revenue Funds	F	GL		1
GL 244.00	Schedules of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual - From Inception: Capital Funds	F	GL		1
GL 245.00	Combining Statement of Net Assets - Internal Service Funds	F	GASB-34 REPORTER		4
GL 246.00	Combining Statement of Revenues, Expenses, and Changes in Fund Net Assets - Internal Service Funds	F	GASB-34 REPORTER		4
GL 247.00	Combining Statement of Cash Flows - Internal Service Funds	F	GASB-34 REPORTER		4
GL 248.00	Statistical Reports:				
GL 249.00	Net Assets by Component	F	GL		1
GL 250.00	Changes in Net Assets	F	GL		1
GL 251.00	Governmental Activities Tax Revenues by Source	F	AR, GL		1
GL 252.00	Fund Balances of Governmental Funds	F	GL		1
GL 253.00	Change in Fund Balances of Governmental Funds	F	GL		1
GL 254.00	Interest Revenues by Source (bank account/investment acct)	F	TM		4
GL 255.00	Full-time Equivalent District Employees by Function	F	PR, HR		2
GL 256.00	Operating Indicators by Function	F	PBB		4
GL 257.00	Capital Asset Statistics by Function	F	FA, GL		4
GL 258.00	System must be able to create Florida DOE cost accounting reports that relate to Florida DOE cost tables.	CU		Research will be needed, and will possibly need to work with someone at Pasco to provide this functionality	
GL 259.00	Regular updates for new FLDOE reporting requirements	F	GL		1
GL 260.00	System must provide ability to write and view reports online with capability to export to third party analysis tools (excel)	SR	SRS		1

Functional Category: Budget Preparation			Summary Statistics		
Available Response Codes			Code	Count	% of Module
F	Provided fully functional out of the box or with configuration (no custom development)		F	179	83%
CU	Customization/Software Enhancement (Any custom development)		CU	5	2%
TP	Third-party Software Required to Fully Provide Requirement (Third-party Software Must be Proposed)		TP	5	2%
SR	Provided with Standard Report or Reporting Tool		SR	1	0%
CR	Custom Report Development Required		CR	0	0%
N	Not Included in this Proposal		N	25	12%
			NR	0	0%

Reference Number	Functional Requirements	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	Phase
<b>GENERAL REQUIREMENTS</b>					
BUD 1.00	Budget system uses the primary system's chart of accounts	F	BUD, GL		1
BUD 2.00	Chart of account data in budget system is updated as general ledger is updated.	F	BUD, GL		1
BUD 3.00	System maintains at least current year, prior 10 years, next year budget and future year budgets by period.	F	BUD, GL		1
BUD 4.00	System provides for data entry into multiple budget versions (please specify total # of budget versions) during budget preparation.	F	BUD, GL	99,999	1
BUD 5.00	System facilitates the District's host budgeting process (budget at one level and spend at many)	F	BUD, GL		1
BUD 6.00	Supports grant, project, departmental, and schools budget preparation.	F	PA, BUD, GL		1
BUD 7.00	System provides the ability to assemble multiple years of budgeting information for budget preparation.	F	BUD, GL		1
BUD 8.00	System support multi-year capital budgeting.	F	PA, BUD, GL		1
BUD 9.00	System supports school budgeting based on the student enrollment.	N		Correct	
BUD 10.00	Departments have the capability to develop both detail budgets, at any level of the chart of accounts (i.e. fund, organization, program, general ledger) and summary budgets in a distributed environment.	F	BUD, GL		1
BUD 11.00	System validates field values within the budget entry screen, based on the chart of accounts.	F	BUD, GL		1
BUD 12.00	Departments throughout the organization can access budget information with proper security.	F	BUD, GL		1
BUD 13.00	System prevents department level users from updating budget information after it has been submitted and approved.	F	BUD, GL		1
BUD 14.00	System provides ability to "lock" (prevent other changes to that budget version) budgets at any phase of the budget, including after submission by departments.	F	BUD, GL		1
BUD 15.00	System allows the preparation of the district's budget for next budget cycle while current budget is open.	F	BUD, GL		1
BUD 16.00	System supports the import/export of budget data to external applications (e.g., Excel) for budget preparation, reporting, and publishing.	F	MO, BUD, GL		1
BUD 17.00	System supports performance budgets that allow users to measure performance against user-defined targets.	F	PBB, BUD, GL		4
BUD 18.00	System tracks multiple budgeted performance measurements online by cost center.	F	PBB, BUD, GL		4
<b>BUDGET PREPARATION</b>					



BUD	19.00	Budgets preparation system accommodates the following:				
BUD	20.00	Fund budget	F	BUD, GL		1
BUD	21.00	Organization budget	F	BUD, GL		1
BUD	22.00	Line item budget	F	BUD, GL		1
BUD	23.00	Program budget	F	BUD, GL		1
BUD	24.00	School budget	F	BUD, GL		1
BUD	25.00	Project budget (multi-year)	F	BUD, GL		1
BUD	26.00	Grant budget (different fiscal year)	F	BUD, GL		1
BUD	27.00	Special Budget (special capital/operating/"wish list" budget)	F	BUD, GL	w/ Proper set-up	1
BUD	28.00	Support entering budget amounts for specific periods or to spread over several periods (i.e., months and quarters).	F	BUD, GL		1
BUD	29.00	Allows central budget office to "push" via workflow spreadsheets out to departments and schools electronically for budget preparation.	F	BUD, GL	via Excel ribbon functionality. Workflow is not used	1
BUD	30.00	Departments/schools can return budgets back to the central budget office electronically via workflow.	F	BUD, GL	via Excel ribbon functionality. Workflow is not used	1
BUD	31.00	Central budgeting office has access to view progress by departments/schools in budget preparation.	F	BUD, GL		1
BUD	32.00	System rolls up department/school worksheets into organization-wide master budget.	F	BUD, GL		1
BUD	33.00	System aggregates detailed school budgets for district-wide budget totals.	F	BUD, GL		1
BUD	34.00	Provides users the ability to view prior year's line-item budget while entering new budget.	F	BUD, GL		1
BUD	35.00	System provides the capability to develop budgets at the program, service and line item levels and allow the aggregation of program/service/line item level budgets.	F	BUD, GL	w/ proper set-up. Budgets may not need to be entered at account level	1
BUD	36.00	Supports, at a minimum, entering and viewing the following versions of the budget:				
BUD	37.00	Multiple Versions (please specify any limitations) of Preliminary Field Users' Requests	F	BUD, GL		99,999 1
BUD	38.00	Original Request	F	BUD, GL		1
BUD	39.00	Staffing Plan Committee Review	F	BUD, GL	UP TO FIVE LEVELS	1
BUD	40.00	Budget Committee Review	F	BUD, GL		1
BUD	41.00	Board Approved	F	BUD, GL		1
BUD	42.00	Approval by other user defined organizational units (department, asst. superintendent, etc.)	F	BUD, GL		1
BUD	43.00	Final Budget	F	BUD, GL		1

BUD	44.00	Amended Budget	F	BUD, GL		1
BUD	45.00	Free form notes at the line item level	F	BUD, GL		1
BUD	46.00	Supports unlimited versions (please specify limitations) of the budget with a final control version.	N	BUD, GL	99999 (CORRECT)	
BUD	47.00	Ability to store and name versions (e.g., reason for version)	F	BUD, GL		1
BUD	48.00	System creates an initial version of the budget using the following:				
BUD	49.00	Zero balances in any/all accounts	F	BUD, GL		1
BUD	50.00	Current year's original budget	F	BUD, GL		1
BUD	51.00	Last year's budgeted total	F	BUD, GL		1
BUD	52.00	Last year's actuals	F	BUD, GL		1
BUD	53.00	Last year's statistics	N		Correct	
BUD	54.00	Current year's budget or actual plus/minus a percentage	F	BUD, GL		1
BUD	55.00	Previous year's budget or actual plus/minus a percentage	F	BUD, GL		1
BUD	56.00	Straight line projection	CU		Out Per Phase	
BUD	57.00	Projection based on percentage of last year's actual	F	BUD, GL		1
BUD	58.00	Projection based on user defined formula	TP	EXCEL, BUDGET	VIA EXCEL AND THEN IMPORTED INTO MUNIS. MUNIS HAS SEAMLESS INTEGRATION TO / FROM EXCEL	1
BUD	59.00	Projection based on estimated actuals from current year	CU		Out Per Phase	1
BUD	60.00	Prior year performance data for use as prior year actuals	N		Correct	
BUD	61.00	Budget request worksheet contains:				
BUD	62.00	Current Year Budget	F	BUD, GL		1
BUD	63.00	Original Request	F	BUD, GL		1
BUD	64.00	Final Budget	F	BUD, GL		1
BUD	65.00	Current Year Projected	F	BUD, GL		1
BUD	66.00	Actual Expenditures/Encumbrances to date	F	BUD, GL		1
BUD	67.00	Up to Ten Years Projected	F	BUD, GL	May require SSRS	1
BUD	68.00	Ability to flag one-time budget events.	F	BUD, GL		1

BUD 69.00	System allows documents (e.g., contracts, MS Word/Excel documents) to be attached to budget worksheets.	F	MUNIS OFFICE OR TCM, BUD		1
BUD 70.00	System provides for application of percentage increases or decrease to a budgeted category (e.g., travel).	F	BUD, GL		1
BUD 71.00	System allows the user to create individual formulas for each budget line item.	TP	EXCEL, BUDGET		1
BUD 72.00	System allows the user to copy formulas from one budget line item to other budget line items.	TP	EXCEL, BUDGET		1
BUD 73.00	System allows the user to include other budget line items references in line item formulas (e.g., line item b = line item a * 1.05)	TP	EXCEL, BUDGET		1
BUD 74.00	System provides for adjusting the base budget by line item or in total, by dollar amount or by percent.	F	BUD, GL		1
BUD 75.00	System allows for creating relationships between budgeted items (e.g., salary changes automatically adjust FICA).	F	PR, HR, BUD, GL		1
BUD 76.00	System allows entering, storing, and reporting non-financial data, i.e. mission statements.	F	BUD, GL		1
BUD 77.00	System allows entering, storing, and reporting performance data linked to programs and program budgets, including performance measures and results, and associate these with financial data.	F	PBB, BUD, GL	WOULD REQUIRE USE OF REPORT TOOL FOR REPORTING	4
BUD 78.00	System stores and reports historical, proposed and forecasted budget and actual real and nominal data, for a minimum of 10 years (specify limitations in the comments).	F	BUD, GL		1
BUD 79.00	System generates a 10 year forecast for expenditures and revenues (upcoming fiscal year plus nine succeeding years). (specify limitations in the comments)	F	BUD, GL		1
BUD 80.00	System records budget credits (negative numbers).	F	BUD, GL		1
BUD 81.00	System provides the ability to develop and track amendments to the approved budget.	F	BUD, GL		1
BUD 82.00	System records comments at the budget line-item level (indicate character limitations).	F	BUD, GL		1
<b>SALARY AND POSITION BUDGETING</b>					
BUD 83.00	Provides for on-line real-time request to fill a vacancy or request for new position	F	PR, HR, BUD, GL		2
BUD 84.00	Supports online authorization by multiple levels:				
BUD 85.00	District	F	BUD, GL		1
BUD 86.00	Component Unit (division, asst superintendent, etc.)	F	BUD, GL		1
BUD 87.00	Cost Center	F	BUD, GL		1
BUD 88.00	School/Department	F	BUD, GL		1
BUD 89.00	Responsibility Person	N		Correct	
BUD 90.00	System maintains and tracks real-time budgeted to filled positions with, at a minimum, the following qty fields:				
BUD 91.00	Allocated Units/hours	F	PR, HR, BUD, GL		2
BUD 92.00	Filled Units/hours	F	PR, HR, BUD, GL		2

BUD	93.00	Frozen Units/hours	F	PR, HR, BUD, GL		2
BUD	94.00	Held Units/hours	F	PR, HR, BUD, GL		2
BUD	95.00	Unfilled Units/hours	F	PR, HR, BUD, GL		2
BUD	96.00	System tracks the following data fields associated with a position:				
BUD	97.00	Position number/ID (minimum 10 characters)	N		Ours is 9 (CORRECT)	
BUD	98.00	Responsibility Center	F	PR, HR, BUD, GL		2
BUD	99.00	Responsibility Center	F	PR, HR, BUD, GL	DUPLICATE QUESTION	2
BUD	100.00	Organizational (component) unit	F	PR, HR, BUD, GL		2
BUD	101.00	Job Title	F	PR, HR, BUD, GL		2
BUD	102.00	Hours Per day	F	PR, HR, BUD, GL		2
BUD	103.00	Days per year	F	PR, HR, BUD, GL		2
BUD	104.00	Months per year	F	PR, HR, BUD, GL		2
BUD	105.00	Valid from and to dates	F	PR, HR, BUD, GL		2
BUD	106.00	Allocated Units/hours	F	PR, HR, BUD, GL		2
BUD	107.00	Filled or occupied Units/hours	F	PR, HR, BUD, GL		2
BUD	108.00	Frozen Units/hours	F	PR, HR, BUD, GL		2
BUD	109.00	Held Units/hours (not sure difference between frozen and held)	F	PR, HR, BUD, GL		2
BUD	110.00	Unfilled Units/hours	F	PR, HR, BUD, GL		2
BUD	111.00	Median salary for budgeting purposes	F	PR, HR, BUD, GL		2
BUD	112.00	Allowed benefits associated with position	F	PR, HR, BUD, GL		2
BUD	113.00	GL Account distribution	F	PR, HR, BUD, GL		2
BUD	114.00	Percentage of account distribution (when split funded)	F	PR, HR, BUD, GL		2
BUD	115.00	DOE Required fields (funding source, FTE)	F	PA, PR, HR, BUD, GL		2
BUD	116.00	Unlimited number of certification/skills/licenses associated with the position	F	PR, HR, BUD, GL		2
BUD	117.00	Unlimited number of job titles that can be associated with the position	F	PR, HR, BUD, GL		2

BUD	118.00	System provides capability online real-time to view persons that fill the position, their hours, salary and other benefit costs.	F	PR, HR, BUD, GL		2
BUD	119.00	System requires any job records associated with a position acquire the GL Account distribution from the position record unless overridden with proper security.	F	PR, HR, BUD, GL		2
BUD	120.00	System provides multiple types of positions, including but not limited to:				
BUD	121.00	Full-time	F	HR, PR		2
BUD	122.00	Part-time	F	HR, PR		2
BUD	123.00	Hourly	F	HR, PR		2
BUD	124.00	Sessional (i.e. paid per session)	F	HR, PR		2
BUD	125.00	Temporary	F	HR, PR		2
BUD	126.00	Other user definable types	F	HR, PR		2
BUD	127.00	System provides the ability to maintain position controls by:				
BUD	128.00	Segment of the Chart of Accounts (i.e.. Appropriation, Department, Organizational Unit, Program, Project, etc.)	F	PR, HR, BUD, GL		2
BUD	129.00	Full time equivalents by Position Title and segments of the Chart of Accounts	F	PR, HR, BUD, GL		2
BUD	130.00	Number of Positions (Headcount) by Position Title and segments of the Chart of Accounts	F	PR, HR, BUD, GL		2
BUD	131.00	Provide the capability to update budget with salaries for current and future budget years (define any limitations on # of future years in the comment fields).	F	PR, HR, BUD, GL		2
BUD	132.00	System provides budget tool to create compensation baseline by item and organization (budget unit).	F	PR, HR, BUD, GL		2
BUD	133.00	Provide the ability to update item and salary information.	F	PR, HR, BUD, GL		2
BUD	134.00	System provides the ability to perform the following operations online with the proper security authorization:				
BUD	135.00	Add or delete the number of authorized, or budgeted positions	F	PR, HR, BUD, GL		2
BUD	136.00	Reclassification of positions at a user-defined point in time and maintains the historical information of the change	F	PR, HR, BUD, GL		2
BUD	137.00	Modification of the salary, benefit and other information of a position	F	PR, HR, BUD, GL		2
BUD	138.00	Transfer of positions at a user specified time between organizational units, departments, projects, programs, grants, etc and maintains the historical information of the change	F	PR, HR, BUD, GL		2
BUD	139.00	Change in the number of authorized, budgeted full time equivalents per position title	F	PR, HR, BUD, GL		2
BUD	140.00	Modify position status (i.e., filled/vacant/frozen)	F	PR, HR, BUD, GL		2
BUD	141.00	System must have the ability to budget multiple personnel to a position with different salary rates.	F	PR, HR, BUD, GL		2
BUD	142.00	System must provide the ability to allocate school based instructional/non instructional personnel based on user defined formulas	N		Correct	

BUD	143.00	System must track changes to allocations with query capability of history	F	PR, HR, BUD, GL		2
<b>ANALYSIS AND FORECASTING</b>						
BUD	144.00	Ability to forecast current year budget and actual (either on a line-by-line basis or on an entire budget) based on:				
BUD	145.00	Multiple budget elements or dimensions (e.g., statistics, actuals, etc.)	N		Correct	
BUD	146.00	Straight line projection	N			
BUD	147.00	Percentage based on last year actual	F	GL, BUD		1
BUD	148.00	Last year actual or budget for the remainder of the current fiscal year	N		Correct	
BUD	149.00	Units (positions) or staffing plan	N		Correct	
BUD	150.00	Employee groups (e.g. bargaining units)	N		Correct	
BUD	151.00	Characteristics of positions (e.g., longevity increases, step and grade increases, etc.)	N		Correct	
BUD	152.00	User defined formula	N		Correct	
BUD	153.00	System provides drill down features for budget and actual analysis.	F	BUD, GL		1
BUD	154.00	System forecasts the level of unused appropriations given current spending patterns (must include encumbrances).	N		Correct	
BUD	155.00	System provides the ability to apply percentage increase to any line item category in the budget and assess impact on budget as a whole.	F	BUD, GL		1
BUD	156.00	System provides multiple calculation methodologies for salaries & benefits budget monitoring and "forecasting", including but not limited to:				
BUD	157.00	Number of positions (by type including budgeted, authorized, approved)	F	PR, HR, BUD, GL		2
BUD	158.00	Current salary ranges	F	PR, HR, BUD, GL		2
BUD	159.00	Scheduled salary increases, e.g. performance based merit increases	F	PR, HR, BUD, GL		2
BUD	160.00	Bonuses and overtime	F	PR, HR, BUD, GL		2
BUD	161.00	Expected service levels for contracts	F	PR, HR, BUD, GL	longevity	2
BUD	162.00	Employee population	F	PR, HR, BUD, GL		2
BUD	163.00	Fringe benefit changes	F	PR, HR, BUD, GL		2
BUD	164.00	Workload	N		Correct	
BUD	165.00	Type of position	F	PR, HR, BUD, GL		2
BUD	166.00	Organizational Unit	F	PR, HR, BUD, GL		2

BUD	167.00	Salary savings (unused appropriations) forecasts by department, division, etc.	F	PR, HR, BUD, GL		2
BUD	168.00	System provides multiple calculation methodologies, including but not limited to:				
BUD	169.00	Trend analysis (based on previous months in the fiscal year or previous years comparable periods)	N		Correct	
BUD	170.00	Forecast based on prior year actuals	F	BUD, GL		1
BUD	171.00	Forecast revenues that have a seasonality component	N		Correct	
BUD	172.00	Permit multivariate analysis for forecasting (e.g., regression, time-series)	TP	EXCEL, BUDGET		1
BUD	173.00	Report actual YTD expenditures against forecasted expenditures to year end.	F	BUD, GL		1
BUD	174.00	Report actual YTD revenues against forecasted revenues to year end.	F	AR, GL, BUD		1
BUD	175.00	Allow user-defined levels of reporting for actual-to-budget comparisons (detail and roll-up).	F	BUD, GL		1
BUD	176.00	Allow users to calculate estimated expenditures to year end for a particular supply or service at any time during the fiscal year.	N		Correct	
BUD	177.00	Automated expenditure analysis should include:				
BUD	178.00	Expenditures and Revenues to date	F	AP, AR, GL, BUD		1
BUD	179.00	Pre-encumbrances	F	RQ, GL, BUD, PO		1
BUD	180.00	Encumbrances	F	PO, GL, BUD		1
BUD	181.00	Outstanding invoices	F	AP, GL, BUD		1
BUD	182.00	Outstanding payments	F	AP, GL, BUD		1
BUD	183.00	Balance available to spend	F	BUD, GL		1
BUD	184.00	Estimate of expenditures to year end	N		Correct	
BUD	185.00	Expected total expenditures for the year	N		Correct	
BUD	186.00	Any funds which will be released due to encumbrances being greater than estimated expenditures	N		Correct	
BUD	187.00	Any additional funds required if estimated expenditures exceed encumbrances	N		Correct	
BUD	188.00	Revenue Budget	F	AR, GL, BUD		1
BUD	189.00	Component unit (e.g., Community College)	F	BUD, GL		1
BUD	190.00	Collected Revenue	F	AR, GL, BUD		1
BUD	191.00	Revenue Surplus/Deficit	F	AR, GL, BUD		1

BUD	192.00	User define "what-if" analysis	F	BUD, GL		1
<b>BUDGET MAINTENANCE AND MONITORING</b>						
BUD	193.00	System provides security features that allow users to enter and request, but not post budget adjustments.	F	BUD, GL		1
BUD	194.00	System provides security features that allow central office budget personnel to retrieve and post saved budget adjustments.	F	BUD, GL		1
BUD	195.00	System provides centrally managed role based security features for other district personnel to retrieve and post budget adjustments	F	BUD, GL		1
BUD	196.00	System provides the ability to view the amount of funds remaining in the budget (i.e., amount budgeted, amount encumbered, amount spent, etc.).	F	BUD, GL		1
BUD	197.00	System retains and allows access to narrative justification for budget adjustments at the departmental level.	F	BUD, GL		1
BUD	198.00	System provides for override budget control (by those having security) on a transaction by transaction basis without removing budget control for all other users.	F	ALL THAT APPLY		1
BUD	199.00	System provides the ability to lock out budget changes after specified date.	F	BG	Manual locking step on desired date	1
BUD	200.00	System supplies a method to load budget adjustments to multiple budgets (Adopted budget, current budget w/transfers, etc.)	F	BUD, GL	OCCURS AT SAME TIME. SAME BUDGET, JUST DIFFERENT "ACCUMULATORS" IN THE BUDGET	1
BUD	201.00	System track all budget changes (transfers/amendments), type of change, reason for change, and who requested the change.	F	BUD, GL		1
BUD	202.00	System maintains and tracks various types of budgets (phases) concurrently (e.g., Board adopted budget, the adjusted budget, the proposed budget).	F	BUD, GL		1
BUD	203.00	System provides a field to store the board budget adoption date.	CU		Out Per Phase	
<b>BUDGET ADJUSTMENTS</b>						
BUD	204.00	System allows users to perform on-line appropriation budget adjustments with appropriate security authority	F	BUD, GL		1
BUD	205.00	System allows users to perform on-line department budget adjustments with appropriate security authority	F	BUD, GL		1
BUD	206.00	System supports changes (additions, deletions, modifications) to individual sections of a budget.	F	BUD, GL		1
BUD	207.00	System provides ability through workflow to mark adjustments as "URGENT" and notifies department if approver is out of office.	N		Correct	
BUD	208.00	System allows departments to inquire as to the status of budget adjustment on-line.	F	BUD, GL		
BUD	209.00	System provides the ability to lock out budget changes after specified date, but maintain ability to view those in progress.	F	BUD	Manual locking step on desired date	1
BUD	210.00	System provides drill-down capabilities from budgeted summary categories to line item detail.	F	BUD, GL		1
BUD	211.00	System supplies a method to load budget adjustments to multiple budgets (Adopted budget, current budget w/transfers, etc.)	F	BUD, GL	SEE PREVIOUS NOTE REGARDING THIS ITEM	1
BUD	212.00	System tracks budget adjustments individually (by dollar amount and/or Budget Adjustment #), and by chart of account elements (i.e. organizational, account code, project, etc).	F	BUD, GL		1
BUD	213.00	System provides hierarchical workflow approval for all budget adjustments.	F	BUD, GL		1



		REPORTING/INQUIRY				
BUD	214.00	Provides the ability to drill down from any field within the budget entry screen.	N		Correct	
BUD	215.00	Supports online search and query of budget transactions.	F	BUD, GL		1
BUD	216.00	System generates a standard, customizable budget variance report (budget to actuals).	F	BUD, GL		1
BUD	217.00	System provides reports/inquiries to review multiple versions of budget.	F	BUD, GL		1
BUD	218.00	System allows importation of financial data into publishing/ word processing applications for the production of reports and budget documents.	F	MO, BUD, GL		1
BUD	219.00	Provide standard, customizable, report/inquiry for analysis of budget vs. actual usage by item, organization and other user-defined fields.	F	BUD, GL		1
BUD	220.00	Provide a report/inquiry that identifies total actual and projected revenue by revenue class and revenue source (accounts) within organization.	F	AR, GL, BUD		1
BUD	221.00	Provide a monthly budget adjustment report in FLDOE required format	CU	BUD, GL	WILL BE PROVIDED AT NO COST (CORRECT)	1
BUD	222.00	Provide flexibility to create reports in FLDOE required formats	CU	BUD, GL	WILL BE PROVIDED AT NO COST (CORRECT)	1
BUD	223.00	Keep historical record of FLDOE generated reports	F	TCM, BUD, GL	VIA ARCHIVING TO TYLER CONTENT MANAGER	1
BUD	224.00	Provide a flexible report/inquiry that displays budget "forecast" by organization (budget unit) and account.	F	BUD, GL		1
BUD	225.00	Provides multi-year budgetary reports online and printed, in detail or summary.	F	BUD, GL		1
BUD	226.00	System generate budget baseline reports by fund and organization/budget unit.	F	BUD, GL		1
BUD	227.00	System provides a standard report/inquiry to analyze costs increases.	F	BUD, GL		1
BUD	228.00	System can summarize the budget at any level within the hierarchical structure.	F	BUD, GL		1
BUD	229.00	System has capability to generate reports of projects that make up various entity reserve balances.	SR	SSRS, GL		1

Functional Category: Purchasing		Summary Statistics		
Available Response Codes		Code	Count	% of Module
F	Provided fully functional out of the box or with configuration (no custom development)	F	210	94%
CU	Customization/Software Enhancement (Any custom development)	CU	7	3%
TP	Third-party Software Required to Fully Provide Requirement (Third-party Software Must be Proposed)	TP	0	0%
SR	Provided with Standard Report or Reporting Tool	SR	0	0%
CR	Custom Report Development Required	CR	0	0%
N	Not Included in this Proposal	N	7	3%
		NR	0	0%

Reference Number	Functional Requirements	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	Phase
	<b>GENERAL REQUIREMENTS</b>				
PO 1.00	System must have ability to drill down to supporting documents/transactions within the purchasing system.	F	PO		1
PO 2.00	System must have ability to inquire as to the current status of a purchasing transaction at any point in the "procurement chain" (requisition through check).	F	RQ, PO		1
PO 3.00	System automatically routes a requisition to the following purchasing processes based on user defined dollar value:				
PO 4.00	Below \$8K the requisitioner can choose any vendor from the vendor file	F	RQ, PO		1
PO 5.00	Between \$8,001 - \$15K the requisitioner must obtain three phone quotes	F	RQ, PO		1
PO 6.00	Between \$15,001 - \$25K the requisitioner must obtain three sealed proposals mailed to Purchasing Department	F	RQ, PO		1
PO 7.00	Over \$25K requires a formal Bid/RFP	F	RQ, PO		1
PO 8.00	System must have ability to capture quantities and unit of measure.	F	PO		1
PO 9.00	Have information such as FOB, ship-to code and unlimited comments that needs to be retyped frequently available in tables listed by their common name.	F	PO		1
PO 10.00	System must have automatic budget validation at the requisition level (hard/soft stop)	F	RQ, PO		1
PO 11.00	Utilize automatic matching of invoices to PO's / receivers for payment processing.	F	PO, AP		1
PO 12.00	Utilize EDI (electronic data interchange), fax or e-mail to expedite RFQ's and PO's.	F	PO		1
PO 13.00	System allows for pre-payments for certain transactions based on security rules	F	PO		1
PO 14.00	System must have ability to input notes or comments on either the requisition, purchase order, or invoice for only the approver(s) to see.	CU		Out For Review	
PO 15.00	System will roll user comments from req to PO based upon user permissions/flag (Y or N)	F	RQ, PO	Not permission based	1
PO 16.00	System must have ability to support the use of a commodity code (NIGP or other).	F	PO		1
PO 17.00	System must have ability for users to view commodity codes, description, or manufacturer's part number through drop down boxes.	F	PO		1
PO 18.00	System must have ability to set required workflow approval levels for all purchasing documents based on:				
PO 19.00	Dollar value	F	RQ, PO		1

PO	20.00	Commodity code/number	F	RQ, PO		1
PO	21.00	Both	F	RQ, PO		1
PO	22.00	Account #	F	RQ, PO		1
PO	23.00	System must have ability to flag a purchase as a:				
PO	24.00	Sole source	F	RQ, PO		1
PO	25.00	Emergency Purchase	F	RQ, PO		1
PO	26.00	State Contract/Bid Contract	F	RQ, PO		1
PO	27.00	Other user-defined category	F	RQ, PO		1
		<b>VENDOR FILE</b>				
PO	28.00	System must have ability to have vendor numbers (numeric and alphanumeric) be system generated or assigned manually.	F	PO, AP		1
PO	29.00	System must have ability to store the following vendor information with unlimited characters (please denote limitations):				
PO	30.00	Name	F	PO, AP		1
PO	31.00	Vendor number	F	PO, AP		1
PO	32.00	Multiple addresses (i.e., bid, orders, remit to, etc.)	F	PO, AP		1
PO	33.00	Vendor e-mail & web site information	F	PO, AP		1
PO	34.00	Contact person(s)	F	PO, AP		1
PO	35.00	Federal Tax Identification Number (TIN)	F	PO, AP		1
PO	36.00	Tax ID Status (Social or Emp ID)	F	PO, AP		1
PO	37.00	Social Security (Hide from view for those without security permission)	F	PO, AP		1
PO	38.00	W9 Flag	F	PO, AP		1
PO	39.00	Phone and fax number(s)	F	PO, AP		1
PO	40.00	Minority/woman/disadvantaged business indicator	F	PO, AP		1
PO	41.00	Certificate of Liability Insurance with expiration date	F	PO, AP		1
PO	42.00	Detailed Insurance Info.	F	PO, AP		1
PO	43.00	Last date vendor utilized	F	PO, AP		1

PO	44.00	Active/Inactive Status (based on date last utilized)	F	PO, AP		1
PO	45.00	Parent/child relationships	F	PO, AP		1
PO	46.00	Payment methods	F	PO, AP		1
PO	47.00	Type of company (e.g., corporation, partnership, etc.)	F	PO, AP		1
PO	48.00	Commodities offered (NIGP)	F	PO, AP		1
PO	49.00	Total amt expended with each vendor for a user defined time period	F	PO, AP		1
PO	50.00	Standard payment terms	F	PO, AP		1
PO	51.00	Problem vendor flag (w/notes filed describing issue that can be seen by users with proper security rights)	F	PO, AP		1
PO	52.00	Associated Memo field with the Problem Vendor Indicator	F	PO, AP		1
PO	53.00	Vendor-on-hold flag (e.g. litigation, payment dispute, etc.) (w/notes filed describing issue that can be seen by users with proper security rights)	F	PO, AP		1
PO	54.00	Associated Memo field with the Vendor-on-Hold Indicator	F	PO, AP		1
PO	55.00	Associated memo field with all data fields (free form notes)	F	PO, AP		1
PO	56.00	Other user-defined information (e.g., State Master Contract)	F	PO, AP		1
PO	57.00	Bank Routing Info/ACH Information	F	PO, AP		1
PO	58.00	Special Vendor Type (Parent, Student, Employee, Police Officer, Protected Vendor, School)	F	PO, AP		1
PO	59.00	System must have ability to search the vendor file by any vendor data field (e.g., vendor name, address, phone number, etc.).	F	PO, AP		1
PO	60.00	System must have ability to maintain pricing information, quantity breaks, freight terms and shipping information for each vendor.	F	PO, AP		1
PO	61.00	System must have ability to classify one-time vendors with limited required data entry.	F	PO, AP		1
PO	62.00	System must have ability to deactivate vendor from vendor listing by date with reason.	F	PO, AP		1
PO	63.00	System must have ability to track vendor performance including:				
PO	64.00	Delivery performance	F	PO, AP		1
PO	65.00	Weighted criteria	N		Correct	
PO	66.00	Missing target dates (e.g., milestones)	F	PO, AP		1
PO	67.00	Invoicing problems	F	PO, AP		1
PO	68.00	System must have ability to track the details of vendor performance including complaints and resolution.	F	PO, AP		1

REQUISITIONS						
PO	69.00	System must have ability to maintain the following data elements in respect to procurement transactions:				
PO	70.00	Origin of procurement request (Department and contact info)	F	RQ, PO		1
PO	71.00	Requested by	F	RQ, PO		1
PO	72.00	Date	F	RQ, PO		1
PO	73.00	Scheduled delivery dates	F	RQ, PO		1
PO	74.00	Shipping Address (must accommodate up to 6 lines of address info/pre-populated through interface with GL)	F	RQ, PO		1
PO	75.00	Delivery instructions (pick-up, ship to, other)	F	RQ, PO		1
PO	76.00	Vendor Contact person	F	PO, AP		1
PO	77.00	Requisition Number	F	RQ, PO		1
PO	78.00	Vendor Name & Address	F	PO, AP		1
PO	79.00	Vendor Number	F	PO, AP		1
PO	80.00	Comment (text) field	F	PO		1
PO	81.00	Tax Exception Indicator (Y/N)	F	PO		1
PO	82.00	Work order # (interface with WO system)	F	RQ, PO		1
PO	83.00	Proj # (Interface with proj acct system)	F	PO		1
PO	84.00	Tax flag by line item	F	PO		1
PO	85.00	Broadcast Message on Req's ((Holiday T&C's (Individual and Mass))	N		Correct	
PO	86.00	System must have ability to maintain the following "line item" data elements in respect to procurement transactions:				
PO	87.00	Item (predefined #)	F	PO		1
PO	88.00	Item description	F	PO		1
PO	89.00	Acct #	F	PO		1
PO	90.00	Line item GL acct code validation	F	PO		1
PO	91.00	Attn to	F	PO		1
PO	92.00	Quantity Requested	F	PO		1

PO	93.00	Unit of measure	F	PO		1
PO	94.00	Discount terms	F	PO		1
PO	95.00	Calculation of Discount	F	PO		1
PO	96.00	Unit price (99,999,999.9999)	F	PO		1
PO	97.00	Freight/Shipping charges (selective)	F	PO		1
PO	98.00	Attachments	F	PO		1
PO	99.00	System must have ability to email requestor when a requisition has been approved or not approved.	F	RQ, PO		1
PO	100.00	System must have ability to enter unlimited lines on a requisition.	CU		Out Per Reqs	1
PO	101.00	Multiple accounts for one requisition	F	RQ, PO		1
PO	102.00	System must have ability to create requisition templates for frequently-ordered items.	F	RQ, PO		1
PO	103.00	System must have ability to capture multiple ship-to cost-centers on one requisition.	F	RQ, PO		1
PO	104.00	System must have ability to set up tolerances by commodity code, for quantities, unit cost, total cost or other definable fields.	F	RQ, PO		1
PO	105.00	System must have ability to query status of outstanding reqs.	F	RQ, PO		1
<b>BID AND QUOTE PROCESSING</b>						
PO	106.00	System must have ability to receive, record and tabulate bids.	F	BQ		4
PO	107.00	System must upload bid information to District website	F	BQ		4
PO	108.00	System must have ability to track vendors in the bid or quote process without establishing them as vendors in the vendor file.	F	BQ, AP		4
PO	109.00	System must have ability to record "competing quotes" for each procurement transaction and display them by total in a line item format.	F	BQ, RQ, PO		4
PO	110.00	Written and competing quotes summaries must include the following information:				
PO	111.00	Vendor Name & Address	F	BQ, AP		4
PO	112.00	Vendor contact person	F	BQ, AP		4
PO	113.00	Multiple phone numbers	F	BQ, AP		4
PO	114.00	Vendor fax	F	BQ, AP		4
PO	115.00	e-mail address	F	BQ, AP		4
PO	116.00	Contacted by	CU	BQ, AP	Out Per Reqs	4

PO	117.00	Contact Date	F	BQ		4
PO	118.00	Dollar Amount	F	BQ		4
PO	119.00	Line item cost	F	BQ		4
PO	120.00	Comment (text) field	F	BQ		4
PO	121.00	System must have ability to create electronic bid mailing lists of vendors by specific commodities.	F	BQ		4
PO	122.00	System must have ability to attach files and images (e.g., design drawings)	F	BQ		4
PO	123.00	System must have ability to use system tools to analyze bids by:				
PO	124.00	Contract total by entire bid award	CU		Out Per Release	4
PO	125.00	Contract total by single line item award	F	BQ		4
PO	126.00	Price	F	BQ		4
PO	127.00	Quantity	F	BQ		4
PO	128.00	Availability	CU		Out Per Release	4
PO	129.00	System must have ability to track Bid / RFP by:				
PO	130.00	Dollar Amount	F	BQ		4
PO	131.00	Vendor Response	F	BQ		4
PO	132.00	Commodity code/number	F	BQ		4
PO	133.00	User-defined criteria	F	BQ		4
<b>CONTRACT ADMINISTRATION</b>						
PO	134.00	System must manage multiple contract types	F	CM		4
PO	135.00	System must have ability to associate a commodity code or stock number with a contract.	F	Cm		4
PO	136.00	System must have ability to prevent purchase orders against closed contracts:				
PO	137.00	By Date	F	CM, PO		4
PO	138.00	By Dollar Amount	F	CM, PO		4
PO	139.00	System must have ability to convert awarded bid, including multiple and split awards, to approved vendor(s).	F	BQ, CM		4
PO	140.00	System must have ability to create user-defined contract releases of payment.	F	CM, AP	Recurring invoices	4

PO	141.00	System must have ability to encumber contracts per line item (e.g., project phase).	N		Correct	
PO	142.00	System must have ability to track multiple encumbrances and payments against a single contract.	F	CM		4
PO	143.00	System must have ability to track multiple concurrent contracts per vendor.	F	CM		4
PO	144.00	System must have ability to track service performance against a contract (e.g., milestones and/or deliverables).	F	CM		4
PO	145.00	System must have ability to record and calculate retention amounts by:				
PO	146.00	Deliverable/Task	N		Correct	
PO	147.00	% Amount	F	CM		4
PO	148.00	Dollar Amount	N		Correct	
PO	149.00	System must flag partial payments for retention	F	CM, AP		4
PO	150.00	System must have ability to attach many and/or large volume documents to a contract.	F	CM		4
PO	151.00	System must have ability to evaluate vendor contract performance based upon the following key user-weighted events:				
PO	152.00	Delivery date	F	CM		4
PO	153.00	Quantity return for defective items	F	CM		4
PO	154.00	Billing problems	F	CM		4
PO	155.00	Other user-defined categories	F	CM		4
PO	156.00	System must have ability to review and print contract text.	F	CM		4
PO	157.00	System must have ability to increase an authorized amount on a contract, with proper security	F	CM		4
PO	158.00	System must have ability to change end date on a contract, with proper security.	F	CM		4
PO	159.00	System must have ability to track expired contract against a new contract by:				
PO	160.00	Bid/quote	CU		Out Per Phase	4
PO	161.00	Contract Status	F			4
PO	162.00	Commodity code/number	F	CM		4
PO	163.00	Contract Name	F	CM		4
PO	164.00	User-defined criteria	F	CM	w/ user defined fields	4
PO	165.00	System must have ability to show all system documents that reference a contract and ability to drill down to specific documents.	F	CM		4



PO	166.00	System must have ability to search for a contract by commodity code and/or description.	F	CM		4
PO	167.00	System must have ability to support various contract periods, including multiple year contracts (i.e., those that span fiscal and/or calendar years).	F	CM		4
PO	168.00	System must have ability to record and track contract limits at user specified levels of detail over the life of the contract (e.g., 50% expended at half-way point in project).	F	CM		4
PO	169.00	System must have ability to encumber only a portion of a contract or purchase order based on fiscal year.	F	CM		4
PO	170.00	System must have ability to track and flag contract expiration/extension dates with sufficient lead time to extend or re-bid the contract.	F	CM		4
PO	171.00	System must have ability to drill down from Requests For Bid/Proposal to contracts.	F	CM		4
PO	172.00	System must have ability to store and maintain contract historical information, including but not limited to the following details:				
PO	173.00	Vendor information	F	CM		4
PO	174.00	Commodity information	F	CM		4
PO	175.00	Contract type	F	CM		4
PO	176.00	Contract number	F	CM		4
PO	177.00	Contract Administrator's name, phone, fax numbers and email	F	CM		4
PO	178.00	Component unit	F			
PO	179.00	Milestones	F	CM		4
PO	180.00	Start/end and extension dates	F	CM		4
PO	181.00	Expiration dates	F	CM		4
PO	182.00	Multiple Approval Dates	F	CM		4
PO	183.00	Status (text reference field)	F	CM		4
PO	184.00	Payment schedule & adjustments	F	CM		4
PO	185.00	Retainage	F	CM		4
PO	186.00	Contingency amounts by % of contract or flat dollar amount	CU		Out Per Project	
<b>PURCHASE ORDERS</b>						
PO	187.00	System must have ability to both manually assign purchase order numbers or have the system automatically assign them.	F	PO		1
PO	188.00	Scan in Contract Information resulting from AIA Construction Mgmt System	F	CM, PO		4
PO	189.00	System must have ability to generate a purchase order directly or convert from an existing requisition.	F	RQ, PO		1

PO	190.00	Permit all PO's to be printed in batch process or permit the Purchasing Office to print PO's on an as needed basis at remote locations.	F	PO		1
PO	191.00	System must have ability to carry over open purchase orders to future fiscal years based on type of PO in mass	F	PO		1
PO	192.00	System must have ability to carry over open purchase orders to future fiscal years based on type of PO individually	F	PO		1
PO	193.00	System must have ability to purchase stock and non-stock items.	F	PO		1
PO	194.00	System must have ability to create purchase orders from requisitions, bid/quotes and contracts.	F	PO, RQ, BQ		1
PO	195.00	System must have ability to have multiple delivery schedules per line printed on purchase order.	F	PO		1
PO	196.00	System must have ability to create, manage and close blanket orders.	F	PO		1
PO	197.00	System must hard stop purchases made against blanket PO's after the blanket expiration date with manual override	F	CM	w/ soft close of contracts	4
PO	198.00	System limits the maximum amount of blanket orders by:				
PO	199.00	Month	N		Correct	
PO	200.00	Fiscal Year	F	PO		1
PO	201.00	Dollar Amt	F	PO		1
PO	202.00	Department	F	PO		1
PO	203.00	Other user defined parameters	N		Correct	
PO	204.00	System must have ability to accommodate blanket purchase orders that span multiple years.	F	PO		1
PO	205.00	System must have ability to reprint hard copy of purchase orders when required, with proper authority.	F	PO		1
PO	206.00	System must have a user defined ability to flag hard copy reprints as "DUPLICATES" with proper authority	F	PO		1
PO	207.00	System must have ability to accommodate change orders and notify responsible person that change has occurred.	F	PO		1
PO	208.00	System must have ability to change all PO fields as part of the change order process.	F	PO		1
PO	209.00	System must have ability to accommodate tolerances of either percentages or dollar amounts.	F	PO		1
PO	210.00	System must have ability to automatically encumber final purchase order amount, track differences and totals and release differences back to remaining budget.	F	PO		1
PO	211.00	System must have ability to notify end-user when blanket or contract purchase order is nearly exhausted according to a user-defined dollar amount or percentage threshold or exceed monthly/annual maximums	F	PO, CM		1
PO	212.00	System must have ability to track freight by line item or lump sum.	F	PO		1
PO	213.00	System must have ability to require approval for change orders over a user-defined percentage of the original amount.	F	PO		1
		<b>P-CARD</b>				

PO	214.00	Interface with third party P-Card	F	AP		1
PO	215.00	System must have ability to interface with credit card companies (list supported vendors in the comments column)	F	AP		1
PO	216.00	System supports purchasing card (P-Card) system.	F	AP	Cal-Card, Infor America, InfoSpan, MasterCard SDOL, Payment Net, USBC1 - Standard, US Bank CSV,	1
PO	217.00	P-Card system is integrated with the purchasing system and the general ledger.	F	AP		1
PO	218.00	P-Card transactions are regularly posted to the GL (indicate the frequency in the comments column).	F	AP		1
<b>ONLINE CATALOG</b>						
PO	219.00	Ability to set up online shopping carts/catalogs	F	PO		1
PO	220.00	Ability to utilize online vendor catalogs.	F	PO		1
<b>RECEIVING</b>						
PO	221.00	System must have ability to flag orders that have not been received by the end-user after a user-specified period of time.	F	PO		1
PO	222.00	System must have ability to accommodate partial receipts.	F	PO		1
PO	223.00	System must have ability to trigger Accounts Payable process based upon receipt information.	F	PO, AP		1
PO	224.00	System must have ability to detect and measure early / late and over / under shipments for vendor performance purposes.	F	PO		1
PO	225.00	System must have ability to audit receiving data by logon ID, date, time, etc.	F	PO		1
PO	226.00	System must have ability to require entry of certain data on goods at time of receipt into the fixed assets module, as indicated by the commodity code and dollar amount.	F	PO, FA		4
<b>QUERIES AND REPORTS</b>						
PO	227.00	System must have ability to report and query from any field within the purchasing module.	F	PO		1
PO	228.00	Query on open PO's	F	PO		1
PO	229.00	System must have ability to report on dollars spent per contract.	F	CM		4
PO	230.00	Ability to mask special vendor type information on standard reports	F	PO, AP		1
PO	231.00	Purchase Orders must be able to be queried via online within the system.	F	PO		1
PO	232.00	System must have ability to report on requisition to purchase order turnaround time by department or buyer code.	F	PO, RQ	w/ workflow	1
PO	233.00	System must have ability to create a purchase order register that lists purchase orders created for a specific time period.	F	PO		1
PO	234.00	System must have ability to produce backorder reports.	F	PS	May require custom SSRS	1
PO	235.00	System must have ability to produce a receipt history report.	F	PO		1

PO	236.00	System must have ability to produce a receipt/invoice variance report.	F	PO		1
PO	237.00	System must have ability to produce a report of outstanding encumbrances for an effective date, that reconciles to general ledger.	F	PO		1
PO	238.00	System must have ability to produce purchasing activity reports by commodity code, vendor, or other user defined fields	F	PO		1
PO	239.00	System must have ability to track and report on bid transaction data.	F	PO		1
PO	240.00	System must have ability to track or report on contract data.	F	PO		1

Functional Category: Accounts Payable			Summary Statistics		
Available Response Codes			Code	Count	% of Module
F	Provided fully functional out of the box or with configuration (no custom development)		F	126	91%
CU	Customization/Software Enhancement (Any custom development)		CU	4	3%
TP	Third-party Software Required to Fully Provide Requirement (Third-party Software Must be Proposed)		TP	0	0%
SR	Provided with Standard Report or Reporting Tool		SR	0	0%
CR	Custom Report Development Required		CR	0	0%
N	Not Included in this Proposal		N	6	4%
			NR	2	1%

Reference Number	Functional Requirements	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	Phase
<b>GENERAL REQUIREMENTS</b>					
AP 1.00	Supports positive pay reporting	F	AP		1
AP 2.00	System must have ability to schedule invoices for payment based on vendor terms, future-dated invoices, etc.	F	AP		1
AP 3.00	System must have ability to strategically pay entered invoices (e.g., before discount date, before due date, etc.).	F	AP		1
AP 4.00	System supports integration between AP and payroll to automatically generate a payable to deduction vendors by date in one lump sum.	F	AP		1
AP 5.00	System must have ability to interface with credit card companies (list supported vendors in the comments column)	F	AP	Cal-Card, Infor America, InfoSpan, MasterCard SDOL, Payment Net, USBC1 - Standard, US Bank CSV.	1
AP 6.00	System must have ability to relieve an encumbrance, either partially or completely, when an expenditure transaction is entered.	F	AP		1
AP 7.00	System must have ability to maintain and release recurring payments based upon user defined amounts and payment dates.	F	AP		1
AP 8.00	System must be able to track utility usage data as well as utility payment data	F	AP		1
AP 9.00	System must have ability to provide hard stops or soft warnings on transactions with insufficient appropriation and fund balances.	F	AP		1
AP 10.00	System must have ability to record text or attach documents upon invoice entry.	F	AP		1
AP 11.00	System must have ability to support electronic data interchange (EDI) standards and electronic commerce (EC).	F	AP	For EFT processing	1
AP 12.00	System must have ability to support EFT payments and to specify which type of EFT transaction to use (PPD, CCD, EDI, etc.).	F	AP		1
AP 13.00	System must have ability to enter notes on invoices, payments, or vendor files.	F	AP		1
AP 14.00	System will auto-generate next vendor ID # with ability to override	F	AP		1
<b>VENDOR DATA</b>					
AP 15.00	System must have ability to classify vendors by user-defined categories	F	AP		1
AP 16.00	Supports Parent/Child relationships for vendor records	F	AP		1
AP 17.00	Maintains multiple location addresses for each vendor.	F	AP		1
AP 18.00	Contains field for "country" (e.g., Canadian Vendors)	F	AP		1

AP	19.00	Accommodates numeric and alphanumeric vendor numbers.	N		Correct	
AP	20.00	Can identify certain vendor records as "one-time" vendors	F	AP		1
AP	21.00	System must have the ability to require a reason code when a vendor is inactivated.	F	AP		1
AP	22.00	System rejects or generates alerts when vendors with duplicate names, tax IDs, or addresses are being set up.	F	AP		1
AP	23.00	System must be integrated with the HR personnel file to auto-populate the vendor file.	F	AP		1
AP	24.00	System must have the ability to restrict employees to certain types of payments through AP (i.e., reimbursements).	F	AP		1
AP	25.00	Flags vendors that are 1099 eligible	F	AP		1
AP	26.00	Flags vendors that are 1099R eligible	F	AP		1
AP	27.00	Accommodates user defined vendor categories (e.g., Minority Business Enterprises, Problem vendors, etc.).	F	AP		1
AP	28.00	Supports an unlimited number of codes for vendor commodities.	F	AP		1
AP	29.00	System must have ability to add, change or delete vendor master file records--for users with authorized security.	F	AP		1
AP	30.00	Vendor record changes via the Internet are routed through internal workflow approvals.	F	AP		1
AP	31.00	Provide for wildcard searches on any field in the vendor master table.	F	AP		1
AP	32.00	Should provide for reporting on Tax-ID number to prevent multiple vendors with same Tax ID numbers.	F	AP		1
AP	33.00	System must be able to support receipt of electronic invoices from vendors.	F	AP		1
AP	34.00	Records vendor performance data.	F	AP		1
AP	35.00	System must have ability to track inactive vendors, based on time passage since last use.	F	AP		1
<b>INVOICE PROCESSING</b>						
AP	36.00	System must have ability to upload batch invoice from spreadsheet (with proper security authorization)	F	AP		1
AP	37.00	System must have ability to enter invoices in batches or individually.	F	AP		1
AP	38.00	System must have ability to easily identify when a note or comments have been posted to an invoice.	F	AP		1
AP	39.00	Uses three-way matching process (purchase order/receiving document/invoice) before processing invoice	F	AP		1
AP	40.00	User, with proper security, can override the three-way match	F	AP		1
AP	41.00	Users can attach scanned image of invoice to invoice record.	F	AP		1
AP	42.00	Scanning capability to create a flat file of invoices for batch update	N		NMI - Sent to sales for follow up - Correct	

AP	43.00	System must have ability to have line item approval on invoices.	N		Correct	
AP	44.00	System supports account distribution by line item.	F	AP		1
AP	45.00	System must have ability to allow prepayment and the ability to monitor for and record the receipt of goods or services.	F	AP		1
AP	46.00	System sends an alert to specified users when a change is made to the chart of accounts distribution charge account string.	CU		Out Per Passed	
AP	47.00	System must have ability to specify the specific account number for a credit memo such that it can be applied to any future payment to the same vendor.	F	AP		1
AP	48.00	Users can schedule invoices for payment.	F	AP		1
AP	49.00	System allows for grouping of vendors for payments on specified dates (e.g., employee reimbursements)	F	EE		4
AP	50.00	System supports credit and debit memos.	F	AP		1
AP	51.00	System applies credit and debit memo amounts before producing payment.	F	AP		1
AP	52.00	System must have ability to apply credit memos only to the extent that they do not produce a negative payment.	F	AP		1
AP	53.00	Users are notified when a credit memo exceeds the payment voucher amount.	CU		Out Per Passed	
AP	54.00	System applies credit or debit memos only to the specific department that incurred the credit or debit.	F	AP	w/ permissions	1
AP	55.00	System tracks balance remaining on credit memo.	F	AP		1
AP	56.00	System supports net payments (balance between a receivable and a payable for a vendor)	N		Correct	
AP	57.00	System must have ability to put a payment on hold.	F	AP		1
AP	58.00	System records reason for placement of hold	F	AP		1
AP	59.00	System must have ability for multiple invoice applications to apply against a single purchase order.	F	AP		1
AP	60.00	System must have ability to control payments in excess of encumbered amounts by user-defined tolerance limits for each type of encumbrance (e.g., 10% or \$50 over encumbrance amount) provided sufficient spending authority exists.	F	AP, PO		1
AP	61.00	System must have ability to automatically calculate invoice due date based on invoice date or a user-specified date (such as 30 days from the date of receipt) and payment terms and schedules optimum payment date based on that calculation.	F	AP		1
AP	62.00	System must have ability to optionally automatically number invoices and vendors or manually assign them.	F	AP		1
<b>1099/1099R PROCESSING</b>						
AP	63.00	Monitors cumulative payments to 1099/1099R vendors	F	AP		1
AP	64.00	System must have ability for 1099/1099R status to default from vendor master with the ability to override on specific line items within an invoice.	F	AP		1
AP	65.00	System must have ability to collect necessary information for generation of Federal 1099s at year-end (both manually and per IRS approved file).	F	AP		1
AP	66.00	System must have ability import/export external sources of information to generate year-end 1099/1099R reports.	F	AP		1

AP	67.00	System must have ability for the system to print collected 1099/1099R payments into appropriate reporting boxes, i.e., Rent, Nonemployee compensation, etc.	F	AP		1
AP	68.00	System must have ability to kick off a trial 1099/1099R system for verification before actually generating the forms.	F	AP		1
AP	69.00	System must have ability to correct 1099/1099R information in the system, reprint the 1099/1099R form(s), and produce a correction file for the IRS.	F	AP		1
AP	70.00	System must have ability to do on-demand replacement forms to vendors who misplace their forms	F	AP		1
<b>EMPLOYEE REIMBURSEMENT</b>						
AP	71.00	System must have ability to reimburse employees for travel and other expenses.	F	EE		4
AP	72.00	System must have ability to reserve (encumber) funds for employee travel (e.g., reserve the estimated amount for hotel and meals though this expense will not be incurred until the future).	F	EE		4
AP	73.00	System must have ability to record the issuance of an advance as a receivable and reimbursement of employee advance as a cash receipt and automatically calculate any remaining amount due or receivable.	N		Correct	
AP	74.00	System must have ability to generate payments (or invoices) to employees based on reconciliation of advances vs. expense reports.	F	EE		4
AP	75.00	System will automate State of FL teacher lead allocation (interface with HR to identify teachers who are eligible for the lead money)	CU		Out For Payment	
AP	76.00	System must have ability for employees to initiate reimbursement for their travel expenses through direct entry of travel expenses, and to query on the status of their pending travel reimbursements.	F	EE		4
AP	77.00	Provides a flexible hierarchical approval process for approving employee reimbursement.	F	EE		4
AP	78.00	System must have ability to automatically calculate taxable vs. non-taxable mileage, based on Federal regulations for reimbursement to volunteers.	CU	EE	Out For Payment	
<b>CHECK PROCESSING</b>						
AP	79.00	System must have ability to produce, through secure printers, checks with MICR encoding, post office approved bar codes, and electronic signatures.	F	AP		1
AP	80.00	System must have ability to print checks through the following means: on-demand (override batch), on-schedule/same day, or manual (immediate).	F	AP		1
AP	81.00	System must have ability to notify users by e-mail when a check is cut and sent.	F	AP		1
AP	82.00	System must identify invoices by batch numbers/cycles	F	AP		1
AP	83.00	System must have ability to generate payments based upon:				
AP	84.00	Fund	F	AP	Based on cash account only	1
AP	85.00	Organizational Unit	F	AP	by cash accounts	1
AP	86.00	Vendor	F		Single Check Functionality	
AP	87.00	User-defined schedules	N			
AP	88.00	System must have ability to enter a broadcast message which appears on all AP checks.	OUT			25,000
AP	89.00	System must have ability to enter a message for one specific vendor which appears on that specific check.	OUT			25,000



AP	90.00	System must have ability to enter the date an invoice was received.	F	AP		1
AP	91.00	System must have ability to sort EFT prenotes by account and transmit via NACHA CTX format to bank.	F	AP		1
AP	92.00	System must have ability to accommodate management of bank transmission files (sorts prenotes and EFT payments by ACH clearing account and sends file at appropriate time).	F	AP		1
AP	93.00	System must have ability to support the use of multiple banks with multiple accounts for both checks and EFTs.	F	AP		1
AP	94.00	System must have ability to manually schedule invoices for payment.	F	AP		1
AP	95.00	System must have ability to consolidate (or choose not to consolidate) multiple invoices for the same vendor on one check, and itemize the invoices (including the vendor invoice number) on the remittance advice.	F	AP		1
AP	96.00	System must have ability to sort checks and print according to needs.	F	AP		1
AP	97.00	System must have ability to print checks based on multiple sorts (e.g., bank account first, then department, then vendor number, etc.) as defined by the District.	F	AP		1
AP	98.00	System must have ability to automatically initiate payment transactions based on a payment or milestone schedule as established in vendor contracts.	F	CM, AP	w/ recurring invoices	1
AP	99.00	System must have ability to select specific items to be paid and items to be withheld from payment for a particular issuance run based on the availability of cash or other constraints.	F	AP		1
AP	100.00	System must have ability to automatically update cash balances and accounts payable in the general ledger for payment processes.	F	AP		1
AP	101.00	System must have ability to produce a check register, in both paper or electronic format.	F	AP		1
AP	102.00	System must have ability to designate checks for special handling and specify priority in printing cycle.	F	AP		1
AP	103.00	System must have ability to allow for overflow to a separate remittance advice when the number of invoices exceeds available space on initial advice.	F	AP		1
AP	104.00	System must have ability to sequentially number and control payments and remittance advices.	F	AP		1
AP	105.00	System must have ability to prevent the printing or producing of blank, negative, or zero amount issuances as well as issuances with no payee specified or incomplete address information.	F	AP		1
AP	106.00	System must have ability to void and rewrite a check with a different check number (generate a replacement check) within the same payment cycle.	F	AP		1
AP	107.00	System must facilitate year end invoice accrual processing	F	AP		1
AP	108.00	System must have ability to reprint checks in case of a printer jam or when check stock runs out.	F	AP		1
<b>BANK RECONCILIATION</b>						
AP	109.00	System must have the ability to produce electronic files containing detail of checks issued by the system to be used by banks for reconciliation and also ability to read "paid" items sent by the bank on behalf of the District.	F	AP		1
AP	110.00	System must have the ability to produce a file containing all rejected check reconciliation transactions which could be available for on-line corrections.	F	AP		1
AP	111.00	System must have the ability to delete selected check information on the error suspense file using appropriate security controls.	F	AP		1
AP	112.00	System must have the ability to cancel checks on-line and automatically generate General Ledger transactions to reverse all accounting distributions and invoices associated with that check.	F	AP		1
AP	113.00	System must have the ability to retain cleared checks in a check reconciliation data base for inquiry and/or reporting purposes.	F	AP		1

AP	114.00	System must have the ability to place a "stop payment" on checks and generate the appropriate General Ledger transaction.	F	AP		1
AP	115.00	System must have the ability to perform on-line bank reconciliation based upon electronic media (daily or monthly data) sent by various banks.	F	AP		1
<b>QUERIES AND REPORTS</b>						
AP	116.00	System must have ability to track and analyze anticipated cash requirements for disbursements.	F	AP, TM		1
AP	117.00	System must have ability to produce the following reports:				
AP	118.00	Scheduled checks to be written	F	AP		1
AP	119.00	Vendor Master Listing	F	AP		1
AP	120.00	Vendor Multiple Address listing	F	AP		1
AP	121.00	Summary Payment Report by Vendor (for a user determined time period)	F	AP		1
AP	122.00	1099 Form:				
AP	123.00	S-Form	F	AP		1
AP	124.00	Misc. Form	F	AP		1
AP	125.00	R-Form	F	AP		1
AP	126.00	List of 1099 vendors and reports by tax category	F	AP		1
AP	127.00	Check register	F	AP		1
AP	128.00	Outstanding Checks report by fund and check type	F	AP		1
AP	129.00	Cash Requirements Report	F	AP, TM		1
AP	130.00	Checks Paid by check type and Fund, School, or Department	F	AP		1
AP	131.00	Invoices Outstanding by School, Department, Project, or Work Order (expensed but not paid)	F	AP		1
AP	132.00	Vendor History by account number and/or commodity code	F	AP		1
AP	133.00	Monthly expenditures report by fund	F	AP		1
AP	134.00	System must have the ability to produce a monthly detail Outdated Checks Listing by fund and by check type.	F	AP		1
AP	135.00	System must have the ability to produce monthly check reconciliation reports of manual transaction by fund and check type.	F	AP		1
AP	136.00	System must have the ability to produce a monthly report that show the total amount as well as the number of outstanding checks for the fund.	F	AP		1
AP	137.00	System must have the ability to produce a reconciliation activity report showing all the daily on-line update activity in the system.	F	AP, TM	Various reports in the system	1

AP	138.00	System must have ability to report on the status of a check (e.g., outstanding, voided, cancelled, stale-dated, etc).	F	AP		1
AP	139.00	System must have ability to view an image of the redeemed check.	F	AP		1
AP	140.00	System must have ability to identify all checks that are outstanding after a user-specified period of time, with the ability to filter by amount.	F	AP		1
AP	141.00	System must have ability to report and query from any field within the accounts payable module.	F	AP		1

Functional Category: Accounts Receivable		Summary Statistics		
Available Response Codes		Code	Count	% of Module
F	Provided fully functional out of the box or with configuration (no custom development)	F	122	98%
CU	Customization/Software Enhancement (Any custom development)	CU	0	0%
TP	Third-party Software Required to Fully Provide Requirement (Third-party Software Must be Proposed)	TP	0	0%
SR	Provided with Standard Report or Reporting Tool	SR	0	0%
CR	Custom Report Development Required	CR	0	0%
N	Not Included in this Proposal	N	0	0%
		NR	3	2%

Reference Number	Functional Requirements	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	Phase
	<b>GENERAL REQUIREMENTS</b>				
AR 1.00	System must have ability to automatically assign sequential customer and invoice numbers.	F	AR		1
AR 2.00	System must have ability to record receivables using chart of accounts distribution.	F	AR		1
AR 3.00	System must record miscellaneous revenues and corresponding receipts	F	AR		1
AR 4.00	System must have ability to establish default account distributions for each type of billing.	F	AR		1
AR 5.00	System must have ability to define various calculation methods for penalties and apply to certain types of billings.	F	AR		1
AR 6.00	System must have ability to receive Electronic Fund Transfers for customer payments.	F	AR		1
AR 7.00	System must have ability to receive credit cards for customer payments.	F	AR, Cashieirng	<a href="#">Assumes Tyler Cashiering</a>	1
AR 8.00	System must have ability to configure system for required data entry fields	F	AR	<a href="#">User-defined fields</a>	1
AR 9.00	System must have ability to define various calculation methods for interest and apply to certain types of billings.	F	AR		1
AR 10.00	System must interface with HR module and flag employees with outstanding receivables	F	AR	<a href="#">Customer record cross-references with Employee number.</a>	1
AR 11.00	System must create a receivable for any final check/payroll garnishments	F	AR	<a href="#">Create general bill manually</a>	1
	<b>CUSTOMER FILE</b>				
AR 12.00	Prevents duplicate customer numbers.	F	AR		1
AR 13.00	System must have ability to record the following customer information:				
AR 14.00	Customer Name(s)	F	AR		1
AR 15.00	Address by type (bill to, parent company, etc.)	F	AR		1
AR 16.00	Balance Due	F	AR		1
AR 17.00	Balance forward or open items	F	AR		1
AR 18.00	Last account activity	F	AR		1

AR	19.00	Multiple Contact names	F	AR		1
AR	20.00	Contact email address	F	AR		1
AR	21.00	Social Security Number or Tax ID Number	F	AR		1
AR	22.00	User-Defined ID Number (e.g., property index number)	F	AR		1
AR	23.00	Multiple Phone number (e.g., office, cell, etc.)	F	AR		1
AR	24.00	Multiple Addresses	F	AR		1
AR	25.00	Address Type	F	AR		1
AR	26.00	Current and unpaid late payment penalty and interest charges	F	AR		1
AR	27.00	Balance due	F	AR		1
AR	28.00	Last payment amount	F	AR		1
AR	29.00	Last payment date	F	AR		1
AR	30.00	Year-to-date payments	F	AR		1
AR	31.00	Number of times past due this year by user-defined periods (e.g., 30 days, 90 days, etc.)	F	AR	<a href="#">Aging Report</a>	1
AR	32.00	Number of times past due last year by user-defined periods (e.g., 30 days, 90 days, etc.)	F	AR	<a href="#">Aging Report</a>	1
AR	33.00	Highest past-due balance	F	AR		1
AR	34.00	Highest outstanding balance	F	AR		1
AR	35.00	Payment Arrangements	F	AR		1
AR	36.00	Late payment penalty and interest charges this year	F	AR	<a href="#">Customer Stmt</a>	1
AR	37.00	Late payment penalty and interest charges last year	F	AR	<a href="#">Customer Stmt</a>	1
AR	38.00	Average number of days to pay	F	AR		1
AR	39.00	Bad check or dunning status	F	AR	<a href="#">Via Special Conditions</a>	1
AR	40.00	Bankruptcy data:				
AR	41.00	Status of process	F	AR	<a href="#">Via Special Conditions</a>	1
AR	42.00	Discharge status	F	AR	<a href="#">Via Special Conditions</a>	1
AR	43.00	Customer type (multiple)	F	AR		1

AR	44.00	Statement cycle (e.g., weekly, monthly)	F	AR		1
AR	45.00	Notes/comments (miscellaneous additional information)	F	AR		1
AR	46.00	Date customer was added	F	AR		1
AR	47.00	Employee ID#	F	AR		1
AR	48.00	System must have ability to record the following transaction detail:				
AR	49.00	Transaction date	F	AR		1
AR	50.00	Write offs	F	AR		1
AR	51.00	Board action date	F	AR	<a href="#">Track as customer user-defined field</a>	1
AR	52.00	Comment field	F	AR		1
AR	53.00	Other user defined	F	AR		1
AR	54.00	System must have ability to restrict access to add, delete, or modify customer information by users.	F	AR		1
AR	55.00	System must have ability to generate tickler messages for automatic display on specific dates for follow-up with a customer.	OUT	AR	<a href="#">Modification to generate "automatic" reminders. Current solution would be to add a particular role to the</a>	
AR	56.00	System must have ability to set up one time customers with minimal data entry as compared to a regular customer.	F	AR		1
AR	57.00	System must have ability to identify certain customers who cannot be charged fees, interest, and/or penalties.	F	AR		1
AR	58.00	System must have ability to identify certain types or groups of customers (e.g., municipalities) who cannot be charged fees, interest, and/or penalties.	F	AR		1
<b>INVOICES</b>						
AR	59.00	System must have ability to develop customized invoices (e.g., School logo for school billings and District logo for misc. receivables)	F	AR, GB	<a href="#">May require Tyler Forms</a>	1
AR	60.00	System must have ability to produce one-time or recurring invoices.	F	AR, GB		1
AR	61.00	System must have ability to generate invoices for internal customers.	F	AR, GB		1
AR	62.00	System must have ability to suppress invoices for internal customers and create automatic journal entries for workflow approval with sufficient detail of charges.	F	AR, GB	<a href="#">Interdepartmental billing</a>	1
AR	63.00	System must have ability to charge different rates for internal and external customers.	F	AR, GB	<a href="#">via charge code setup</a>	1
AR	64.00	System must have ability to bill vendors for warranty repairs (e.g., fleet maintenance, technology).	F	AR, GB	<a href="#">via general billing module</a>	1
AR	65.00	System must have ability to include the billing date range and/or period on invoices.	F	AR, GB		1
AR	66.00	System must have ability to maintain and send invoices to multiple addresses for the same customer.	F	AR, GB		1
AR	67.00	System must have ability to generate statements showing activity and beginning and ending balances for any user-defined time period.	F	AR, GB		1

AR 68.00	System must have ability to generate account statements for the following:				
AR 69.00	Specific accounts	F	AR, GB		1
AR 70.00	Range of accounts within a department	F	AR, GB		1
AR 71.00	Range of customers/customer type	F	AR, GB		1
AR 72.00	By dollar amount (statements >10k, etc.)	F	AR, GB		1
AR 73.00	Delinquent accounts	F	AR, GB		1
AR 74.00	Transaction type	F	AR, GB		1
AR 75.00	User specified time period	F	AR, GB		1
AR 76.00	System must have ability to generate consolidated statements for customers with multiple accounts.	F	AR, GB		1
AR 77.00	System must have ability to maintain detail of unbilled charges.	F	AR, GB		1
AR 78.00	System must have ability to exclude / include billing detail data elements, allowable charges, and overhead on specific bills or all bills.	F	AR, GB		1
AR 79.00	System must have ability to correct and reprint invoices and statements.	F	AR, GB		1
AR 80.00	System must have ability to accommodate online cancellation and one step automatic reversals of invoice entries.	F	AR, GB		1
AR 81.00	Corrections or reversals update interfaced systems (interface to third party systems)	OUT	AR, GB	N/A to determine cost or alternative solution	
AR 82.00	System must have ability to print a duplicate bill on request.	F	AR, GB		1
AR 83.00	System must have ability to display on the invoice that it is a duplicate or reprint.	F	AR, GB		1
AR 84.00	System must have ability to store multiple user-defined dunning messages and/or letters, according to user-specified parameters.	F	AR, GB		1
AR 85.00	System must have ability to classify dunning notices (e.g., groups of customers)	F	AR, GB		1
AR 86.00	System must have ability to write-off small discrepancies between the amount due and the amount received with proper security.	F	AR, GB		1
AR 87.00	System must have ability to generate an invoice with sufficient and flexible text area to adequately describe services provided-customized invoice process	F	AR, GB		1
AR 88.00	System should allow for a single invoice to be distributed to multiple accounting distributions based on a user-defined allocation (e.g., percentage)	F	AR, GB		1
AR 89.00	System must have ability to retain history on written-off accounts for user-defined periods	F	AR, GB		1
AR 90.00	System must have ability to require approval for project invoices (receivables).	F	AR, GB		1
	<b>RECEIPTS</b>				
AR 91.00	The system downloads (by batch) cash receipts and collections data from remote sites	F	AR	Assuming use of standard import layouts.	1

AR 92.00	Automatically updates both the appropriate customer master file and the GL posting file with a single cash receipt or batch with the following information detailed:				
AR 93.00	Reference ID or number	F	AR		1
AR 94.00	Transaction type's	F	AR		1
AR 95.00	Date	F	AR		1
AR 96.00	Payor	F	AR		1
AR 97.00	Description	F	AR		1
AR 98.00	Invoice number	F	AR		1
AR 99.00	Amount detailed by cash, cashier's check, money order, credit card, debit card, electronic transfer or check	F	AR		1
AR 100.00	Credit card number or debit card number, if applicable	F	AR, Cashieing	Credit card information not stored - per industry best practices. Authorization number is preferred reference value to store for credit/debit card transactions.	1
AR 101.00	Account Number	F	AR		1
AR 102.00	Credit account(s) and amount(s) including project and sub-project accounts	F	AR		1
AR 103.00	Debit account(s) and amount(s)	F	AR		1
AR 104.00	Batch ID	F	AR		1
AR 105.00	Accounts where billing occurred	F	AR		1
AR 106.00	User defined	OUT	AR	Modification to create user-defined fields for receipt transactions.	1
AR 107.00	The system shall receive the following payment types:				
AR 108.00	Cash	F	AR		1
AR 109.00	Checks	F	AR		1
AR 110.00	Money orders	F	AR		1
AR 111.00	Lock Box	F	AR		1
AR 112.00	Cashier's checks	F	AR		1
AR 113.00	Electronic transfers, indicating destination	F	AR		1
AR 114.00	Credit card	F	AR, Cashieing	via Tyler Cashieing	1
AR 115.00	Debit card	F	AR, Cashieing	via Tyler Cashieing	1



AR	116.00	System accommodates user defined length of characters for storing check number (please list any limitation on check number length)	F	AR	Check number is 12 characters	1
AR	117.00	The system shall inquire against pending transactions	F	AR		1
AR	118.00	Apply payments according to the following:				
AR	119.00	Partial payments against individual line items on a receivable	F	AR		1
AR	120.00	Partial payments against funds and/or accounts	F	AR		1
AR	121.00	Overpayments against individual line items on a receivable	F	AR		1
AR	122.00	Maintain open receivable until all items are satisfied	F	AR		1
AR	123.00	System must have ability to apply revenue to multiple funds and/or accounts.	F	AR		1
<b>QUERIES AND REPORTS</b>						
AR	124.00	System must have ability to generate a report by user or by department for:	F	AR		1
AR	125.00	Aging reports with user-defined aging categories	F	AR		1
AR	126.00	Cash register journals	F	AR		1
AR	127.00	Daily bank deposits	F	AR		1
AR	128.00	System must have ability to list receivables written off.	F	AR		1
AR	129.00	System must have ability to generate aging reports for user-specified date periods or "buckets" (such as 60, 90, 120 days).	F	AR	Standard Aging buckets (30,60, etc)	1
AR	130.00	System must have ability to perform aging queries online.	F	AR		1
AR	131.00	System must have ability to automatically generate dunning letters based on passage of time.	F	AR		1
AR	132.00	System must have ability for user to be prompted to select the appropriate dunning letter template based on passage of time.	F	AR		1

Functional Category: Asset Management		Summary Statistics		
Available Response Codes		Code	Count	% of Module
F	Provided fully functional out of the box or with configuration (no custom development)	F	219	91%
CU	Customization/Software Enhancement (Any custom development)	CU	0	0%
TP	Third-party Software Required to Fully Provide Requirement (Third-party Software Must be Proposed)	TP	0	0%
SR	Provided with Standard Report or Reporting Tool	SR	0	0%
CR	Custom Report Development Required	CR	0	0%
N	Not Included in this Proposal	N	21	9%
		NR	0	0%

Reference Number	Functional Requirements	Response	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	Phase
	<b>GENERAL REQUIREMENTS</b>					
AM 1.00	System tracks:					
AM 2.00	Capitalized items	F	F	FA		4
AM 3.00	Non-capitalized items (please specify any limitations)	F	F	FA		4
AM 4.00	System must have ability to identify fixed asset, based upon:					
AM 5.00	Commodity code	F	F	FA		4
AM 6.00	Object code	F	F	GL, FA		4
AM 7.00	Price	F	F	FA, AP		4
AM 8.00	System supports Geographic Information Systems (GIS) technology for locating and tracking assets.	F	F	GIS, FA		4
AM 9.00	System provides the ability to attach electronic documents (including photos) to an asset record.	F	F	MO, FA		4
AM 10.00	System tracks cost history (actual vs. billed) on various cost categories of the asset (variable, fixed, billed).	N	N		Correct	
	<b>ASSET ADDITIONS AND MAINTENANCE</b>					
AM 11.00	System tracks minimally the following categories and sub-categories of assets:					
AM 12.00	Land	F	F	FA		4
AM 13.00	Buildings	F	F	FA		4
AM 14.00	Portable	F	F	FA		4
AM 15.00	Improvements	F	F	FA		4
AM 16.00	Equipment	F	F	FA		4
AM 17.00	Furniture and Fixtures	F	F	FA		4
AM 18.00	Vehicles	F	F	FA		4

AM	19.00	Capitalized leases	F	F	FA		4
AM	20.00	Construction in progress	F	F	FA		4
AM	21.00	Infrastructure	F	F	FA		4
AM	22.00	Other user-defined categories	F	F			4
AM	23.00	System supports multiple asset types including, but not limited to:					
AM	24.00	Leased	F	F	FA		4
AM	25.00	Non-capitalized	F	F	FA		4
AM	26.00	Capitalized	F	F	FA		4
AM	27.00	Capital project	F	F	PA, FA		4
AM	28.00	Purchased new	F	F		User Defined Fields	4
AM	29.00	Purchased used	F	F		User Defined Fields	4
AM	30.00	Donated	F	F	PA, FA		4
AM	31.00	Lease-Purchase	F	F		User Defined Fields	4
AM	32.00	Grants	F	F	PA, FA		4
AM	33.00	Property & Evidence transferred to the department as assets.	F	F		User Defined Fields	4
AM	34.00	Other as defined by users.	F	F		User Defined Fields	4
AM	35.00	System must have ability to specify the location of an asset including:					
AM	36.00	School	F	F	FA		4
AM	37.00	Department	F	F	FA		4
AM	38.00	Building and room number	F	F	FA		4
AM	39.00	Address	F	F	FA		4
AM	40.00	Parcel Number	F	F	CPF, FA		4
AM	41.00	Legal description	F	F	FA		4
AM	42.00	Floor Plan	F	F	FA		4
AM	43.00	Underground	F	F	FA		4

AM	44.00	GIS Coordinates	F	F	GIS, FA		4
AM	45.00	GPS Coordinates	F	F	FA	User Defined Fields	4
AM	46.00	Parcel Number	F	F	CPF, FA		4
AM	47.00	System must have ability to track the following types of classrooms for FISH (Florida Inventory of School Houses) reporting:					
AM	48.00	Primary Classroom (Grades K-3)	F	F	FA	User Defined Fields	4
AM	49.00	Intermediate/Middle (Grades 4-9)	F	F	FA	User Defined Fields	4
AM	50.00	High School (Grades 10-12)	F	F	FA	User Defined Fields	4
AM	51.00	Permanent classrooms	F	F	FA	User Defined Fields	4
AM	52.00	Relocatable classrooms	F	F	FA	User Defined Fields	4
AM	53.00	Subject (e.g., Music, Science, Art)	F	F	FA	User Defined Fields	4
AM	54.00	User defined category	F	F	FA	User Defined Fields	4
AM	55.00	System must have ability to track the age and square footage of each classroom.	F	F	FA	User Defined Fields	4
AM	56.00	System must have ability to flag assets purchased by special funding source (i.e., grant, special service fund, etc.)	F	F	PA, FA		4
AM	57.00	System must have ability to automatically or manually assign specific or multiple item/asset number(s).	F	F	FA		4
AM	58.00	System provides a unique asset number to each item entered into system as an asset to be tracked.	F	F	FA		4
AM	59.00	System prevents use of duplicate asset numbers except for component asset numbers in which a suffix is used.	N	N		Correct	
AM	60.00	System maintains detailed property information required to identify, properly account for, and safeguard all assets, including (but not limited to) the following:					
AM	61.00	Asset Number	F	F	FA		4
AM	62.00	Property control number (inventory control number)	F	F	FA		4
AM	63.00	Florida Inventory of School Houses (FISH) number	F	F	FA	User Defined Fields	4
AM	64.00	School Name	F	F	FA		4
AM	65.00	Building ID	F	F	FA		4
AM	66.00	Room #	F	F	FA		4
AM	67.00	Chart of Account distribution	F	F	GL, FA		4
AM	68.00	Organization	F	F	GL, FA		4

AM	69.00	Asset acquisition date	F	F	FA		4
AM	70.00	In-service date	F	F	FA	User Defined Fields	4
AM	71.00	Asset condition	F	F	FA		4
AM	72.00	Asset status (e.g., inactive)	F	F	FA		4
AM	73.00	Unit Cost/Value	F	F	AP, FA		4
AM	74.00	Value basis	F	F	FA	User Defined Fields	4
AM	75.00	Trade-in Credit	F	F	FA	User Defined Fields	4
AM	76.00	Vendor Number, Name	F	F	AP, FA		4
AM	77.00	Asset descriptive information	F	F	FA		4
AM	78.00	Manufacturer Number, Name	F	F	FA		4
AM	79.00	Model Year	F	F	FA		4
AM	80.00	Model number	F	F	FA		4
AM	81.00	Title number	F	F	FA		4
AM	82.00	Serial number	F	F	FA		4
AM	83.00	Employee name (as established in human resources module) for employee to which asset is assigned to (if applicable)	F	F	PR, HR, FA		4
AM	84.00	Employee number (as established in human resources module) for employee to which asset is assigned to (if applicable)	F	F	PR, HR, FA		4
AM	85.00	Driver license number of the District employee asset is assigned to (if applicable)	F	F	FA	User Defined Fields	4
AM	86.00	Warranty/maintenance information	F	F	FA		4
AM	87.00	Maintenance Company	F	F	FA		4
AM	88.00	Function Code	F	F	GL, FA		4
AM	89.00	Disposal information	F	F	FA		4
AM	90.00	Lease asset information (if applicable)	F	F	FA		4
AM	91.00	Estimated Useful Life	F	F	FA		4
AM	92.00	Replacement Cost – This field can be updated as needed by users	F	F	FA		4
AM	93.00	Depreciation Schedule (Method and Life)	F	F	FA		4

AM	94.00	Depreciation Convention (Beginning of Month, Half-Year, Mid-Month, etc.)	F	F	FA		4
AM	95.00	Finance Code (I.e. District purchased, grant, donation, etc.)	F	F	FA		4
AM	96.00	Meter reading	F	F	FA	User Defined Fields	4
AM	97.00	Meter reading date	F	F	FA	User Defined Fields	4
AM	98.00	Budget Year (from which asset was purchased)	F	F	GL, FA		4
AM	99.00	Disposal limitations (grant prohibits sale or sale proceeds go to funding agency)	N	N		Correct	
AM	100.00	User Defined Fields ((at least 20) (Please specify any limitations))	F	F	FA		4
AM	101.00	System provides an audit trail of all changes made to asset records	F	F	FA		4
AM	102.00	System provides the ability to adjust original cost/value at any time, irrespective of fiscal year boundaries.	F	F	FA		4
AM	103.00	System provides for the addition and maintenance of assets obtained through non-expenditure transactions (e.g., gifts, donations, eminent domain).	F	F	FA		4
AM	104.00	System is able to copy an asset record to create a similar asset record.	F	F	FA		4
AM	105.00	Users are able to correct discrepancies in asset records by overriding initially loaded information (received from other integrated modules) with proper authorization.	F	F	FA		4
AM	106.00	System provides the ability to record insurance information including:					
AM	107.00	Insurance company name	F	F	FA		4
AM	108.00	Insurance company address	F	F	FA		4
AM	109.00	Insurable value	F	F		User Defined Fields	4
AM	110.00	Policy number	F	F		User Defined Fields	4
AM	111.00	Policy period (term)	F	F		User Defined Fields	4
AM	112.00	Policy expiration	F	F		User Defined Fields	4
AM	113.00	Type of coverage	F	F		User Defined Fields	4
AM	114.00	Liability limits	F	F		User Defined Fields	4
AM	115.00	Premium	F	F		User Defined Fields	4
AM	116.00	Other User-defined fields	F	F		User Defined Fields	4
AM	117.00	During mass additions process, user can split asset record entries for identical items and then assign separate asset numbers (e.g., purchase of 20 identical personal computers).	F	F	FA		4

AM 118.00	System provides the ability to transfer fixed assets, including partial transfers, within or between locations/organizations at the individual asset level and to generate the appropriate accounting entries for cost and accumulated depreciation, with an audit trail.	F	F	FA		4
AM 119.00	System provides the ability to flag assets with transfer restrictions and display the restriction message for user handling	N	N		Correct	
AM 120.00	System provides the ability to accommodate workflow approval of the transfer of assets.	F	F			4
AM 121.00	System provides the ability to maintain information about the condition of the asset (e.g., good, idle, obsolete, broken, etc.)	F	F	FA		4
AM 122.00	System supports multiple organization asset ownership for each property item. (Many organization units or funds may finance an asset)	F	F			4
AM 123.00	System tracks assets purchased with various funding sources (i.e. grants).	F	F	PA, FA		4
<b>ASSET DISPOSITION, RETIREMENT, AND THEFT</b>						
AM 124.00	System allows for recording of the following information related to disposals, trade-ins, missing, lost, stolen or re-instated assets:					
AM 125.00	Asset number	F	F	FA		4
AM 126.00	Property control number	F	F		User Defined Fields	4
AM 127.00	Reporting individual	F	F	FA		4
AM 128.00	Date of occurrence or date first noticed missing	F	F	FA		4
AM 129.00	Description of circumstances surrounding the disappearance/disposition	F	F	FA		4
AM 130.00	Steps taken to locate item	N	N		Correct	
AM 131.00	Disposal date	F	F	FA		4
AM 132.00	Disposal amount	F	F	FA		4
AM 133.00	Disposal method	F	F	FA		4
AM 134.00	Disposal type (salvage, theft, etc.)	F	F	FA		4
AM 135.00	Board action date	F	F	FA	User Defined Fields	4
AM 136.00	Date of recovery	F	F	FA	User Defined Fields	4
AM 137.00	Date of reinstatement	F	F	FA	User Defined Fields	4
AM 138.00	Other reinstatement information (asset condition, etc.)	F	F	FA	User Defined Fields	4
AM 139.00	Police report number (stolen item)	F	F	FA	User Defined Fields	4
AM 140.00	Police Agency	F	F	FA	User Defined Fields	4

AM	141.00	Proceeds, if any	F	F	FA	User Defined Fields	4
AM	142.00	Like-Kind exchange	F	F	FA	User Defined Fields	4
AM	143.00	Other user defined	F	F	FA	User Defined Fields	4
AM	144.00	Ability to allow the application of indices and/or factors to historical costs to asset(s) to update the replacement cost data.	N	N		Correct	
AM	145.00	Ability to fill out disposition of property requests (MIS212 Report of Acquisition, Transfer, or Disposition of Property) online and an automatic memorandum be created for cost centers to declare property as surplus	N	N		Correct	
AM	146.00	Attach grant expiration date to asset and notify users when expiration date is imminent.	N	N		Correct	
AM	147.00	System provides the ability to flag assets with disposal restrictions and display the restriction message for user handling (e.g., federal grant items that must be returned to the federal government)	N	N		Correct	
AM	148.00	System must track surplus materials sold at auction (desks, chairs, equipment, etc.)	F	F	FA		4
AM	149.00	Ability to track recycling vendor name, address, phone number, email address, fax, account number, etc. tonnage of recycled materials, recycling revenue received and money spent on mandatory recycling (light bulbs, etc.).	N	N		Correct	
AM	150.00	Ability to calculate cost avoidance data of materials that the District recycles	N	N		Correct	
AM	151.00	Ability to add daily pick log (recyclables collected from each school) into a spreadsheet. This information is gathered daily and is placed into a monthly summary for each school. The yearly data is compared to the previous year's data for recycling awards	N	N		Correct	
AM	152.00	System provides the ability to accommodate workflow approval of the disposal of assets.	F	F	FA		4
AM	153.00	System will allow reinstatement of any disposed or stolen assets	F	F	FA		4
<b>DEPRECIATION</b>							
AM	154.00	System can generate either financial or memo transactions to the General Ledger module for capital asset depreciation expense in specified funds.	F	F	GL, FA		4
AM	155.00	System provides the following depreciation functionality:					
AM	156.00	Provide depreciation schedules on fixed assets	F	F	GL, FA		4
AM	157.00	Automatically calculate depreciation in accordance with the depreciation method and convention where designated for an asset	F	F	GL, FA		4
AM	158.00	Maintain multiple asset basis values for each asset if desired, utilizing industry-standard depreciation methods	N	N		Correct	
AM	159.00	Automatically charge depreciation to multiple chart of accounts for split-ownership assets	F	F	GL, FA		4
AM	160.00	Depreciation of a group of asset by asset classification or funding source	F	F	GL, FA		4
AM	161.00	System supports user-defined time periods for recording depreciation.	F	F	GL, FA		4
AM	162.00	System allows for multiple depreciation schedules to be applied to an asset to support separate depreciation reporting requirements.	N	N		Correct	
AM	163.00	System allows for changing asset useful life, value basis, salvage value, and depreciation method when necessary, and automatically recalculating depreciation expense in accordance with such changes (with proper authorization).	F	F	GL, FA		4



AM	164.00	System provides the ability to simulate depreciation calculations for individual assets or group of assets without being required to post the results.	F	F	GL, FA		4
AM	165.00	Provides allocation tables which can be user-defined to allocate asset cost, accumulated depreciation and depreciation expense for multiple owner assets.	F	F	GL, FA		4
AM	166.00	System provides the ability to store an acquisition date and a depreciation-start date (in-service date), and the dates do not have to be the same date.	F	F	GL, FA		4
AM	167.00	System provides multiple depreciation methods including, but not limited to:					
AM	168.00	Straight Line	F	F	GL, FA		4
AM	169.00	Declining Balance	N	N			
AM	170.00	Sum of the Years Digits	N	N			
AM	171.00	User Defined	N	N			
AM	172.00	System prevents the depreciating of an asset's value below zero.	F	F	GL, FA		4
AM	173.00	System must have ability to record different conventions for depreciable assets such as beginning of month, half year, mid-month, etc.	N	N			
AM	174.00	System allows depreciation methods to be changed for an asset or group of assets, to depreciate the assets for the balance of the asset's useful life.	F	F	GL, FA		4
AM	175.00	System allows some assets to be designated as non-depreciable (i.e., land).	F	F	FA		4
		<b>CAPITAL PROJECTS</b>					
AM	176.00	System is able to identify/record all capitalizable costs associated with the construction or purchase/acquisition of an asset.	F	F	PA, FA		4
AM	177.00	System identifies, records, and depreciates additions associated with an asset, including optional unique identification of additions associated with component units.	F	F	PA, FA		4
AM	178.00	System is able to capture activity/costs resulting from several government departments working concurrently on a project.	F	F	PA, FA		4
AM	179.00	System is able to produce notification of project status (e.g., completed) based upon user-defined criteria.	N	N			
AM	180.00	System captures and maintains construction work in progress information (i.e., architectural barrier removal projects being conducted in accordance with ADA transition plans) and provides the ability to recognize fixed/capital assets when they are completed.	N	N			
		<b>ASSET WARRANTIES AND SERVICE</b>					
AM	181.00	System is able to maintain online maintenance history and warranty/service agreement information for assets.	F	F	FA		4
AM	182.00	Authorized staff should be able to inquire on maintenance and service information through the entry of a property tag / inventory control number.	F	F	FA		4
AM	183.00	Ability to have warranty alerts based on established parameters	N	N			
AM	184.00	System is able to record and track regular/preventive maintenance performed on selected assets.	F	F	WQ, FA		4
AM	185.00	Ability to create standard repair report to document repairs and claim warranty reimbursement	F	F	WQ, FA		4
		<b>BUILDINGS (FACILITIES MAINTENANCE)</b>					

AM	186.00	System maintains user-defined information on buildings pertinent to insurance underwriting, including (but not limited to):					
AM	187.00	Construction type	F	F	FA	User Defined Fields	4
AM	188.00	Foundation	F	F	FA	User Defined Fields	4
AM	189.00	Air handling system	F	F	FA	User Defined Fields	4
AM	190.00	Square footage	F	F	FA	User Defined Fields	4
AM	191.00	Roof type	F	F	FA	User Defined Fields	4
AM	192.00	Condition	F	F	FA		4
AM	193.00	Maintenance requirements / actual maintenance performed	F	F	FA	User Defined Fields	4
AM	194.00	Inspection requirements / actual inspections performed	F	F		User Defined Fields	4
AM	195.00	Fire protection systems	F	F		User Defined Fields	4
AM	196.00	Security systems	F	F		User Defined Fields	4
AM	197.00	Building fuel information	F	F		User Defined Fields	4
AM	198.00	Usage	F	F		User Defined Fields	4
AM	199.00	Valuation	F	F	FA		4
AM	200.00	Valuation date	F	F		User Defined Fields	4
AM	201.00	Valuation method	F	F		User Defined Fields	4
AM	202.00	Insurance information (company, policy, coverage amount, etc.)	F	F	FA		4
AM	203.00	Building #	F	F	FA		4
AM	204.00	Facility #	F	F		User Defined Fields	4
AM	205.00	Room #	F	F	FA		4
AM	206.00	Parcel ID #	F	F	CPF, FA		4
AM	207.00	State assigned FISH EFIS number	F	F		User Defined Fields	4
AM	208.00	Geographic Information System location	F	F	GIS, FA		4
AM	209.00	Loss history	F	F		User Defined Fields	4
AM	210.00	Date of occupancy	F	F		User Defined Fields	4

AM	211.00	Occupants (multiple)	F	F		User Defined Fields	4
AM	212.00	Square footage for each occupant	F	F		User Defined Fields	4
AM	213.00	APN (assessor's parcel number)	F	F		User Defined Fields	4
AM	214.00	Cost Center link	F	F	GL, FA		4
AM	215.00	Building accessibility features	F	F		User Defined Fields	4
AM	216.00	Other User-defined fields	F	F		User Defined Fields	4
AM	217.00	System is able to link component units in a parent/child relationship whereby each component (i.e., land, betterments, etc.) maintains a financial life of its own.	F	F	FA		4
<b>QUERYING AND REPORTING</b>							
AM	218.00	System is able to perform ad hoc querying and reporting on assets at user-defined fields required for financial reporting purposes.	F	F	FA		4
AM	219.00	System is able to generate standard governmental fixed asset reports and user defined fixed asset reports, including but not limited to the Statement of Fixed Asset reports in standard CAFR format.	F	F	GASB-34, FA, GL		4
AM	220.00	System provides all reports in compliance with GASB Statement No. 34	F	F	GASB-34, FA, GL		4
AM	221.00	System allows online inquiry for each asset of a group of assets.	F	F	FA		4
AM	222.00	System can provide a dollar total of fixed asset purchases by their funding source and department/organization.	F	F	PO, FA, GL		4
AM	223.00	System reports assets due for disposition, based on the scheduled disposal date and type.	F	F	FA		4
AM	224.00	System is able to provide a vendor/PO listing of assets by vendor or in purchase order number sequence.	F	F	PO, FA, GL		4
AM	225.00	System is able to produce a disposition report showing items by asset type which have physically been disposed of but still remain on file for information purposes.	F	F	FA		4
AM	226.00	System is able to produce a listing of all disposed assets showing any gains or losses and the associated account coding, buy type.	F	F	FA	SRS	4
AM	227.00	System allows the reporting and inquiry of replacement cost by department or school and by asset type.	F	F	FA		4
AM	228.00	System is able to produce a forecast of assets scheduled for replacement, based on user-specified criteria, such as useful life, scheduled disposition date, or odometer readings.	F	F	FA	SOME REPORTS MAY REQUIRE REPORT TOOL	4
AM	229.00	System is able to produce a depreciation report by balance sheet category, such as buildings and equipment.	F	F	GL, FA		4
AM	230.00	System is able to produce a report of assets by:					
AM	231.00	Fund	F	F	GL, FA		4
AM	232.00	Object code	F	F	GL, FA		4
AM	233.00	Grant/Project	F	F	PA, FA, GL		4
AM	234.00	School	F	F	FA		4

AM	235.00	Department	F	F	FA		4
AM	236.00	Organization Unit (e.g., Asst. Superintendent, etc.)	F	F	GL, FA		4
AM	237.00	Budget Unit	F	F	GL, FA		4
AM	238.00	Type of asset	F	F	FA		4
AM	239.00	Activity	F	F	PA, FA, GL		4
AM	240.00	Organization unit and by age of the assets, based on acquisition date	F	F	FA		4
AM	241.00	Vendor	F	F	AP, FA		4
AM	242.00	Manufacturer	F	F	FA		4
AM	243.00	Subcontractor	F	F	FA	SRS	4
AM	244.00	Other user defined	F	F	FA		4
AM	245.00	System provides the ability to produce a physical inventory worksheet to be sorted by department, location, type, and/or person responsible to assist in conducting physical inventory.	F	F	FA		4
AM	246.00	System is able to produce a report that facilitates reconciliation to physical inventory counts.	F	F	FA		4
AM	247.00	System provides the ability to print reports at various remote locations.	F	F	FA		4
AM	248.00	System is able to provide a schedule of assets grouped by GAAFR function and/or departments.	F	F	GL, FA		4
AM	249.00	System is able to generate a report for assets purchased with grant funding	F	F	PA, FA, GL		4
AM	250.00	System provides a report that forecasts depreciation by individual asset, groups of assets, or total assets for a user-specified period of time.	F	F	GL, FA		4
AM	251.00	System must generate a board list using BPI asset tag numbers for surplus items pending approval for each board meeting	F	F	FA	SRS	4
AM	252.00	System is able to identify and sort items ordered and received by organizational unit	F	F	FA		4
AM	253.00	System provides the ability to generate report for all items assigned to a specific location by portable equipment and fixed assets	F	F	FA		4

Functional Category: Inventory			Summary Statistics		
Available Response Codes			Code	Count	% of Module
F	Provided fully functional out of the box or with configuration (no custom development)		F	158	84%
CU	Customization/Software Enhancement (Any custom development)		CU	17	9%
TP	Third-party Software Required to Fully Provide Requirement (Third-party Software Must be Proposed)		TP	0	0%
SR	Provided with Standard Report or Reporting Tool		SR	0	0%
CR	Custom Report Development Required		CR	0	0%
N	Not Included in this Proposal		N	11	6%
			NR	3	2%

Reference Number	Functional Requirements	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	Phase
<b>GENERAL REQUIREMENTS</b>					
INV 1.00	System must have ability to accommodate an unlimited number of inventory items.	F	IN		4
INV 2.00	System must have ability to establish, maintain, adjust, delete and view inventory stock item records in real time with appropriate security.	F	IN		4
INV 3.00	System must have ability to allow for electronic approval for receipts, issues, and other related inventory functions with appropriate security	F	IN		4
INV 4.00	System must restrict and track an inventory requisition by:				
INV 5.00	WO number	F	IN, WO		4
INV 6.00	Requisition number	F	IN, RQ		4
INV 7.00	PO number	F	IN, PO		4
INV 8.00	Transfers or other user defined fields	F	IN		4
INV 9.00	System must have ability to provide charge out stock withdrawn from inventory to the requesting department.	F	IN, RQ		4
INV 10.00	System must have ability to convert the purchase unit by the issue unit (e.g., case of gloves vs. pair of gloves)	F	IN, PO, RQ		4
INV 11.00	System must flag inventory items charged out to grant funds	F	IN		4
INV 12.00	System must have ability to issue a "hard error" if the incorrect purchase or issue unit of measure is entered on a document.	F	IN, RQ, PO		4
INV 13.00	System must have ability to issue a "hard stop" if requesting department does not have available budget funds	F	IN, RQ		4
INV 14.00	System must have ability to accommodate multiple warehouses (with user defined security access by warehouse).	F	IN		4
INV 15.00	System must have ability to maintain and track the following information for inventory items:				
INV 16.00	Item description (short)	F	IN	W/User defined fields	4
INV 17.00	Text description (long )	F	IN		4
INV 18.00	Stock or Non-Stock Item	F	IN		4
INV 19.00	Multiple alias names	F	IN		4

INV	20.00	Unit of measure for:				
INV	21.00	Purchase	F	IN, PO		4
INV	22.00	Issue	F	IN, RQ		4
INV	23.00	Unit Cost	F	IN		4
INV	24.00	Actual price	F	IN		4
INV	25.00	Bulk Cost	F	IN	w/ user defined fields	4
INV	26.00	Consumable item (Y/N)	F	IN		4
INV	27.00	Seasonal item (Y/N)	F	IN		4
INV	28.00	Average price (calculated value)	F	IN		4
INV	29.00	Last price paid for item	F	IN, PO		4
INV	30.00	Funding source (USDA, etc.)	F	IN		4
INV	31.00	Vendor number(s)	F	IN, AP		4
INV	32.00	Vendor name(s)	F	IN, AP		4
INV	33.00	Bid #	F	IN		4
INV	34.00	Primary Vendors	F	IN, AP		4
INV	35.00	Secondary Vendors	F	IN, AP		4
INV	36.00	Last vendor ordered from	F	IN, AP		4
INV	37.00	Min-Max Points	F	IN		4
INV	38.00	Quantity on hand	F	IN		4
INV	39.00	Quantity on order	F	IN		4
INV	40.00	Quantity received on orders	F	IN, PO		4
INV	41.00	Quantity on back-order	F	IN		4
INV	42.00	Quantity returned	F	IN		4
INV	43.00	Ordered year-to-date	F	IN		4
INV	44.00	Received year-to-date	F	IN		4

INV	45.00	Issued current period	F	IN		4
INV	46.00	Issued year-to-date	F	IN		4
INV	47.00	Commodity code	F	IN, PO		4
INV	48.00	Item Number	F	IN		4
INV	49.00	Shelf Life or Expiration Date	F	IN		4
INV	50.00	Warranty term	F	IN		4
INV	51.00	Location	F	IN		4
INV	52.00	Component items (e.g. subtitles of a series of books)	F		w/ attachments	4
INV	53.00	Donated Food Value	F			4
INV	54.00	PO number	F	IN, PO		4
INV	55.00	MSDS	F	IN		4
INV	56.00	Text field for miscellaneous entry	F	IN		4
INV	57.00	Other user defined fields	F	IN		4
INV	58.00	System will calculate total food cost based on user defined calculation	F	IN		4
INV	59.00	System must have ability to update stock item data and maintain all the specific data for:				
INV	60.00	Purchases	F	IN, PO		4
INV	61.00	Returns to stock	F	IN		4
INV	62.00	Returns to supplier	F	IN		4
INV	63.00	Adjustments	F	IN		4
INV	64.00	Transfers	F	IN		4
INV	65.00	Receipts	F	IN		4
INV	66.00	Requisitions	F	IN, RQ		4
INV	67.00	Work orders	F	IN, QO		4
INV	68.00	Employee number	F	IN, PR		4
INV	69.00	Backorders	F	IN		4

INV	70.00	Defective or Damaged Parts Returned to Vendor	F	IN, AP		4
INV	71.00	Expired/Spoiled	F	IN		4
INV	72.00	Issuance of Inventory	F	IN		4
INV	73.00	Surplus or Junk Items	F	IN		4
INV	74.00	Recalls	F	IN		4
INV	75.00	Other user defined items	F	IN		4
INV	76.00	System must have ability to review returns or adjustments documents in real-time.	F	IN		4
INV	77.00	System must have ability to review, in real-time, inventory after returns or adjustments.	F	IN		4
INV	78.00	System must have ability to provide on-line stock catalogs.	F	IN		4
INV	79.00	Viewing of specific online catalog items based on defined security rules	F	IN		4
INV	80.00	System must have ability to read catalog data from the following sources:				
INV	81.00	On-line catalogs	F	IN		4
INV	82.00	Electronic files	CU		Out Per Phase	
INV	83.00	System must have ability to accommodate a user-defined stock item table.	F	IN		4
INV	84.00	System must have ability to automatically assign stock requisition numbers.	F	IN, RQ		4
INV	85.00	System must have ability to maintain an audit trail of all inventory processes.	F	IN		4
INV	86.00	System must have ability to allow inventory to be classified by purchasing commodity code.	F	IN, PO		4
INV	87.00	System must have ability to merge multiple inventory items to a new or existing inventory item with an audit trail.	CU	IN	Out Per Phase	
INV	88.00	System must have ability to verify that inventory parts to be merged have no associated open PO's.	CU	IN	Out Per Phase	
INV	89.00	System must have ability to track expiration/spoil date by specific stock items	F	IN		4
INV	90.00	System must have ability to track hazardous qualities of inventory items as identified by the hazardous material number.	F	IN		4
INV	91.00	System must have ability to maintain a history of part number if the manufacturer's part number changes with System must have ability to cross-reference manufacturer's part number (s) with warehouse part number.	F	IN	Work Done in previous client	4
INV	92.00	System must have ability to track and produce a hard copy stock tag (bar code label) which can include, but is not limited to the following information:				
INV	93.00	Stock location	CU	IN	\$5,000 (Correct)	4
INV	94.00	Manufacturer's part number	CU		Included in above cost (Correct)	



INV 95.00	Manufacturer name	CU		Included in above cost (Correct)	4
INV 96.00	Item number	F	IN		4
INV 97.00	Item description (identify character limits in the comments field)	F	IN		4
INV 98.00	Unit of measure	CU		Included in above cost (Correct)	4
INV 99.00	Issuing unit by location	CU		Included in above cost (Correct)	4
INV 100.00	Cost	CU		Included in above cost (Correct)	4
INV 101.00	Commodity Code	CU		Included in above cost (Correct)	4
INV 102.00	Reference Field (user defined)	CU		Included in above cost (Correct)	4
INV 103.00	Part Number(s)	CU		Included in above cost (Correct)	4
INV 104.00	Other user-defined fields	N			
INV 105.00	Ability to interface with third party bar-coding solutions (Zebra-Software/Symbol-Hardware)	F	IN		4
INV 106.00	System must have ability to store and view an image of the item based on security definitions	F	IN		4
INV 107.00	System must have ability to accommodate items with zero dollar value and/or zero quantity (no charge items).	F	IN		4
INV 108.00	System must have ability to provide a variable length field (please describe any field limitations in the comments) to contain requirements for maintaining or servicing an item (i.e. expiration date of a stock item, unused item must be serviced if idle for x amount of	F	IN		4
INV 109.00	System must have ability to provide a multi-level location structure, to include:				
INV 110.00	Warehouse (multiple - please specify limitations in the comments field)	F	IN		4
INV 111.00	School	F	IN		4
INV 112.00	Building, room and desk	F	IN		4
INV 113.00	Storage Area (for example - 2nd floor NW quadrant)	F	IN		4
INV 114.00	Aisle	F	IN		4
INV 115.00	Bin	F	IN		4
INV 116.00	Shelf	F	IN		4
INV 117.00	Rack	F	IN		4
INV 118.00	Cart	F	IN		4
INV 119.00	Vehicle ("Moving warehouse")	F	IN		4

INV	120.00	Required environmental conditions for the specific location	F	IN		4
INV	121.00	Other user-defined fields	F	IN		4
INV	122.00	System must have ability to electronically determine most efficient pick location.	N		Correct	
INV	123.00	System must have ability to schedule pick-up and transfer of inventory utilizing the most efficient process.	N		Correct	
INV	124.00	System must have ability to allocate purchases and stock to the following:				
INV	125.00	Schools	F	IN		4
INV	126.00	Departments	F	IN		4
INV	127.00	Warehouses	F	IN		4
INV	128.00	Section of warehouse	F	IN		4
INV	129.00	Cost Center	F	IN		4
INV	130.00	User-defined category	F	IN		4
INV	131.00	System must have ability to charge parts to a specific fixed asset directly from the Inventory module.	N		Correct	
INV	132.00	System must have ability to provide primary and multiple secondary locations of stocked items.	F	IN		4
INV	133.00	System must have ability to indicate stock on hand by each location or multiple locations.	F	IN		4
INV	134.00	System must have ability to record transfer of inventory stock among locations.	F	IN		4
INV	135.00	System must have ability to allow users to specify a mark-up or overhead cost for each individual commodity or item.	F	IN		4
INV	136.00	System must have ability to provide the following inventory costing methods:				
INV	137.00	Actual cost	N		Correct	
INV	138.00	Average weighted cost	F	IN		4
INV	139.00	Moving average	F	IN		4
INV	140.00	LIFO	OUT		\$10,000	
INV	141.00	FIFO	F	IN		4
INV	142.00	Replacement	N		Correct	
INV	143.00	System must have ability to provide user-defined costing methods.	N		Correct	
INV	144.00	System must have ability to specify costing method by user defined criteria (i.e., a formula).	N		Correct	

INV	145.00	System must have ability to reconcile item costs in the inventory system based upon adjustments made in accounts payable system.	F	IN		4
INV	146.00	System must have ability to create issue tickets automatically with appropriate approval, based on electronic supply requisitions.	F	IN, RQ		4
INV	147.00	System must have ability to view all system documents related to an inventory charge-out request.	F	IN, RQ, WO		4
INV	148.00	System must have ability to generate issue tickets at prescheduled times.	OUT		33,000	
INV	149.00	System must have ability to reserve stock items for specific projects or work orders.	F		Requisition automatically commits inventory	4
INV	150.00	System must have ability to process partial pick/issue tickets of reserved items while keeping the remaining balance of items on reserve.	F	IN		4
INV	151.00	System must have ability to generate trip/delivery tickets.	F	IN		4
INV	152.00	System must have ability to accommodate scheduling of deliveries.	F		Available in 9.2	4
INV	153.00	Calculate and charge delivery fee to non-cost center locations (e.g., charter schools)	CU		Out for Phase	
INV	154.00	System must have ability to bundle items into "carts." A cart consists of items which are always ordered together.	F	IN, RQ		4
INV	155.00	System must have ability to place a cap on the quantity and dollar amount of an item that can be issued to a requestor during a specified time period with override approval, with appropriate security	F	IN, RQ		4
INV	156.00	System must have ability to compare stock items received to open requests for stock items to determine which requests (i.e., backorders) may be filled.	F	IN, RQ		4
INV	157.00	System must have ability to provide a reorder process for all, or selected, stock items including electronic request and approval.	F	IN, RQ		4
INV	158.00	System must have ability to track item usage and provide automatic notification to appropriate user of all items under the minimum on-hand quantity or at the reorder point.	F	IN		4
INV	159.00	System must have ability to define, by item, the variables used in determining reorder points and reorder quantities.	F	IN		4
INV	160.00	System must have ability to provide for manual overrides of reorder points and reorder quantities based on user defined security roles	F	IN		4
INV	161.00	System must have ability to automatically update inventory on-order information at the time that a requisition is created.	F	IN, RQ		4
INV	162.00	System must have ability to perform the following transactions on stock requisitions:				
INV	163.00	Edit/modify	F	IN, RQ		4
INV	164.00	Return	F	IN, RQ		4
INV	165.00	Cancel	F	IN, RQ		4
INV	166.00	Reject	F	IN, RQ		4
INV	167.00	System must have ability to provide on-line inventory adjustment capabilities with proper approval levels.	F	IN		4
INV	168.00	System must have ability to provide automatic cycle count scheduling.	F	IN		4
INV	169.00	System must have ability to select and sequence physical inventory and cycle count documents.	F	IN		4

INV	170.00	System must have ability to archive history information for stock items with a zero on-hand quantity and no activity over a user-defined time period.	OUT		50,000	
INV	171.00	System must have ability to sort and group inventory items by user selectable fields for display and printed reports.	F	IN		4
INV	172.00	Ability for system to forecast EOQ based on historical ordering information maintained by the system, including seasonality factors.	N		Correct	
<b>PHYSICAL INVENTORY</b>						
INV	173.00	System must have ability to freeze inventory to prevent inventory action within the building	CU		Out Per Phase	4
INV	174.00	System must have ability to print inventory worksheets by user selectable criteria (e.g., no zero quantity items)	CU		Out Per Phase	4
INV	175.00	System must have ability to issue parts while doing inventory counts.	F	IN		4
INV	176.00	System must have ability to enter inventory counts from the worksheets either manually or by bar code.	F	IN		4
INV	177.00	System must have ability to generate physical inventory discrepancy report.	F	IN		4
INV	178.00	System must have ability to automatically update inventory adjustments with appropriate approval and security.	F	IN		4
INV	179.00	System must have ability to automatically interface with the general ledger with physical inventory adjustments.	F	IN, GL		4
<b>QUERIES AND REPORTS</b>						
INV	180.00	System must have ability to produce the following reports by user selected criteria:				
INV	181.00	Inventory stock catalog by user defined criteria (e.g. office supplies)	F	IN		4
INV	182.00	Inventory Count report	F	IN		4
INV	183.00	Inventory Status report	F	IN		4
INV	184.00	Departmental Charge Summary Report	F	IN		4
INV	185.00	Cumulative purchases	F	IN		4
INV	186.00	Usage year-to-date or user defined period	F	IN		4
INV	187.00	Inventory by Bin Location and Alternate Bin Location	F	IN		4
INV	188.00	Inventory Item List by user selected fields	F	IN		4
INV	189.00	Inventory Turnover Ratios by SKU	N	IN		
INV	190.00	Inventory Carrying Costs	N	IN		
INV	191.00	Receiving Activity by Receiver	F	IN		4
INV	192.00	Delivery Time for Warehouse Requests	CU	IN	Out Per Phase	

INV	193.00	Internal delivery performance	CU	IN	Cost Per Price	
INV	194.00	Adjustments	F	IN		4
INV	195.00	Inventory History (example - report on the quantity and value on hand at a given time in a previous fiscal year, etc.)	F	IN		4
INV	196.00	System must have ability to produce ad hoc queries from any field within the inventory modules.	F	IN		4
INV	197.00	System must have ability to generate and print bin labels with bar coding.	F	IN		4
INV	198.00	System must have ability to provide inventory detail and summary reports sequenced by location.	F	IN		4
INV	199.00	System must have ability to create physical inventory reports, including the following:				
INV	200.00	Exception report of quantity variances	F	IN		4
INV	201.00	Inventory value with value variance	F	IN		4

Functional Category: Work Orders		Summary Statistics		
Available Response Codes		Code	Count	% of Module
F	Provided fully functional out of the box or with configuration (no custom development)	F	243	89%
CU	Customization/Software Enhancement (Any custom development)	CU	0	0%
TP	Third-party Software Required to Fully Provide Requirement (Third-party Software Must be Proposed)	TP	0	0%
SR	Provided with Standard Report or Reporting Tool	SR	0	0%
CR	Custom Report Development Required	CR	0	0%
N	Not Included in this Proposal	N	22	8%
		NR	7	3%

Reference Number	Functional Requirements	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	Phase
	<b>GENERAL REQUIREMENTS</b>				
WO 1.00	System must have ability to attach unlimited reference documents of any file type to the work order.	F	MO, WO		
WO 2.00	Provide status of all outstanding work requests based on user defined status codes.	F	WO		
WO 3.00	System must have ability to send automated notifications to the requesting department via electronic methods of changes in the work order status.	F	WO		
WO 4.00	System must have ability to identify the type of work order:				
WO 5.00	Preventative Maintenance	F	WO		
WO 6.00	Repair	F	WO		
WO 7.00	Corrective	F	WO		
WO 8.00	Breakdown	F	WO		
WO 9.00	Unscheduled	F	WO		
WO 10.00	Management decision	F	WO		
WO 11.00	Inspection	F	WO		
WO 12.00	New Construction	F	WO		
WO 13.00	CATV	F	WO		
WO 14.00	Environmental	F	WO		
WO 15.00	AC Filter Request	F	WO		
WO 16.00	Natural Disaster	F	WO		
WO 17.00	Supply Order	F	WO		
WO 18.00	Special Project	F	WO		
WO 19.00	Vandalism	F	WO		

WO	20.00	Other user-defined types	F	WO		
WO	21.00	System must have ability to identify work orders by billable status and track completed work orders through the Accounts Receivable module (e.g., warranty repair).	F	AR, GB, WO		
WO	22.00	System must have ability to charge specific costs within the work order to multiple accounts by:				
WO	23.00	Percentage	F	GL, WO		
WO	24.00	Dollar amount	F	GL, WO		
WO	25.00	System must have ability for the work order system to issue a purchase requisition when sufficient inventory is not available to complete task assigned on a work order.	F	RQ, PO, WO		
WO	26.00	System must have ability to maintain customizable work order templates.	F	WO		
WO	27.00	System must hard stop when a part is charged to a closed work order and have the ability to alert necessary user of the attempted transaction	F	WO		
		<b>SERVICE REQUESTS</b>				
WO	28.00	System must have ability to accommodate service request generated by any of the following:				
WO	29.00	Schools/sites	F	WO		
WO	30.00	Departments or Facilities	F	WO		
WO	31.00	System generated (e.g., preventative maintenance)	F	WO		
WO	32.00	System must have ability to generate multiple work orders from one service request and maintain tracking of the original service requests.	N			
WO	33.00	Work orders that are initiated in other departments or through other processes (e.g., multiple work orders being generated by a single service request) can be viewed by other shops with appropriate security	F	WO		
WO	34.00	Departments responsible for managing and scheduling the work orders are alerted to the work order through workflow.	F	WO		
WO	35.00	System must have ability for self-service entry of service request.	F	CSS, WO		
WO	36.00	System must have ability to limit self-service requests to drop-down menu of options, including other category.	F	CSS, WO		
WO	37.00	System must have ability to require a "reason" or "description" field to be completed when "other" is chosen.	N			
WO	38.00	System must have ability to track the following items for each service request:				
WO	39.00	System-generated unique service request number	F	WO		
WO	40.00	Requestor	F	WO		
WO	41.00	Contact person (if different than requestor)	F	WO		
WO	42.00	Date of request	F	WO		
WO	43.00	Time of request	F	WO		

WO	44.00	Problem description (short description field and long description free flow text)	F	WO		
WO	45.00	Location (support multiple location/sub location combinations)	F	WO		
WO	46.00	Florida Inventory of School Houses (FISH) number	F	WO	User Defined	
WO	47.00	Facility ID#	F	WO		
WO	48.00	School	F	WO		
WO	49.00	Department	F	WO		
WO	50.00	Equipment description (support multiple equipment / sub equipment types)	F	FA, WO		
WO	51.00	Asset ID#	F	FA, WO		
WO	52.00	Request category code	F	WO		
WO	53.00	Priority	F	WO		
WO	54.00	Multiple contacts	F	WO		
WO	55.00	Personnel (crafts) assigned	F	PR, HR, WO		
WO	56.00	Completion date	F	WO		
WO	57.00	Account code	F	GL, WO		
WO	58.00	Other user-defined fields	F	WO		
WO	59.00	System must have ability to select a valid account code to charge a work order to (drop-down list).	F	GL, WO		
WO	60.00	System must have ability to assign the service request for inspection before actually performing work.	F	WO		
WO	61.00	System must calculate cost estimate for service request prior to generating a work order	F	WO		
WO	62.00	System must have ability to create work order from service request.	F	WO		
WO	63.00	System must have ability to default information into the work order from the service request.	F	WO		
WO	64.00	System must have ability to notify requestor when work has been completed through automated notification.	F	WO		
WO	65.00	System must have ability to notify requestor when the service requested has been rejected with justification (unlimited text description).	OUT	WO	Text currently not unlimited	
					As Service Request are rejected the user enters reason text into a comment field. When reviewing rejected service requests the reason entered can be reviewed to see why the Service request was rejected. The text entered could be a code or free form text describing the rejection.	
WO	66.00	System must have ability to assign reason codes to rejected service requests.	F	WO		3



WO 67.00	System must have ability to reissue a rejected service request.	F	WO		
WO 68.00	System must have ability to identify and prevent duplicate service requests.	N			
<b>WORK ORDERS</b>					
WO 69.00	System must have ability to generate work orders without a service request.	F	WO		
WO 70.00	System must have ability to generate work orders without a project.	F	WO		
WO 71.00	System must have ability to generate work orders for scheduled and non-scheduled tasks.	F	WO		
WO 72.00	System must have the ability to charge parts, labor and service charges to an individual work order.	F	WO		
WO 73.00	System must have ability to automatically generate Preventive Maintenance (PM) work orders based on:				
WO 74.00	Project due dates	OUT	WO		
WO 75.00	Cycle lengths (user defined # of days, months)	F	WO		
WO 76.00	Condition	OUT	WO		
WO 77.00	Mileage	F	WO		
WO 78.00	Hours	F	WO		
WO 79.00	Other	F	WO	Gallons	
WO 80.00	Provide for multiple, unique preventative maintenance schedules to be established for stationary equipment, facilities, or piece of equipment based on user-defined criteria.	F	WO		
WO 81.00	System must have ability to track the following information associated with a work order:				
WO 82.00	Unique work order number (system-generated)	F	WO		
WO 83.00	Asset number	F	FA, WO		
WO 84.00	Requestor	F	WO		
WO 85.00	Multiple Permit ID #'s/Permit Dates	F	WO		
WO 86.00	Location	F	WO		
WO 87.00	Date and time of request	F	WO		
WO 88.00	Complaint or problem	F	WO		
WO 89.00	Emergency (Y/N)	F	WO		
WO 90.00	Warranty repair (Y/N)	F	WO		

WO 91.00	Reimbursable (Y/N)	F	WO		
WO 92.00	Facility ID and/or name	F	WO		
WO 93.00	FISH ID	F	WO	User Defined	
WO 94.00	Asset number and description	F	FA, WO		
WO 95.00	Multiple contact names and information	F	WO		
WO 96.00	Problem Description	F	WO		
WO 97.00	Category code (type of work requested -- AC, electrical, data, etc.)	F	WO		
WO 98.00	Sub-category code (type of work requested by category - type of AC fix, type of electrical fix, etc.)	F	WO	With use of activity & category codes	
WO 99.00	Preventative Maintenance	F	WO		
WO 100.00	Outage	F	WO		
WO 101.00	Priority	F	WO		
WO 102.00	Task codes (specific tasks completed to correct problem)	F	WO		
WO 103.00	Actual start date	F	WO		
WO 104.00	Scheduled start date	F	WO		
WO 105.00	Status Code	F	WO		
WO 106.00	Completion date	F	WO		
WO 107.00	Requested completion date	F	WO		
WO 108.00	Project number	F	PA, WO		
WO 109.00	General location	F	WO		
WO 110.00	GIS coordinates	F	GIS, WO		
WO 111.00	Zone	F	WO	Using GEO Codes	
WO 112.00	Region	F	WO	Using GEO Codes	
WO 113.00	Area	F	WO		
WO 114.00	Location ID	F	WO		
WO 115.00	Estimated hours	F	WO		

WO 116.00	Department	F	WO		
WO 117.00	Assigned To (multiple assignments such as Crew chief, workman, etc.) (Please include limitations in the comment field)	F	HR, WO		
WO 118.00	Customer	F	AR, GB, WO		
WO 119.00	Percent completed	N			
WO 120.00	Barcode WO number	N			
WO 121.00	Other user-defined data	F	WO		
WO 122.00	System must have ability for work orders to display and print special instructions.	F	WO		
WO 123.00	System must associate SOP's or specialized checklists with individual work orders	F	WO		
WO 124.00	System must allow for work order and sub-work orders (parent/child relationship)	F	WO		
WO 125.00	Initiate individual sub work orders at different times based upon user defined workflow	F	WO		
WO 126.00	System must have ability to print out lock-out, tag-out, or other safety instructions.	N			
WO 127.00	System must have ability to notify user that parts or items associated with work orders that are under warranty.	F	WO	Use of Components	
WO 128.00	Upon completion of warranty repair, system must initiate the AR/billing process to for warranty reimbursement	F	AR, GB, WO		
WO 129.00	System must have ability to track and/or query work orders by any of the elements on the work order (listed above).	F	WO		
WO 130.00	System must have ability to track multiple phases, activities and tasks to a work order.	F	PA, WO		
WO 131.00	System must have ability to enter information specific to a job when a work order is created or executed.	F	WO		
WO 132.00	System must have ability to assign work order to one person or multiple people.	F	WO		
WO 133.00	System must have ability to assign work orders to supervisors, technicians, and/or crews.	F	WO		
WO 134.00	System must have ability to assign work orders by type of trade.	F	WO		
WO 135.00	System must have ability to track a group of work orders to a project.	F	PA, WO		

Functional Category: Project Accounting		Summary Statistics		
Available Response Codes		Code	Count	% of Module
F	Provided fully functional out of the box or with configuration (no custom development)	F	119	92%
CU	Customization/Software Enhancement (Any custom development)	CU	0	0%
TP	Third-party Software Required to Fully Provide Requirement (Third-party Software Must be Proposed)	TP	0	0%
SR	Provided with Standard Report or Reporting Tool	SR	0	0%
CR	Custom Report Development Required	CR	0	0%
N	Not Included in this Proposal	N	4	3%
		NR	7	5%

Reference Number	Functional Requirements	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	Phase
	<b>GENERAL REQUIREMENTS</b>				
PA 1.00	System must have ability to track projects by type, location and funding source (e.g., capital, maintenance, etc.)	F	PA, GL		1
PA 2.00	Supports multiple-year projects including 5-Year capital plans with corresponding status reports	F	PA		1
PA 3.00	System must have ability to set up parent child relations for projects and sub-projects	F	PA, GL		1
PA 4.00	System must have ability to relate work orders and purchase orders to projects or vice versa	F	WO, PO, PA, GL		1
PA 5.00	System has the ability to track tax savings and discounts by purchase order (e.g. for direct purchases on a construction project)	F	PA		1
PA 6.00	System has the ability to track tax savings and discounts by project (e.g. for direct purchases on a construction project)	F	PA	User Defined Fields	1
PA 7.00	System must have ability to issue work orders from the Project module.	F	WO, PA, GL		1
PA 8.00	Supports the ability to manage several sub-projects under one controlling project.	F	PA, GL		1
PA 9.00	Allows attachment of supporting documents during project set-up at the project level.	F	MO, PA, GL		1
PA 10.00	Projects can be established across funds, schools, and departments.	F	PA, GL		1
PA 11.00	Projects can be established by type (remodel vs. new construction)	F	PA, GL		1
PA 12.00	System must have the ability to assign multiple funding sources for a single project by:				
PA 13.00	Percentage	F	PA, GL		1
PA 14.00	Dollar amount	F	PA, GL		1
PA 15.00	System must have the ability for projects to span multiple fiscal years.	F	PA, GL		1
PA 16.00	Provides the capability to allocate direct and indirect financing costs to projects.	F	PA, GL		1
PA 17.00	System must have the ability to allocate costs on a percentage or fixed dollar basis	F	PA, GL		1
PA 18.00	System links project to a grant.	F	PA, GL		1
PA 19.00	Accumulates and bills for all reimbursable portions of projects.	F	AR, GB, PA, GL		1

PA 20.00	System must stop (hard) an overpayment (exceeding established budget) for all budgets (not just reimbursable) with manual override	F	PA, GL		1
PA 21.00	Provides edit to ensure that project billings do not exceed the reimbursable budget with an override capability based on security.	F	AR, GB, PA, GL		1
PA 22.00	Ability to perform workflow functions, to route tasks from one user to another, based upon user-defined rules	F	PA, GL		1
PA 23.00	Ability to interface with third party construction management system (Office 2 Office)	OUT	PA, GL	COST TO BE DETERMINED AFTER ADDITIONAL REVIEW	
<b>PROJECT LEDGERS</b>					
PA 24.00	Maintains the following general financial project information:				
PA 25.00	Budgets	F	PA, GL		1
PA 26.00	Encumbrances	F	PO, PA, GL		1
PA 27.00	Expenditures	F	AP, PR, PA, GL		1
PA 28.00	Receivables	F	AR, GB, PA, GL		1
PA 29.00	Revenues (i.e., COPS, Sales Tax, etc.)	F	AR, GB, PA, GL		1
PA 30.00	Project budgets can be controlled by the following elements:				
PA 31.00	District Fiscal Year	F	PA, GL		1
PA 32.00	Sponsor Fiscal Year	F	PA, GL	with proper set-up	1
PA 33.00	Funding Source Budget Year	F	PA, GL	with proper set-up	1
PA 34.00	Fund	F	PA, GL		1
PA 35.00	School	F	PA, GL		1
PA 36.00	Department	F	PA, GL		1
PA 37.00	Function	F	PA, GL		1
PA 38.00	Project	F	PA, GL		1
PA 39.00	Project Manager	N		Correct	
PA 40.00	Program	F	PA, GL		1
PA 41.00	Activity	F	PA, GL		1
PA 42.00	Task	F	PA, GL		1
PA 43.00	Phase	F	PA, GL		1

PA 44.00	Account Dimension	F	PA, GL		1
PA 45.00	User-defined component	N		Correct	
PA 46.00	System must have ability to develop project budget controls based upon project receivables or recognized revenues	F	AR, GB, PA, GL		1
PA 47.00	System must have ability to move appropriation from one project to another, with appropriate security control.	F	PA, GL		1
PA 48.00	System must have ability to move funding sources from one project to another, with appropriate security control.	F	PA, GL		1
PA 49.00	System must have ability to increase or decrease project funding through appropriate security and maintain audit trail (history) of the changes.	F	PA, GL		1
PA 50.00	Estimates of project costs can be compared to actual costs and billed costs in report form as well as onscreen, at any stage of project	F	PA, GL		1
PA 51.00	System must have ability to store and retrieve all costs associated with a project, including internal charges and contract charges	F	PA, GL		1
<b>PROJECT MAINTENANCE</b>					
PA 52.00	Interface with asset management module to track land acquisition information	F	FA, PA, GL		4
PA 53.00	System must have ability to create and manage projects consisting of an unlimited number of sub-projects, work requests, activities, and phases.	F	PA, GL		1
PA 54.00	System must have ability to track completion of project tasks (i.e. permitting and inspections).	F	PA, GL		1
PA 55.00	System must track information regarding the initiation of a project including:				
PA 56.00	Board Approval Dates	F	PA, GL	User Defined Fields	1
PA 57.00	Notice to Proceed Dates	F	PA, GL	User Defined Fields	1
PA 58.00	Other user defined information	F	PA, GL		1
PA 59.00	System must have ability to track the following project information:				
PA 60.00	Approved contractors	F	PA	User Defined Fields	1
PA 61.00	Approved Architects	F	PA	User Defined Fields	1
PA 62.00	Engineers	F	PA	User Defined Fields	1
PA 63.00	Consulting Engineers	F	PA	User Defined Fields	1
PA 64.00	Geotechnical Engineers	F	PA	User Defined Fields	1
PA 65.00	Building permit issuance number	F	PA	User Defined Fields	1
PA 66.00	Building permit status	F	PA	User Defined Fields	1
PA 67.00	Documentation (scanned as attachment)	F	MO, PA, GL		1

PA 68.00	Date of Substantial Completion	F	PA	User Defined Fields	1
PA 69.00	Date of Certificate of Occupancy	F	PA	User Defined Fields	1
PA 70.00	Date of Final Inspection	F	PA	User Defined Fields	1
PA 71.00	Planned start date	F	PA		1
PA 72.00	Land Acquisition Date	F	PA	User Defined Fields	1
PA 73.00	Warranty Deed Recording Date	F	PA	User Defined Fields	1
PA 74.00	Architectural Agreement Date	F	PA	User Defined Fields	1
PA 75.00	Constructional Manager Approval Date	F	PA	User Defined Fields	1
PA 76.00	PO Issuance Date	F	PO, PA, GL		1
PA 77.00	Actual start date	F	PA, GL		1
PA 78.00	Planned completion date	F	PA		1
PA 79.00	Actual completion date	F	PA, GL		1
PA 80.00	Additional user defined dates	F	PA		1
PA 81.00	Final sign-off	F	PA	User Defined Fields	1
PA 82.00	System must have ability to allow for detailed descriptions of projects.	F	PA, GL		1
PA 83.00	Project data can be exported to and imported from specialized scheduling software such as:				
PA 84.00	Primavera	OUT	PA, GL	COST TO BE DETERMINED AFTER ADDITIONAL REVIEW	
PA 85.00	Microsoft Project	F	MO, PA, GL	VIA EXPORT TO EXCEL AND THEN INTO MICROSOFT PROJECT	1
PA 86.00	Timberline	OUT	PA, GL	COST TO BE DETERMINED AFTER ADDITIONAL REVIEW	
PA 87.00	Constructware	OUT	PA, GL	COST TO BE DETERMINED AFTER ADDITIONAL REVIEW	
PA 88.00	Office 2 Office	OUT	PA, GL	COST TO BE DETERMINED AFTER ADDITIONAL REVIEW	
PA 89.00	Other future Enterprise Asset Management (EAM)/Construction Mgmt (CM) system	OUT	PA, GL	COST TO BE DETERMINED AFTER ADDITIONAL REVIEW	
PA 90.00	Provides a database of common job templates together with their typical labor, material, and equipment requirements	F	WO		3
PA 91.00	System must have ability to produce completion checklists	N		Correct	
PA 92.00	System must have ability to assign a work breakdown (sub-projects/sub-activities) structure to a project	F	PA, GL		1

PA 93.00	System must have ability to roll up detail values from lower levels in the work breakdown structure	F	PA, GL		1
PA 94.00	System must have ability to capture activities and track them against the budget by user defined periods	F	PA, GL		1
PA 95.00	System must have ability to track vendor and contractor adherence to insurance requirements	F	PA		1
PA 96.00	System must track RFQ# and Board Approval date for a qualifications based selection process	F	PA	User Defined Fields	1
PA 97.00	System must have ability to track retainage:				
PA 98.00	Amounts	F	PA, GL		1
PA 99.00	Dates of board approval for remitting	F	PA, GL		1
PA 100.00	Dates of remittance	F	PA, GL		1
PA 101.00	System must have the ability to store and use defined budgeting ratios for forecasting capital project costs (e.g., cost/student workstation is \$20K and capital project is to support 1,000 students). These ratio factors must be able to be manually updated	F	PA, GL		1
PA 102.00	System must have the ability compare construction bids to original projections.	F	PA, GL		1
<b>PROJECT CLOSE</b>					
PA 103.00	System must have ability to carry forward or not to carry forward fiscal year appropriation at year-end for multi-year projects.	F	PA, GL		1
PA 104.00	Master project data can be copied for set-up of new projects in system.	F	PA, GL		1
PA 105.00	Maintains historical data for all projects throughout the life of the project and for a user-specified period after project close.	F	PA, GL		1
PA 106.00	System can require authorization to close out a project to be initiated by department managing the project.	N		Correct	
PA 107.00	Prevent deletion of a project account which still has an available balance for spending until the project is closed out.	F	PA, GL		1
PA 108.00	Allows the user to specify and control the project closing process through user tables and security.	F		CHANGED TO: Ability to maintain projects is set at the user level. If the user does not have permission to	
PA 109.00	Supports multiple closing of projects at the user's options.	F	PA, GL		1
PA 110.00	Closes projects partially or completely.	F	PA, GL		1
PA 111.00	Identifies inactive projects for possible close.	F	PA, GL		1
PA 112.00	Closes and capitalizes or expenses each project as completed or at end of the fiscal year and make required entries to the asset or expense accounts and work-in-progress accounts and/or construction in progress.	F	PA, GL		1
PA 113.00	Transfers construction-in-progress accounts to fixed asset accounts at project close or completion.	F	FA, PA, GL		1
<b>REPORTING</b>					
PA 114.00	System must have ability to generate reports from specific or ranges of:				
PA 115.00	Project Number or Name	F	PA, GL		1



PA 116.00	Type (capital or operating)	F	PA, GL		1
PA 117.00	School	F	PA, GL		1
PA 118.00	Departments and Organization/Division	F	PA, GL		1
PA 119.00	Year	F	PA, GL		1
PA 120.00	Funding Source	F	PA, GL		1
PA 121.00	Produce variance reports according to the account ranges specified above.	F	PA, GL		1
PA 122.00	Provide report at end of project listing expenditures by funding sources and type including associated invoice and check numbers at a summary and detail level.	F	AP, PR, PA, GL		1
PA 123.00	Provide the following reports:				
PA 124.00	Expenditures by type, i.e. fixed asset, component, etc.	F	FA, PA, GL		1
PA 125.00	Expenditures by vendor and invoice number.	F	AP, PA, GL		1
PA 126.00	Produce project status reports for current month, YTD and inception-to-date.	F	PA, GL		1
PA 127.00	Generate statistical data reports.	OUT	SRS		
PA 128.00	Report direct and indirect costs associated with a project, including assessment of fringe benefit and/or overhead costs associated with direct project labor. Track and report revenue and expenditure actuals and budget (including encumbrances) by current fiscal year and project inception date to current date at detail level specified by user.	F	HR, PR, PA, GL		1
PA 129.00	Report direct and indirect costs associated with a project, including assessment of fringe benefit and/or overhead costs associated with direct project labor. Track and report revenue and expenditure actuals and budget (including encumbrances) by current fiscal year and project inception date to current date at detail level specified by user.	F	AR, GB, PO, PA, GL		1
PA 130.00	Generate project reports which reflect accrued expenditures, providing the ability to forecast future project activity.	F	AR, GB, PO, PA, GL	SRS	1
PA 131.00	System should provide project on-line, read-only, real-time inquiry screens that allow the user to select the time period of the data displayed including the month and year as well as the type of activity (i.e., monthly activity, year-to-date activity, or life-to-date activity).	F	PA, GL		1
PA 132.00	Provide an on-line, real-time inquiry screen that displays:				
PA 133.00	Project budget	F	PA, GL		1
PA 134.00	Encumbrances	F	PO, PA, GL		1
PA 135.00	Expenditures	F	PA, GL		1
PA 136.00	Revenues	F	AR, GB, PA, GL		1
PA 137.00	Vendors	F	AP, PA, GL		1
PA 138.00	Customers	F	AR, GB, PA, GL		1
PA 139.00	Available budget	F	PA, GL		1

PA	140.00	System must have ability to store electronic and imaged documents centrally for easy access (queriable by authorized users).	F	MO, PA, GL		1
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Functional Category: Grant Accounting			Summary Statistics		
Available Response Codes			Code	Count	% of Module
F	Provided fully functional out of the box or with configuration (no custom development)		F	154	91%
CU	Customization/Software Enhancement (Any custom development)		CU	1	1%
TP	Third-party Software Required to Fully Provide Requirement (Third-party Software Must be Proposed)		TP	0	0%
SR	Provided with Standard Report or Reporting Tool		SR	0	0%
CR	Custom Report Development Required		CR	1	1%
N	Not Included in this Proposal		N	10	6%
			NR	3	2%

Reference Number	Functional Requirements	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	Phase
	<b>GENERAL REQUIREMENTS</b>				
GA 1.00	System must have ability to track and report grant activity by:				
GA 2.00	Active Fiscal Year	F	PA, GL		
GA 3.00	Life of Grant (over multiple fiscal years)	F	PA, GL		
GA 4.00	Sponsor's Fiscal Year	F	PA, GL	w/ proper set-up	
GA 5.00	Fund	F	PA, GL		
GA 6.00	System must have the ability for projects and grants to have a fiscal year different from the sponsor's fiscal year.	F	PA, GL		
GA 7.00	Expendable budgets control total expenditures and encumbrances charged to the grant.	F	PO, PA, GL		
GA 8.00	Supports annual or multi-year funding allocation process that allows for expenditures or carry-over of prior year budget.	F	PA, GL		
GA 9.00	Allows for expenditures and billing to a grant for a user-defined period beyond the grant fiscal year.	F	AR, GB, PA, GL		
GA 10.00	Accommodates the following budget preparation capabilities:				
GA 11.00	Budget by total grant amount	F	PA, GL		
GA 12.00	Budget by District fiscal year, state fiscal year, federal fiscal year, grant year, and multiple-year grant period	N			
GA 13.00	Budget by user-defined categories (i.e., salaries and employee benefits; travel; services and supplies; staff; etc.)	F	PA, GL		
GA 14.00	Maintains detailed transaction history online for life of grant and for a user-defined period beyond the grant life.	F	PA, GL		
GA 15.00	Makes adjustments for any open accounting period in any grant or fiscal year.	F	PA, GL		
GA 16.00	Duplicates preexisting grants to establish templates for new grants.	F	PA, GL		
	<b>GRANT LEDGERS</b>				
GA 17.00	Defines the program or budget year of the grant/project differently than the system established fiscal year.	F	PA, GL		
GA 18.00	Provides a grant budget that is separate and independent of all other budgets (i.e., state budget that is different from the District's)	F	PA, GL		

GA 19.00	Calculates on a user defined basis indirect costs associated with any grant and to provide system generated entries.	F	PA, GL		
GA 20.00	Calculates on a user defined basis cash matching fund requirements associated with any grant and provide system generated entries.	F	AR, GB, PA, GL		
GA 21.00	Calculates on a user-defined basis in-kind matching fund requirements associated with any grant and provide system generated entries.	F	AR, GB, PA, GL		
GA 22.00	Provides the ability to roll over appropriations, revenue sources, and expenditures from one grant year to the next, until the grant expires.	F	PA, GL		
GA 23.00	Maintains and report on the following information in respect to grants. Required data fields (may be user-defined if needed) are as follows:				
GA 24.00	Catalog of Federal Domestic Assistance Number (to identify all grants that have Federal funding)	F	PA, GL		
GA 25.00	State grants - CSFA	F		Changed to F due to user defined fields being available	
GA 26.00	Grant, Capital Project, or Board-approved Contract Number or Reporting Category	F	PA, GL		
GA 27.00	Date of Board approval	F			
GA 28.00	Start/End and extension dates	F	PA, GL		
GA 29.00	Last date to encumber grant fund	F		Changed to F due to user defined fields being available	
GA 30.00	Last date to expend	F		Changed to F due to user defined fields being available	
GA 31.00	Status of grant (pending, funded, expired, rejected, etc.)	F	PA, GL		
GA 32.00	Allowable expenditures (by type/category/class/percentage etc.)	F	PA, GL		
GA 33.00	Chart of Account codes for expenditures and revenue	F	PA, GL		
GA 34.00	Program administrator name	F	PA, GL		
GA 35.00	Other individuals with responsibilities for portions of a grant	F		Changed to F due to user defined fields being available	
GA 36.00	Comment field	F	PA, GL		
GA 37.00	Date of Last Audit	F	PA, GL		
GA 38.00	Details of last audit (text field)	F	PA, GL	via comments	
GA 39.00	Approved budget, broken out by expenditure codes	F	PA, GL		
GA 40.00	Date and details of any Budget Adjustments processed	F	PA, GL		
GA 41.00	Matching funds amount	F	AR, GB, PA, GL		
GA 42.00	Entity responsible for matching funds	F	AR, GB, PA, GL		
GA 43.00	State or Other Agency for Pass-Through Funding (sub-recipient)	F	PA, GL		

GA 44.00	Sources of Funding	F	PA, GL		
GA 45.00	Provides a facility to link grants to projects and have the grant look up a project when the transaction is entered.	F	PA, GL		
GA 46.00	Links grants to multiple projects.	F	PA, GL		
GA 47.00	Links multiple grants to a single project.	F	PA, GL		
GA 48.00	Differentiates, by revenue source, between federal, state, District, and other department grants for audit purposes.	F	PA, GL		
<b>GRANT APPLICATIONS</b>					
GA 49.00	Tracks the following grant application information:				
GA 50.00	Grant number	F	PA, GL		
GA 51.00	Grant name	F	PA, GL		
GA 52.00	Grant description (at least 200 characters)	F	PA, GL		
GA 53.00	Grantor	F	PA, GL		
GA 54.00	Grantor Contact Name	F	PA, GL		
GA 55.00	CFDA number	F	PA, GL		
GA 56.00	Grantor's mailing address	F	PA, GL		
GA 57.00	Grantor's phone number	F	PA, GL		
GA 58.00	Date application submitted	F	PA, GL		
GA 59.00	Date application approved or denied	F	PA, GL		
GA 60.00	Original grant approval amount	F	PA, GL		
GA 61.00	Grant budget	F	PA, GL	w/ Proper Set-up	
GA 62.00	Grant amendments	F	PA, GL	w/ Proper Set-up	
GA 63.00	Grant carryovers	F	PA, GL	w/ Proper Set-up	
GA 64.00	Grant fiscal calendar	F	PA, GL	w/ Proper Set-up	
GA 65.00	Grant beginning date	F	PA, GL		
GA 66.00	Grant expiration date	F	PA, GL		
GA 67.00	Letter of credit/draw-down	N			

GA 68.00	Amounts of District matching funds	F	PA, GL		
GA 69.00	Responsible school or department (multiple)	F	PA, GL		
GA 70.00	School or Department contact (multiple)	F	PA, GL		
GA 71.00	Reimbursement schedule	F	PA, GL		
GA 72.00	Award Date	F	PA, GL		
GA 73.00	Letter of Intent to Award Date	OUT		Modification to allow for user defined fields	
GA 74.00	Contract Number	F		Changed to F due to user defined fields being available	
GA 75.00	Contract Award Number	F		Changed to F due to user defined fields being available	
GA 76.00	Approved Contract Date	F		Changed to F due to user defined fields being available	
GA 77.00	Original Request Amount	F	PA, GL		
GA 78.00	Award Amount	F	PA, GL		
GA 79.00	Provides an edit that ensures the CFDA number is valid for the grantor assigned to the grant.	N			
GA 80.00	System must have ability to convert grant application information into new grant	F	PA, GL		
GA 81.00	System must have ability to automatically forward an email/notify message to each respective department when a new grant has been established or when a grant number changes.	CU			5,500.00
<b>GRANT TRANSACTIONS</b>					
GA 82.00	Captures all financial grant activity through the general ledger.	F	PA, GL		
GA 83.00	Tracks program compliance and financial compliance of the grant.	N			
GA 84.00	Captures grant expenditures and revenues by:				
GA 85.00	Funding source	F	PA, GL		
GA 86.00	Grant Project Name/Number	F	PA, GL		
GA 87.00	Program Number	F	PA, GL		
GA 88.00	Reporting Category	F	PA, GL		
GA 89.00	General ledger account numbers	F	PA, GL		
GA 90.00	Grant purchase orders and encumbrances	F	PO, PA, GL		
GA 91.00	P-Card transaction associated with grant	F	AP, PA, GL		

GA 92.00	Grant status codes	F	PA, GL		
GA 93.00	Job	F	WO, PA, GL		
GA 94.00	Project	F	PA, GL		
GA 95.00	User defined fields	F	PA, GL		
GA 96.00	Supports unique match rates for each grant award by grant, grant phase and object, including individual objects or groups of objects (e.g., personnel at 100% and supplies at 25% for grant 1, personnel at 90% and supplies at 40% for grant 2).	F	AR, GB, PA, GL		
GA 97.00	System tracks funding advance expenditures by grant within user defined periods (e.g. cash advances must be expended within 3 day time frame and interest on unexpended funds must be paid to federal government)	N			
GA 98.00	System must have ability to adjust matching amounts based upon actual expenditures	F	AR, GB, PA, GL		
GA 99.00	Prohibits processing of grant-related expenditure transactions not within grant service dates (with override capability).	F	PA, GL		
GA 100.00	Allows processing of grant-related revenue transactions outside of the grant service dates (with override capability).	F	PA, GL	w/ Proper Set-up	
GA 101.00	Suspends a grant prior to completion based on user security	F	PA, GL		
GA 102.00	Utilizes workflow to notify grant administrators and other users (at user defined time periods) of grant milestones (expiration dates etc.)	OUT			
GA 103.00	Accesses actual expenditure information from other modules (fixed assets, salaries in total not by person, supplies, etc.) at a detail and summary level for each grant.	F	AP, PR, PA, GL		
GA 104.00	Accesses details of salary costs associated with a specific grant (on an hourly or partial hour basis)	F	PR, PA, GL		
GA 105.00	Edits actual expenditures against allowable expenditure type.	F	PA, GL		
GA 106.00	System must have ability to produce a reimbursement check for unexpended grant funds.	F	AP, PA, GL		
GA 107.00	Generates hard-copy reimbursement requests to sponsor agencies from expenditure data.	F	AR, GB, PA, GL		
GA 108.00	Generates revenue/receivable transactions from grants expenditure data.	F	AR, GB, PA, GL		
GA 109.00	Allows recording of memo and statistical transactions.	F	PA, GL		
GA 110.00	Records as a memo entry the 'in-kind' value (e.g., non-cash match) as part of grant activity.	F	PA, GL	w/ Proper Set-up	
GA 111.00	Generates hard-copy reimbursement requests to grantor agencies from expenditure data.	F	AR, GB, PA, GL		
GA 112.00	Generates revenue/receivable transactions from grants expenditure data.	F	AR, GB, PA, GL		
GA 113.00	Prompts or alerts users to recognize (realize) grant revenues after grant expenditures have been recorded for a user-specified period of time.	N			
GA 114.00	Links receipt of revenue to grant.	F	AR, GB, PA, GL		
GA 115.00	Allows distributed users the ability to enter grant expenditures on line. Workflow capability to notify grant administrators when a review of information is required.	F	PA, GL		
GA 116.00	Monitors progress of grant expenditures/revenues against original grant contract information.	F	PA, GL		

GRANT REIMBURSEMENTS					
GA	117.00	System must have ability to establish reimbursable budgets for:			
GA	118.00	Total grant	F	PA, GL	
GA	119.00	Grant phase	F	PA, GL	
GA	120.00	Object level	F	PA, GL	
GA	121.00	Reimbursable budgets control expenditures available for grant billing.	F	AR, GB, PA, GL	
GA	122.00	Provides a real-time edit to ensure that grant billings do not exceed the reimbursable budget.	F	AR, GB, PA, GL	
GA	123.00	System must have ability to interface with Accounts Receivable to provide all billing, aging, and tracking capabilities.	F	AR, GB, PA, GL	
GA	124.00	Provides the ability to bill by any grant component.	F	AR, GB, PA, GL	
GA	125.00	Automatically bills the sponsor from grant data (i.e., grant phase, object, match rate) when a bill is required.	F	AR, GB, PA, GL	
GA	126.00	Produces a bill based on the direct and indirect costs even though some of the costs (e.g., indirect) are stored as memo entries.	F	AR, GB, PA, GL	
GA	127.00	Calculates the percentage of outstanding revenue due to the District for an expense incurred through a grant.	F	AR, GB, PA, GL	
GA	128.00	Links revenue to associated expenditure amounts.	F	AR, GB, PA, GL	
GA	129.00	Reconciles revenue collected for specific services with employee time (as recorded in the HR module) spent in specific activities.	F	AR, GB, PA, GL	
GA	130.00	Reports different types of user defined costs (such as actual costs, billable costs, and invoiced costs) of providing a service against revenue for that service.	N		
GA	131.00	System must maintain multiple indirect cost rates by grant and/or by date	N		
GA	132.00	Accumulates total costs without regard to the funding source and then bill each funding source according to the user defined percentage.	F	AR, GB, PA, GL	
GA	133.00	Bills other departments or internal organizational units for services or commodities rendered, obtain proper electronic approvals, process a transfer of funds in accordance with GAAP, and provide a method for the District to recognize intragovernmental transactions.	F	PA, GL	
GA	134.00	Allows intrafund transfers of grant funding from one District department or school to another.	F	PA, GL	
GA	135.00	Provides flag on bills for lower than a user-specified minimum reimbursement amount and allow user to determine whether or not to process the reimbursement request.	N		
GA	136.00	Bill based on funding source requirements, including the appropriate format.	F		With proper setup
GA	137.00	Bill based on contracted percentage rates for sub-grantees.	F	AR, GB, PA, GL	
GA	138.00	Generates manual bill from grant expenditure information.	F	AR, GB, PA, GL	
INQUIRY AND REPORTING					
GA	139.00	Provides the ability to query and drill-down on any field within the grant module (e.g., invoice number).	F	PA, GL	WHERE APPROPRIATE AND APPLICABLE



GA 140.00	Provides an on-line inquiry screen that displays (the numbers displayed should be the same balances used by the billing edit program):				
GA 141.00	Grant reimbursable budget	F	AR, GB, PA, GL		
GA 142.00	Encumbrances	F	PO, PA, GL		
GA 143.00	Expenditures	F	AP, PR, PA, GL		
GA 144.00	Revenues	F	AR, GB, PA, GL		
GA 145.00	Amount billed budget	F	AR, GB, PA, GL		
GA 146.00	Produces all reports using both sponsor-defined categories or the District's chart of accounts.	OUT	SRS		
GA 147.00	Reports on grants both cumulatively and by user-defined periods.	F	PA, GL		
GA 148.00	Provides the following reports:				
GA 149.00	Expenditures and revenues	F	AR, GB, PA, GL		
GA 150.00	Sources of revenues	F	AR, GB, PA, GL		
GA 151.00	Reimbursed costs	F	AR, GB, PA, GL		
GA 152.00	Budget vs. actual costs	F	PA, GL		
GA 153.00	Comparison between Reimbursement Submitted and Actual Revenue Received	F	AR, GB, PA, GL		
GA 154.00	Projected Budget vs. Actual Report	F	PA, GL		
GA 155.00	Combined grant revenue and expenditure reports (with user-selected roll-up capability)	F	AR, GB, PA, GL		
GA 156.00	Grants trial balance report	F	PA, GL		
GA 157.00	Pending approval grant report	F	PA, GL	SRS	
GA 158.00	Component unit (e.g., Community College)	F	PA, GL		
GA 159.00	Financial year end statements	F	GASB-34, PA, GL		
GA 160.00	Advances of funding vs. Actual costs, including interest earned on reserves	F	PA, GL, GB, AR	SRS	
GA 161.00	User defined queries (e.g., Report by specific grants individually or in any combination)	F	PA, GL		
GA 162.00	Provide for narrative information appended to reports	N			
GA 163.00	Maintains statistical information and produce reports on services provided.	F	PA, GL		
GA 164.00	Displays the following on-screen:				

GA	165.00	Grant identifiers (name, number, etc.)	F	PA, GL		
GA	166.00	Grant Chart of Accounts (this is not a separate chart but linked to the general ledger chart of accounts)	F	PA, GL		
GA	167.00	Grant budget(s)	F	PA, GL		
GA	168.00	Current year-to-date fiscal budget, revenues and expenditures	F	AR, GB, PA, GL		
GA	169.00	Grant-to-date budget, revenues, expenditures	F	AR, GB, PA, GL		
GA	170.00	Unexpended balance	F	PA, GL		
GA	171.00	Special budget appropriations	F			
GA	172.00	Carryover amounts from previous years	F	PA, GL		
GA	173.00	Encumbrances	F	PO, PA, GL		
GA	174.00	Draw-down Amounts	F	PA		
GA	175.00	Advances	F	PA	w/ Proper Set-up	
GA	176.00	Grant transaction detail	F	PA, GL		
GA	177.00	Supports financial report preparation for grants (i.e., monthly, quarterly, and annual federal reporting requirements) (FA 399 reporting requirements)	CR		More information is needed in order for an accurate response to be given.	1
GA	178.00	Roll-up grant to higher levels for internal and external reporting.	F	PA, GL		

Functional Category: Human Resources		Summary Statistics		
Available Response Codes		Code	Count	% of Module
F	Provided fully functional out of the box or with configuration (no custom development)	F	427	89%
CU	Customization/Software Enhancement (Any custom development)	CU	2	0%
TP	Third-party Software Required to Fully Provide Requirement (Third-party Software Must be Proposed)	TP	2	0%
SR	Provided with Standard Report or Reporting Tool	SR	0	0%
CR	Custom Report Development Required	CR	3	1%
N	Not Included in this Proposal	N	43	9%
		NR	1	0%

Reference Number	Functional Requirements	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	Phase
	<b>GENERAL REQUIREMENTS</b>				
HR 1.00	System must have ability to generate personnel action forms online.	F	PR, HR		
HR 2.00	System must have ability to support multiple personnel action types which can have different approval paths and resulting activities.	F	PR, HR		
HR 3.00	System must have ability to support adding documents (e.g., Microsoft Office documents) associated to a personnel action with information required by regulations.	F	TCM, MO, HR		
HR 4.00	System must have ability to support a comment field on the employee record related to a personnel action.	F	PR, HR		
HR 5.00	System must have ability to calculate employee's total compensation package (including benefits).	F	PR, HR		
HR 6.00	System must have ability to attach any scanned or electronic file (e.g., resume, benefit enrollment, etc.) to an employee's record.	F	TCM, MO, HR		
HR 7.00	System must have ability to print designated information such as imaged files, based on user security.	F	TCM, MO, HR	TYLER WOULD RECOMMEND USE OF TYLER CONTENT MANAGER FOR ATTACHMENTS	
HR 8.00	System must have ability to support employee ID cards.	N			
HR 9.00	System must have ability to accommodate workflow approvals of human resources related processes and documents.	F	PR, HR		
HR 10.00	System must have ability to use the Internet or intranet as self service tools for updating personal information such as address, name, benefit enrollment, etc., with appropriate security restrictions.	F	PR, HR		
HR 11.00	System supports effective dating (future and back dating).	F	PR, HR		
HR 12.00	System must have ability to produce form letters.	F	MO, HR	VIA MAIL MERGE	
HR 13.00	System tracks all legal costs associated with HR/Employee Relation activities	F	GL, HR		
HR 14.00	System must have ability to manage employees by school site.	F	PR, HR		
HR 15.00	System must have ability to manage employees by departments.	F	PR, HR		
HR 16.00	System must have ability to manage a substitute call system to schedule teachers, bus drivers, food service workers, etc.	TP		TYLER WILL WORK WITH THE DISTRICT'S CHOSEN SUBSTITUTE CALLING SYSTEM. TYLER HAS NOT PROPOSED SAID SYSTEM	
HR 17.00	System must have ability to integrate with a 3rd party substitute call system.	F	PR, HR		
HR 18.00	System must support end of fiscal year roll over (i.e. positions, salary schedules, job titles, calendars, control records, employee earnings, etc.)	F	PR, HR		

HIERARCHICAL STRUCTURE					
HR 19.00	System must have the ability to build and display organizational structure/chart that reflects the District hierarchical structure.	TP	VISIO, PR, HR	REQUIRES USE OF VISIO (NOT INCLUDED IN PROPOSAL)	
HR 20.00	System must have the ability to establish different levels of organizational structure by department and school.	F	PR, HR		
HR 21.00	System must have the ability to maintain linking position reporting relationship within the departments and business units.	F	PR, HR		
HR 22.00	System must have the ability to create department hierarchical profile with position codes and attributes (address, location, phone number) for Administrators, managers, and supervisors.	F	PR, HR		
HR 23.00	System must have the ability to assign positions under departments, schools, and units with effective dates and allow for individual and multiple filled positions.	F	PR, HR		
HR 24.00	System must have the ability to generate organizational charts for any user-defined date.	N			
HR 25.00	System must have the ability to perform organizational chart "what if" modeling.	N			
HR 26.00	System must have the ability to support options of position type, status, or other criteria to generate multiple views of the organizational chart.	N			
HR 27.00	System must have the ability to produce organizational charts for a particular point in time (future and historical).	N			
HR 28.00	System must have the ability to update organizational changes automatically throughout the human resources management system as appropriate, e.g., changing dept. code on position or employee record when a position is related to new dept.	F	PR, HR		
HR 29.00	System must have the ability to drag and drop organization chart changes and create a new organizational structure with effective date.	N			
JOB CLASSIFICATIONS					
HR 30.00	System must have ability to define multiple and flexible classification systems.	F	PR, HR		
HR 31.00	System must have ability to crosswalk the District's job class codes to the State of Florida DOE job class codes.	F	PR, HR	Using summary job	
HR 32.00	System must have the ability to establish "Occupational Groupings" or "Job Families" that are related to Job Classifications.	F	PR, HR		
HR 33.00	System must have the ability to define job classifications with a full description and minimum qualifications.	F	PR, HR		
HR 34.00	System must have the ability to define a job classification's unique characteristics and attributes.	F	PR, HR		
HR 35.00	System must have the ability to maintain requirements for certification and licensing related to job classification as applicable.	F	PR, HR		
HR 36.00	System must have the ability to maintain requirements for skills and competency related to each job classification.	F	PR, HR		
HR 37.00	System must have the ability to maintain occupational category for each job classification levels of work, such as, trainee, entry level, journeyman, master, etc.	F	PR, HR		
HR 38.00	System must have the ability to support FLSA, EEO category and other user-defined fields (e.g., medical evaluation, driver award, etc.)	F	PR, HR		
HR 39.00	System must have the ability to maintain an effective date of the job class reviews and resulting action.	N			
HR 40.00	System must have the ability to maintain job class indicator for retirement eligible after user-defined terms of service.	F	PR, HR		
HR 41.00	System must have the ability to maintain history of job classifications with effective dates.	F	PR, HR		

JOB INFORMATION					
HR	42.00	System must have the ability to maintain job descriptions on-line.	F	PR, HR	
HR	43.00	System must have the ability to maintain job history by personnel actions and effective date.	F	PR, HR	
HR	44.00	System must have the ability to support a query screen that provides a view of the history with ability to select the personnel action(s) desired to view.	F	PR, HR	
HR	45.00	System must have the ability to maintain user defined job types, including:			
HR	46.00	Exempt	F	PR, HR	
HR	47.00	Non-Exempt	F	PR, HR	
HR	48.00	Substitutes	F	PR, HR	
HR	49.00	Concurrent (shared) Positions	F	PR, HR	
HR	50.00	Split positions	F	PR, HR	
HR	51.00	System must have the ability to maintain a probationary status based on several characteristics:			
HR	52.00	Time	F	PR, HR	
HR	53.00	Number of hours	N		
HR	54.00	Position	F	PR, HR	
HR	55.00	System must have the ability capture the position salary schedule step/level with experience on the job record.	F	PR, HR	
HR	56.00	System must have the ability to default salary from salary table based on position.	F	PR, HR	
HR	57.00	System must have the ability to enter additional pay on the job record for multiple types of differentials, based on:			
HR	58.00	Percentage	F	PR, HR	
HR	59.00	Fixed Dollar amount	F	PR, HR	
HR	60.00	Formula	N		
HR	61.00	System must have the ability to set up account distribution for earnings.	F	GL,HR, PR	
HR	62.00	System must have the ability to generate monthly, quarterly, and annual lists of employees with user-defined fields (e.g., employment date, membership date, job begin date, pay rate, salary range, step, last step movement date.)	F	PR, HR	
POSITION DATA					
HR	63.00	System must have the ability to accommodate the following types of position numbering:			
HR	64.00	System generated	F	PR, HR	

HR 65.00	Manual number	F	PR, HR		
HR 66.00	Combined system generated and manual assignment	F	PR, HR		
HR 67.00	Supports alphanumeric numbering	N		9 digit numeric	
HR 68.00	System prevents duplication of position numbers/identifiers.	F	PR, HR		
HR 69.00	System must have the ability to define a position type, such as:				
HR 70.00	Individual	F	PR, HR		
HR 71.00	Multiple	F	PR, HR		
HR 72.00	Trainee/Interns	F	PR, HR		
HR 73.00	Job sharing (concurrent positions)	F	PR, HR	NOT SURE HOW THIS IS DIFFERENT THAN MULTIPLE	
HR 74.00	Safety Sensitive/OTETA	F	PR, HR		
HR 75.00	Temporary to each position	F	PR, HR		
HR 76.00	System must have the ability to effective date all position control transactions (both manual and automated transactions).	F	PR, HR		
HR 77.00	System must have the ability to generate a workflow notification to a user (i.e., supervisor) to approve a position before it can be filled.	F	PR, HR		
HR 78.00	System must have the ability to support a comment field for the above position workflow approval notification.	F	PR, HR		
HR 79.00	System must have the ability to perform a manual override of a position's salary with appropriate security approvals.	F	PR, HR		
HR 80.00	System must have the ability to identify the department/school on the position with effective dates.	F	PR, HR		
HR 81.00	System must have the ability to maintain a position indicator for contract status.	F	PR, HR		
HR 82.00	System must have the ability to maintain a position indicator for the following:				
HR 83.00	Exempt	F	PR, HR		
HR 84.00	Non-Exempt	F	PR, HR		
HR 85.00	FLSA status	F	PR, HR		
HR 86.00	DOE Funding Source	F	GL, PR, HR		
HR 87.00	User-defined indicators	F	PR, HR		
HR 88.00	System must have the ability to identify the following types of filled positions:				
HR 89.00	Over 100% filled for a position (multiple employees filling a position)	F	PR, HR		

HR 90.00	Under 100% (partial FTE)	F	PR, HR		
HR 91.00	Individual that is in split position but exceeds more than 1 FTE	F	PR, HR		
HR 92.00	System must have the ability to maintain fiscal data on a position over budget years, including:				
HR 93.00	Budget type (operating, grant, capital, etc.)	F	GL, PR, HR		
HR 94.00	Current	F	GL, PR, HR		
HR 95.00	Previous	F	GL, PR, HR		
HR 96.00	Approved date	F	PR, HR		
HR 97.00	Full-Time Equivalent (FTE)	F	PR, HR		
HR 98.00	Net amount	F	PR, HR		
HR 99.00	Expended Fiscal-Year-To-Date (FYTD)	F	PR, HR		
HR 100.00	Unexpended balance	F	PR, HR		
HR 101.00	Adjustment	F	GL, PR, HR		
HR 102.00	System must have the ability to maintain unlimited lines of funding account structure and salary allocation for each position.	F	GL, PR, HR		
HR 103.00	System must have the ability to identify a salary schedule, if applicable, as a higher level default if different from job classification.	F	PR, HR		
HR 104.00	System must have the ability to track funded and non-funded positions.	F	GL, PR, HR		
HR 105.00	System must have the ability to suppress position cost of non-funded and/or funded but frozen positions.	F	GL, PR, HR		
HR 106.00	System must have the ability to maintain position salary schedules with grades and ranges.	F	PR, HR		
HR 107.00	System must have the ability to accommodate overlap in position (i.e. position is filled before last day of work)	F	PR, HR		
HR 108.00	System must have the ability to maintain the reporting relationship of each position with effective date.	F	PR, HR		
HR 109.00	System must have the ability to automatically figure salary calculations and budget impact statements (i.e., "what if" scenarios, trend analysis) using positions.	F	BUD, PR, HR		
HR 110.00	System must have the ability to maintain history on changes to each position (please elaborate type of history maintained in audit trail functionality in comments field)	F	PR, HR		MUNIS TRACKS ALL CHANGES MADE TO A POSITION, WHO MADE THE CHANGE, DATE AND TIME OF CHANGE, OLD VALUE, NEW VALUE
HR 111.00	System must have the ability to flag a position that has a permanent employee who has rights to that position and allow another temporary employee to fill that position during the time the employee is temporarily assigned.	F	PR, HR		
HR 112.00	System must have the ability to maintain history of positions with effective dates of changes to all attributes.	F	PR, HR		
HR 113.00	System must have the ability to maintain history of positions with historical record of all incumbents' names and titles, job classifications and salaries with effective dates.	F	PR, HR		

HR 114.00	System must have the ability to support a comment field for position changes.	F	PR, HR		
HR 115.00	System must have the ability to support maintenance of an effective dated position history for updating historical and/or correcting information.	F	PR, HR	History w/o charge	
HR 116.00	System must have the ability to maintain a history of position reallocation changes, including date last changed, results, and date last reviewed or reclassified.	F	PR, HR		
HR 117.00	System must have the ability to accommodate flexible approval paths for various position control forms by position, department or any user-defined characteristic.	F	PR, HR		
HR 118.00	System must have the ability to include justification with requisition, either through an attached document or narrative text on the requisition.	F	PR, HR		
HR 119.00	System must have the ability to fill a position in an "acting" capacity, with start and end dates.	F	PR, HR		
HR 120.00	System must have the ability to support condition based position changes (e.g., positions marked for attrition or title change).	F	PR, HR		
HR 121.00	System must have the ability to allow positions to be budgeted for partial year (3, 6, 9 months) or certain number of hours.	F	PR, HR		
HR 122.00	System must have the ability to track employee movement between positions within the organization and keep a permanent record of this information within the system.	F	PR, HR		
HR 123.00	System supports a requisition process for vacant positions.	F	PR, HR		
HR 124.00	System must have the ability to do analysis ("what if scenarios") with positions, individually by department, school, or across the District as a whole.	F	BUD, PR, HR		
<b>PERSONNEL DATA</b>					
HR 125.00	System supports employee ID number different from the social security number.	F	PR, HR		
HR 126.00	System must have ability to maintain and manage the following personnel information:				
HR 127.00	Name (3 separate fields for first, middle, and last)	F	PR, HR		
HR 128.00	Name changes (i.e., maiden to married)	F	PR, HR		
HR 129.00	History of former names	F	PR, HR	ONE PRIOR. OTHERS CAN BE STORED IN USER DEFINED FIELDS	
HR 130.00	Prefixes (i.e., Mr., Ms., Dr.)	F	PR, HR		
HR 131.00	Suffixes (i.e., Jr., III)	F	PR, HR		
HR 132.00	Hyphenated names (i.e., hyphenated last names)	F	PR, HR		
HR 133.00	Preferred name	F	PR, HR		
HR 134.00	Mailing Address	F	PR, HR		
HR 135.00	Home address	F	PR, HR		
HR 136.00	Prior home address including date of change	F	PR, HR		
HR 137.00	PO Box	F	PR, HR		



HR	138.00	Prior PO Box	F	PR, HR		
HR	139.00	Marital status by date	F	PR, HR		
HR	140.00	Spouse and multiple dependent data	F	PR, HR		
HR	141.00	Position control number	F	PR, HR		
HR	142.00	Fingerprinting Date	F	PR, HR		
HR	143.00	Fingerprint Result (Free form notes)	F	PR, HR		
HR	144.00	Job Class(es)	F	PR, HR		
HR	145.00	Social Security Number	F	PR, HR		
HR	146.00	Employee number	F	PR, HR		
HR	147.00	Birth date	F	PR, HR		
HR	148.00	Gender	F	PR, HR		
HR	149.00	Race	F	PR, HR		
HR	150.00	Home phone	F	PR, HR		
HR	151.00	Cell phone	F	PR, HR		
HR	152.00	Company Cell Phone	F	PR, HR		
HR	153.00	Public Record Access Restricted (Yes/No)	F	PR, HR		
HR	154.00	Reason for public access restriction	F	PR, HR	USER DEFINED FIELD	
HR	155.00	Pager	F	PR, HR		
HR	156.00	E-mail address	F	PR, HR		
HR	157.00	Multiple Emergency contact name	F	PR, HR		
HR	158.00	Multiple Emergency contact phone	F	PR, HR		
HR	159.00	Multiple Emergency contact address and relationship	F	PR, HR		
HR	160.00	Military background/Veteran Status/Current Military Status	F	PR, HR		
HR	161.00	Notification of Reasonable Suspicion Policy (Y/N)	F	PR, HR	USER DEFINED FIELD	
HR	162.00	Country of Citizenship	F	PR, HR		

HR	163.00	Work visa information including expiration date	F	PR, HR		
HR	164.00	Disability Status	F	PR, HR		
HR	165.00	Disability Type	F	PR, HR		
HR	166.00	Original Date of Hire	F	PR, HR		
HR	167.00	Multiple Return Dates (after a leave of absence)	F	PR, HR		
HR	168.00	Date appointed into current position	F	PR, HR		
HR	169.00	Multiple Separation Dates	F	PR, HR		
HR	170.00	Component unit (e.g., Community College)	F	PR, HR		
HR	171.00	Multiple types of FICA Class	F	PR, HR		
HR	172.00	FICA class date	F	PR, HR		
HR	173.00	Multiple types of Florida Retirement System Status	F	PR, HR		
HR	174.00	Benefit Anniversary Date	F	PR, HR		
HR	175.00	Retirement date and plan	F	PR, HR		
HR	176.00	Date of death of retiree	F	PR, HR		
HR	177.00	Driver's license information including expiration date	F	PR, HR		
HR	178.00	State Defined 'Safe Driver' Status (Y/N)	F	PR, HR		
HR	179.00	Application date	F	PR, HR		
HR	180.00	Physical Date	F	PR, HR		
HR	181.00	Interview date	F	PR, HR		
HR	182.00	Evaluation date	F	PR, HR		
HR	183.00	State of issuance for driver's license	F	PR, HR		
HR	184.00	License number	F	PR, HR		
HR	185.00	Expiration date	F	PR, HR		
HR	186.00	Termination of Benefits date	F	PR, HR		
HR	187.00	CDL	F	PR, HR		

HR	188.00	Award/Recognitions	F	PR, HR		
HR	189.00	Award/Recognitions Date	F	PR, HR		
HR	190.00	Education (Multiple degrees)	F	PR, HR		
HR	191.00	Employment Code:				
HR	192.00	Instructional	F	PR, HR		
HR	193.00	Administrative / School	F	PR, HR		
HR	194.00	Administrative / District	F	PR, HR		
HR	195.00	Adult Education	F	PR, HR		
HR	196.00	Adult Vocational	F	PR, HR		
HR	197.00	Substitute	F	PR, HR		
HR	198.00	Temporary	F	PR, HR		
HR	199.00	Trades/Service	F	PR, HR		
HR	200.00	Technical/Special Services	F	PR, HR		
HR	201.00	Non-instructional Management	F	PR, HR		
HR	202.00	User-defined codes	F	PR, HR		
HR	203.00	Default account coding distribution	F	GL, PR, HR		
HR	204.00	Multiple beneficiaries, including trusts with effective dates (integrated with benefits module)	F	PR, HR		
HR	205.00	FLSA designation	F	PR, HR		
HR	206.00	Multiple ADA accommodation	F	PR, HR	USER DEFINED FIELD	
HR	207.00	Reappointment Code	F	PR, HR		
HR	208.00	Flag to prevent automatic increase to next increase in pay schedule	F	PR, HR		
HR	209.00	Insurance and pension master data	F	PR, HR		
HR	210.00	Current assigned division/department and acting assignment(s)	F	PR, HR		
HR	211.00	Contract Length	F	PR, HR		
HR	212.00	Contract Start and End Date	F	PR, HR		

HR	213.00	Contract Type (i.e., annual, professional services, continuing contract, etc.) - may have multiple contract types	F	PR, HR	USER DEFINED FIELD	
HR	214.00	Duty Days	F	PR, HR		
HR	215.00	User-defined fields	F	PR, HR		
HR	216.00	Comments field at the employee record level	F	PR, HR		
HR	217.00	System must have the ability to track the following types of teacher employees:				
HR	218.00	Teacher trained	F	PR, HR		
HR	219.00	Numerous Out-of-field types	F	PR, HR		
HR	220.00	Multiple types of Highly qualified	F	PR, HR		
HR	221.00	Alternative Certification Program	F	PR, HR		
HR	222.00	Non Teacher trained	F	PR, HR	USER DEFINED FIELD	
HR	223.00	Professional Licensure (Speech Language Path, Occupational Therapist, Physical Therapy, Nurse, etc.)	F	PR, HR		
HR	224.00	Other user-defined types	F	PR, HR		
HR	225.00	System must have the ability to designate multiple types of highly qualified in multiple fields for teacher employees.	F	PR, HR		
HR	226.00	System must have the ability to track multiple certifications for a teacher employee.	F	PR, HR		
HR	227.00	System must have the ability to track Time of Service by the following categories:				
HR	228.00	Total teaching experience	F	PR, HR		
HR	229.00	District teaching experience	F	PR, HR		
HR	230.00	District experience - Continuous	F	PR, HR		
HR	231.00	District experience - Non-continuous	F	PR, HR		
HR	232.00	Vacation Earnings Rate	F	PR, HR		
HR	233.00	Non-instructional experience	F	PR, HR		
HR	234.00	Administrative experience	F	PR, HR		
HR	235.00	Prior Related Experience	F	PR, HR		
HR	236.00	Prior Creditable Experience:	F	PR, HR		
HR	237.00	Public In-state teaching experience	F	PR, HR		

HR 238.00	Non-public in-state teaching experience	F	PR, HR		
HR 239.00	Public out-of-state teaching experience	F	PR, HR		
HR 240.00	Non-public out-of-state teaching experience	F	PR, HR		
HR 241.00	Prior and Current Tenure	F	PR, HR		
HR 242.00	Vocational exp	F	PR, HR		
HR 243.00	Military experience	F	PR, HR		
HR 244.00	Total experience	F	PR, HR		
HR 245.00	Other user-defined experience	F			
HR 246.00	System must have the ability to track the following additional information for FLDOE:				
HR 247.00	Staff Demographic Information	F	PR, HR		
HR 248.00	Staff Multidistrict Employee	F	PR, HR		
HR 249.00	Staff Payroll Information	F	PR, HR		
HR 250.00	Staff Additional Job Assignments	F	PR, HR		
HR 251.00	Staff Salary Supplements	F	PR, HR		
HR 252.00	Staff Benefits	F	PR, HR		
HR 253.00	Staff Experience	F	PR, HR		
HR 254.00	Professional Development	F	ED, PR, HR		
HR 255.00	Fiscal Year Benefits	F	PR, HR		
HR 256.00	Fiscal Year Salaries	F	PR, HR		
HR 257.00	Teacher Exit Interview Results	F	TCM, PR, HR	Per Pasco must be data collection method per D/OE requirement	
HR 258.00	Staff email addresses	F	PR, HR		
HR 259.00	System must have the ability to track multiple tenure statuses for teacher employees that hold multiple positions.				
HR 260.00	System tracks and notifies HR when a teacher is eligible for professional service contract (tenure), based on hire date and teaching qualifications.				
HR 261.00	System must have ability to maintain edit check for duplicate Social Security numbers and employee numbers.				
HR 262.00	System must have ability to track length of time an employee has filled a position.				

HR 263.00	System must have ability to calculate seniority based on hire date and position	F	PR, HR		
HR 264.00	System must have ability to record and track the items that have been assigned to an employee (i.e., keys, cell phones, pagers, ID cards, parking passes, key cards, etc.) and date returned	F	PR, HR		
HR 265.00	System must have ability to track employee movement between positions.	F	PR, HR		
HR 266.00	System must have ability to flag and restrict viewing of confidential information.	F	PR, HR		
HR 267.00	System must have ability to utilize effective dating to maintain a history of changes to personnel data (i.e., name change due to marriage, divorce, etc.)	F	PR, HR		
	<b>SALARY ADMINISTRATION</b>				
HR 268.00	System must have ability to record and modify labor contracts annually within the District (please note limits in comments column).	F	PR, HR		
HR 269.00	System must have ability to provide for multiple salary schedules.	F	PR, HR		
HR 270.00	System must have the ability to accommodate salary table linked to job/position class.	F	PR, HR		
HR 271.00	System must have ability to make mass changes to salary table by user defined criteria	F	PR, HR		
HR 272.00	System must have ability to perform "what if" scenario analysis based upon potential changes to salary table.	F	BUD, PR, HR		
HR 273.00	System must have ability to maintain the following current salary information and salary history on the individual employee record:				
HR 274.00	Effective date of change	F	PR, HR		
HR 275.00	Probation end date or period for multiple probationary periods	F	PR, HR		
HR 276.00	Salary schedule and range	F	PR, HR		
HR 277.00	Step/Pay level	F	PR, HR		
HR 278.00	Grade	F	PR, HR		
HR 279.00	Pay change reason code	F	PR, HR		
HR 280.00	Pay change date	F	PR, HR		
HR 281.00	Pay change initiator/supervisor	F	PR, HR		
HR 282.00	Pay change reason notes/memo field	F	PR, HR		
HR 283.00	Amount of change	F	PR, HR		
HR 284.00	System must have the ability to support projections of salary costing by fund.	F	BUD, PR, HR		
	<b>PERFORMANCE EVALUATIONS</b>				
HR 285.00	System must have the ability to support multiple performance rating and evaluation methods.	F	PR, HR		

HR 286.00	System must have the ability to capture and track multiple performance reviews.	F	PR, HR		
HR 287.00	System must have the ability to extend the probationary period after the initial evaluation and identify the schedule for another probationary period evaluation.	F	PR, HR		
HR 288.00	System must have ability to track employee review date and automatically notify the employee and supervisor of upcoming review within a user-defined date.	F	PR, HR		
HR 289.00	System accommodates a user defined number of review periods by date of hire.	F	PR, HR		
HR 290.00	System must have ability to establish user-defined employee goals and objectives.	F	PR, HR		
HR 291.00	System must have ability to track performance against user-defined goals (student performance, etc.) and objectives.	F	PR, HR		
HR 292.00	System must have the ability to support user-defined rating scales and employee and supervisor commentary on each goal and competency.	F	PR, HR		
HR 293.00	System must have ability to create a Professional Development Plan for an employee and track and monitor against the school-wide improvement plan.	F	ED, PR, HR		
HR 294.00	System must have the ability to support indicator when review is completed, evaluation ratings, and date for next review.	F	PR, HR		
HR 295.00	System must have the ability to store evaluations (as attachments) and evaluation history online.	F	TCM, MO, HR		
HR 296.00	System must have the ability to support employee response to evaluation as component of history.	F	PR, HR		
HR 297.00	System must have the ability to capture performance metrics within the performance evaluation form.	F	PR, HR		
HR 298.00	System must have the ability to capture extemporaneous notes on employee performance throughout the year.	F	PR, HR		
HR 299.00	System must have the ability to perform performance evaluations online.	F	PR, HR		
HR 300.00	System must have the ability to include both employee and supervisor ratings for competencies.	CU		<a href="#">See Gap/Mod Document</a>	
HR 301.00	System must have the ability to provide workflow for performance management including electronic signatures	F	PR, HR		
HR 302.00	System must have the ability to access employee's training records for a user-specified period of time and import information from that module directly into the performance evaluation, if desired, based upon security parameters.	F	ED, PR, HR	TRAINING RECORDS INFORMATION CAN BE VIEWED WHILE DOING A PERFORMANCE EVALUATION. IMPORTING NOT NECESSARY.	
HR 303.00	System must have the ability to support automatic notification of substandard performance evaluations.	N			
HR 304.00	System must have ability to accommodate performance evaluation "forms" that are linked to employee class.	F	PR, HR		
HR 305.00	System must have the ability to track evaluation completions and overdue status.	F	PR, HR		
HR 306.00	System must have ability for employee to check on status of evaluation.	N			
HR 307.00	System must have ability to automatically initiate salary increases/decreases based on the performance evaluation, with appropriate workflow approval (with manual override)	F	PR, HR		
HR 308.00	System must have ability to automatically initiate salary/supplemental pay increases/decreases based on pay for performance program results, with appropriate workflow approval (with manual override).	F	PR, HR		
HR 309.00	System must have ability to automatically tie employee bonuses to the school-wide improvement plan.	N			

		ACCIDENTS / RISK MANAGEMENT			
HR 310.00		System must have ability to track performance statistics (e.g., number of accidents per total hours, etc.)	F	PR, HR	MAY REQUIRE SRS REPORT
HR 311.00		Track accidents by categories - property, E&O, boiler and machinery, liability, athletic, etc	F	PR, HR	
HR 312.00		System must have ability to track accidents, injuries and follow-ups on all employees including worker's compensation.	F	PR, HR	
HR 313.00		System must have ability to track the following details on accidents:			
HR 314.00		Employee or non-employee	F	PR, HR	
HR 315.00		Date when report was first filed	F	PR, HR	
HR 316.00		Injury date	F	PR, HR	
HR 317.00		Time of Injury	F	PR, HR	
HR 318.00		Supervisor	F	PR, HR	
HR 319.00		District Component Units	F	PR, HR	
HR 320.00		Work location	F	PR, HR	
HR 321.00		OSHA Organizational Units	F	PR, HR	
HR 322.00		Last Day Worked	F	PR, HR	
HR 323.00		Date Employer Notified	F	PR, HR	
HR 324.00		Estimated Date of Return	F	PR, HR	
HR 325.00		Date Returned to Work (multiple dates)	F	PR, HR	
HR 326.00		Did Injury Cause Death, Flag	F	PR, HR	
HR 327.00		Date of Death	F	PR, HR	
HR 328.00		Lost Time/Compensable Injury Flag	F	PR, HR	
HR 329.00		Factor Flags for Substance Abuse, Failure to Use Safety Devices, and Failure to Obey Rules	N		
HR 330.00		Emergency Room Treatment Required?	F	PR, HR	
HR 331.00		Overnight Hospitalization Required?	F	PR, HR	
HR 332.00		Name and Address of Treating Practitioner(s) and Hospital(s)	F	PR, HR	
HR 333.00		Case Number from OSHA Log	F	PR, HR	



HR 334.00	Accident type (employee/student/visitor)	F	PR, HR		
HR 335.00	Accident subtype (e.g. - student injury can be non-athletic vs. athletic injury)	F	PR, HR		
HR 336.00	Injury Description by type (Description of Activities when Injury Occurred) (Text field)	F	PR, HR		
HR 337.00	Cause of Injury or Illness (Text Field)	F	PR, HR		
HR 338.00	Preparer's Contact Information	F	PR, HR		
HR 339.00	Work start time on day of accident	F	PR, HR		
HR 340.00	Flag indicating employee filed with State Worker's Compensation Commission	N			
HR 341.00	Proposed dollar amount of settlement	N			
HR 342.00	Actual dollar amount of settlement	N			
HR 343.00	Status (Employee, Non-employee, student, volunteer, etc.)	F	PR, HR		
HR 344.00	Student ID#/Employee #	F	PR, HR	<a href="#">EMPLOYEE NUMBER</a>	
HR 345.00	User-defined fields	N			
HR 346.00	System must have ability to print completed State of Florida First Report of Injury and Illness Form.	F	PR, HR		
HR 347.00	System must have ability to allow for the maintenance of unlimited history with full inquiry capabilities on accidents and injuries.	F	PR, HR		
HR 348.00	System must have ability to store eye-witness accounts to accidents.	F	PR, HR		
HR 349.00	System must have ability to store and/or generate a user-defined form for an employee statement or an employer statement	F	PR, HR	<a href="#">Mail - Merge</a>	
HR 350.00	System must have ability to allow for unlimited text description to be maintained for each accident or injury.	F	PR, HR		
HR 351.00	System must have ability to attach associated documentation (e.g., Word or PDF documents) to accident or injury reports in the system.	F	TCM, MO, HR		
HR 352.00	System must have ability to track accidents on either employees or non-employees injured or involved in an accident on District property.	F	PR, HR		
HR 353.00	System will have the ability to separate accident by type and interface with GL to charge appropriate accounts	F	GL, PR, HR		
HR 354.00	System must have ability to track and report on accidents by department, type of incident, whether or not a claim was filed, and other user-defined accident statistics.	F	PR, HR		
HR 355.00	System must have ability to track timelines and conditions related to permitted return to work.	F	PR, HR		
HR 356.00	System must have ability to track light duty assignments and restrictions within user specified date range	F	PR, HR		
HR 357.00	System must have ability to record physical restrictions (lifting, confined space entry, etc.) within user specified date range	F	PR, HR		
HR 358.00	System must have ability for ticklers to help monitor return to work and light duty timelines and doctors' orders.	F	PR, HR		

HR 359.00	System must have ability to track Drug Testing results, with proper security.	F	PR, HR		
HR 360.00	System must have ability to interface with third party Drug Testing system	N			
HR 361.00	System must have the ability to generate a drug testing list both randomly and based on employee eligibility	F	PR, HR		
HR 362.00	System must have ability to track history of claims, lost time, paid and incurred claims.	F	PR, HR		
HR 363.00	System must have ability to track any claim by employees or former employees not related to workers compensation (e.g., age discrimination, wrongful layoff).	F	PR, HR		
	<b>EMPLOYEE RELATIONS</b>				
HR 364.00	System must have ability to have different rules and processes based on bargaining unit.	F	PR, HR		
HR 365.00	System must have ability to accommodate an unlimited number of actions per employee.	F	PR, HR		
HR 366.00	System must have ability for potential new supervisor (within the District) to view prior discipline action, with the appropriate security.	F	PR, HR		
HR 367.00	System must have ability to flag an employee record as having prior or pending disciplinary action, pre-existing accommodations, settlements, or special circumstances.	F	PR, HR		
HR 368.00	System must have ability to track the following information regarding a disciplinary action:				
HR 369.00	File Number	F	PR, HR		
HR 370.00	Employee Name	F	PR, HR		
HR 371.00	School	F	PR, HR		
HR 372.00	Department	F	PR, HR		
HR 373.00	Bargaining Unit	F	PR, HR		
HR 374.00	Progressive/Egregious Action Flag	N			
HR 375.00	Discipline Type (with table-driven drop down choices -- i.e., Documented Oral Warning, Admonishment, Written Reprimand, Written Warning)	F	PR, HR		
HR 376.00	Suspension Without Pay Penalty Flag	F	PR, HR		
HR 377.00	Discipline to Remain in File Flag	N			
HR 378.00	Last Chance Agreement Flag	N			
HR 379.00	Performance/Behavior Flag	N			
HR 380.00	Original Date of Hire	F	PR, HR		
HR 381.00	Probationary Period (Disciplinary)	F	PR, HR		
HR 382.00	Probationary Period (Performance)	F	PR, HR		

HR383.00	Probationary Period (Promotion)	F	PR, HR		
HR384.00	Probationary Period (Initial Hire)	F	PR, HR		
HR385.00	Union Representative	F	PR, HR		
HR386.00	Date Discipline Rendered	F	PR, HR		
HR387.00	Issue (with table-driven drop down choices)	F	PR, HR		
HR388.00	Grievance Filed Flag	F	PR, HR		
HR389.00	Deadline for Grievance Filing	N			
HR390.00	User-defined required fields (i.e. Professional Practices, OTETA, Job Share, etc.)	N			
HR391.00	Unlimited notes and/or text entry (specify any limitations in the comments field)	F	PR, HR		
HR392.00	System must have ability to complete, submit, and track grievance filing and responses using on-line forms.	F	PR, HR		
HR393.00	System must have ability for on-line forms to utilize workflow for review and approval throughout grievance process.	N			
HR394.00	System must have ability to facilitate a multi-step Grievance Tracking process which includes the following information throughout multiple iterations:				
HR395.00	Pre-defined Grievance Type (drop down menu)	F	PR, HR		
HR396.00	Grievance Number	F	PR, HR		
HR397.00	Grievance Filed Date	F	PR, HR		
HR398.00	Bargaining Unit	F	PR, HR		
HR399.00	Related Article of Bargaining Agreement	N			
HR400.00	Related Section of Bargaining Agreement	N			
HR401.00	Scheduled Date	F	PR, HR		
HR402.00	Decision Issued (i.e., Denied, Upheld, Reduced, Settled, Reversed)	F	PR, HR		
HR403.00	Date Grievance Closed	F	PR, HR		
HR404.00	Date Declared Inactive	N			
HR405.00	Hearing Officer/Department Head	F	PR, HR		
HR406.00	Arbitrator	F	PR, HR		
HR407.00	Grievance Representative	F	PR, HR		

HR 408.00	Prevailing Party	F	PR, HR		
HR 409.00	Early Discovery Violated Flag	N			
HR 410.00	Cost of Arbitration	N			
HR 411.00	Any other cost	N			
HR 412.00	Interim Mitigating Income	N			
HR 413.00	Total Cost	F	PR, HR		
HR 414.00	Additional Hearing Dates	F	PR, HR		
HR 415.00	Unlimited notes and/or text entry	F	PR, HR		
HR 416.00	System complies with EEOC grievance processing requirements	N			
HR 417.00	System must have ability to track the following minimum data regarding responses to grievances:				
HR 418.00	Date of Response	F	PR, HR		
HR 419.00	Action taken	F	PR, HR		
HR 420.00	Preparer	F	PR, HR		
HR 421.00	Communication method	F	PR, HR		
HR 422.00	Appeal Deadline	F	PR, HR		
HR 423.00	System must have ability to attach associated documents and/or files to the Disciplinary Action or Grievance.	F	TCM, MO, HR		
HR 424.00	System must have ability to store effective dated bargaining unit agreements and related policies and procedures for tracking and historical purposes.	F	PR, HR		
HR 425.00	System must have ability to create user defined number of discipline steps/levels.	F	PR, HR		
HR 426.00	System must have ability to track all activities associated with the management of the issue, such as case nature, case date, case steps, and resolution.	F	PR, HR		
HR 427.00	System must have ability to track suspensions and trigger notifications/tickers on suspension dates.	N			
HR 428.00	System must have the ability to track all costs and payments of disciplinary actions/grievances by department that was the source of the grievance.	N			
	<b>RETROACTIVE ACTIONS</b>				
HR 429.00	System must have the ability to retroactively reallocate to a job classification on a salary schedule by effective date.	F	PR, HR		
HR 430.00	System must have the ability to adjust employee's position salary history based on a retroactive reallocation.	F	PR, HR		
HR 431.00	System must have the ability to generate retroactive payroll adjustments to all incumbents that have held the reallocated position back to the effective date of salary change.	F	PR, HR		

HR 432.00	System must have the ability to generate corrective transactions to the employees' history based on the retroactive reallocation.	F	PR, HR		
HR 433.00	System must have the ability to generate retroactive adjustments based on salary schedule(s) changes.	F	PR, HR		
HR 434.00	System must have the ability to generate updates to the employee position records when a job classification title is changed.	F			
HR 435.00	System must have the ability to generate updates to employees in a job classification when a change in the salary range assignment level is retroactive.	F	PR, HR		
HR 436.00	System must have the ability to support retroactive salary adjustments across the board.	F	PR, HR		
	<b>TERMINATION/POST EMPLOYMENT</b>				
HR 437.00	<b>Termination</b>				
HR 438.00	System must have ability to provide for planned or immediate termination effective date.	F	PR, HR		
HR 439.00	System must have ability to flag the necessary steps to take when an employee is terminated (i.e. keys are returned and access to the system is denied).	F	PR, HR	<a href="#">VIA EXIT CHECKLIST</a>	
HR 440.00	System must have ability to electronically notify all required departments and supervisors when an employee is terminated.	F	PR, HR		
HR 441.00	System must have ability to provide for a user-defined termination process checklist.	F	PR, HR		
HR 442.00	System must have ability to automatically generate termination communications (COBRA documents, exit interview documents, carrier communications, etc.).	F	MO, PR, HR	<a href="#">VIA MAIL MERGE</a>	
HR 443.00	System must record employee and supervisor's code for termination (in compliance with State of FL coding) including:				
HR 444.00	Retirement	F	PR, HR		
HR 445.00	Resignation	F	PR, HR		
HR 446.00	Layoff	F	PR, HR		
HR 447.00	Termination	F	PR, HR		
HR 448.00	Death	F	PR, HR		
HR 449.00	Contract expired -- not recommended to return	F	PR, HR		
HR 450.00	Dismissal during probationary period	F	PR, HR		
HR 451.00	Not applicable (temporary, substitutes, etc.)	F	PR, HR		
HR 452.00	Other user-defined reasons	F	PR, HR		
HR 453.00	System must have ability to maintain multiple on-line exit interview templates	N			
HR 454.00	System must have ability to capture and track exit interview information on-line	N			
HR 455.00	System must have ability to transfer teacher exit interview information to State of Florida	N			

HR 456.00	System must have ability to capture and track separations where employee is eligible for rehire versus separations where employee is not eligible for rehire	F	PR, HR		
HR 457.00	System must capture unemployment compensation appeal information	N			
HR 458.00	System must have ability to support termination of benefits and notify insurance carriers of termination.	F	PR, HR	VIA 834 FILE	
HR 459.00	System must have the ability to track historical turnover reasons for analysis to develop plans for a better work environment for retention of employees.	CR	SRS	Correct	5
HR 460.00	System must have ability to maintain employee records, including training and certification history within the system (to be archived according to District procedures after a set amount of time)	F	PR, HR		
HR 461.00	<b>Retiree Data</b>				
HR 462.00	System must have ability to automatically produce health insurance premium changes based on eligibility status.	F	PR, HR		
HR 463.00	System must have the ability to track rehired retired employees	F	PR, HR		
HR 464.00	Produce and print out DROP (Deferred Retirement Option Program) and Drop extension and reemployment forms	N			
HR 465.00	System must have ability to track COBRA data	F	PR, HR		
HR 466.00	System must have ability to track other benefit subsidies	F	PR, HR		
HR 467.00	System must have ability to provide tracking of death for employees, retirees, or dependents.	F	PR, HR		
HR 468.00	System will flag investment plan participants	F		User Defined Field	
	<b>REPORTING/QUERYING</b>				
HR 469.00	System must have ability to perform queries or ad hoc reporting on any field or feature listed above, including user-defined fields.	F	PR, HR	SOME REPORTS MAY REQUIRE SRS	
HR 470.00	System must facilitate FLDOE reporting requirements	CU	PR, HR	TYLER WILL PROVIDE FLDOE REQUIRE REPORTS AT NO COST AS PART OF OUR PROJECT.	
HR 471.00	Query on staff name and email for DOE reporting	F	PR, HR		
HR 472.00	System must allow the ability to crosswalk any PCSB field that is reported to a DOE to the required DOE code or field. (This would include the ability to classify job titles, job class, benefits, funding, leave types, leave reasons, salary slots and supplements, etc to DOE defined codes for reporting purposes. These DOE defined codes/data fields must be tied to a fiscal year as they are subject to change each year.)	F	PR, HR	Some are not yet developed, but we are committed to creation	
HR 473.00	System must be able to download data files from DOE and post data (such as state job codes) into system files.	F	PR, HR	Some are not yet developed, but we are committed to creation	
HR 474.00	System must allow access to DOE database screens to view records and request reports which will be downloaded and printed.	F	PR, HR	Some are not yet developed, but we are committed to creation	
HR 475.00	System must extract data (based on current DOE requirements) into separate files. Must provide ability to update, run queries and print reports prior to transmittal of these files to state.	F	PR, HR	Some are not yet developed, but we are committed to creation	
HR 476.00	System must have ability to generate reports that comply with the State of Florida/Federal EEO and OSHA regulations.	F	PR, HR	Some are not yet developed, but we are committed to creation	
HR 477.00	Electronically transmit state of Florida DOE required FTE surveys in State required file formats with regular updates	F	PR, HR	Some are not yet developed, but we are committed to creation	
HR 478.00	Ability to query required FLDOE data at user defined times and export to third party application for maintenance/FLDOE reporting	F	PR, HR	Some are not yet developed, but we are committed to creation	

HR 479.00	Ability to query information in system history	F	PR, HR		
HR 480.00	System must have ability to generate customized management reports	CR	SRS, PR, HR	Correct	5
HR 481.00	System must have ability to electronically produce reconciliation files for reimbursements of Medicare.	N			
HR 482.00	System must have ability to provide a position inventory report that includes all positions filled, unfilled, deleted, added, etc.	F	PR, HR		
HR 483.00	System must have ability to list all filled and/or vacant positions with associated budgeted and actual costs.	F	PR, HR		
HR 484.00	System must have ability to generate seniority report based on hire date.	F	PR, HR		
HR 485.00	System must have ability to automatically figure salary calculations and budget impact statements (i.e., "what if" scenarios, trend analysis).	F	BUD, PR, HR		
HR 486.00	System must have ability to provide a fully capable "what-if" scenario generator for labor negotiations.	F	BUD, PR, HR		
HR 487.00	System must have ability to produce an employee profile containing job history, salary history, etc.	F	PR, HR		
HR 488.00	System must produce required workers comp report (total payroll by three State of FL Work Comp defined categories - Bus Driver/Garage, Prof/Clerical, Other (food service, custodial, etc.)	F			
HR 489.00	System must have ability to report on disability status including type of disability, length of time on disability, workers compensation, etc.	F	PR, HR		
HR 490.00	System must have ability to generate emergency contact lists (e.g., name, address, and phone number).	F	PR, HR		
HR 491.00	System must have ability to produce statistical reports which report recruiting information, such as gender, race, veteran status, etc. for applicants for a given position.	CR	SRS	Correct	5
HR 492.00	System must have ability to query and report from any field within the HR module.	F	PR, HR	MAY REQUIRE SRS REPORT	
HR 493.00	System must have ability to query and report on any field within the employee master file.	F	PR, HR		
HR 494.00	System must have ability to generate the following reports:				
HR 495.00	Collective bargaining wages report	F	BUD, PR, HR		
HR 496.00	Year-end liability report	F	PR, HR		
HR 497.00	Vacant Position report	F	PR, HR		
HR 498.00	ESL requirements reporting (interface with SIS)	N			
HR 499.00	Interface with multiple calendars (Employee and Student) to detail the employee leave history by calendar date (e.g. instructional staff absent on a scheduled school day) (interface with TERMS SIS)	F	PR, HR		

Functional Category: Applicant Tracking		Summary Statistics		
Available Response Codes		Code	Count	% of Module
F	Provided fully functional out of the box or with configuration (no custom development)	F	111	97%
CU	Customization/Software Enhancement (Any custom development)	CU	2	2%
TP	Third-party Software Required to Fully Provide Requirement (Third-party Software Must be Proposed)	TP	0	0%
SR	Provided with Standard Report or Reporting Tool	SR	0	0%
CR	Custom Report Development Required	CR	0	0%
N	Not Included in this Proposal	N	2	2%
		NR	0	0%

Reference Number	Functional Requirements	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	Phase
<b>GENERAL REQUIREMENTS</b>					
AT 1.00	System must have ability for applicants to complete and submit forms via the Internet.	F	HR, PR, AT		5
AT 2.00	System must have ability to respond to applicants via the Internet or e-mail.	F	HR, PR, AT		5
AT 3.00	System must have ability for applicant to update information in application on file via the Internet.	F	HR, PR, AT		5
AT 4.00	System generates unique applicant number other than social security number.	F	HR, PR, AT		5
AT 5.00	System must have ability to generate application forms for general employment	F	HR, PR, AT		5
AT 6.00	Open positions or job announcements can be posted to the District intranet or Website.	F	HR, PR, AT		5
AT 7.00	System must have the ability to post internal and external job postings	F	HR, PR, AT		5
AT 8.00	Support the use of job classification description and minimum qualifications and the position description and unique qualifications (i.e., bi-lingual, excel specialist) to generate a position announcement.	F	HR, PR, AT		5
AT 9.00	System must have ability to relate application forms to specific positions or job announcements.	F	HR, PR, AT		5
AT 10.00	System provides the HR department the ability to view application status (i.e., interview pending, application being reviewed by department, etc.).	F	HR, PR, AT		5
AT 11.00	System provides the applicant the ability to view application status (i.e., interview pending, application being reviewed by department, etc.).	F	HR, PR, AT		5
AT 12.00	System must have ability to maintain job announcement and job specification information	F	HR, PR, AT		5
AT 13.00	System must have ability to track whether vacancies are posted or advertised.	F	HR, PR, AT		5
AT 14.00	System must have System must have the ability to store complete history files of successful and non-successful candidates.	F	HR, PR, AT	WORDING ERROR IN QUESTION	5
AT 15.00	System must have the ability to automatically purge applications after a user-defined period of time (e.g., application is only kept for 6 months from last update).	F	HR, PR, AT		5
AT 16.00	System will generate notification to applicant of purged application	CU		Out For Phase	
AT 17.00	System must have ability to initiate electronic approval of a request to fill a position for recruitment.	F	HR, PR, AT		5
AT 18.00	System must have the ability to notify requestors when hiring has been approved and initiate other related events, such as recruitment file, etc.	F	WF, HR, PR, AT		5
AT 19.00	System must have the ability to maintain the following recruitment attributes:				



AT 20.00	Type (including open recruitment without close date).	F	HR, PR, AT		5
AT 21.00	Recruitment identification number.	F	HR, PR, AT		5
AT 22.00	Open date, close date, extended date.	CU		Out Per Passes	
AT 23.00	Status	F	HR, PR, AT		5
AT 24.00	Job classification(s) (i.e., certified, classified, substitute)	F	HR, PR, AT		5
AT 25.00	Additional testing requirements with type, result, and date.	F	HR, PR, AT		5
AT 26.00	Supplemental questionnaire with ID number.	F	TCM, HR, PR, AT		5
AT 27.00	Multiple user-defined criteria attributes	F	HR, PR, AT		5
AT 28.00	System must have the ability to generate applicant/candidate notifications at various stages of the recruitment process automatically through templates.	F	TCM, HR, AT	Changed to F. This can be accomplished via user initiated Mail Merge to Word or Email with Tyler Content Manager.	5
AT 29.00	System must have the ability to allow departments to maintain interview schedules and interview ratings on each applicant.	F	HR, PR		5
AT 30.00	System must have the ability to accept electronic download of certification data from the State of Florida and/or other professional standards commissions	F	HR, PR		5
AT 31.00	System must have the ability to scan a resume and application for keywords.	N		Correct	
AT 32.00	System must have the ability to track the receipt of transcripts, certificates and other required documents.	F	HR, PR		5
AT 33.00	System must have the ability to identify if applicant is eligible to be rehired with the District.	F	HR, PR, AT		5
<b>APPLICANT FILE</b>					
AT 1.00	System must have ability to maintain the following information about job applicants with history:				
AT 2.00	Date of application	F	HR, PR, AT		5
AT 3.00	Date of updates	F	HR, PR, AT		5
AT 4.00	Status (complete or incomplete)	F	HR, PR, AT		5
AT 5.00	Name	F	HR, PR, AT		5
AT 6.00	Primary address	F	HR, PR, AT		5
AT 7.00	Home phone	F	HR, PR, AT		5
AT 8.00	Work or other phone number	F	HR, PR, AT		5
AT 9.00	E-mail address	F	HR, PR, AT		5
AT 10.00	Position(s) applied/referred for	F	HR, PR, AT		5

AT	11.00	Social Security Number	F	HR, PR, AT		5
AT	12.00	Date of birth	F	HR, PR, AT		5
AT	13.00	Gender	F	HR, PR, AT		5
AT	14.00	Citizenship	F	HR, PR, AT		5
AT	15.00	Race	F	HR, PR, AT		5
AT	16.00	Ethnicity	F	HR, PR, AT		5
AT	17.00	File attachments (e.g., resumes)	F	MO, HR, PR	MAY RECOMMEND THE USE OF TYLER CONTENT MANAGER	5
AT	18.00	Veteran Status	F	HR, PR, AT		5
AT	19.00	Education including:				
AT	20.00	Degree(s) earned - data for each degree	F	HR, PR, AT		5
AT	21.00	Teacher trained	F	HR, PR, AT		5
AT	22.00	Teacher trained (NCATE)	F	HR, PR, AT		5
AT	23.00	Year of graduation	F	HR, PR, AT		5
AT	24.00	School	F	HR, PR, AT		5
AT	25.00	Criminal background information	F	HR, PR, AT		5
AT	26.00	Fingerprinting Date	F	HR, PR, AT		5
AT	27.00	Fingerprint Result (Free form notes)	F	HR, PR, AT		5
AT	28.00	Previous employment information	F	HR, PR, AT		5
AT	29.00	Preferred location and school	F	HR, PR, AT		5
AT	30.00	Work schedule	F	HR, PR, AT		5
AT	31.00	Certifications/Licenses, including:				
AT	32.00	State	F	HR, PR, AT		5
AT	33.00	Type	F	HR, PR, AT		5
AT	34.00	Validity period	F	HR, PR, AT	VIA EXPIRATION DATE	5
AT	35.00	License/certification number	F	HR, PR, AT		5

AT 36.00	Results of any required tests	F	HR, PR, AT	MUNIS WILL STORE RESULTS, HOWEVER WILL NOT GIVE TESTS OR GRADE TESTS	5
AT 37.00	Results of Gallup Teacher Insight Test (Required Test for Instructional Applicants)	F	HR, PR, AT		5
AT 38.00	Date(s) and results of drug and alcohol screening	F	HR, PR, AT		5
AT 39.00	Results of sexual predator/criminal background checks	F	HR, PR, AT		5
AT 40.00	Optional additional information (NCLB, Fingerprinting)	F	HR, PR, AT		5
AT 41.00	System must have ability maintain teacher certification data including:				
AT 42.00	Type	F	HR, PR, AT		5
AT 43.00	Subject	F	HR, PR, AT		5
AT 44.00	Results of State required tests	F	HR, PR, AT		5
AT 45.00	Grade level	F	HR, PR, AT		5
AT 46.00	Endorsement	F	HR, PR, AT		5
AT 47.00	Expiration date	F	HR, PR, AT		5
AT 48.00	System must have ability for system to notify user if application is already on file as an applicant.	F	HR, PR, AT		5
AT 49.00	System flags any applicants with criminal background history	F	HR, PR, AT		5
AT 50.00	System must have ability to track multiple position opportunities for a single applicant.	F	HR, PR, AT		5
AT 51.00	System must have ability for managers with staff openings to access applicant files.	F	HR, PR, AT		5
AT 52.00	System must have ability to store test results on the applicant's file.	F	HR, PR, AT		5
AT 53.00	System must have ability for applicants to look up selected test results online, in a secure manner.	F	HR, PR, AT		5
	<b>RECRUITMENT</b>				
AT 1.00	System must have the ability to support open recruitments on an ongoing basis for positions that require frequent hiring.	F	HR, PR, AT		5
AT 2.00	System must have the ability to maintain recruitment information on applicants, such as:				
AT 3.00	Qualified	F	HR, PR		5
AT 4.00	Nonqualified	F	HR, PR		5
AT 5.00	Interviewed	F	HR, PR		5
AT 6.00	Tested with pass/fail flag	F	HR, PR		5

AT	7.00	System must have the ability to support multiple types of lists of applicants qualified as eligible for specific job classifications.	F	HR, PR		5
AT	8.00	System must have the ability to analyze minimum qualifications against the job classification characteristics and qualifications.	F	HR, PR		5
AT	9.00	System must have the ability to score applications and certification to eligible list of candidates.	F	HR, PR		5
AT	10.00	System must have the ability to query selection information based on the various criteria to create referral eligible lists of candidates.	F	HR, PR		5
AT	11.00	System must have ability to match current employees based upon:				
AT	12.00	Skills/Certifications/Qualifications	F	HR, PR		5
AT	13.00	Training	F	HR, PR		5
AT	14.00	User-defined criteria	F	HR, PR		5
AT	15.00	System must have ability to query applicant pool for certain characteristics (e.g., course certification).	F	HR, PR		5
AT	16.00	System must have ability to record communication with the applicant.	F	HR, PR	VIA NOTES AREA	5
<b>HIRING</b>						
AT	1.00	System must have ability to distinguish between a conditional offer of employment and an offer.	F	HR, PR		5
AT	2.00	System must allow for electronic referencing (form sent to submitted references via email)	F	TCM, MO, HR, PR	See Gap/Mod Notes	5
AT	3.00	System must have ability to generate interview invitations.	F	MO, HR, PR	VIA MAIL MERGE TO WORD AND/OR E-MAIL	5
AT	4.00	System must have ability to generate interview script based on the skills and qualifications required in the vacant position.	N		Correct	
AT	5.00	System must have the ability to schedule interviews and track interview results.	F	HR, PR		5
AT	6.00	System must have ability to generate offer letters.	F	MO, HR, PR	VIA MAIL MERGE TO WORD	5
AT	7.00	System must have ability to generate thank you letters to unsuccessful candidates from a menu of templates.	F	MO, HR, PR	VIA MAIL MERGE TO WORD	5
AT	8.00	System must have ability to support EEO and ADA analysis prior to hiring.	F	HR, PR		5
AT	9.00	System must have ability to provide for a hiring process checklist.	F	HR, PR		5
AT	10.00	System must have ability to have applicant information moved to employee record if hired.	F	HR, PR		5
AT	11.00	System must have ability to provide for an orientation process checklist that can be customized by and for each department and by job title.	F	HR, PR		5
<b>INQUIRY/REPORTING</b>						
AT	1.00	System must have the ability to maintain statistics on recruitments, such as number of applicants, number of applicants certified, department, hiring authority, and time to recruit and fill position.	F	HR, PR		5
AT	2.00	System must have the ability to search for applicant information by:				

AT 3.00	Name	F	HR, PR		5
AT 4.00	Applicant ID	F	HR, PR		5
AT 5.00	Recruitment (examination) number	F	HR, PR		5
AT 6.00	Job classification	F	HR, PR		5
AT 7.00	Education	F	HR, PR		5
AT 8.00	Experience	F	HR, PR		5
AT 9.00	School	F	HR, PR		5
AT 10.00	System must have the ability to maintain three years of applicant information according to Equal Employment Opportunity/Affirmative Action (EEO/AA) reporting requirements.	F	HR, PR		5

Functional Category: Staff Development			Summary Statistics		
Available Response Codes			Code	Count	% of Module
F	Provided fully functional out of the box or with configuration (no custom development)		F	107	84%
CU	Customization/Software Enhancement (Any custom development)		CU	2	2%
TP	Third-party Software Required to Fully Provide Requirement (Third-party Software Must be Proposed)		TP	0	0%
SR	Provided with Standard Report or Reporting Tool		SR	0	0%
CR	Custom Report Development Required		CR	0	0%
N	Not Included in this Proposal		N	17	13%
			NR	2	2%

Reference Number	Functional Requirements	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	Phase
<b>GENERAL REQUIREMENTS</b>					
SD 1.00	System must have the ability to create online orientation checklists based on job class, department, job requirements, etc.	F	ED, HR, PR		
SD 2.00	System must have the ability to capture and track external training courses for an employee and associated hours/credits	F	ED, HR, PR		
SD 3.00	System must have ability import training data/results from different districts	CU		7700 to add import to training	5
SD 4.00	System must integrate with HR to track basic employee data	F	ED, HR, PR	11,000 to add electronic course assessment	
SD 5.00	System must integrate with accounts payable module to automatically initiate tuition reimbursement process	F	AP, ED, ER, HR, PR		
SD 6.00	System must have the ability to support a skills database including skills, language, professional certification, and licenses	F	HR, PR,		
SD 7.00	System must have the ability to capture and track employee competencies (including a language proficiency)	F	HR, PR,		
SD 8.00	System must have the ability to integrate position requirements with training program development needs	F	ED, HR, PR		
SD 9.00	System must have the ability to establish training goals and requirements per position, job, organization unit or individual and monitor results	F	ED, HR, PR		
SD 10.00	System must have the ability to interface with computer-based training offerings.	OUT			
SD 11.00	System must have the ability to support training program development.	F	ED, HR, PR		
SD 12.00	System must have the ability to notify employees, supervisors and training staff of upcoming certification expirations	F	HR, PR,		
SD 13.00	System must manage trainings and report on trainings based on multiple years.	F	ED, HR, PR		
SD 14.00	System must have the ability to capture track employee training hours	F	ED, HR, PR		
SD 15.00	System must have the ability to track instructor hours	F	HR, PR,		
SD 16.00	System must have the ability to capture and track training costs including:				
SD 17.00	Instructor costs	F	GL, ED, HR, PR	VIA ASSIGNING COSTS TO PROPER GL CODE	
SD 18.00	Material costs	F	GL, ED, HR, PR	VIA ASSIGNING COSTS TO PROPER GL CODE	
SD 19.00	Overhead costs	F	GL, ED, HR, PR	VIA ASSIGNING COSTS TO PROPER GL CODE	

SD	20.00	Stipend costs	F	GL, ED, HR, PR	VIA ASSIGNING COSTS TO PROPER GL CODE	
SD	21.00	Substitute employee required costs	F	GL, ED, HR, PR	VIA ASSIGNING COSTS TO PROPER GL CODE	
SD	22.00	System must have the ability to roll up training costs via the organization structure	F	GL, ED, HR, PR	VIA ASSIGNING COSTS TO PROPER GL CODE	
SD	23.00	System must have the ability to roll up training costs via the G/L account structure	F	GL, ED, HR, PR		
SD	24.00	System must have the ability to generate pre- and post-testing and follow-up evaluations	N			
SD	25.00	System must have the ability to gather data via online survey	N			
SD	26.00	System must have the ability to meet the State of Florida Staff Development Reporting requirements: primary purpose of training, delivery method and follow-up and evaluation (integration with HR system/electronic transmission to the state)	N			
SD	27.00	System must have the ability to capture and track banked ESOL and Reading credits used for certification in future validity periods	F	HR, PR,		
SD	28.00	System must have the ability to link competency with course and auto-update when employee completes course	F	ED, HR, PR		
SD	29.00	System must have the ability to capture and track employee tuition reimbursement	F	AP, ED, ER, HR, PR		
SD	30.00	System must have the ability to track and pay charter school teachers stipends through Accounts Payable.	F	AP, ED, ER, HR, PR		
SD	31.00	System must have the ability to track and pay school teachers stipends for workshop participation through Payroll.	F	HR, PR,		
SD	32.00	System must have the ability to track and pay instructional and non-instructional staff stipends through Payroll.	F	HR, PR,		
SD	33.00	System must manage guests (non-Pasco School Board employees) that enroll and take training	F	HR, PR		
<b>TRAINING/CERTIFICATIONS/EDUCATION</b>						
SD	34.00	System must have ability to provide alerts when specific certifications, driver's license and auto insurance, other specific licenses expirations are approaching and provide notice to both supervisor and employee.	F	HR, PR,		
SD	35.00	System must have ability to accommodate Individual Training Plans, with default plan pulling from position that the employee holds.	F	ED, HR, PR		
SD	36.00	System must have ability to track tuition reimbursement eligibility, costs, and payment status.	F	AP, ED, ER, HR, PR		
SD	37.00	System must have ability to track travel and other expenses related to training/certification	F	AP, ED, ER, HR, PR		
SD	38.00	System must have ability to track employee progress toward earning a degree.	F	HR< PR, PD		
SD	39.00	System must identify employee status at specific training date	F	ED, HR, PR		
SD	40.00	System must identify employee cost center at specific training date	F	GL, ED, HR, PR		
SD	41.00	System must have ability to assign mandatory training to employees and notify supervisor & employee of a need for training through workflow notifications.	F	ED, HR, PR		
SD	42.00	System must have ability to monitor for supervisory approval of training request (according to user-defined approval workflow) before allowing registration for course.	F	HR, PR		
SD	43.00	System must have ability to track mandatory attendance at required in-service training, with dates of attendance.	F	ED, HR, PR		

SD	44.00	System must have ability to establish ticklers for monitoring updates to annual mandatory training, testing, and certification.	F	HR, PR, PD		
SD	45.00	System must have ability to support and tabulate user-defined, on-line evaluations for District-offered classes.	N			
SD	46.00	System must have ability to provide notification to user-defined individuals if mandatory training is not completed within a user-specified period of time.	F	HR, PR, PD		
SD	47.00	System must have ability to maintain training requirements, scores and pass/fail information.	F	ED, HR, PR		
SD	48.00	System must have ability to attach supporting documents for training requirements.	F	MO, ED, HR, PR		
SD	49.00	System must have ability to track cumulative number of training hours, by type and by calendar year (5 year validity period of an instructional employee and a determined point value for a non-instructional employee).	F	ED, HR, PR		
SD	50.00	System must have ability to record required exams by position (professional education, etc.) and associate these with positions and the specific employees in that position.	F	ED, HR, PR		
SD	51.00	System must have ability to track an unlimited number of examinations per employee.	F	ED, HR, PR		
SD	52.00	System must have the ability to interface with DOE to import employee exam scores and certifications.	F	HR, PR	<a href="#">certs</a>	
SD	53.00	System must have ability to view, enter and update state certifications and endorsements.	F	ED, HR, PR		
SD	54.00	System must have ability to attach image of certificate or other proof of external training.	F	MO, ED, HR, PR		
SD	55.00	System must have ability to maintain full training history for entire time of employment.	F	ED, HR, PR		
		<b>COURSE MANAGEMENT</b>				
SD	56.00	System must have the ability to provide in-house training course catalogs with supporting descriptions and schedules and including the following information:				
SD	57.00	name of component (e.g. math)	F	ED, HR, PR		
SD	58.00	component #	F	ED, HR, PR		
SD	59.00	name of class (e.g. algebra)	F	ED, HR, PR		
SD	60.00	sequence number (year that activity takes place under a specific component)	F	HR, PR	<a href="#">Behind the scenes</a>	
SD	61.00	internal/external course indicator	F	ED, HR, PR		
SD	62.00	session	N			
SD	63.00	name of component coordinator	N			
SD	64.00	name of instructor	F	ED, HR, PR		
SD	65.00	year component was established	N			
SD	66.00	maximum component point value (e.g., Participant cannot exceed 80 pts in the Math component)	F	HR, PR		
SD	67.00	component status field (active v. inactive)	N			



SD	68.00	primary purpose	N			
SD	69.00	primary follow-up	N			
SD	70.00	primary evaluation	N			
SD	71.00	primary delivery method	N			
SD	72.00	date of course	F	ED, HR, PR		
SD	73.00	time of course	F	ED, HR, PR		
SD	74.00	duration	F	ED, HR, PR		
SD	75.00	location	F	ED, HR, PR		
SD	76.00	class capacity	F	ED, HR, PR		
SD	77.00	number enrolled	F	ED, HR, PR		
SD	78.00	number attended	F	ED, HR, PR		
SD	79.00	cancellations	F	HR, PR		
SD	80.00	no shows	F	HR, PR		
SD	81.00	hours, fractions, CPE and CEU credit	F	ED, HR, PR		
SD	82.00	in-service credits				
SD	83.00	certified	F	HR, PR		
SD	84.00	non-certified	F	HR, PR		
SD	85.00	associated competency for course	F	HR, PR		
SD	86.00	User-defined elements	N			
SD	87.00	System must have the ability to bank certain in-service points and draw from these points when necessary for recertification	F	HR, PR		
SD	88.00	System must have the ability to default employee information from the HR module into the course registration.	F	ED, HR, PR		
SD	89.00	System must have the ability to capture enrollee / student information:				
SD	90.00	name	F	ED, HR, PR		
SD	91.00	name of supervisor / manager	F	ED, HR, PR		
SD	92.00	Personal ID Number (PID)	F	ED, HR, PR		

SD	93.00	DOE/certification number	F	HR, PR		
SD	94.00	date(s) attending training	F	ED, HR, PR		
SD	95.00	duration of training	F	ED, HR, PR		
SD	96.00	cost	F	ED, HR, PR		
SD	97.00	on-site versus off-site	F	ED, HR, PR		
SD	98.00	no shows / cancellations	F	ED, HR, PR		
SD	99.00	course(s) for which employee is certified eligible?	F	ED, HR, PR		
SD	100.00	User-defined elements	N			
SD	101.00	System must have the ability to provide online self-service training registration.	F	ED, HR, PR		
SD	102.00	System must have the ability to route training approvals to supervisors on-line	F	HR, PR, ESS		
SD	103.00	System must have the ability to support online scheduling of equipment and facilities	F	WO, ED, HR, PR		
SD	104.00	System must have the ability to tie class schedules to facilities and automatically reflect facility availability	N			
SD	105.00	System must have the ability to notify employee that a class is full, cancelled due to low enrollment, etc	F	ED, HR, PR		
SD	106.00	System must have the ability to limit enrollment based on class size, with override based on security.	F	ED, HR, PR		
SD	107.00	System must have the ability to electronically remind class enrollees and supervisors of classes	F	MO, ED, HR, PR	VIA MAIL MERGE E-MAILS	
SD	108.00	System must have the ability to create wait lists for existing classes.	F	ED, HR, PR		
SD	109.00	System must have the ability to electronically notify those on wait list when the class is scheduled/offered.	F	ED, HR, PR	MAY REQUIRE MAIL MERGE TO E-MAIL	
SD	110.00	System must have the ability to send notification, by job classification, of pre-defined training courses when they are offered.	F	ED, HR, PR	MAY REQUIRE MAIL MERGE TO E-MAIL	
SD	111.00	System must have the ability to create and track an internal and external online course calendar of all training courses offered across District departments..	F	ED, HR, PR		
SD	112.00	System must have the ability to prevent training registration based on training prerequisites or user-defined instructional/non-instructional employee categories with the ability to override, with appropriate authority.	F	ED, HR, PR		
SD	113.00	System must have the ability to develop online courses, materials, and tests and automatically post scores or attendance to the employee training record.	N			
SD	114.00	System must have the ability to report training activities (analysis to included cost, enrolled, effectiveness, etc)	F	ED, HR, PR	MAY REQUIRE USE OF REPORT TOOL	
SD	115.00	System must have the ability to provide training activities management report by organizational unit	F	ED, HR, PR	MAY REQUIRE USE OF REPORT TOOL	
SD	116.00	System must have the ability to track and push out notification of upcoming training needs	F	ED, HR, PR	MAY REQUIRE MAIL MERGE TO E-MAIL	
SD	117.00	System must have the ability to generate class rosters and attendance records	F	ED, HR, PR		

SD	118.00	System must have the ability to electronically notify supervisor of employee attendance or non-attendance with user override	F	ED, HR, PR		
SD	119.00	System must have the ability to track course evaluations online	OUT			
SD	120.00	System must have the ability to track course credit/non-credit status upon class completion, and modify if necessary.	F	ED, HR, PR		
SD	121.00	System must have the ability to print course completion certificates with user-defined templates.	F	MO, ED, HR, PR	VIA MAIL MERGE TO WORD TEMPLATE	
SD	122.00	System must have the ability to track substitution or equivalency courses from external providers (e.g., Community College) that satisfy a District training requirement.	N			
SD	123.00	System must have the ability to send electronic surveys to employees based on job classification to ascertain course needs assessments and feedback.	CU		11-000 to add electronic course assessment	5
<b>SUCCESSION AND CAREER PLANNING</b>						
SD	124.00	System must have the ability to maintain a skills inventory for each position and for each employee.	F	HR, PR,		
SD	125.00	System must have the ability to match current employees based upon skills, education, training, etc. to open positions.	F	HR, PR,		
SD	126.00	System must have the ability to support career development programs.	F	ED, HR, PR		
SD	127.00	System must have the ability to track employees' projected retirement eligibility dates for turnover analysis and succession planning.	F	HR, PR,		
SD	128.00	System must have the ability to support position and personnel data needs assessment analysis to facilitate staff development activities.	F	ED, HR, PR		
SD	129.00	System must have the ability to generate employee profiles for analysis including education, experience, skills inventory, training history, and other criteria selected for succession planning.	F	ED, HR, PR		
SD	130.00	System must have the ability to search the current employees' qualifications and competencies histories for career planning opportunities.	F	ED, HR, PR		
SD	131.00	System must have the ability to plan for employees to take courses to qualify for positions that will be available in the foreseeable future.	F	ED, HR, PR		
<b>REPORTS</b>						
SD	132.00	System must generate reports on costs of specific training by funding source	F	GL, ED, HR, PR		

Functional Category: Benefits			Summary Statistics		
Available Response Codes			Code	Count	% of Module
F	Provided fully functional out of the box or with configuration (no custom development)		F	190	89%
CU	Customization/Software Enhancement (Any custom development)		CU	1	0%
TP	Third-party Software Required to Fully Provide Requirement (Third-party Software Must be Proposed)		TP	0	0%
SR	Provided with Standard Report or Reporting Tool		SR	0	0%
CR	Custom Report Development Required		CR	4	2%
N	Not Included in this Proposal		N	17	8%
			NR	1	0%

Reference Number	Functional Requirements	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	Phase
	<b>GENERAL REQUIREMENTS</b>				
BEN 1.00	System must have ability to set up benefit and leave accrual profiles based on:				
BEN 2.00	Job class	F	PR, HR		
BEN 3.00	Pay Type	F	PR, HR		
BEN 4.00	Position	F	PR, HR		
BEN 5.00	Bargaining unit	F	PR, HR		
BEN 6.00	Employee group (e.g., Instructional staff)	F	PR, HR		
BEN 7.00	Employee Type	F	PR, HR		
BEN 8.00	Other User Defined Criteria (e.g., Non-employee status)	F	PR, HR		
BEN 9.00	System must have the ability to define benefit plan rate structures.	F	PR, HR		
BEN 10.00	System must have the ability to define benefit plan eligibility rules	F	PR, HR		
BEN 11.00	System must have the ability to automatically notify the employees when he/she is eligible for benefit plans or has lost eligibility for a specific plan	CR	SRS	VIA REPORT	2
BEN 12.00	System must have the ability to generate notification to benefits administration when an employee becomes eligible for benefits or has lost eligibility for a specific plan	CR	SRS	VIA REPORT	2
BEN 13.00	System must have the ability to monitor defined number of hours-threshold for employees for monitoring eligibility for benefits.	F	PR, HR		
BEN 14.00	System must have the ability to maintain multiple locally defined benefit plans (i.e., section 125 cafeteria plans, medical/pharmacy plans, etc).	F	PR, HR		
BEN 15.00	System must have the ability to track District flex-funds (\$150.00/yr lump sum for employees to utilize on benefits)	F	PR, HR		
BEN 16.00	System must have the ability to maintain multiple eligibility dates for different benefit plans for employees and dependants based on different rules.	F	PR, HR		
BEN 17.00	System must have the ability to provide tracking of death or other termination date for employees, retirees, or dependents.	F	PR, HR		
BEN 18.00	Generate mailings of benefits including death benefits	F	MO, PR, HR	MAIL MERGE TO WORD	
BEN 19.00	System must have the ability to provide for mass updates of employee plan designation and benefits deductions.	F	PR, HR		

BEN	20.00	System must have the ability to update benefits individually and as a group online.	F	PR, HR	
BEN	21.00	System must have the ability to track returned open enrollment elections and resend election forms to non-responders.	F	PR, HR	
BEN	22.00	System must have the ability to trigger lapse in benefits coverage if no payment is received with manual override.	F	PR, HR	
BEN	23.00	System must have the ability to maintain record of employee/dependent plan history.	F	PR, HR	
BEN	24.00	System must have the ability to prevent employee from being enrolled in a plan for which they are not eligible through on-line edits, with override capability. System must have the ability for exceptions with appropriate user security (e.g., 2 employee of the board (both must be in same plan), if they choose dependent coverage-they must list dependents, etc.)	F	PR, HR	
BEN	25.00	Prevents employees from enrolling in more than one plan	F	PR, HR	
BEN	26.00	System must have the ability to track eligibility for dependents.	F	PR, HR	
BEN	27.00	System must have the ability to track whether or not employed spouse (District employee) is eligible for benefits.	F	PR, HR	
BEN	28.00	System must have the ability to track whether or not employed spouse (District employee) is enrolled in a benefits plan to prevent duplicate payments.	F	PR, HR	
BEN	29.00	System must have the ability to update benefits package (full benefits to employee) once employed spouse (District employee) terminates from the District.	F	PR, HR	
BEN	30.00	System must have the ability to generate alerts for termination of coverage for non-spouse dependents for either age, educational, disability, grandchild or other user defined status.	F	PR, HR	
BEN	31.00	System must have the ability for temporary employees, hourly employees, non-District employees, and retirees to enroll in benefits (e.g., charter school teachers) and integrate to Accounts Receivable for benefits billing.	F	AR, GB, PR, HR	
BEN	32.00	Ability to establish a parent-child relationship between employees and substitutes with edit capability	F	PR, HR	
BEN	33.00	The system supports benefit programs for separate component units such as the Charter Schools	F	PR, HR	
BEN	34.00	System must have the ability to add individuals who are not employees (e.g., former spouse and dependents) to the database who are covered under COBRA provisions.	F	AR, GB, PR, HR	
BEN	35.00	System must have the ability to accommodate HIPAA certifications.	N		<a href="#">We don't store HIPAA protected data</a>
BEN	36.00	System must have the ability to attach scanned documents and electronic files (e.g., claim forms).	F	TCM, MO, PR, HR	
BEN	37.00	System must have the ability to export enrollment/withholding information to plan vendors and third-party administrators.	F	GL, PR, HR	
BEN	38.00	System must have the ability to electronically link to third-party administrators for HIPAA (with encryption).	N		
BEN	39.00	System must have the ability to disburse funds to third party benefit administrators at a different schedule than the receipt of the premiums from employees (i.e. collect from employees over 10 period and disburse to vendors over 12).	F	AP, PR, HR	
BEN	40.00	System must have the ability to stop accruing leave when user defined maximums are reached	F	PR, HR	
BEN	41.00	System must have the ability to automatically produce letters for FMLA, life benefit forms and other notifications to employees, based of the established criteria in the system and store the information for future review.	F	MO, PR, HR	<a href="#">USER INITIATED MAIL MERGES TO WORD</a>
BEN	42.00	System must have the ability to produce letters, e-mail and other notifications to employees announcing annual enrollment.	F	MO, PR, HR	
BEN	43.00	System will notify employees that do not enroll during their enrollment period	F	PR, HR	

BEN	44.00	System will identify employees that do not enroll during their enrollment period and default the employee to a pre-defined benefit plan	F	PR, HR	<a href="#">last enrolled</a>	
BEN	45.00	Interface with third party benefit providers (with proper security)	F	PR, HR	<a href="#">VIA 834 FILE</a>	
<b>BENEFIT PLANS</b>						
BEN	46.00	System must have ability to utilize employee self-service for benefit plan open enrollment, changes, etc., with verification process.	F	PR, HR		
BEN	47.00	System must have ability to track the following:				
BEN	48.00	Coverage effective dates	F	PR, HR		
BEN	49.00	Coverage history	F	PR, HR		
BEN	50.00	Multiple dependents	F	PR, HR		
BEN	51.00	Dependent information:				
BEN	52.00	Name	F	PR, HR		
BEN	53.00	Social Security Number/Unique ID	F	PR, HR		
BEN	54.00	Date of birth	F	PR, HR		
BEN	55.00	Other Identifying Unique Number	N			
BEN	56.00	Disability	F	PR, HR		
BEN	57.00	Grandchild	F	PR, HR		
BEN	58.00	Educational	F	PR, HR		
BEN	59.00	User-defined fields (i.e. term dates, lapses, employee leaves, etc)	N			
BEN	60.00	System must have ability to automatically track against user-specified life-qualifying events that impact benefits (e.g., dependents' 19th birthday).	F	PR, HR		
BEN	61.00	System must have ability to automatically notify the benefits department and the employee of user-specified life events that impact benefits (e.g., dependents' 19th birthday).	F	PR, HR	<a href="#">VIA USER INITIATED REPORTS</a>	
BEN	62.00	System must have ability to maintain premium and deduction amounts for multiple benefit plans including but not limited to:				
BEN	63.00	Health insurance				
BEN	64.00	Pharmacy	F	PR, HR		
BEN	65.00	Behavioral/Mental health/substance abuse	F	PR, HR		
BEN	66.00	EAP	F	PR, HR		
BEN	67.00	Dental insurance	F	PR, HR		

BEN	68.00	Life insurance (base and optional):				
BEN	69.00	Term	F	PR, HR		
BEN	70.00	Universal	F	PR, HR		
BEN	71.00	Disability	F	PR, HR		
BEN	72.00	Retirement Programs:	F	PR, HR		
BEN	73.00	Florida SCOERS retirement system				
BEN	74.00	FRS (Florida Retirement System)	F	PR, HR		
BEN	75.00	TRS (Teacher Retirement System)	F	PR, HR		
BEN	76.00	403b	F	PR, HR		
BEN	77.00	457	F	PR, HR		
BEN	78.00	401a/403b special Pay Plan	F	PR, HR		
BEN	79.00	Roth IRA	F	PR, HR		
BEN	80.00	Flexible spending accounts				
BEN	81.00	H R A	F	PR, HR		
BEN	82.00	H S A	F	PR, HR		
BEN	83.00	FICA Alternative	F	PR, HR		
BEN	84.00	Long term disability	F	PR, HR		
BEN	85.00	Short term disability	F	PR, HR		
BEN	86.00	Sick leave banks	F	PR, HR		
BEN	87.00	Other user Defined Benefits	F	PR, HR		
BEN	88.00	System must have the ability to set minimum and maximum limits on deductions and contributions on all benefit plans.	F	PR, HR		
BEN	89.00	System should allow deductions by amount of % of salary (for voluntary retirement plans)	F	PR, HR		
BEN	90.00	System must have ability to support pre and post tax payroll deductions.	F	PR, HR		
BEN	91.00	System must be integrated with Payroll to automatically produce payroll deductions based upon benefit plan enrollments.	F	PR, HR		
BEN	92.00	System must have the ability to set deduction schedules by benefit plan and employee group (i.e. deduct medical over 10 periods, deduct dental over 11 periods).	F	PR, HR		

BEN 93.00	System must automatically calculate premium at the beginning of the year based on annual premium/adjust premium automatically for the remainder of the year after job changes, missed paychecks, etc so annual premium is correct by year end.	N		not automated	
BEN 94.00	System must have ability to automatically re-calculate premiums based upon changes in benefit plans.	N		Can change what they will be, but not re-calc	
BEN 95.00	System must have the ability for group life insurance amounts and costs to be recalculated for all employees at any time during the year based on changed salary coverage, new age bracket and/or plan cost parameters.	F	PR, HR		
BEN 96.00	System must have the ability to prorate premiums for partial pay periods, job changes, missed paychecks, etc.).	F	PR, HR	by %	
BEN 97.00	System must have ability to produce checks to reimburse the employee for expenditures covered by Flexible Spending Accounts (i.e., prescription medicine).	F	PR, HR		
BEN 98.00	System must have ability to establish multiple eligibility rules for each benefit plan, based on the following:				
BEN 99.00	Length of service in position	F	PR, HR		
BEN 100.00	Length of service at the District	F	PR, HR		
BEN 101.00	Marital status	F	PR, HR		
BEN 102.00	Employee status (active, retired, leave of absence, suspension, termination, FMLA, etc.)	F	PR, HR		
BEN 103.00	Dependent status	F	PR, HR		
BEN 104.00	Hours worked (e.g., part time)	F	PR, HR		
BEN 105.00	Leave Status	F	PR, HR		
BEN 106.00	Court Mandates (with proper security, e.g. lock benefits tied to court mandates so no changes can be made without administrative approval)	N			
BEN 107.00	Other User Defined Criteria	N			
BEN 108.00	System must have the ability to manage self-insured health insurance program including management of claims and claim payments.	N			
BEN 109.00	System must have the ability to designate default benefit enrollment package if employees do not return enrollment information.	CU		See Gap/Mod	
BEN 110.00	System must have the ability to validate zip codes and to limit employee benefit choices by location based on zip code.	F	PR, HR		
BEN 111.00	System must have ability to store court related documents with benefit information	F	TCM, MO, PR, HR		
BEN 112.00	System must have ability to capture and track separations where employee is eligible for rehire (e.g. workers comp do not rehire list)	F	PR, HR		
BEN 113.00	System must have ability to provide tracking of death for employees, retirees, or dependents.	F	PR, HR		
BEN 114.00	System must have ability to generate the following late notices for payments:			VIA MAIL MERGES TO WORD	
BEN 115.00	Employee	F	MO, PR, HR		
BEN 116.00	Retiree	F	MO, PR, HR		
BEN 117.00	COBRA	F	MO, PR, HR		



BEN	118.00	System must have ability to create application packet(s) for mailing or electronic communication.	F	MO, PR, HR	<a href="#">Mail Merges</a>	
BEN	119.00	System must have ability to validate that the employee is eligible for the selected plan	F	PR, HR		
BEN	120.00	System must have ability for retirees to make payments for health insurance through Accounts Receivable, by the following periods:				
BEN	121.00	Monthly	F	AR, GB, PR, HR		
BEN	122.00	Quarterly	F	AR, GB, PR, HR		
BEN	123.00	Annually	F	AR, GB, PR, HR		
BEN	124.00	System must have ability to integrate to Accounts Receivable modules to set up invoicing process for retirees participating in following District benefit plans:				
BEN	125.00	COBRA	F	AR, GB, PR, HR		
BEN	126.00	FMLA (Dependent Coverage)	F	AR, GB, PR, HR		
BEN	127.00	Workers Comp (Dependent Coverage)	F	AR, GB, PR, HR		
BEN	128.00	Employees on Leave	F	AR, GB, PR, HR		
BEN	129.00	Employees on LWOP	F	AR, GB, PR, HR		
BEN	130.00	Summer premium	F	AR, GB, PR, HR		
BEN	131.00	Other user defined plans (i.e., dependent coverage past 7/30, workers comp and FMLA for dependent coverage)	F	AR, GB, PR, HR		
BEN	132.00	System must have ability to apply user-defined percentage of sick time toward health insurance premiums upon retirement.	N			
BEN	133.00	System must have ability to cancel benefits for non-payment.	F	PR, HR		
BEN	134.00	System must have the ability to enter new enrollment data for a future date without changing the current elections until the date of the new enrollment period begins.	F	PR, HR		
BEN	135.00	System must have the ability to produce benefit plan modeling.	F	BUD, PR, HR		
BEN	136.00	System must have the ability to process multiple benefit plan years simultaneously with ability to effective date rate changes.	F	PR, HR		
BEN	137.00	System will have the ability to expense board contributions to proper employee GL expense account	F	GL, PR, HR		
BEN	138.00	Perform proper fund transfer for internal service fund	F	GL, PR, HR		
BEN	139.00	System must have the ability to accommodate retroactive changes to benefit premiums and/or contribution percentages.	F	PR, HR		
BEN	140.00	System must have the ability to calculate positive or negative adjustment to employee's contribution based on retroactive change.	F	PR, HR		
BEN	141.00	Benefits may be calculated or not be calculated on specific events (i.e., benefits are not calculated on some special pays, etc.)	F	PR, HR		
		<b>LEAVE ADMINISTRATION</b>				

BEN	142.00	System manages leave based on FL SB 300 requirements	N		Set-up flexibility may allow for it	
BEN	143.00	System must have ability to track different leave types which accumulate concurrently as defined by user for each employee (e.g., union leave, annual leave, Workman's Comp., FMLA, leave of absence, sabbatical).	F	PR, HR		
BEN	144.00	System must accommodate multiple accrual rates based on user defined criteria (leave transferred from employees previous position/agency)	F	PR, HR		
BEN	145.00	System must have ability to track paid and unpaid types of leave.	F	PR, HR		
BEN	146.00	System must have the ability to adjust leave both positively and negatively, and indicate a reason for the adjustment.	F	PR, HR		
BEN	147.00	System must have the ability to allocate a user-specified amount of annual and sick leave at specific dates (user-defined criteria) during the contract year, by employee group.	F	PR, HR		
BEN	148.00	System must have the ability to accrue a user-defined amount of annual and sick leave at the end of each month worked, not to exceed more than a user-specified time increments, by employee group.	F	PR, HR		
BEN	149.00	System must have the ability to allocate a user-specified number of sick leave time increments for personal leave usage and be able to monitor against that limit.	F	PR, HR		
BEN	150.00	System must have the ability to ensure that leave is not used before it is earned.	F	PR, HR		
BEN	151.00	System must have the ability to accommodate cumulative (rollover) and non-cumulative (use-it-or-lose-it) leave accruals.	F	PR, HR		
BEN	152.00	System must have the ability to pay out accumulated sick leave earned in a year by using a user-defined formula (e.g., 80%*daily rate of pay).	F	PR, HR		
BEN	153.00	System must have the ability to accumulate annual and sick hours for part time employees according to user-specified criteria.	F	PR, HR		
BEN	154.00	System must have the ability to apply different terminal leave pay out rules depending on:				
BEN	155.00	Contract date	F	PR, HR		
BEN	156.00	Employee groups as defined by user	F	PR, HR		
BEN	157.00	Leave balance as of a certain date (e.g., July 1, 2001)	F	PR, HR		
BEN	158.00	User-defined maximum balances or other criteria	F	PR, HR		
BEN	159.00	System must have ability to accommodate varying leave accrual business rules for employees based on employee groups.	F	PR, HR		
BEN	160.00	System must have the ability to optionally allocate leave balances at beginning of fiscal period or other user-defined time periods or allow to accrue at a certain rate with each pay period.	F	PR, HR		
BEN	161.00	System must have ability to maintain multiple leave accrual banks for an employee based on:				
BEN	162.00	Date ranges	F	PR, HR		
BEN	163.00	Employee group	F	PR, HR		
BEN	164.00	Years of service	F	PR, HR		
BEN	165.00	System must have ability to prioritize draw-downs of the various leave banks for an employee.	F	PR, HR		
BEN	166.00	System must have ability to accommodate donated "leave pools" District-wide.	F	PR, HR		

BEN	167.00	System must have ability to support a leave exchange program between related employees (e.g., spouses).	F	PR, HR	If members of same sick bank
BEN	168.00	System must have ability to payout accrued leave at an employee's appropriate hourly rate.	F	PR, HR	
BEN	169.00	System must have ability to track premiums owed and other liabilities while on leave.	F	PR, HR, GB	
BEN	170.00	System must have ability to calculate, in real time, the restated leave balance when an employee transfers from a schedule where leave is earned at one rate to a schedule that earns leave at a different rate.			Not some, leave balance would be what was already earned
BEN	171.00	System must have ability to record and track compensatory overtime leave as required under the FLSA for non-exempt employees in accordance with policies that vary between District and School work schedules as well as at the department level for exempt employees.	F	PR, HR	
BEN	172.00	System must have ability to accommodate sick leave payout based on the years of employment.	F	PR, HR	
BEN	173.00	System must have ability to notify the benefits department if an employee (terminated, retired, or resign) is eligible for IRS 401a based on the dollar amount of accrued leave balance that exceeds user defined minimums	F	PR, HR, MO	Mail Merge from query
<b>FMLA</b>					
BEN	174.00	System must have ability to generate bill for premiums owed and other liabilities after employee returns to work.	F	AR, GB, PR, HR	
BEN	175.00	System must have the ability to track FMLA occurrences and lengths per user-defined periods.	F	PR, HR	
BEN	176.00	System must have the ability to track doctor's notes and orders and monitor them with ticklers.	F	PR, HR	track, no ticklers
BEN	177.00	System must have the ability to monitor the local eligibility requirements for FMLA and flag employee that are not eligible	F	PR, HR	NOT A FLAG PER SE, JUST THAT THEY DONT MEET THE REQUIREMENTS. USER DEFINED FIELD COULD BE USED TO FLAG NON-FMLA ELIGIBLE EMPLOYEES
BEN	178.00	System must have the ability to apply the FMLA benefits that are most beneficial to the employee.	F	PR, HR	
BEN	179.00	System must have the ability to generate FMLA forms.	F	PR, HR	w/ mail merge
BEN	180.00	System must have the ability to complete FMLA request forms on-line.	N		
BEN	181.00	System must have the ability to monitor against FMLA return to work date.	F	PR, HR	
BEN	182.00	System must have the ability to document conversations regarding FMLA leave of absence.	F	PR, HR, TCM	If attached
BEN	183.00	System must have the ability to comply with both Federal/local FMLA guidelines and do so on a rolling 12 month basis, a 12 month measured forward basis, and not on a calendar year basis.	F	PR, HR	
BEN	184.00	System must have the ability to automatically calculate FMLA benefit costs for employees on unpaid leave status and bill employees for those benefits.	F	AR, GB, PR, HR	
BEN	185.00	System must have the ability to flag an employee moving from FMLA to non-FMLA status after the FMLA period has expired and monitors the employee status (has returned to work)	F	PR, HR	Actions
BEN	186.00	Benefits may be calculated or not be calculated on specific events (i.e., benefits are not calculated on some special pays, etc.)	F	PR, HR	
<b>COBRA</b>					
BEN	187.00	System must have the ability to track Consolidated Omnibus Budget Reconciliation Act (COBRA) qualification and generate notification to the benefits administrator and employee or dependent.	F	MO, PR, HR	VIA MAIL MERGES TO WORD
BEN	188.00	System must have ability to track relevant COBRA information and incidents.	F	PR, HR	

BEN	189.00	System must have ability to record COBRA elections.	F	PR, HR		
BEN	190.00	System must identify employees who may be terminated but benefits extend beyond termination date (e.g., 10 month employees covered through 9/30)	F	PR, HR		
BEN	191.00	System must have ability to add individuals who are not employees (e.g., former spouse and dependents) to the database who are covered under COBRA provisions.	F	PR, HR		
BEN	192.00	System must have ability to bill COBRA participants through Accounts Receivable.	F	AR, GB, PR, HR		
BEN	193.00	System must have the ability to generate automatic COBRA notification letters based upon a pre-defined date	F	MO, PR, HR	VIA USER INITIATED MAIL MERGES TO WORD	
<b>INQUIRY/REPORTING</b>						
BEN	194.00	System supports self-service functionality for employee's to view notifications, confirmation letters, leave balances, etc.	F	PR, HR		
BEN	195.00	System must have the ability to generate benefit summary statements by employee or by position.	F	PR, HR		
BEN	196.00	System must have ability to produce confirmation letters (via preferred communication) indicating the employee's current participation levels in all benefit plans.	F	MO, PR, HR	VIA MAIL MERGES TO WORD	
BEN	197.00	System must have the ability to produce confirmation letters for the next year's elections in all benefit plans.	F	PR, HR		
BEN	198.00	System must have the ability to produce benefits certificates including plan, coverage, coverage dates, dependent coverage, and social security number.	F	MO, PR, HR	VIA MAIL MERGES TO WORD	
BEN	199.00	System must have ability for the system to automatically produce letters for delinquency or premium payments based on criteria established in the system	F	AR, GB, PR, HR	VIA MAIL MERGES TO WORD	
BEN	200.00	System must have the ability to report the number of people enrolled in a particular benefit by user defined criteria.	F	PR, HR		
BEN	201.00	System must have the ability to report how long people are enrolled in particular benefits within a specific effective date range.	F	PR, HR		
BEN	202.00	System must have the ability to capture and track employees who waive benefits.	F	PR, HR		
BEN	203.00	System must have the ability to perform analysis of benefit trends (e.g., losses, number of employees enrolled).	CR	SRS	Correct	2
BEN	204.00	System must have the ability to capture and track benefit change history, including dates and users who performed the changes	F	PR, HR		
BEN	205.00	System must have the ability to identify and capture and track employees who have taken a hardship withdrawal who cannot contribute to deferred compensation for one year.	F	PR, HR	Comments, end dates actions	
BEN	206.00	System must have the ability to flag if employee who do not have enough funds in paycheck to cover benefit deductions.	F	PR, HR		
BEN	207.00	System must have the ability to calculate benefit change impacts using "what if" calculations by user defined groups of employees	F	BUD, PR, HR		
BEN	208.00	System must have the ability to perform analysis on plan costs and level of participation by fiscal or plan year.	F	PR, HR		
BEN	209.00	System must have the ability to provide total benefit costs by fund, department, bargaining unit and employee, including retirement.	F	GL, PR, HR		
BEN	210.00	System must have the ability track/capture statistical Employee Assistance Plans (EAP's) usage (employees cannot be specifically identified).	N			
BEN	211.00	System must have the ability to monitor compliance with tax-sheltered investment 403b, 401a and 457 regulations.	F	PR, HR		
BEN	212.00	System must have ability to provide notifications to employees of leave that will be lost (e.g., annual leave when max carryover is exceeded).	F	MO, PR, HR	VIA MAIL MERGES TO WORD	

BEN	213.00	System must have ability to track sick time over 10 days.	F	PR, HR		
BEN	214.00	System must have ability to receive a concise monthly listing of all leaves, including workers compensation.	F	PR, HR		
BEN	215.00	System must have ability to generate pre and post enrollment reports which list the plan, premiums, and deductions of all participants.	F	PR, HR		
BEN	216.00	System must have ability to report on an individual employee's Flexible Spending Account history by:				
BEN	217.00	Employee annual goal	F	PR, HR		
BEN	218.00	Amount contributed YTD	F	PR, HR		
BEN	219.00	Amount reimbursed YTD	N			
BEN	220.00	Annual remaining balance	N			
BEN	221.00	System must have ability to produce a report which lists who is taking COBRA coverage and for what length of time.	F	PR, HR	LENGTH OF TIME MAY REQUIRE SRS REPORT	
BEN	222.00	System will track flex fund spending and create a flex-fund report identifying purchases made with flex fund dollars (pre vs. post tax for W2 reporting)	N			
BEN	223.00	System must report on charter school employee benefits	F	PR, HR		
BEN	224.00	System must create a report that lists premium paid (by Board and/or employee) by plan and paycheck/month	F	PR, HR		
BEN	225.00	System must create a report that tracks wellness activities participation	F	PR, HR	VIA USER DEFINED FIELDS	
BEN	226.00	System must create a report that tracks eligibility for flex dollars	N			
BEN	227.00	System must create a report that tracks W-2 adjustments for post tax benefits purchased with flex dollars	CR	SRS		2
BEN	228.00	System must produce a compensated leave balance report	F	PR, HR		

Functional Category: Time and Attendance			Summary Statistics		
Available Response Codes			Code	Count	% of Module
F	Provided fully functional out of the box or with configuration (no custom development)		F	86	98%
CU	Customization/Software Enhancement (Any custom development)		CU	0	0%
TP	Third-party Software Required to Fully Provide Requirement (Third-party Software Must be Proposed)		TP	0	0%
SR	Provided with Standard Report or Reporting Tool		SR	0	0%
CR	Custom Report Development Required		CR	0	0%
N	Not Included in this Proposal		N	1	1%
			NR	1	1%

Reference Number	Functional Requirements	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	Phase
	<b>GENERAL REQUIREMENTS</b>				
TA 1.00	System must have ability to enter timesheet information at specific or remote locations via a Web browser.	F	PR, HR		2
TA 2.00	System must have ability to enter leave at decentralized and/or central locations.	F	PR, HR		2
TA 3.00	System must have ability to enter leave outside of the employee calendar (summer training, etc.) and interface with Risk Mgmt (insurance purposes), AP (reimbursement), HR (in-service credits).	F	AP, PR, HR		2
TA 4.00	System must have ability to accommodate electronic routing and approval for time and attendance transactions.	F	PR, HR		2
TA 5.00	Supervisors' ability to see detailed clock in and out punches for all employees in their department/school.	F	PR, HR		2
TA 6.00	System must have ability to edit employees' records.	F	PR, HR		2
TA 7.00	System must have ability to enter leave transactions on a daily basis and on a consolidated basis (at end of pay period).	F	PR, HR		2
TA 8.00	System must have ability to enter leave transactions by employee ID	F	PR, HR		2
TA 9.00	System must have ability to delete transactions when necessary prior to processing of hours.	F	PR, HR		2
TA 10.00	System must have ability to interface with automated time entry systems.	F	PR, HR		2
TA 11.00	System must have ability to automatically calculate overtime adjustments when leave transactions are processed in a subsequent pay period.	F	PR, HR		2
TA 12.00	System must have ability to enter hours worked for some positions and to automatically pay salaried employees.	F	PR, HR		2
TA 13.00	System must have ability to enter leave transactions in excess of standard hours scheduled.	F	PR, HR		2
TA 14.00	System must have ability to track days worked for substitutes and send an alert when maximum days have been reached (move substitutes to long-term status) based on consecutive days worked in the same assignment for the same employee	F	PR, HR	Will change over automatically based on set-up	2
TA 15.00	System must have ability to record and track overtime that the employee is not paid but is later allowed to take (compensatory time).	F	PR, HR		2
TA 16.00	System must have ability to record and track compensatory time differently by department.	F	PR, HR		2
TA 17.00	System must have ability to enforce a maximum cap on compensatory time, after which additional hours need to be paid out.	F	PR, HR		2
TA 18.00	System must have ability to record time to reflect different work assignments.	F	PR, HR		2
TA 19.00	Allow codes used only for tracking purposes (such as workers' compensation, work-related injury time off, FMLA or training) that do not generate pay.	F	PR, HR		2

TA	20.00	System must have ability to pay certain types of overtime at a user-defined factor.	F	PR, HR		2
TA	21.00	System must have ability to maintain attendance records in school offices.	F	PR, HR		2
TA	22.00	System must have ability to track remotely, transitory employees' (e.g., bus aides) attendance and hours worked.	F	PR, HR		2
TA	23.00	System must have ability to view leave balances that reflect leave transactions entered but not yet processed.	F	PR, HR		2
TA	24.00	Allow limits to be set for certain types of leave and do not allow transaction entry if limits are exceeded.	F	PR, HR		2
TA	25.00	System must have ability to change employee status and department status.	F	PR, HR		2
TA	26.00	System must have ability to enter all corrections for site locations as necessary.	F	PR, HR		2
TA	27.00	System must have ability to calculate leave conversion real time when an employee changes positions and the leave accrual rate is different.	F	PR, HR	Will auto-change to new earn rate	2
TA	28.00	System must have ability to record time in two different years at the same time (e.g., pay period that crosses over calendar year-end).	F	PR, HR		2
TA	29.00	System must have ability to generate overtime for all types of thresholds such as above 40 hours, and Public Safety Schedules as outlined by FLSA.	F	PR, HR		2
TA	30.00	System must have ability to generate holiday schedules and automatically updates eligible employee time and attendance records.	F	PR, HR		2
TA	31.00	System must have ability for each department to create work shifts of variable duration such as a 24 hour shift, a 12 hour shift, a 10 hour shift, etc.	F	PR, HR		2
TA	32.00	System must have ability to allow scheduling of shifts on an annual basis (Work patterns - A, B, and C shifts, etc. for 365 days of the year).	F	PR, HR		2
TA	33.00	System must have ability to future date transactions for processing during the appropriate pay period	F	PR, HR	LEAVE TRANSACTIONS	2
TA	34.00	System must have ability to enter comments as necessary	F	PR, HR		2
TA	35.00	System must have ability to enter corrections to transactions previously entered and print an edit of these transactions.	F	PR, HR		2
TA	36.00	System must have ability to enter and compute overtime in 1/4 hour increments.	F	PR, HR		2
TA	37.00	System must have ability to make retroactive changes with the appropriate pay action in the current cycle.	F	PR, HR		2
TA	38.00	System must have ability to define edits/rules that check leave codes as they are entered.	F	PR, HR		2
TA	39.00	System must have ability to establish various work schedules and to edit hours entered based on an employees assigned work schedule	F	PR, HR		2
TA	40.00	System must have ability to provide user defined workflow for leave requests.	F	PR, HR		2
TA	41.00	System must have ability to prohibit the request of leave that is in excess of leave balance in the case of paid leave or policy maximums in the case of unpaid leave. This must be user definable by type of leave.	F	PR, HR		2
TA	42.00	System must have ability to specify when each type of leave is calculated (by pay period, by month, or other user defined interval.)	F	PR, HR		2
TA	43.00	System must have ability to validate against leave accrued prior to usage and payment to ensure appropriate balance is available.	F	PR, HR		2
TA	44.00	Leave types may be coded to allow or prohibit payment in the same period accrued.	F	PR, HR		2

TA 45.00	System must have ability to enforce holiday usage rules (e.g., paid status before and/or after holiday) which can vary by employee group.	F	PR, HR		2
TA 46.00	System must have ability to disallow usage of paid holiday to certain "classes" of employees (e.g., 10-month school employees).	F	PR, HR		2
TA 48.00	System must have ability to accommodate fluctuating work weeks (32/48, 35/45) and monitor against FLSA guidelines.	F	PR, HR		2
TA 49.00	System must have ability to provide flexible workflow for review and approval of timesheets.	F	PR, HR		2
TA 50.00	System must have ability to enter time at any time, seven days a week.	F	PR, HR		2
TA 51.00	System must have ability to enter time transactions by date and date range.	F	PR, HR		2
TA 52.00	System must have ability to enter time at remote locations (i.e., group homes) with proper supervisory approvals.	F	PR, HR		2
TA 53.00	System must have ability to record time on a daily basis.	F	PR, HR		2
TA 54.00	Provide drop-down menu's showing authorized functions, work orders or projects that employees can charge time to, with a description field.	F	WO, PA, PR, HR		2
TA 55.00	System must have ability to enter task or activity codes at time of time entry.	F	WO, PA, PR, HR		2
TA 56.00	System must have ability to enter project and/or grant information at time of time entry.	F	PA, PR, HR		2
TA 57.00	System must have ability to identify available task codes by department.	F	WO, PR, HR		2
TA 58.00	Accumulate time for entered projects and work orders.	F	WO, PA, PR, HR		2
TA 59.00	Accommodate exception based payroll time reporting. Entries are necessary only for deviations from the standard employee time calendar.	F	PR, HR		2
TA 60.00	Allow interactive entry of time data by Department/School using techniques such as: remote time entry, personal computer time entry, scanning and swiping devices.	F	PR, HR	DEVICES REQUIRE 3RD PARTY HW/SW THAT TYLER HAS NOT PROPOSED	2
TA 61.00	Allow time data entered on-line to be held in a suspense or pending file until approved electronically and released for processing.	F	PR, HR		2
TA 62.00	Provide edit reports after time input that will capture a variety of user-defined deviations such as: excessive overtime or zero hours for active employees.	F	PR, HR		2
TA 63.00	Allow interactive edits of time data against the employee master file.	F	PR, HR		2
TA 64.00	Provide on-line prompting of each employee and anticipated distribution of hours, by payroll unit, based on prior entry session or defined schedule.	F	PR, HR	DEFINED SCHEDULE	2
TA 65.00	Review and edits batch time entry on-line prior to processing or approval.	F	PR, HR		2
TA 66.00	Accept and process input of miscellaneous employee reimbursable expenses or advancements.	F	ER, PR, HR		2
TA 67.00	Allow input of time in decimal increments (hours and units).	F	PR, HR		2
TA 68.00	Allow employees, through proper security and approval, to charge time to a department or school other than their "home" department or school (with interactive edit).	F	PR, HR		2
TA 69.00	Allow for entry of time by day and shift and also has the capability to enter at the summary level (ex. pay period totals).	F	PR, HR		2
TA 70.00	Calculate the FLSA overtime earnings benefit based on the actual work hours by user-defined period by employee.	F	PR, HR		2



TA	71.00	Allows for the input and edit of the following fields at the time of entry for hourly, time sheet required employees: pay code, hours, work order and shift code.	F	WO, PA, PR, HR		2
TA	72.00	Allow for the input and edit of other user-defined fields at the time of data entry.	F	PR, HR		2
TA	73.00	Provide the ability to view each day within a pay period on one screen.	F	PR, HR		2
TA	74.00	System must have ability to view and print a summary of employees' hours worked for the pay period.	F	PR, HR		2
TA	75.00	System must have ability to provide a financial view of hours worked, vacation taken, and disability tracking to determine remaining budget dollars.	F	PR, HR		2
TA	76.00	System must have ability to print time & attendance worksheets for locations not having computer access.	F	PR, HR		2
TA	77.00	System must have ability to query or access time records based on employee ID number.	F	PR, HR		2
TA	78.00	System must have ability to enter, query, report by social security number, name, department, or other unique identifier.	F	PR, HR		2
TA	79.00	System must have ability to provide exception reports after time input that will capture a variety of incidents, including: no time for active employee, excessive overtime, employees not paid and not on leave, overtime for FLSA, employees on long term leave, employees on FMLA leave, workers' compensation leave.	F	PR, HR		2
TA	80.00	System must have ability for appropriate department staff to run and print reports at their location.	F	PR, HR		2
TA	81.00	System must have ability to produce a report of all leave transactions entered.	F	PR, HR		2
TA	82.00	System must have ability to track instructor leave time and leave type based on student calendar (NCLB Teacher Attendance Reporting)	F	PR, HR		2
TA	83.00	System must have ability to provide for notification of specified individual when a user defined balance is reached by type of leave.	F	PR, HR		2
TA	84.00	System must have ability to query, report on, or print on check stub leave available and taken.	F	PR, HR		2
TA	85.00	System must have ability to generate time studies from information entered in time tracking system.	F	PR, HR	SOME STUDIES MAY REQUIRE USE OF REPORT TOOL	2
TA	86.00	System must have the ability to generate a report on user-defined types of time and leave for teachers and administrators at the school site.	F	PR, HR		2
TA	87.00	System must report overtime that the employee (by employee type) is not paid but is later allowed to take (compensatory time).	F	PR, HR		2

Functional Category: Payroll		Summary Statistics		
Available Response Codes		Code	Count	% of Module
F	Provided fully functional out of the box or with configuration (no custom development)	F	191	90%
CU	Customization/Software Enhancement (Any custom development)	CU	3	1%
TP	Third-party Software Required to Fully Provide Requirement (Third-party Software Must be Proposed)	TP	0	0%
SR	Provided with Standard Report or Reporting Tool	SR	13	6%
CR	Custom Report Development Required	CR	2	1%
N	Not Included in this Proposal	N	0	0%
		NR	3	1%

Reference Number	Functional Requirements	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	Phase
	<b>GENERAL REQUIREMENTS</b>				
PAY 1.00	Ability of system to accommodate various pay attributes such as:				
PAY 2.00	Effective and end dates	F	PR		2
PAY 3.00	Calculation rules:				
PAY 4.00	Overtime pay based upon FLSA guidelines	F	PR		2
PAY 5.00	Blended rate	F	PR		2
PAY 6.00	Pay increases based upon earnings factor (formulas)	F	PR		2
PAY 7.00	Pay increases based upon fixed percentage rate(s)	F	PR		2
PAY 8.00	Pay increases based upon fixed dollar amount(s)	F	PR		2
PAY 9.00	Rate changes within a pay period for specific date range(s)	F	PR		2
PAY 10.00	Rate based on position table	F	PR		2
PAY 11.00	Rate based on service years or hours	F	PR		2
PAY 12.00	Short and long descriptions	F	PR		2
PAY 13.00	Leave accruals/subtractions	F	PR		2
PAY 14.00	Base pay as defined by the user (e.g., base salary plus shift differential plus longevity pay, etc.)	F	PR		2
PAY 15.00	Exception reporting	SR	PR		2
PAY 16.00	Earnings type (e.g., regular, overtime, etc.)	F	PR		2
PAY 17.00	Hours/units	F	PR		2
PAY 18.00	In-kind hours tracking	F	PR		2
PAY 19.00	Dollar/hour/unit limits	F	PR		2

PAY	20.00	Leave payoff	F	PR		2
PAY	21.00	History for activity changes	F	PR		2
PAY	22.00	System must have the ability to accommodate various pay codes such as the following:				
PAY	23.00	Regular (Full-Time, Part-Time, Temporary, etc.)	F	PR		2
PAY	24.00	Additional Earnings (Stipends included)	F	PR		2
PAY	25.00	User-defined premium pay	F	PR		2
PAY	26.00	Overtime	F	PR		2
PAY	27.00	Shift Differential	F	PR		2
PAY	28.00	Personal Days	F	PR		2
PAY	29.00	Annual leave	F	PR		2
PAY	30.00	Sick leave	F	PR		2
PAY	31.00	Sick leave payout	F	PR		2
PAY	32.00	Comp time	F	PR		2
PAY	33.00	Comp time accrual	F	PR		2
PAY	34.00	Retroactive pay	F	PR		2
PAY	35.00	Jury duty	F	PR		2
PAY	36.00	Military	F	PR		2
PAY	37.00	Witness	F	PR		2
PAY	38.00	FMLA leave	F	PR		2
PAY	39.00	Severance/termination pay	F	PR		2
PAY	40.00	Health and dependent care reimbursement	F	PR		2
PAY	41.00	Training	F	PR		2
PAY	42.00	Leave without pay	F	PR		2
PAY	43.00	Leave of absence	F	PR		2
PAY	44.00	Bonus (Flag as a DOE reporting type)	CU		FLDOE Reporting See HR 453-455	2

PAY	45.00	Supplement (Various Types) (Flag as a DOE reporting type)	CU		FLDOE Reporting See HR 453-455	2
PAY	46.00	Daily rate (substitute teachers)	F	PR		2
PAY	47.00	Tuition reimbursement	F	PR or AP (Emp Expense Reimb)		2
PAY	48.00	Mileage	F	PR or AP (Emp Expense Reimb)		2
PAY	49.00	Other user-defined pay codes (minimum of 12, please note maximum in comments field)	F	PR	Maximum of 999 pay codes.	2
PAY	50.00	Ability to flag any earnings category as a FLDOE reporting type (please define limitations in the comments)	CU		FLDOE Reporting See HR 453-455	2
PAY	51.00	System flags when employee is eligible for retirement pay	OUT		SSRS report based on Retirement Date on Emp Master	2
PAY	52.00	System accrues leave based on FL SB 300 requirements	F	PR	Need to provide requirements during implementation.	2
PAY	53.00	System requires validation of account changes prior to payroll processing (with manual override)	F	PR		2
PAY	54.00	System requires validation of grant expiration date prior to processing payroll tied to a grant account (e.g. flags any individuals paid off an expired grant)	F	PR	Grant must be in-activated on FIN side.	2
PAY	55.00	System must have the ability to accommodate non-salary types of compensation including:				
PAY	56.00	Annual leave	F	PR		2
PAY	57.00	Sick leave	F	PR		2
PAY	58.00	Leave without pay	F	PR		2
PAY	59.00	Donated leave banks	F	PR		2
PAY	60.00	Compensatory overtime	F	PR		2
PAY	61.00	Sabbatical	F	PR		2
PAY	62.00	Uniform allowance	F	PR		2
PAY	63.00	Vehicle allowance	F	PR		2
PAY	64.00	Mileage	F	PR or AP (Emp Expense Reimb)		2
PAY	65.00	Other user-defined non-taxable allowances	F	PR		2
PAY	66.00	Additional user-defined fields	F	PR		2
PAY	67.00	System must have the ability to calculate overtime according to the following schedules:				
PAY	68.00	Monthly	F	PR		2
PAY	69.00	Semi-monthly	F	PR		2

PAY	70.00	Daily	F	PR		2
PAY	71.00	Weekly	F	PR		2
PAY	72.00	Bi-Weekly	F	PR		2
PAY	73.00	System must have the ability to calculate overtime based on a 40 hour work week.	F	PR		2
PAY	74.00	System must have the ability to accommodate employees, not on a twelve-month contract, who earn pay at a different rate than what they work (e.g., school year is 10 months, but paid over twelve months).	F	PR		2
PAY	75.00	System must have the ability to allow instructional employees to be paid year-round or only during the school year and calculate leave and deductions accordingly.	F	PR		2
PAY	76.00	System must have the ability to setup new payroll codes and deduction types as needed.	F	PR		2
PAY	77.00	System must have the ability for employees to be able to view their pay stubs or direct deposit remittance slips on-line, through employee self-service.	F	ESS	Self Service	2
PAY	78.00	System must have the ability to display salary in the following ways:				
PAY	79.00	Hourly salary	F	PR		2
PAY	80.00	Daily salary	F	PR		2
PAY	81.00	Monthly	F	PR	Period Pay	2
PAY	82.00	Contract amount	F	PR	Reference salary (Custom Field Label)	2
PAY	83.00	Bi-Weekly	F	PR		2
PAY	84.00	Yearly (annual) salary	F	PR		2
PAY	85.00	System must have the ability to calculate the following at a minimum:				
PAY	86.00	Compensated and non-compensated absences	F	PR		2
PAY	87.00	Indirect labor costs	F	PR, WO		3
PAY	88.00	Overtime	F	PR		2
PAY	89.00	System must have the ability to accommodate organizational changes and carry history forward.	F	PR, HR		2
PAY	90.00	System must have the ability to accommodate payroll for the following types of employees:				
PAY	91.00	Full-time	F	PR		2
PAY	92.00	Temporary	F	PR		2
PAY	93.00	Part-time	F	PR		2
PAY	94.00	Annual Appointment	F	PR		2

PAY	95.00	Probationary Appointment	F	PR		2
PAY	96.00	Work Year (with Number of Days)	F	PR		2
PAY	97.00	Shift (with Number of Hours)	F	PR		2
PAY	98.00	Hourly Wage (with Grade)	F	PR		2
PAY	99.00	Summer Academic/Vocational	F	PR		2
PAY	100.00	Summer Enrichment	F	PR		2
PAY	101.00	Annual Contract	F	PR		2
PAY	102.00	Base Contract Salary	F	PR		2
PAY	103.00	System must have the ability to designate whether compensation is taxable or non-taxable (e.g., meals on a day trip are taxable, meals on an overnight trip are non-taxable).	F	PR		2
PAY	104.00	System must have the ability to automatically recalculate wage due to personnel actions such as promotions, demotions, etc.	F	PR, HR		2
PAY	105.00	System must have the ability to support user-defined approval and routing of all compensation changes (base rate, bonuses, additional pay, etc.).	F	Workflow		2
PAY	106.00	System must have the ability to accommodate automatic (with override capabilities through appropriate security) movement between steps/increments and/or merit steps.	F	PR		2
PAY	107.00	System must have the ability to define and enforce user-defined rules for holiday and sick time usage.	F	PR	Munis offers 6 rules for limit enforcement and however many time entry rules	2
PAY	108.00	System must have the ability to impose a fee for payroll administrative fees (garnishments, V2 reissues, ).	F	PR		2
PAY	109.00	System must have the ability to automatically terminate pay once employment is terminated, based on effective date.	F	PR		2
<b>DEDUCTIONS AND SPECIAL PAYS</b>						
PAY	110.00	System must have the ability to accommodate the following deductions:				
PAY	111.00	Professional dues	F	PR		2
PAY	112.00	Charitable contributions (e.g., United Way)	F	PR		2
PAY	113.00	Medical (multiple)	F	PR		2
PAY	114.00	Insurance (multiple)	F	PR		2
PAY	115.00	Additional optional life insurance	F	PR		2
PAY	116.00	Garnishments (multiple)	F	PR		2
PAY	117.00	Child Support	F	PR		2
PAY	118.00	Garnishments can be entered with active dates	F	PR		2

PAY	119.00	Deferred compensation plans (multiple)	F	PR		2
PAY	120.00	Retirement plans (multiple)	F	PR		2
PAY	121.00	Flexible Spending Accounts	F	PR		2
PAY	122.00	Other user defined deductions	F	PR		2
PAY	123.00	System must have ability to handle deductions for employment contracts of varying lengths: 10, 11, or 12 months.	F	PR		2
PAY	124.00	System must have the ability to add additional deductions as necessary. Please include any limitations on the number of deductions in the Comments column.	F	PR	Maximum of 9999 deductions.	2
PAY	125.00	System must have the ability to prorate a retirement plan contribution for a portion of a pay period.	F	PR		2
PAY	126.00	System must have the ability to make adjustments to salaries for contributions (e.g., workers compensation earnings, etc.).	F	PR		2
PAY	127.00	System must have the ability to accumulate earnings and deductions on the following basis:				
PAY	128.00	Monthly	F	PR		2
PAY	129.00	Semi-Monthly	F	PR		2
PAY	130.00	Weekly	OUT	PR	SSRS report	
PAY	131.00	Bi-Weekly	OUT	PR	SSRS report	
PAY	132.00	Quarterly	F	PR		2
PAY	133.00	Fiscal Year	F	PR		2
PAY	134.00	Calendar Year	CR	PR	SSRS report	2
PAY	135.00	Multi-Calendar Year	CR	PR	SSRS report	2
PAY	136.00	School year	F	PR		2
PAY	137.00	Multi-fiscal year	F	PR		2
PAY	138.00	System must have the ability to calculate deductions based upon the following:				
PAY	139.00	Flat amount	F	PR		2
PAY	140.00	Percent of gross	F	PR		2
PAY	141.00	Percentage of any combination of pay	F	PR		2
PAY	142.00	System must have the ability to handle the following deduction controls:				
PAY	143.00	One time only	F	PR		2

PAY	144.00	Every pay period	F	PR		2
PAY	145.00	Start and stop dates	F	PR		2
PAY	146.00	Annual dollar limits	F	PR		2
PAY	147.00	Pay period dollar limits	F	PR		2
PAY	148.00	Maximum deductions per year or pay period based upon dollar amount or percentage of salary (i.e., minimum net pay requirements).	F	PR		2
PAY	149.00	System must have the ability to compute employer and employee portions of deductions for items such as:				
PAY	150.00	Taxes (Federal, State and Local, etc.)	F	PR		2
PAY	151.00	Life Insurance	F	PR		2
PAY	152.00	Medical Insurance	F	PR		2
PAY	153.00	Deferred Compensation plan	F	PR		2
PAY	154.00	Long-term disability	F	PR		2
PAY	155.00	Social Security and/or Medicare	F	PR		2
PAY	156.00	Retirement	F	PR		2
PAY	157.00	Other user-defined deductions	F	PR		2
PAY	158.00	System must flag any employer paid deductions as FLDOE reportable	F	PR	Need clarification on requirements	2
PAY	159.00	System must have the ability to handle the following types of garnishments:				
PAY	160.00	Multiple garnishments on the same check	F	PR		2
PAY	161.00	Flat amount or percentage	F	PR		2
PAY	162.00	System must have the ability to prioritize the draw-down of garnishments (e.g., child support first).	F	PR		2
PAY	163.00	System must have the ability to print third-party checks for garnishments and miscellaneous deductions.	F	PR		2
PAY	164.00	System must have the ability to print special deduction checks.	F	PR	Need clarification on requirements	2
PAY	165.00	System must have the ability to electronically remit deduction remittances to various vendors (i.e., insurance carriers).	F	PR		2
PAY	166.00	System must integrate with accounts payable to generate invoice to vendors ( tax, benefit, garnishment, etc.)	F	PR		2
		<b>PAYROLL PROCESSING</b>				
PAY	167.00	System must support multiple pay types based on user-defined employee groups (indicate any limitation on the number of pay types in the comments field).	F	PR	Up to 999 pay types	2



PAY 168.00	System must have the ability to process payroll for employees that hold multiple concurrent positions.	F	PR		2
PAY 169.00	System must have the ability to accommodate multiple pay cycles, by employee group/pay types (indicate any limitations on the number of pay cycles in the comments field) that overlap in dates.	F	PR	System can run weekly, bi-weekly, semi-monthly, monthly, annually	2
PAY 170.00	System must have the ability to accommodate overlapping pay cycles.	F	PR	System can run weekly, bi-weekly, semi-monthly, monthly, annually	2
PAY 171.00	System must support the following payroll schedules:				
PAY 172.00	Daily	F	PR	Based on pay frequency	2
PAY 173.00	Monthly	F	PR		2
PAY 174.00	Semi-Monthly	F	PR		2
PAY 175.00	Bi-Weekly	F	PR		2
PAY 176.00	Weekly	F	PR		2
PAY 177.00	System must have the ability for all fields in the database to be printed on the pay stub as desired (e.g., detailed pay, deductions, leave balance accumulators) with the associated "through" date.	F	PR/Tyler Forms	Up to 6 leave balances or 4 if detail is printed.	2
PAY 178.00	System must have the ability to print multiple messages on the pay stubs based upon:				
PAY 179.00	District-wide	F	PR		2
PAY 180.00	School	F	PR		2
PAY 181.00	Department	F	PR		2
PAY 182.00	Job classification	F	PR		2
PAY 183.00	Benefit status	F	PR	Need Clarification on requirements.	2
PAY 184.00	Health plan	F	PR	By Carrier	2
PAY 185.00	By any deduction category	F	PR		2
PAY 186.00	System must have the ability to accommodate entry of manual checks with real-time, automatic update of all employee and employer accumulators.	F	PR		2
PAY 187.00	System must have the ability to generate out-of-cycle pay checks on demand.	F	PR		2
PAY 188.00	System must have the ability to accommodate automatic direct deposit of paychecks through electronic funds transfer.	F	PR		2
PAY 189.00	System must have the ability to provide totals for reconciliation of:				
PAY 190.00	Changes to employee pay, deductions, and taxes	F	PR		2
PAY 191.00	Changes to employer deductions and taxes	F	PR		2
PAY 192.00	Federal and State Government reporting for each employee	SR	PR		2

PAY	193.00	System must have the ability to provide a payroll proof list of all payroll calculations, gross-to-net, before checks are produced, including:				
PAY	194.00	Hours by type	SR	PR		2
PAY	195.00	Earnings by type	SR	PR		2
PAY	196.00	Employee tax liabilities	SR	PR		2
PAY	197.00	Employee deduction amount	SR	PR		2
PAY	198.00	Employer contribution amount	SR	PR		2
PAY	199.00	Deductions not taken and set-up in arrears	SR	PR		2
PAY	200.00	Employer portion of all taxes	SR	PR		2
PAY	201.00	Totals by employee, project, cost center, division, department, total District	F	SR		2
PAY	202.00	System must have the ability to pay out comp time according to user-defined criteria.	F	PR		2
PAY	203.00	System must have the ability to prevent negative paychecks by evaluating deductions and taking only those with the highest priority as determined by the District.	F	PR		2
PAY	204.00	System must flag and provide for adjustments (refund or deductions) to final paycheck based on annual leave, sick allowance, employee overpay, outstanding receivables and other user defined criteria	F	PR		2
PAY	205.00	System supports processing voided checks, and make adjustments automatically to the employee's record and GL accounts, such as to sick and leave hours	F	PR		2
PAY	206.00	System must have the ability to reinitiate the same payroll run and check numbers in the case of errors.	F	PR		2
PAY	207.00	System must have the ability to continue other HR and payroll processes and runs during the processing of a concurrent payroll run.	F	PR		2
PAY	208.00	System must have the ability to refund and reverse deductions/garnishments to adjust the payroll history and appropriate GL accounts.	F	PR		2
PAY	209.00	System must facilitate the District's fiscal and calendar year end rollover of payroll records	F	PR		2
<b>REPORTING / QUERYING</b>						
PAY	210.00	All fields are available for queries/reports, including user-defined fields.	F	PR, HR		2
PAY	211.00	Ability to query and report on historical payroll information	SR	PR		2
PAY	212.00	System must provide ability to export data to third party applications (EZ-Stub, etc.)	F	PR		2
PAY	213.00	System must have the ability to run Payroll Cycle and Quarterly Report Balancing routines (i.e. gross to net)	F	PR		2
PAY	214.00	System must generate a payroll audit report, flagging any account coding errors	F	PR		2
PAY	215.00	System must have the ability to report on unemployment compensation.	SR	PR		2
PAY	216.00	System must have the ability to create a report of detail and summarized retirement payments.	SR	PR		2

PAY	217.00	System must have the ability to perform year-end accruals of salaries and benefits.	F	PR		2
PAY	218.00	System must have the ability to generate a payroll register.	F	PR		2
PAY	219.00	System must have the ability to export mailing data (e.g., mailing label data) into Microsoft Office.	F	Munis Office		2
PAY	220.00	System must have the ability to produce all W-2 information for employees and reporting agencies (i.e., IRS and State, etc.).	F	PR		2
PAY	221.00	System must have the ability to reprint W-2's by employee or specific groups (including multiple previous years)	F	PR		2
PAY	222.00	System must have the ability to support electronic submission of reports for certain grants, state (FLDOE), and/or federal requirements (i.e. W2, etc.).	F	PR	W2, Florida Retirement, FL Unemployment	2
PAY	223.00	Generate a deduction exception report	F	PR		2
PAY	224.00	System must have the ability to produce reports for 941 reporting.	F	PR		2
PAY	225.00	System must have the ability to generate reports to track state and federal withholding	F	PR		2
PAY	226.00	System must have the ability to process 1099 payments for employees and non-employees.	F	PR		2
PAY	227.00	System must have the ability for an employee to receive both a 1099-R and a W-2	F	PR		2
PAY	228.00	System must have the ability to maintain unlimited pay history for each employee	F	PR		2
PAY	229.00	System must have the ability to track overtime and generate reports using user-defined criteria	F	PR		2
PAY	230.00	System must have the ability to report on grant funded payroll activities	SR	PR		2

Functional Category: Treasury Management		Summary Statistics			
Available Response Codes		Code	Count	% of Module	
F	Provided fully functional out of the box or with configuration (no custom development)	F	60	26%	
CU	Customization/Software Enhancement (Any custom development)	CU	1	0%	
TP	Third-party Software Required to Fully Provide Requirement (Third-party Software Must be Proposed)	TP	125	55%	
SR	Provided with Standard Report or Reporting Tool	SR	5	2%	
CR	Custom Report Development Required	CR	1	0%	
N	Not Included in this Proposal	N	37	16%	
		NR	0	0%	

Reference Number	Functional Requirements	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	Phase
	<b>GENERAL REQUIREMENTS</b>				
Treas 1.00	Automatic comparison of checks issued to checks cleared per the bank account with auto generation of outstanding check list on a daily basis for an unlimited number of accounts	F	TM		
Treas 2.00	Automatic posting of cash and/or investment accounts from data file sent by bank on a daily or other user defined schedule (example: wire transfers in/out, ACH transfers in/out, bank charges, interest and investment earnings etc)	N			
Treas 3.00	Fully integrated with:				
Treas 4.00	Budget	F	GL, TM		
Treas 5.00	Budget forecasting tool	N			
Treas 6.00	General ledger	F	GL, TM		
Treas 7.00	Accounts receivable	F	AR, TM		
Treas 8.00	Accounts payable	F	AP, TM		
Treas 9.00	Other integration points (please list all other integration points)	F	PR	Payroll	
Treas 10.00	Download bank account transactions for multiple banks and accounts	F	TM		
Treas 11.00	Automatically reconcile the following with prior day's account balance				
Treas 12.00	Transactions	F	TM		
Treas 13.00	Debt	N			
Treas 14.00	Investment activities	N			
Treas 15.00	Execute electronic transfers, (wires, EFTs and ACH), from within the module for multiple banks	N			
Treas 16.00	Provide detail on outstanding checks and reconcile to bank activity daily	F	TM		
Treas 17.00	Ability to accommodate cash receipting at locations across the district	F	AR, TM		
Treas 18.00	Utilize positive pay with multiple bank accounts	CU	TM	4400 - See Gap/Mod	4
Treas 19.00	Utilize positive pay with multiple sources (departments)	F	TM	SO LONG AS ABOVE MODIFICATION IS COMPLETED	

Treas	20.00	Track variable interest earnings on separate retainage accounts (for vendor contracts)	N			
Treas	21.00	Workflow to electronically route documents and processes	F	TM	WHERE APPLICABLE	
Treas	22.00	Meet all GASB requirements, including statement of cash flows	F	GASB-34, TM		
Treas	23.00	Accommodate pooled cash and pooled investments	F	TM		
Treas	24.00	Provide treasury management for multiple component units within the District's reporting structure but are not rolled up into the financial statement	F	TM		
		<b>CASH MANAGEMENT</b>				
Treas	25.00	Download daily bank activity and balances and reconcile to recorded receipts and disbursements and cash flow forecast	F	TM		
Treas	26.00	Upload check runs to bank electronically for matching cleared checks to checks issued for daily reporting of cash float and outstanding check list totals	F	TM		
Treas	27.00	Downloads to populate the actual data fields of the cash forecast	F	TM		
Treas	28.00	Generate a system alert when insufficient funds are available for planned check runs based upon user-defined thresholds	F	GL, TM		
Treas	29.00	Reconcile daily actual receipts and disbursements against forecasted balances	F	AR, AP, PR, TM		
Treas	30.00	Send notification to prepare cash flow based on a payment voucher that is over a user-defined threshold	N			
Treas	31.00	Provide for daily reconciliation of receipts and disbursements against the various funds and accounts	F	GL, TM		
Treas	32.00	Forecast cash flows over multiple periods and years	F	TM		
Treas	33.00	Record money transfers between funds and accounts and post to respective general ledger accounts	F	GL, TM		
Treas	34.00	Record debt payments made for notes and bond payables, including the computation of interest, and money transfers between accounts	N			
Treas	35.00	Provide a record of cash transactions (receipts and disbursements) for any selected time frame	F	TM		
Treas	36.00	<b>INVESTMENT</b>				
Treas	37.00	Track various types of financial instruments including:				
Treas	38.00	U.S. Treasury Notes	TP	Sympro		
Treas	39.00	U.S. Treasury Bills	TP	Sympro		
Treas	40.00	U.S. Treasury Bonds	TP	Sympro		
Treas	41.00	Other bonds issued by a federal agency or a U.S. government-sponsored enterprise (i.e. FHLB, etc.)	TP	Sympro		
Treas	42.00	Bonds, notes, warrants issued by local and state agencies	TP	Sympro		
Treas	43.00	Certificates of deposits	F	TM, GL		

Treas	44.00	Commercial paper	TP	Sympro		
Treas	45.00	Banker's acceptances	TP	Sympro		
Treas	46.00	Letter of credit	TP	Sympro		
Treas	47.00	Investment pools (such as LGIP)	TP	Sympro		
Treas	48.00	Negotiable certificates of deposit	TP	Sympro		
Treas	49.00	Money market funds	TP	Sympro		
Treas	50.00	Repurchase agreements	TP	Sympro		
Treas	51.00	Passbook savings accounts	TP	Sympro		
Treas	52.00	Demand deposits	TP	Sympro		
Treas	53.00	Other user defined options	TP	Sympro		
Treas	54.00	Track the following elements for each investment:				
Treas	55.00	CUSIP Number	F	TM		
Treas	56.00	Description	F	TM		
Treas	57.00	Broker/Institution	TP	Sympro		
Treas	58.00	Date issued	F	TM		
Treas	59.00	Maturity date	F			
Treas	60.00	Term: stated in number of days	F	TM		
Treas	61.00	Rating	TP	Sympro		
Treas	62.00	Amount	F	TM		
Treas	63.00	Interest rate	F	TM		
Treas	64.00	Step interest rates	TP	Sympro		
Treas	65.00	Interest purchased	TP	Sympro		
Treas	66.00	Interest accrued	TP	Sympro		
Treas	67.00	Interest deferred	TP	Sympro		
Treas	68.00	Unrealized gains and losses	TP	Sympro		

Treas	69.00	Realized gains and losses	TP	Sympro		
Treas	70.00	Interest paid	TP	Sympro		
Treas	71.00	Premium amount	TP	Sympro		
Treas	72.00	Discount amount	TP	Sympro		
Treas	73.00	Interest payment dates	TP	Sympro		
Treas	74.00	Call dates	TP	Sympro		
Treas	75.00	Effective yield rate	F	TM		
Treas	76.00	Investment type	F	TM		
Treas	77.00	Investment group	F	TM		
Treas	78.00	Investment portfolio	TP	Sympro		
Treas	79.00	Libor rate	N			
Treas	80.00	Interest swaps	N			
Treas	81.00	Current market value	TP	Sympro		
Treas	82.00	And other user allowable investments governed by the Investment Policy	TP	Sympro		
Treas	83.00	Support multiple investment portfolios by				
Treas	84.00	Fund	F	TM, GL		
Treas	85.00	Program	F			
Treas	86.00	Organization	F			
Treas	87.00	Other user defined breakdown	F	TM, GL	Any COA reg	
Treas	88.00	Track both cost and market valuation of investments	TP	Sympro		
Treas	89.00	Collateral assignments attached to				
Treas	90.00	Repurchase	TP	Sympro		
Treas	91.00	Overnight pool	TP	Sympro		
Treas	92.00	Demand deposits	TP	Sympro		
Treas	93.00	All deposit accounts	TP	Sympro		

Treas	94.00	Track investment interest earnings on a cash basis	TP	Sympro		
Treas	95.00	Track investment interest earnings on an accrual basis	TP	Sympro		
Treas	96.00	Track call dates for callable securities				
Treas	97.00	Notification of call date	TP	Sympro		
Treas	98.00	Provide notification of upcoming investment payment dates	TP	Sympro		
Treas	99.00	Accommodate step interest securities where interest rates increase periodically throughout the term of the security	TP	Sympro		
Treas	100.00	Check call and maturity schedules against a holiday calendar and provide notification for errors	N			
Treas	101.00	Rank investments in order by				
Treas	102.00	Type	SR	TM	SSRS	
Treas	103.00	Term	TP	Sympro		
Treas	104.00	Call dates	TP	Sympro		
Treas	105.00	Interest payment dates	TP	Sympro		
Treas	106.00	Maturity date	SR	TM	SSRS	
Treas	107.00	User defined criteria	TP	Sympro		
Treas	108.00	Calculate premium and discount amortization over the term of the investment and compute book value for specified period	TP	Sympro		
Treas	109.00	Apportion net investment activities and interest receipts against various funds and accounts based on user defined criteria	TP	Sympro		
Treas	110.00	Perform the following calculations				
Treas	111.00	Weighted average life	TP	Sympro		
Treas	112.00	Weighted rate of return	TP	Sympro		
Treas	113.00	Average weighted yield	TP	Sympro		
Treas	114.00	Average days to maturity	TP	Sympro		
Treas	115.00	Duration	TP	Sympro		
Treas	116.00	Other user defined	TP	Sympro		
Treas	117.00	Create journal entries for investment and interest activities which include:				
Treas	118.00	Security description	TP	Sympro		



Treas	119.00	CUSIP Number	TP	Sympro		
Treas	120.00	Activity period	TP	Sympro		
Treas	121.00	Interest	TP	Sympro		
Treas	122.00	Premium	TP	Sympro		
Treas	123.00	Discount	TP	Sympro		
Treas	124.00	User defined	TP	Sympro		
Treas	125.00	Define exposure limits by investment type or group based on user defined parameters. (For example: The Investment Policy limits investment in Commercial Paper to 15% of the total investment portfolio)	TP	Sympro		
Treas	126.00	Track portfolio investments by				
Treas	127.00	Cash	TP	Sympro		
Treas	128.00	Value	TP	Sympro		
Treas	129.00	Growth	TP	Sympro		
Treas	130.00	Provide a warning when investment type or group exceeds the investment limits as defined by the investment policy	TP	Sympro		
Treas	131.00	Support interest rate sensitivity and gap analysis	TP	Sympro	Interest rate sensitivity only	
Treas	132.00	Support value-at-risk (VAR) analysis. (NOTE: Please specify in comments field what form of VAR analysis is supported, e.g., historical analysis, variance/covariance, other)	N			
Treas	133.00	System provides an option-pricing calculator	N			
Treas	134.00	Prepare bid sheets that allow for the comparison of multiple competitive quotes to calculate return on investment yields which includes the following information:				
Treas	135.00	Date	N			
Treas	136.00	Amount	N			
Treas	137.00	Investment type	N			
Treas	138.00	Maturity date	N			
Treas	139.00	Company	N			
Treas	140.00	Individual	N			
Treas	141.00	Time	N			
Treas	142.00	Price	N			
Treas	143.00	Yield	N			

Treas	144.00	Discount	N			
Treas	145.00	Maturity	N			
Treas	146.00	Settlement	N			
		<b>DEBT MANAGEMENT</b>				
Treas	147.00	Track various types of financial instruments, including:				
Treas	148.00	Bonds	F	TM		
Treas	149.00	Notes	TP	Sympro		
Treas	150.00	State bond loans	TP	Sympro		
Treas	151.00	Certificates of participation	TP	Sympro		
Treas	152.00	Installment financing agreements	TP	Sympro		
Treas	153.00	Commercial paper	TP	Sympro		
Treas	154.00	Other financing agreements	TP	Sympro		
Treas	155.00	Swaps and other derivatives	N			
Treas	156.00	Other user defined options	TP	Sympro		
Treas	157.00	Track debt instruments by the following attributes:				
Treas	158.00	Type of debt	F	TM		
Treas	159.00	CUSIP Number	F	TM		
Treas	160.00	Description	F	TM		
Treas	161.00	Broker/Institution	TP	Sympro		
Treas	162.00	Insurer	TP	Sympro		
Treas	163.00	Date issued	F	GL, TM		
Treas	164.00	Maturity date	F	GL, TM		
Treas	165.00	Term: stated in number of days	F	GL, TM		
Treas	166.00	Rating	TP	Sympro		
Treas	167.00	Amount	F	GL, TM		

Treas	168.00	Bond cost	TP	Sympro		
Treas	169.00	Interest rate	F	GL, TM		
Treas	170.00	Step interest rates	TP	Sympro		
Treas	171.00	Interested paid	TP	Sympro		
Treas	172.00	Premium amount	TP	Sympro		
Treas	173.00	Discount amount	TP	Sympro		
Treas	174.00	Interest payment dates	TP	Sympro		
Treas	175.00	Principal payment dates	TP	Sympro		
Treas	176.00	Call dates	TP	Sympro		
Treas	177.00	Effective yield rate:				
Treas	178.00	Bond yield	TP	Sympro		
Treas	179.00	Arbitrage yield	N			
Treas	180.00	Other user defined criteria	TP	Sympro		
Treas	181.00	Support multiple debt portfolios by fund, program, or organization	F	TM		
Treas	182.00	Amortization schedules by:				
Treas	183.00	Issue	TP	Sympro		
Treas	184.00	Groups of issue	TP	Sympro		
Treas	185.00	Category of issue	TP	Sympro		
Treas	186.00	Rank debt in order or type, term, call date(s), interest payment date(s), and maturity date				
Treas	187.00	Type	SR	TM, GL		
Treas	188.00	Term	TP	Sympro		
Treas	189.00	Call dates	TP	Sympro		
Treas	190.00	Interest payment dates	TP	Sympro		
Treas	191.00	Maturity dates	SR	TM, GL		
Treas	192.00	Other user defined criteria	TP	Sympro		

Treas	193.00	Automatically generate check requests or wire transfers for debt payments	N			
Treas	194.00	Check requests pull funds from multiple accounts	N			
Treas	195.00	Calculate the following across total bond issuances				
Treas	196.00	Total bond premiums	TP	Sympro		
Treas	197.00	Discounts	TP	Sympro		
Treas	198.00	Losses	N			
Treas	199.00	Bond costs	TP	Sympro		
Treas	200.00	Track data necessary to satisfy arbitrage and accretion requirements	TP	Sympro		
Treas	201.00	Apportion principal and interest payments against various funds and accounts based on user defined criteria	TP	Sympro		
Treas	202.00	Calculate accrued interest due for a specified period				
Treas	203.00	By fund	TP	Sympro		
Treas	204.00	By account	TP	Sympro		
Treas	205.00	By other user defined criteria	TP	Sympro		
Treas	206.00	Create journal entries for principal and interest activities including:				
Treas	207.00	Security description	TP	Sympro		
Treas	208.00	CUSIP Number	TP	Sympro		
Treas	209.00	Activity period	TP	Sympro		
Treas	210.00	Interest	F	TM, GL		
Treas	211.00	Premium	TP	Sympro		
Treas	212.00	Discount	TP	Sympro		
Treas	213.00	Other user defined	TP	Sympro		
Treas	214.00	Define exposure limits by the following: (For example: The bond indentures establishes debt coverage ratios for reserve funds as well as for net revenues)				
Treas	215.00	Debt type	N			
Treas	216.00	Debt group	N			
Treas	217.00	User defined criteria	N			

Treas	218.00	Provide a warning when debt type or group exceeds the limits defined in the debt policy or indenture	N			
Treas	219.00	Track refunded bonds	TP	Sympro		
Treas	220.00	Support interest rate sensitivity and gap analysis	N			
		<b>QUERYING / REPORTING</b>				
Treas	221.00	Availability of a cash flow analysis report by bank account, identifying the date of the highest receipt and disbursement	F	TM		
Treas	222.00	Summarize debt outstanding by interest, principal and total for the following				
Treas	223.00	Individual issues	TP	Sympro		
Treas	224.00	Groups of issue	TP	Sympro		
Treas	225.00	Category of issue	TP	Sympro		
Treas	226.00	Other user defined	TP	Sympro		
Treas	227.00	Meet all GASB reporting requirements	F	GASB-34, TM		
Treas	228.00	Availability of a cash position report by bank by account(s)	F	GL, TM		
Treas	229.00	Sort, report and query from any field within the treasury/cash management module (produce ad hoc on-line requests and printed reports)	F	TM		
Treas	230.00	Portfolio status report by user defined date range that includes:				
Treas	231.00	Investments by type	TP	Sympro		
Treas	232.00	CUSIP Number	TP	Sympro		
Treas	233.00	Issuing name	TP	Sympro		
Treas	234.00	Book value	TP	Sympro		
Treas	235.00	Market value	TP	Sympro		
Treas	236.00	Purchase date	TP	Sympro		
Treas	237.00	Maturity date	TP	Sympro		
Treas	238.00	Interest rate	TP	Sympro		
Treas	239.00	Yield rate	TP	Sympro		
Treas	240.00	Interest payment schedule	TP	Sympro		
Treas	241.00	Discount or premium amount	TP	Sympro		

Treas	242.00	Broker/Dealer name	TP	Sympro		
Treas	243.00	Other user defined field	TP	Sympro		
Treas	244.00	Ad-hoc reporting capabilities	CR	SRS		
Treas	245.00	Scheduled or on demand report that identifies expenditures made to specific debt issuance based on user defined criteria	F	AP, GL, TM		
Treas	246.00	Prepare a report covering a user defined period for:				
Treas	247.00	Annual budgeted revenues	F	AR, TM		
Treas	248.00	Expenditures	F	AP, PR, TM		
Treas	249.00	AP activity	F	AP, TM		
Treas	250.00	AR activity	F	AR, TM		
Treas	251.00	CD activity	N			
Treas	252.00	CR activity	N			
Treas	253.00	Generate a daily, weekly, and monthly cash position report for all cash accounts	F	GL, TM		
Treas	254.00	Generate a daily, weekly, and monthly cash position report for all investment accounts	SR	SSRS		

Functional Category: Fleet Management		Summary Statistics			
Available Response Codes		Code	Count	% of Module	
F	Provided fully functional out of the box or with configuration (no custom development)	F	159	80%	
CU	Customization/Software Enhancement (Any custom development)	CU	18	9%	
TP	Third-party Software Required to Fully Provide Requirement (Third-party Software Must be Proposed)	TP	1	1%	
SR	Provided with Standard Report or Reporting Tool	SR	0	0%	
CR	Custom Report Development Required	CR	0	0%	
N	Not Included in this Proposal	N	21	11%	
		NR	1	1%	

Reference Number	Functional Requirements	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	Phase
	<b>FLEET GENERAL</b>				
FLT 1.00	Provide multiple free form text fields for comments and notes for each component (multiple notes per component).	F	WO	Using TCM	3
FLT 2.00	System will support GPS tracking of fleet	N			3
FLT 3.00	System provides same general/technical Audit Trails as available in the main system.	F	WO		3
FLT 4.00	Allows authorized users to add, delete or update any information for vehicles, equipment or components.	F	WO		3
FLT 5.00	Allows authorized users to override and update calculated fields (such as accumulated life miles) with audit trails showing changes.	F	WO		3
FLT 6.00	System is integrated with asset management information such as fixed asset number; P.O. or contract number asset purchased from; purchase cost; purchase date; purchase acceptance date; date placed in service; sale or disposal date; useful life; retirement date;	F	WO, FA		3
FLT 7.00	Ability to produce maintenance budgets based on system history, vehicle age, replacement schedules, etc.	CU		\$5,500	3
FLT 8.00	Ability to produce maintenance budgets based on vehicle status: age, warranty, make, model.	CU		Included in above	3
FLT 9.00	Ability to provide what-if analysis on vehicle replacement, etc.	N			3
FLT 10.00	Ability to track all overhead, operating and maintenance costs per individual asset, equipment classes, and user groups.	F	WO		3
FLT 11.00	Ability to generate invoices based upon hourly or mileage based rates by individual piece of equipment, or equipment classes.	F	WO		3
FLT 12.00	Ability to generate invoices based upon fixed monthly capital charge (purchase price or life cycle cost) by individual piece of equipment, or equipment classes.	F		Changed to F - See Gap/Mod	3
FLT 13.00	Ability to invoice internal departments, project, program, grant, asset (independent of projects), activity, task) and external agencies through AR based on work order or usage (hourly or mileage, etc.)	F	WO		3
FLT 14.00	Ability to track contract specifications for various asset types.	F	WO	using TCM	3
FLT 15.00	Ability to archive reports for user-defined time periods for audit and reporting purposes, with associated back up documentation for vehicles in or out of service.	F	WO	Records can be removed at any time	3
FLT 16.00	System provides the same functionality for all types of assets including warranty.	F	WO		3

FLT	17.00	Interface with inventory when picking vehicle components from inventory for maintenance	F	WO		3
<b>VEHICLE REFERENCE INFORMATION</b>						
FLT	18.00	The system should have the following classification capabilities for all vehicle assets, including equipment:				
FLT	19.00	Default accounting string	F	WO, FA		3
FLT	20.00	VIN or serial number	F	WO, FA		3
FLT	21.00	Equipment number	F	WO, FA		3
FLT	22.00	Model year	F	WO, FA		3
FLT	23.00	Manufacturer name	F	WO, FA		3
FLT	24.00	Model	F	WO, FA		3
FLT	25.00	Vehicle series	F	WO,FA	User Defined Fields	3
FLT	26.00	License plate number	F	WO, FA		3
FLT	27.00	Vehicle status (active, disposal, etc.)	F	WO, FA		3
FLT	28.00	Vehicle class	F	WO, FA		3
FLT	29.00	Warranty provisions	F	WO, FA		3
FLT	30.00	Multiple user-defined classification fields	F	WO, FA		3
FLT	31.00	Special vehicle or equipment information as needed.	F	WO, FA		3
FLT	32.00	System provides the following vehicle or equipment reference and specification information:				
FLT	33.00	Original passenger capacity	F	WO	User Defined	3
FLT	34.00	Current vehicle capacity	F	WO	User Defined	3
FLT	35.00	Total number of seats	F	WO	User Defined	3
FLT	36.00	Wheelchair capacity	F	WO	User Defined	3
FLT	37.00	Fuel type(s)	F	WO	User Defined	3
FLT	38.00	Fuel capacity	F	WO	User Defined	3
FLT	39.00	Fluid type(s)	F	WO	User Defined	3
FLT	40.00	Fluid capacities	F	WO	User Defined	3



FLT	41.00	Fluid consumption tolerance levels	F	WO	User Defined	3
FLT	42.00	Auxiliary equipment and attachments	F	WO	User Defined	3
FLT	43.00	Tire type	F	WO	User Defined	3
FLT	44.00	Add fields	F	WO	User Defined	3
FLT	45.00	Size and pressure	F	WO	User Defined	3
FLT	46.00	Gross vehicle weight rating	F	WO	User Defined	3
FLT	47.00	Axle type	F	WO	User Defined	3
FLT	48.00	Axle weight rating, by axle (front, third, drive)	F	WO	User Defined	3
FLT	49.00	Ability to notify appropriate user(s) or department contact(s) of vehicle licensing or permitting requirement for any vehicle in the fleet and expiration dates.	F	WO	Changed to User Defined Fields	3
FLT	50.00	Ability to notify appropriate user(s) or department contact(s) of upcoming planned vehicle maintenance	F	WO		3
FLT	51.00	Ability to accumulate detailed and summarized vehicle/equipment operating information (miles, operating hours, cycles, calendar ranges, fuel and fluids consumption, etc.).	F	WO		3
FLT	52.00	Ability to accumulate detailed and summarized vehicle/equipment maintenance and operating cost information for multiple user-defined periods for example: life-to-date and various periods-to-date.	F	WO, SSRS		3
FLT	53.00	Provide the capability to create user-defined fields for vehicle/equipment information.	F	WO		3
FLT	54.00	System provides unlimited free form text fields for comments and notes for each vehicle or equipment item (multiple notes per vehicle).	F	WO		3
<b>COMPONENT REFERENCE INFORMATION</b>						
FLT	55.00	System provides the following capabilities for serialized repairable vehicle components:				
FLT	56.00	Component ID and descriptive information such as component type (i.e., engine, transmission, etc.)	F	WO		3
FLT	57.00	Component class (i.e., component, sub-component, assembly, subassembly, etc.)	F	WO, FA		3
FLT	58.00	User-defined component serial number	F	WO, FA		3
FLT	59.00	Manufacturer's serial number	F	WO, FA		3
FLT	60.00	Manufacturer's name	F	WO, FA		3
FLT	61.00	Model number	F	WO, FA		3
FLT	62.00	Part number	F	WO, FA	User Defined	3
FLT	63.00	Inventory number	F	WO, FA	User Defined	3
FLT	64.00	Purchase cost	F	WO, FA		3

FLT	65.00	Extended warranty cost	F	WO, FA		3
FLT	66.00	Extended warranty description	F	WO, FA		3
FLT	67.00	Ability to designate multiple vehicle series or models where component(s) is/(are) used.	CU		Out Per Pasco	3
FLT	68.00	Ability to identify parent-child relationships between components, sub-components, assemblies, and subassemblies.	CU		Out Per Pasco	3
FLT	69.00	Ability to provide text description of the component.	F	WO, FA		3
FLT	70.00	System provides the following component asset management information:				
FLT	71.00	Fixed asset number	F	WO, FA		3
FLT	72.00	P.O. or contract number vehicle purchased from	F	WO, FA		3
FLT	73.00	Purchase cost	F	WO, FA		3
FLT	74.00	Purchase date	F	WO, FA		3
FLT	75.00	Purchase condition (new, rebuilt)	F	WO, FA	User Defined	3
FLT	76.00	Purchase acceptance date	F	WO, FA, AP	If asset is purchased through purchaing module	3
FLT	77.00	In-service date	F	WO, FA	User Defined	3
FLT	78.00	Warranty start date	F	WO, FA		3
FLT	79.00	Warranty expiration date	F	WO, FA		3
FLT	80.00	Useful life	F	WO, FA		3
FLT	81.00	Disposition date	F	WO, FA		3
FLT	82.00	Disposition type (retirement, sale, auction, salvage, etc.)	F	WO, FA		3
FLT	83.00	Life miles when sold	F	WO, FA		3
FLT	84.00	Sale or auction price	F	WO, FA		3
FLT	85.00	Ability to automatically accumulate the following component maintenance information based on "parent" asset or assets:				
FLT	86.00	Accumulated cost life-to-date and period-to-date	F	WO, FA, SSRS		3
FLT	87.00	Number of rebuilds and repairs	F	WO, FA		3
FLT	88.00	Date of last rebuild and repair	F	WO, FA		3
FLT	89.00	Cost of last rebuild and repair	F	WO, FA		3

FLT 90.00	Life mileage at last rebuild and repair	F	WO, FA		3
FLT 91.00	Mileage by fiscal year	F	WO, FA, SSRS		3
FLT 92.00	Beginning/Ending FY Mileage	F	WO, FA, SSRS		3
FLT 93.00	Life hours at last rebuild and repair	F	WO, FA		3
FLT 94.00	Ability to accumulate component operating information such as miles and operating hours (based on "parent" assets or assets).	F	WO, FA		3
FLT 95.00	Ability to compute component operating information period-to-date and life-to-date totals over multiple periods-to-date.	F		See Gap/Mod - Changed to F	3
FLT 96.00	Ability to create user-defined fields for component information	F	WO		3
FLT 97.00	Ability to identify parent-child relationships between components, sub-components, assemblies, and subassemblies.	CU		ted to #68	3
FLT 98.00	Ability to provide text description of the component.	F	WO		3
<b>VEHICLE ASSIGNMENTS STATUS AND AVAILABILITY</b>					
FLT 99.00	System provides the following capabilities for tracking vehicle location assignments:				
FLT 100.00	Assignment of both licensed and non-licensed vehicles to Pasco locations.	F	WO		3
FLT 101.00	User-defined locations for vehicle assignments such as garages and other Pasco facilities	F	WO		3
FLT 102.00	System will attach license/certification/endorsement requirements for specific vehicles (CDL) and flag drivers assigned to vehicle without the certification (flag is assigned driver does not have a CDL)	CU		\$7,700	3
FLT 103.00	Ability to automatically update and track the current status and service availability for all vehicles.	F	WO, SSRS		3
FLT 104.00	System will identify driver assigned to vehicle	F	WO		3
FLT 105.00	Ability to define the possible statuses of a vehicle, e.g., available for service, awaiting repair, under repair, out for vendor repair, etc.	F	WO	User Defined	3
FLT 106.00	Ability to automatically identify all vehicles requiring repairs based on planned maintenance levels, excessive fluid consumption, posted problems, scheduled work orders, etc.	CU		\$7,700	3
<b>PLANNED MAINTENANCE</b>					
FLT 107.00	Ability to define and maintain a specific Preventive Maintenance (PM) program for specific vehicle models or series, specific facilities or asset types, and specific models of components.	N			3
FLT 108.00	Define an inspection schedule, based upon asset type, that will:				
FLT 109.00	Generate a service request to perform inspection	CU		Out Per Pasco	3
FLT 110.00	Capture on-site work performed during inspection	F	WO, FA		3
FLT 111.00	Sign off on completed inspection service order	F	WO, FA	User Defined	3

FLT	112.00	Generate a work order to perform maintenance or repair services that could not be rendered during field inspection.	F	WO		3
FLT	113.00	Ability to create a library of standard job templates defining the specific jobs included in the PM program.	F	WO		3
FLT	114.00	Ability to create a library of standard job templates defining intervals for performing each PM job based on one or a combination of vehicle mileage, operating hours, elapsed time, diagnostic readings exceeding limits (e.g. for engine oil analysis, fuel consumption, or	CU		Per gap/mod \$11,000	3
FLT	115.00	Ability to define acceptable limits above or below PM intervals for each job during which the job should be performed.	CU		Per gap/mod \$3,300	3
FLT	116.00	Ability to classify each job by degrees of urgency.	F	WO		3
FLT	117.00	Ability to specify the level of urgency automatically with optional user override (by exception).	F	WO		3
FLT	118.00	Ability to create and manage PM work orders including, but not limited to the following:				
FLT	119.00	On demand for a specific location; type of asset, model or series; past due or due within a specific number of days; or for a specific type or category of maintenance job	F	WO, FA		3
FLT	120.00	Automatically after review by designated users, based on vehicles, facilities or components due for maintenance based on pre-defined intervals, or	F	WO		3
FLT	121.00	For which another work order has been created and that are within the pre-defined tolerance for the PM job	CU		Per gap/mod \$3,300	3
FLT	122.00	Ability to calculate the next PM due based on the actual completion of the last PM of the same type. For example, if a job is due every 5,000 miles and is actually performed at 5,034 miles, the next job is due at 10,034 miles.	F	WO		3
FLT	123.00	Ability to automatically "roll-up" PM jobs due at the same time into one PM work order. For example, 5,000, 10,000 and 20,000 PM jobs may become due simultaneously for a vehicle that accumulates 20,000 miles. The system would create one work order	TP		\$7,700	3
FLT	124.00	System will calculate total preventative maintenance cost (labor, parts, etc.)	F	WO		3
FLT	125.00	Ability to define allowable interval tolerances that authorized users should be able to review for upcoming PM jobs and include/exclude them selectively in the roll-up.	CU		Per gap/mod tied to 121.0	3
FLT	126.00	Ability to override PM schedules to schedule any PM activity regardless of the next due date.	F	WO		3
FLT	127.00	Provides the following forecasting and analyzing capabilities for PM program activities:				
FLT	128.00	Alerts for pending inspections	F	WO		3
FLT	129.00	Forecast of all PM jobs due for any selected time period by type of asset, model or series, facility location, or by type of maintenance job	F	WO		3
FLT	130.00	Projected PM job information should include:				
FLT	131.00	Estimated labor hours	F	WO		3
FLT	132.00	Estimated number of occurrences of specific PM jobs	CU		Out Per Pasco	3
FLT	133.00	Estimated costs including labor, materials, and external vendor cost	F	WO		3
FLT	134.00	System provides the option of selectively disabling or overriding estimates if they are consistently unrealistic.	F	WO		3
FLT	135.00	Ability to vary PM job intervals and compare projected labor requirements and costs.	F	WO		3
FLT	136.00	Ability to create various "what-if" scenarios for PM job intervals.	N			3

VEHICLE OPERATING DATA						
FLT	137.00	System provides multiple options for capturing actual vehicle mileage, operating hours, and fluid consumption utilizing vendor software or integration with a third party solution.	F	WO		3
FLT	138.00	Ability to capture US standard and metric measures at the vehicle/equipment level (kilometers, liters, etc.).	CU		Out Per Pasco	3
FLT	139.00	Ability to enter and edit mileage/hours within the system on a per vehicle basis.	F	WO		3
FLT	140.00	Ability to import mileage/hour data from an external spreadsheet or ASCII file for multiple vehicles.	F	WO		3
FLT	141.00	Ability to use estimated readings based on historical or scheduled miles, or fuel/energy consumption, for vehicles in cases where a reading is not captured, unavailable or outside of user-defined parameters.	CU		Out Per Pasco	3
FLT	142.00	Ability to flag user of mileage/hour reading figures outside an "expected" user-defined norm to identify potential errors.	F	WO		3
LONG TERM MAINTENANCE AND LONG TERM FLEET PLANNING						
FLT	143.00	Ability to maintain maintenance history detail on-line for user-defined periods of time including:				
FLT	144.00	Problem areas	F	WO	With TCM	3
FLT	145.00	Planned maintenance program jobs and intervals	F	WO	With TCM	3
FLT	146.00	Fuel and fluids consumption and operating costs	F	WO		3
FLT	147.00	Maintenance/rebuild work order detail	F	WO		3
FLT	148.00	Component in-service and change-out data	F	WO		3
FLT	149.00	Warranty claims and disposition	F	WO, FA		3
FLT	150.00	Ability to define specific occurrence, labor hour and cost summary information for the system to automatically accumulate by:				
FLT	151.00	Vehicle/asset/component/maintenance class/user group	F	WO, FA, SSRS		3
FLT	152.00	Time period (weekly, monthly, year-to-date, annual, etc.)	F	WO, SSRS		3
FLT	153.00	Specific maintenance code (e.g., failure type, completion code, system code, make ready, etc.)	F	WO		3
FLT	154.00	Maintenance type such as planned maintenance, break-down maintenance, and repairs	F	WO		3
FLT	155.00	Ability for users to indicate when maintenance needs to be done	F	WO	Service Request	3
FLT	156.00	System provides long term planning capabilities for maintenance resources.	N			3
FLT	157.00	Create a work order with a flag option to provide consumption, service, or repair history captured at the vehicle or component level.	F	WO		3
FLT	158.00	Ability to define parameters as a basis for long term projections such as:				
FLT	159.00	Specific series and models of vehicles	N			3

FLT	160.00	Number of vehicle in each series or maintenance class	N			3
FLT	161.00	Specific facilities/fix assets	N			3
FLT	162.00	Planned maintenance jobs for vehicles and assets including standard labor hours and maintenance frequency	N			3
FLT	163.00	Planned major repairs and overhauls	N			3
FLT	164.00	Breakdown and failure rates	N			3
FLT	165.00	Maintenance/ repair times	N			3
FLT	166.00	Percent of employee time spent on maintenance (percent wrench-time)	N			3
FLT	167.00	Ability to define long term demand for vehicles based on:				
FLT	168.00	Projected service miles by fleet series	N			3
FLT	169.00	Estimated vehicle life in miles and years, current vehicle age and mileage, and projected service miles	N			3
FLT	170.00	Report vehicle retirements by year for a user-defined time period (e.g. next 15 years)	F	FA		4
FLT	171.00	Ability to project remaining life for major fixed assets based on:				
FLT	172.00	Estimated life and current age	F	FA		4
FLT	173.00	Revising useful life estimates based on major repairs and rehabilitation projects	F	FA		4
FLT	174.00	Defining specific replacement costs for major assets	F	FA		4
FLT	175.00	Producing projected replacement schedules and budgets for major assets by year for a user-defined time period.	F	FA, SSRS		4
<b>ACCIDENT HISTORY</b>						
FLT	176.00	Ability to track accident history for all system vehicles.	F		See Gap/Mod - Changed to F	3
FLT	177.00	Ability to attach electronic files (i.e., images, documents) to vehicle accident files.	F	WO	With TCM	3
FLT	178.00	Ability to track accident damage repair estimates.	F	WO		3
FLT	179.00	Ability to track accident damage repair actual costs.	F	WO		3
<b>PERFORMANCE ANALYSIS AND COSTS</b>						
FLT	180.00	Ability to define performance indicators and how the indicators are calculated or accumulated based on system data including:				
FLT	181.00	Work order costs versus standard costs	F	WO		3

FLT	182.00	Failure rates	CU		Out Per Pasco	3
FLT	183.00	Fuel and fluids consumption per mile, cycle, hour or calendar range	F	WO, SSRS		3
FLT	184.00	Operating cost per mile, , etc.	F	WO, SSRS		3
FLT	185.00	Average repair time and cost	F	WO, SSRS		3
FLT	186.00	Ability to compare costs or performance for a specific time period to another time period, i.e., monthly, quarterly, annually, 3 year averages, etc.	F	WO, SSRS		3
FLT	187.00	Ability to track and report total maintenance costs by vehicle/asset, series/ model, etc.	F	WO, SSRS		3
FLT	188.00	Ability to track and report actual labor hours, labor cost and material cost breakdowns by type of work performed, task, vehicle series/asset model, etc, to enable analysis of repair and production costs.	F	WO, SSRS		3
FLT	189.00	Ability to capture costs for work contracted out to vendors and provide comparisons to standards or previous in-house costs for the same work.	F	WO, SSRS		3
<b>WARRANTY MANAGEMENT</b>						
FLT	190.00	Ability to track and maintain on-line, all vehicle, asset and serialized component warranty information and status (both new and repairs).	F	FA, WO Central	Warranty information is accessible along with all other asset information.	4
FLT	191.00	Ability to track all warranties based on time, miles, and performance.	F	WO		3
FLT	192.00	Ability to maintain warranty information for specific vehicles/assets/components on-line including:				
FLT	193.00	Vehicle/asset/component number	F	WO, FA		3
FLT	194.00	PO number and date	CU		Out Per Pasco	3
FLT	195.00	Vendor	F	WO, FA		3
FLT	196.00	Warranty provisions and coverage	F	WO, FA		3
FLT	197.00	Subsystems with variation from basic coverage	CU		Out Per Pasco	3
FLT	198.00	Date received	F	WO, FA		3
FLT	199.00	Date placed in service	F	WO, FA		3
FLT	200.00	Warranty effective date	F	WO, FA		3
FLT	201.00	Mileage and/or operating hours that warranty begins and ends	F	WO, FA		3
FLT	202.00	Ability to track warranty work performed by external contractors.	F	WO, FA		3
FLT	203.00	Ability to re-enter or override warranty information when warranty adjustments occur.	F	WO, FA		3
FLT	204.00	Ability to track warranty replacement parts and associated dollar amount returned to inventory.	F	WO, FA		3
<b>FUEL MANAGEMENT</b>						

FLT	205.00	System provides integrated fuel management capabilities for multiple outlets.	F	WO		3
FLT	206.00	Ability to track fuel card purchases - interface with fuel card companies	F	WO		3
FLT	207.00	Ability to track multiple fuel and fluid inventories and usage histories.	F	WO		3
FLT	208.00	System provides audit verifications at refueling based on hours and miles.	F	WO		3
FLT	209.00	Ability to interface with a fuel and fluid management system (Interface with Fuelmaster) to import mileage/hours for a single vehicle or multiple vehicles.	F	WO		3
<b>MOTOR POOL MANAGEMENT</b>						
FLT	210.00	Ability to manage and monitor vehicle usage including times, dates, operators, etc.	N			3
FLT	211.00	Ability to schedule vehicles.	N			3
FLT	212.00	Ability to report vehicle availability.	N			3
FLT	213.00	Automated connection/interface between fleet and HR modules for CDL and insurance related information	N			3
FLT	214.00	Ability to notify if a CDL is required for any vehicle in the fleet.	N			3
FLT	215.00	Ability for staff to make vehicle requests online and precode account/project/program/asset/activity/ task/phase codes	N			3
<b>REPORTING</b>						
FLT	216.00	Ability to generate a detailed user-defined report indicating the dollar amount of warranties recovered for a user-defined time period by maintenance location or system-wide, vendor, vehicle/asset/component series or type of failure, and add to the vehicle cost per mile calculations.	F	WO, SSRS		3



## **Exhibit 8 – Optional Modules**

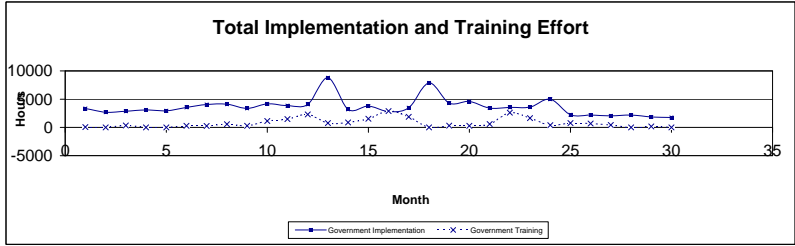
Please see Optional Software and Services Section of Schedule F to Exhibit 1.

## **Exhibit 9 – Staffing Matrix**

See Separate Document.

Attachment 7 (Staffing)  
 Estimated Total Project Staffing

Phase/Activity	Month																													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Government Hours																														
Implementation	3340	2702	2874	3092	2956	3540	4052	4124	3364	4180	3864	4096	8784	3212	3768	2824	3500	7876	4312	4588	3442	3540	3600	4992	2248	2176	2048	2200	1848	1760
Training	64	0	32	16	0	296	256	576	304	1148	1484	2296	760	880	1548	2896	1880	0	324	304	592	2624	1648	400	776	696	424	0	168	0







**Schedule 3**  
**Estimated Government Training Expectations**

Assuming Classroom Training will be conducted prior to Go Live allowing a month of practice after training and before Go Live/Actual Processing.

Indicated Date for Month 1

	Month																													
	Month 1 =																													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
<b>PROJECT ROLL-OUT</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
<b>Cross Phase</b>																														
PHASE 1	0	0	288	0	176	192	48	232	636	788	1560	0	80	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
PHASE 2	0	0	0	0	0	0	200	0	88	184	400	392	1004	1504	800	0	48	0	0	0	0	0	0	0	0	0	0	0	0	
PHASE 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40	24	400	0	128	0	0	0	0	0	
PHASE 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	76	24	0	48	152	944	1120	0	128	0	0	0	0	0	
PHASE 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	48	0	80	24	0	24	120	240	200	0	0		
<b>Resource/Position</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
<b>CROSS-PHASE Training (Project Management)</b>																														
Project Manager - Ann Altman	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	0	0	0	0	0	0	0	0		
Project Admin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Change Manager	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	24	0	120	0	12	8	0	72	0	0	0	0	0		
Training Coordinator	32	0	32	0	0	32	40	160	24	128	152	168	48	104	72	264	128	0	36	72	48	216	120	48	112	120	40	0		
Project Team /HR - Jennifer Croteau	0	0	0	0	0	0	16	0	0	24	48	48	48	48	184	120	0	32	8	24	72	0	24	40	60	40	0	24		
Project Team /HR - Alan Ford	0	0	0	0	0	0	16	0	0	24	48	48	48	48	184	120	0	32	8	24	72	0	24	40	60	40	0	24		
Project Team /HR - Linda Rubling	0	0	0	0	0	0	16	0	0	24	48	48	48	48	184	120	0	32	8	24	72	0	24	40	60	40	0	24		
Project Team /Benefits - Maria Uribe	0	0	0	0	0	0	16	0	0	0	48	48	48	184	120	0	0	24	72	0	80	72	60	40	0	0	0			
Project Team/Payroll - TBA	0	0	0	0	0	0	16	0	0	0	48	48	48	184	120	0	0	0	0	0	0	0	0	0	0	0	0	0		
Project Team /Finance - Linda Durden	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Project Team /Finance - Bev Fullington	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	32	0	8	0	0	24	64	60	0	32	0	0	0		
Project Team /Purchasing - Laurie Roberts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	32	0	8	0	0	24	64	60	0	0	0	0	0	0		
Project Team /Projects/Facilities - Mike Williams	0	0	0	0	0	0	0	0	0	0	0	0	0	0	32	0	8	0	0	8	24	64	60	0	32	0	0	0		
Project Team/Fleet - Tad Klevezek	0	0	0	0	0	0	0	0	0	0	0	0	0	0	32	0	8	0	0	8	24	64	60	0	32	0	0	0		
Project Team /Technical Lead - Brit Nold	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
System Admin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
DBA	0	0	0	0	8	0	16	0	128	128	0	24	16	16	44	56	0	12	24	24	120	36	16	32	32	8	0	24		
Network Admin	32	0	16	8	0	40	12	36	24	128	128	120	24	32	16	44	56	0	36	32	24	120	36	16	32	32	8	0		
Project Team /HelpDesk - Kristle Tirado	0	0	16	8	0	40	12	36	24	128	128	120	24	16	16	44	56	0	36	32	24	120	36	16	32	32	8	0		
<b>Total Cross-Phase Hours</b>	64	0	64	16	0	120	64	328	72	512	608	552	360	408	544	1316	1056	0	228	216	336	1256	528	248	528	456	224	0		
<b>PHASE 1</b>																														
<i>List County Resources required</i>																														
SME GL	0	0	40	0	0	24	40	0	16	24	40	0	56																	
SME Budget	0	0	40	0	0	24	32	0	16	24	40	0	24																	
SME Project & Grants	0	0	40	0	0	16	24	0	0	16	16	40	0	0																
SME RFQ & PUR	0	0	24	0	0	24	24	0	16	16	40	0	0																	
SME Contract Management	0	0	16	0	0	8	16	0	16	16	40	0	0																	
SME AP	0	0	24	0	0	24	16	0	0	24	40	0	0																	
SME IM & Sympro	0	0	24	0	0	16	0	0	0	24	40	0	0																	
SME Fixed Assets	0	0	16	0	0	16	24	0	16	16	40	0	0																	
SME General Billing	0	0	16	0	0	16	0	0	16	16	40	0	0																	
SME Accounts Receivable	0	0	16	0	0	16	0	0	16	16	40	0	0																	
SME Inventory	0	0	16	0	0	16	0	0	16	16	40	0	0																	
SME Vendor & Citizens SS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
SME Gas34 Report Writer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
SME Workflow - Finance/Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Conversions	0	0	16	0	0	24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Core Users/SME GL								24	24	24	40																			
Core Users/SME Budget								16	16	16	40																			
Core Users/SME Project & Grants								16	16	16	40																			
Core Users/SME RFQ & PUR								16	16	16	40																			
Core Users/SME Contract Management								16	16	16	40																			
Core Users/SME ESM								24	24	24	40																			
Core Users/SME AP								24	24	24	40																			
Core Users/SME IM & Sympro								16	16	16	40																			
Core Users/SME Fixed Assets								16	16	16	40																			
Core Users/SME General Billing								16	16	16	40																			
Core Users/SME Accounts Receivable								16	16	16	40																			
Core Users/SME Inventory								16	16	16	40																			
Core Users/SME Vendor & Citizens SS								16	16	16	40																			
Core Users/SME Gas34 Report Writer								0	4	4	40																			
Core Users/SME Workflow - Finance/Revenue								0	0	0	0																			
End Users/SME GL								16	16	16	40																			
End Users/SME Budget								16	16	16	40																			
End Users/SME Project & Grants								16	16	16	40																			
End Users/SME RFQ & PUR								80	80	40	40																			
End Users/SME Contract Management								16	16	40	40																			
End Users/SME ESM								80	80	40	40																			
End Users/SME AP								16	16	16	40																			
End Users/SME IM & Sympro								16	16	16	40																			
End Users/SME Fixed Assets																														



## Exhibit 10 - Definitions

1. “Change Order” means a document describing potential or actual changes to the scope of the Services, to be mutually agreed upon by the parties to be effective.
2. “Tyler Personnel” means the Tyler Project Manager, the Key Personnel, and all employees of subcontractors of Tyler, who are providing the Services at any time during the Project Term. An individual within such description is a “Tyler Person.” Tyler shall make available the number of Tyler Personnel necessary to properly perform Tyler’s obligations under this Agreement. At any time, and from time to time during the Project Term, upon the request of the District, Tyler shall provide the District with a list of all persons who at such time are Tyler Personnel, which list shall include the positions occupied by each such person.
3. “ERP Deliverable” means a deliverable that will be subject to the ERP Acceptance procedures described in this Agreement.
4. “ERP Software” means the Tyler software (version 6.2 or higher) District is licensing from Tyler pursuant to the terms this Agreement.
5. “ERP System” means the Enterprise Resource Planning System described in the Documentation. The ERP System includes the ERP Software, Third Party Software specified in Section D, modifications, configurations, and any custom programming specified in the Statement of Work, as well as all revisions and customizations to any or all of the above software which may be required and is provided for in the Statement of Work.
6. “Deliverables” means the items identified as “Deliverables” or a “Deliverable Material” in the Statement of Work.
7. “Documentation” means, collectively: (i) all of the written, printed, electronic, or otherwise formatted materials that relate to the ERP System; (ii) all user, operator, system administration, technical, support, and other manuals and all other written, printed, electronic, or other format materials that describe the functional, operational, and/or performance capabilities of the ERP System; and (iii) all Specifications, materials, flow charts, notes, outlines, manuscripts, writings, pictorial materials, schematics, and other documents that represent, demonstrate, or explain the Services and Work Product.
8. “Fees” means the fees payable by the District to Tyler hereunder in consideration of Tyler’s provision of the Services and the ERP System.
9. “Final Acceptance” means the description provided in Section A.29.4.
10. “Go-Live Date” means the date on which a Software Component or the entire ERP System, as the case may be, has entered Productive Use. The Go-Live Dates are further described in the Statement of Work and the Project Plan.
11. “Key Personnel” means those Tyler Personnel (or the holders of those positions with Tyler) who are identified in the Statement of Work and such other Tyler Personnel as the parties may agree, in writing, to designate as Key Personnel. The initial Key Personnel, and their respective positions, are identified in the Statement of Work.



12. “New Services” means the description provided in Section C.1.2.
13. “Notice-to-Proceed Date” means the date on which the District, by written notice, authorizes Tyler to begin performing the Services hereunder.
14. “Phase” means a contained portion of the project dedicated to implementing a particular portion of the ERP System. The Phases comprising the project are further described in the Statement of Work.
15. “Productive Use” means use of the ERP System, or portion thereof, to run the business of the District.
16. “District Project Manager” means the representative of the District designated to oversee the provision of the Services by Tyler on a day-to-day basis, as further described in the Statement of Work.
17. “Tyler Project Manager” means the Tyler Person designated to manage the day-to-day provision of the Services, as further described in the Statement of Work.
18. “Project Executive Committee” means the District’s \_\_\_\_\_
19. “Project Plan” means a certain Deliverable that is described under the Statement of Work.
20. “Services” means the (i) installation, implementation, integration, configuration, and other services with respect to the ERP System that Tyler is engaged to perform pursuant to this Agreement, as described herein and in the Statement of Work, and (ii) the New Services.
21. “Software Component” means a portion of ERP System which will be tested and accepted in accordance with the procedures described in Section A.29. The Software Components are more specifically described in the Investment Summary.
22. “Specifications” means the descriptions of the ERP System and all other Deliverables hereunder, and their components, capacities, functions and/or methods, set forth in this Agreement (including all Exhibits hereto) and the Documentation, or as otherwise provided to the District by Tyler in writing.
23. “Statement of Work” means a document incorporated into this Agreement, which describes, in more detail, the Services, Deliverables, and anticipated schedule for delivering the Services and Deliverables. An initial Statement of Work is attached to this Agreement as Exhibit 4. The parties may, from time to time, amend this Agreement with additional Statements of Work if mutually so agreed.
24. “Project Term” means the period during which Tyler shall be obligated to provide the Services.
25. “Third Party Software” means the software specifically described in SECTION E hereof.
26. “Work Product” means the items as described in Section A.10.2..

## **Exhibit 11 – SymPro Software License and Service Agreement**

See Separate Document.



## SYMPRO SOFTWARE LICENSE AND SERVICE AGREEMENT

This SymPro Software License and Service Agreement ("Agreement") is entered into effective the \_\_\_\_ day of \_\_\_\_\_, 2011 ("Effective Date") by and between SymPro, Inc., a California corporation, with its principal place of business located at: 2200 Powell Street, Suite 1170, Emeryville, CA 94608 ("SymPro"), and Pasco County Schools District a Florida School District with its principal place of business located at: 7227 Land O' Lakes Blvd., Land O' Lakes, Florida, 34638 ("Licensee").

### RECITALS

- A. SymPro designs, develops and licenses a proprietary computer software solution known as the SymPro Treasury Management Software.
- B. Licensee desires to obtain a personal, nontransferable, non-exclusive limited right and license to use such software and related documentation and services for Licensee's own internal business purposes only and SymPro is willing to grant such a license on the terms and subject to the conditions of this Agreement.

THEREFORE, in consideration for the fees to be paid by Licensee to SymPro through its Agreement with Tyler of even date and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree:

1. Certain Definitions. As used in this Agreement, the following terms shall have the following definitions:

A. "Annual Maintenance and Support Plan" or "Plan" shall mean the then-current support services Licensee elects to purchase from SymPro. The Annual Maintenance and Support Plan as of the Effective Date is summarized in the attached Exhibit B and Exhibit C. SymPro may change the support services it offers with a 90 day written notice to Licensee regarding changes that will be effective with the next Annual Support and Maintenance renewal date unless otherwise agreed to in Exhibit B and C.

B. "Authorized Users" shall mean Licensee and its employees and no other persons or entities; the number of which is stated in the attached Exhibit A and which may be changed by amendment to the attached Exhibit A or authorized purchase order issued by Licensee and accepted by SymPro.

C. "Designated Equipment" shall mean a single Intel based computer or a network file server on which Licensee uses the Software pursuant to this Agreement and which is more fully described in the attached Exhibit A.

D. "Designated Site" shall mean the location at which the Designated Equipment and Licensed Products are located during the term of this Agreement as identified on Exhibit A to this

Agreement or such other location as may be expressly approved in writing by SymPro.

E. "Documentation" shall mean all user/operation manuals and other materials or information describing the Software, as hereinafter defined, its performance characteristics, technical features and other relevant information reasonably required for use of the Software, including all physical media upon which the materials or information are provided.

F. "Licensed Products" shall mean the Software and the Documentation.

G. "Software" shall mean that certain SymPro proprietary computer software solution known as SymPro Treasury Management Software, in machine readable, object code form, as listed on Exhibit A, and any modules, bug fixes, modifications, enhancements and other SymPro or third party software provided to and licensed hereunder by SymPro to the Licensee during the Term.

## 2. Software License.

A. License Grant. Subject to the terms of this Agreement, SymPro hereby grants to Licensee, and Licensee accepts, a limited, non-transferable and non-exclusive perpetual license to use the Licensed Products solely for Licensee's own internal business purposes and solely on the Designated Equipment located at the Designated Site by the number of Authorized Users stated in the attached Exhibit A or such Authorized Users added during the Term. Licensee shall be permitted to make one copy of the Software for backup and archival purposes only and one copy for disaster recovery purposes. Each copy must reproduce all copyright and other proprietary notices.

B. Warranty of Ownership. SymPro warrants to Licensee (and no other person or entity) that it is the author and owner or proper Licensee of the Licensed Products and has the right to enter into this Agreement.

C. Sympro Retains Title. Licensee acknowledges that SymPro and its licensors retain title to the Licensed Products, all copyrights, trade secrets and other intellectual property rights licensed to Licensee even if Licensee's suggestions are incorporated into subsequent versions of the Software. The Licensed Products constitute a trade secret and are confidential to SymPro.

D. No Ownership Rights. Other than the limited right of use of the Licensed Products described in this Agreement, Licensee neither shall have nor shall it acquire any right, title or interest in or to any of the Licensed Products or in any intellectual or proprietary rights represented thereby.

E. License Restrictions. Licensee agrees that it will not modify, decompile, disassemble, translate or reverse engineer the Software, in whole or in part. Except as expressly stated, this Agreement does not include any rights to use, disclose, sublicense, or otherwise transfer the Software, Documentation, or other proprietary information of SymPro. Licensed Products shall not be used to process data except for Licensee's internal purposes.

F. Licensee shall immediately notify SymPro in writing of any actual or suspected breach of this Agreement, including, without limitation, its terms limiting use.

G. Audit. Upon 10 days prior written request, SymPro may audit and examine such records at Licensee's offices during normal business hours, solely for the purpose of confirming the accuracy of all amounts due and paid hereunder. In the event that an audit reveals an overpayment by Licensee, SymPro will credit Licensee's account for such overpaid amount. In the event that such audit reveals an underpayment by Licensee, Licensee agrees to pay SymPro the amount of such underpayment within 10 days from SymPro's written notice.

3. Delivery of Licensed Products. Software may be delivered to Licensee by CD or by remote telecommunications from SymPro's place of business unless the parties agree in writing to an alternative method of delivery. SymPro is not responsible for installing the Software unless SymPro is specifically contracted to perform installation and training services as part of the Statement of Work.

4. Fees and Payment.

A. License Fee. Licensee shall pay the fees listed in the Tyler Investment Summary for the Licensed Products ("License Fees"). Licensee will remit payment for the Licensed Products within 30 days of receipt of SymPro's invoice.

B. Annual Maintenance and Support Plan. If Licensee elects to purchase services under the Annual Maintenance and Support Plan, Licensee shall pay the annual service fees listed in the Tyler Investment Summary within 30 days of receipt of SymPro's invoice. SymPro may adjust the services fees for Licensed Products added in any annual period in the subsequent year unless otherwise agreed to in Exhibit B and C.

C. Payments. All payments (i) shall be made by bank check or Licensee's check or wire transfer of immediately available funds and (ii) shall be due and payable to SymPro (or SymPro's assignee) in U.S. Dollars, at SymPro's address as stated above, or such other places as SymPro may from time to time designate in writing. All payments shall be made without offset or deduction of any nature whatsoever and are nonrefundable except as expressly stated. Licensee is exempt from taxes and shall furnish the appropriate tax exemption certificate to SymPro.

5. Warranty.

A. SymPro warrants that: (i) Software will perform in accordance with SymPro's standard specifications stated in its Documentation and in the Licensee's functional requirements for a period of 180 (One Hundred Eighty) days from the date of final acceptance of the Software (exclusive of bug fixes, modifications or enhancements provided during the warranty period or under the Annual Maintenance and Support Plan); and, (ii) Services provided under the Plan will be performed in a professional and workmanlike manner and bug fixes, modifications, enhancements provided under the Plan will perform in accordance with SymPro's standard specifications. **EXCEPT FOR THE WARRANTIES STATED ABOVE, SYMPRO AND ITS LICENSORS MAKE NO OTHER WARRANTIES, WRITTEN OR ORAL, WHETHER EXPRESS OR IMPLIED. SYMPRO AND ITS LICENSORS EXPRESSLY DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING WITHOUT LIMITATION THE WARRANTIES OF MERCHANTABILITY,**

**FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT.** *For warranty support, Licensee should contact: Technical Support at telephone number 510 655 0900.*

B. Licensed Products are of a complex nature resulting in operations that may be interrupted or errors that may be encountered. SymPro sole obligation and Licensee's remedy under this warranty is for SymPro, at its option, to provide such services, bug fixes or other modifications it deems appropriate, provide a functional equivalent or reperform services, if: (i) SymPro receives proper notice of any claimed Software defect during the warranty period or a claim of defective services or Software under the Plan within 10 business days of the related occurrence. Proper notice includes copies of the data, reports and written procedures documenting the claim. And, (ii) the Licensee is otherwise in compliance with this Agreement and using the current version of the Software in accordance with SymPro's standard specifications; and, (iii) SymPro is able to reproduce any claimed defect. Should SymPro determine in its sole judgment after reasonable effort that a covered defect cannot be remedied, SymPro may elect to terminate this Agreement as to the effected Software and refund the paid, unused License Fees and appropriate implementation fees as to the effected Software only upon return of the Software and certification the Software is no longer in use by Licensee.

C. Further Limitations. The limited warranties provided in this Section 5, as limited by other provisions of this Agreement, are non-transferable by Licensee except as set forth below and shall immediately become void in the event of any unauthorized use, modification or repair of the Licensed Products or any part thereof or upon breach by Licensee of any provision of this Agreement. Except as otherwise may be provided in any technical support and maintenance agreement between the parties, Licensee shall pay, at SymPro's then current rates, for services performed by SymPro to correct problems or defects not covered by warranty, including, without limitation, those traceable to Licensee's errors.

D. Licensee shall pay, at SymPro's then current rates, for services performed by SymPro to address any problems or defects not covered by warranty or the Plan, including, without limitation, those traceable to Licensee's errors. All such services will be provided to Licensee in a specific proposal outlining the scope of work, time and material rates and delivery schedules and approved in writing prior to commencement of the work.

6. Indemnification.

A. SymPro hereby agrees to indemnify Licensee against any damages finally awarded against Licensee in connection with a claim that the Licensed Products directly infringe a United States copyright or patent or other intellectual property rights, provided that: (i) Licensee notifies SymPro in writing within 30 days of the claim; (ii) SymPro has sole control of the defense and all related settlement negotiations; and (iii) Licensee provides SymPro with the required assistance, information and authority. SymPro shall have no liability for any claim of infringement arising from: (a) any unauthorized use, alteration or modification of the Software including use of the Software in conjunction with products not provided by SymPro; or, (b) use of a superseded or altered release of the Software if the infringement would have been avoided by the use of a current unaltered release of the Licensed Products.

B. If the Licensed Products are held or are believed by SymPro to infringe, SymPro shall have the option, at its expense, to: (i) modify the Licensed Products to be non-infringing; or, (ii) obtain for Licensee a license to continue using the Licensed Products. If it is not commercially reasonable to perform either of the above options, then SymPro may terminate the license for the infringing Licensed Products and refund any unused License Fees, implementation fees or Annual Maintenance and Support Plan fees paid for the affected Licensed Products. Licensee shall discontinue use of the Software.

C. The provisions of this Section 6 state each party's entire obligation and liability with respect to the infringement of any property right based on the use of the Licensed Products.

7. LIMITATION OF LIABILITY. To the extent a claim arises under warranty, the remedy stated in Section 5 applies. To the extent a claim arises under indemnification, the remedy stated in Section 6 applies. AS TO ALL OTHER CLAIMS, LICENSEE ACKNOWLEDGES THAT POTENTIAL DAMAGES IN ANY PROCEEDING WOULD BE DIFFICULT TO MEASURE WITH CERTAINTY AND THE PARTIES EXPRESSLY AGREE THAT AS A FAIR ASSESSMENT OF POTENTIAL DAMAGES, SYMPRO AND ITS LICENSOR'S LIABILITY UNDER THIS AGREEMENT, REGARDLESS OF FORM OF ACTION, PROCEEDING OR THEORY OF RECOVERY, SHALL NOT EXCEED THE LICENSE FEES OR FEES ACTUALLY PAID TO SYMPRO WHICH ARE DIRECTLY RELATED TO THE CLAIM. REGARDLESS OF THE FORM OF ACTION, PROCEEDING, OR THEORY OF RECOVERY, NEITHER SYMPRO NOR ITS LICENSORS SHALL IN ANY MANNER BE LIABLE FOR ANY LOST PROFITS, LOST SAVINGS OR OTHER SPECIAL, INCIDENTAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES, INCLUDING WITHOUT LIMITATION, ANY SUCH DAMAGES ASSESSED AGAINST OR PAID BY LICENSEE TO ANY THIRD PARTY, ARISING OUT OF THE USE, INABILITY TO USE, QUALITY OR PERFORMANCE OF THE LICENSED PRODUCTS PROVIDED, EVEN IF SYMPRO HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

8. Term and Termination.

A. Term. This Agreement is for a perpetual license and shall continue until terminated by either party ("Term") under the following conditions.

B. Termination.

(i) SymPro's Right of Termination. SymPro may terminate this Agreement after 30 (Thirty) days prior written notice for Licensee's failure to pay any amounts due (including any additional License Fees or service fees resulting from legal changes expanding Licensee's rights of use).

(ii) Licensee's Right of Termination. Licensee may terminate this Agreement without cause upon 30 (Thirty) days prior written notice .

(iii) Either Party's Right to Termination. Either party may terminate this Agreement, (a) upon 30 (Thirty) days' prior written notice for the other party's failure to cure any other material

breach of this Agreement; (b) immediately upon: (I) termination or suspension of Licensee's business,

(II) insolvency or filing of a voluntary or involuntary petition in bankruptcy, which petition is not dismissed within 30 calendar days of filing, (III) appointment of a receiver, assignee or other liquidating officer for all or substantially all of the Licensee's assets or (IV) an assignment for the benefit of creditors.

C. Termination of Maintenance and Support Plan. Either party may terminate the Plan upon 90 (Ninety) days written notice before the anniversary date of this Agreement.

D. Effect of Termination. Except for termination of the Plan, Licensee shall cease use of the Licensed Products upon termination of this Agreement and shall provide a written certification to SymPro of removal of all copies of the Software from its system and destruction of all copies of Software and Documentation except that required for archival purposes. Termination of the Plan shall not result in termination of this Agreement unless otherwise specified. Termination of this Agreement shall not relieve Licensee of its obligation to pay for any fees nor result in the refund of any fees paid.

## 9. General.

A. Injunctive Relief. Licensee's breach of any obligation under this Agreement regarding the use, duplication, modification, transfer or confidentiality of the Licensed Products shall entitle SymPro to seek injunctive, specific performance or other equitable relief, Licensee specifically acknowledging that SymPro's remedies at law under such circumstances would be inadequate.

B. Assignment. This Agreement shall not be assignable by either party and neither party may delegate its duties hereunder without the prior written consent of the other party. Any attempt by a party to assign any of its rights or delegate any of its duties hereunder without the prior written consent of the other party shall be null and void and shall result in immediate termination of this Agreement under its terms and conditions. Notwithstanding the foregoing, either party may assign its rights or delegate its duties under this Agreement without written consent of the other party in the event that this Agreement is assigned to a successor, parent, or subsidiary of such party, or in the event of an acquisition, merger, or sale of the majority of the relevant assets or shares of either party.

C. Governing Law and Venue. This Agreement is governed by the laws of Florida. Venue lies in the state and federal courts located in Pasco County, Florida.

D. Severability. If a provision is declared invalid, the remainder of the Agreement will continue in full force and effect. The offending provision shall be interpreted to whatever extent possible to give effect to its stated intent.

E. Waiver. Failure to require performance of any provision or waiver of a breach of a provision does not waive a party's right to subsequently required full and proper performance of that provision.

F. Entire Agreement. This License Agreement, Maintenance Agreement and Statement of Work (if applicable) represents the entire agreement on this subject matter excluding all prior agreements,



representations, statements, negotiations, and understandings and provisions in any Orders issued hereunder unless the parties consent in writing. This Agreement may be modified only by a written agreement signed by both party's authorized representatives.

G. Conflict. Should any Exhibit conflict with this Agreement, the Exhibit shall control.

H. Notices. All notices and demands hereunder shall be in writing and shall be served by personal service or by mail at the address of the receiving party stated below (or at such different address as may be designated by such party by written notice to the other party) and shall be deemed complete upon receipt.

I. Independent. Each party is acting as an independent contractor and not as an agent, partner, or joint venturer with the other party for any purpose.

J. Compliance with all Applicable Laws. Export. At all times, Licensee will adhere to all applicable state, federal and local laws and regulations in the conduct of its business, installation and use of the Software and maintain the proper insurances as are customary in the business. Licensee shall comply with all applicable export and import control laws and regulations in its use of the Software and, in particular, Licensee shall not export or re-export the Software without all required United States and foreign government licenses.

K. Force Majeure. Except for the payment of any amounts due, performance will be suspended for force majeure upon written notice and may be terminated if such event continues for more than 30 days.

L. Survival. Sections 2(C), (D) and (G), 4 through 7, inclusive, 8(D), and 9 shall survive any termination or expiration of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

SymPro, Inc.,  
a California corporation

Pasco County Schools  
("Licensee")

By: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Representative)

Name: Michael Byrne  
Title: President and CEO

Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Address:  
2200 Powell Street, Suite 1170  
Emeryville, California 94608  
Tel. No. 510 655 0900  
Fax: 510-655-4064

Address:  
7227 Land O' Lakes Blvd  
Land O' Lakes, Florida, 34638  
Tel. No.  
Fax:



**Exhibit A**  
**to**  
**SYMPRO SOFTWARE LICENSE AND SERVICE AGREEMENT**

By and Between  
SymPro, Inc. and Pasco County Schools, Florida, Licensee  
Effective Date \_\_\_\_\_

1. **Designated Equipment:**

**Workstations:** Intel Pentium Processor (1GHz or better) Microsoft Windows Operating System (2000, XP); minimum 1GB RAM, 1GB available disk space.

**Networking:** Microsoft Windows Operating System (2000, 2003) or Novell Netware 4.x 5.x; minimum 2 GB RAM, 2GB available disk space

For equipment or operating systems not named in this section, contact SymPro for compatibility information.

2. **Designated Site:**

7227 Land O'Lakes Blvd  
Land O' Lakes, Florida 34638

3. **Software and Documentation:**

SymPro Treasury Management Software

Investment Portfolio Management

Fixed Income

Analytics Module

Earning Allocation Module

GL Module & Interface to Tyler

Multi-User License (3 Concurrent Users, Network)

Financial Services – Custodial reconciliation

Market Pricing Module\*\*\*

Debt Management Software

Network license (3 Concurrent Users)

General Ledger Module & Interface to Tyler

Any other Software licensed during the Term as described in this Exhibit, any amendment hereto or any purchase order issued by Licensee and accepted by SymPro.

4. **Authorized Users:** Network installation with concurrent access and support for 3 (Three) Authorized Users.

5. **License and Service Fees:**

Total Software License Fee:	\$see Agreement
Annual Maintenance and Support	\$see Agreement
6 Days Training & Implementation*	\$ see Agreement
Project Management	\$ see Agreement
Conversion of Existing Debt Positions**	\$ see Agreement

\* Travel Expenses Not Included

\*\*Comprehensive conversion of existing debt data (approximately 50 Issues) from legacy platform(s) to SymPro Debt Manager. Service Includes:

- Adding all existing and prior debt to pre-1986 including CUSIPs
- Review of legal structures and inclusion in Debt Manager
- Analysis of Debt Manager data to Comprehensive Annual Financial Report to insure continuity and accuracy
- Storage of all available bond documents in PDF format

\*\*\*Market Pricing Module interfaces to 3<sup>rd</sup> party pricing service, FT Interactive Data. FT Interactive Data pricing requires an independent service agreement and charges a minimum fee of \$85/mo for any month in which you price This fee will price approximately 250 positions

**Exhibit B**  
to  
**SYMPRO SOFTWARE LICENSE AND SERVICE AGREEMENT**

By and Between  
SymPro, Inc. and Pasco County Schools, Florida  
Effective Date \_\_\_\_\_

**Annual Support and Maintenance Plan**

The following SymPro Support and Maintenance Plan applies as of the Effective Date. SymPro reserves the right to change this Plan at any time, with 60 days written notice. All changes will be posted at its website: [www.sympro.com](http://www.sympro.com) and will become effective as of the next Renewal Term. However, any Support and Maintenance Plan will include at least the following essential elements:

- Priority service from technical support and client service representatives
- Free SymPro version corrections and enhancements released in the license and service term
- Free shipment of Software and documentation
- Access to the SymPro Internet Site for Support ([www.sympro.com](http://www.sympro.com))
- Free Regional Training Conference attendance
- Unlimited telephone technical support in the following areas:

Loading and configuring of SymPro Software

Operational Questions, including standard SymPro reports

Data entry support for all investment types supported within SymPro, including:

- Certificates of Deposits
- Negotiable Certificates of Deposits
- Checking Accounts
- Commercial Paper
- Commercial Paper Discount
- United States Treasury Issues, Coupon & Discount
- Federal Agency Issues, Coupon & Discount
- Rolling Repurchase Agreements
- GNMA, Pass Through
- Bankers Acceptances
- Corporate Bonds
- Medium Term Notes

Telephone consultation is provided during normal business hours (7:00AM TO 5:00PM - Pacific Time), Monday through Friday for questions dealing with the operations of the Licensed Software on Designated Equipment. Support issues may be reported via voicemail (510-655-0900 Selection 2), fax (510-655-4064), or email ([support@sympro.com](mailto:support@sympro.com)), 24 hours a day. Answers to “Frequently Asked Questions” are available at [www.sympro.com](http://www.sympro.com), 24 hours a day. The resolution of some issues may require that Licensee provide SymPro with a copy of Licensee’s data. Licensee agrees to provide SymPro with a copy of their data for the purpose of resolving Licensee’s issue and SymPro agrees to maintain full confidentiality of any required data and will use it only for the resolution of the Licensee’s issue.

**Not Included:** Consulting on issues concerning investment accounting matters, specific financial or investment matters, research on investments not supported within the Licensed Software, or data entry for investments not supported in the Licensed Software system are not included.

**Exhibit C**  
to  
**SYMPRO SOFTWARE LICENSE AND SERVICE AGREEMENT**  
By and Between  
SymPro, Inc. and Pasco County Schools, Florida, Licensee

**Annual Support and Maintenance Plan**

The following SymPro Support and Maintenance Plan applies as of the Effective Date. SymPro reserves the right to change this Plan at any time. All changes will be posted at its website: [www.sympro.com](http://www.sympro.com) and will become effective as of the next Renewal Term.

- Priority service from technical support and client service representatives
- Free SymPro version corrections and enhancements released in the license and service term
- Discounted major SymPro upgrade conversions (e.g. 16 bit to 32 bit conversion)
- Free shipment of Software and documentation
- Access to the SymPro Internet Site for Support ([www.sympro.com](http://www.sympro.com))
- Free Regional Training Conference attendance
- Unlimited telephone technical support in the following areas:

Loading and configuring of SymPro Software

Operational Questions, including standard SymPro reports

Data entry support for all debt types supported within SymPro, including:

- Serial Bonds
- Term Bonds
- Discount Bonds
- Variable Rate Coupon
- Commercial Paper
- Commercial Paper Discount
- Medium Term Notes

Telephone consultation is provided during normal business hours (7:00AM TO 5:00PM - Pacific Time), Monday through Friday for questions dealing with the operations of the Licensed Software on Designated Equipment. Support issues may be reported via voicemail (510-655-0900 Selection 2), fax (510-655-4064), or email ([support@sympro.com](mailto:support@sympro.com)), 24 hours a day. Answers to “Frequently Asked Questions” are available at [www.sympro.com](http://www.sympro.com), 24 hours a day. The resolution of some issues may require that Licensee provide SymPro with a copy of Licensee’s data. Licensee agrees to provide SymPro with a copy of their data for the purpose of resolving Licensee’s issue and SymPro agrees to maintain full confidentiality of any required data and will use it only for the resolution of the Licensee’s issue.

**Not Included:** Consulting on issues concerning debt accounting matters, specific financial or advisory matters, research on debt securities not supported within the Licensed Software, or data entry for debt securities not supported in the Licensed Software system are not included.

**Exhibit 12 – ESM Solutions Corporation Subscription Agreement for Tyler Customers**

See Separate Document.



## Shopping Cart Subscription Agreement for Tyler Customers

This Subscription Agreement (“Agreement”) and any accompanying Exhibits attached hereto is entered into as of the Effective Date set forth below (“Effective Date”) between ESM Solutions Corporation (“ESM”), a Pennsylvania corporation having its principal place of business at 2 Walnut Grove Drive, Suite 190, Horsham, PA 19044 and Pasco County Schools (“Customer”) a customer of Tyler Technologies (“Tyler”).

<b>Customer Name:</b>	Pasco County Schools	<b>Phone Number:</b>	(813) 794-2000
<b>Address:</b>	7227 Land O' Lakes Blvd	<b>Fax Number:</b>	
<b>Address 2:</b>		<b>e-Mail Address:</b>	<a href="mailto:kgoodman@pasco.k12.fl.us">kgoodman@pasco.k12.fl.us</a>
<b>City:</b>	Land O' Lakes	<b>State or Province:</b>	FL
<b>Zip or Postal Code:</b>	34638	<b>Country:</b>	
<b>Admin. Contact:</b>	Kendra Goodman	<b>Effective Date:</b>	
<b>Billing Contact:</b>		<b>Billing Phone #:</b>	
<b>Billing e-Mail:</b>		<b>Billing Fax #:</b>	
<b>Billing Address (if different from above):</b>			
<b>Entity Type:</b> <input checked="" type="checkbox"/> eSchoolMall <input type="checkbox"/> Mercury Commerce <input type="checkbox"/> Other:			

**1. Access to Service.** During the Term (as defined below), ESM will provide the Customer with secure password-protected access to its electronic procurement system via the World Wide Web, currently located at [www.esmsolutions.com](http://www.esmsolutions.com) or as designated by ESM (“Application”), subject to the terms and conditions of this Agreement. Customer technology recommendations to access the Application are described in **Exhibit B**.

**2. Service Description.** Through the Application, Customer has access to the easyPurchase™ Shopping Cart (“Subscription Service”). See the attached **Exhibit C** for information about the specific Subscription Service that is part of this Agreement. Any software modules developed by ESM, which are not described herein, are not included in this Agreement.

**3. Ownership.** ESM grants the Customer a nonexclusive, nontransferable annual subscription license (“License”) to the Subscription Service in accordance with the terms and conditions of this Agreement. Except as otherwise expressly permitted herein, the Customer may not modify, copy, publish, distribute or otherwise use any information or material obtained from or through the Application without the prior written consent of ESM. The Application and the Subscription Service, including all content contained in the Application, all Marks that appear on the Application and all associated intellectual property rights, shall remain the property of ESM.

**4. Fee Schedule.** Customer agrees to pay Tyler the fees detailed in **Exhibit A** during the Term. Fees shall be invoiced as follows:

**a. Subscription fees** for the first year shall be invoiced and payable upon execution of this Agreement and then annually on the anniversary of the Effective Date during the Term. Subscription fees shall be subject to increase annually. Subscription fees shall not be reduced nor increased based upon the extent of use or lack of use of the Application. If this Agreement is renewed or extended beyond the Initial Term as defined herein, Subscription fees will be billed at ESM's then-current rate not to exceed 3%.

**b. Fifty percent (50%) of the Professional Services fee** for implementation and training (“Services”) shall be invoiced and payable upon execution of this Agreement within thirty days of receipt. The balance of the Professional Services fees are due as the Services are rendered and payable upon receipt of each invoice less a 10% retainage until Final Acceptance.. Associated travel and out-of-pocket expenses are billed separately as these charges are incurred and payable upon receipt of invoice.

**c. Late Payment/Non-Payment.** ESM reserves the right to charge a one and one half percent (1.5%) late fee, per month, on any unpaid balance. Customer is encouraged to call ESM's finance department at (877)969-7246, prompt 5, to discuss unpaid balances. If balances remain unpaid for three (3) months after written notice has been provided to the Customer, ESM, at its sole discretion, reserves the right to block Customer's access to the Application, such access not to be resumed until full payment, including late fees, is received and cleared.

**5. Implementation and Training** are fee-based Services, as referenced in **Exhibit A**, which have been agreed upon by both parties. In order to minimize costs to the Customer and leverage existing resources, ESM employs a Rapid Rollout Methodology. This methodology is designed to be a collaborative effort between ESM and the





Customer and is designed to build a core group of Customer trainers (“Trainers”) utilizing a “train-the-trainer” deployment strategy. This core group is then used to fine-tune the Customer business processes prior to the Customer deployment team rolling out the system to the remainder of the locations as specified in **Exhibit A**. While ESM will use commercially reasonable efforts to estimate the scope of the implementation and training effort, issues beyond the control of ESM may extend the implementation and training period. Consequently, the implementation and training effort is a fixed price, as referenced in **Exhibit A**. Any changes to the pricing which would add ESM billable days to the implementation and training effort, will be agreed upon in advance with the Customer in writing via change order process.

**6. Customer Care Support Plan.** Tyler shall use commercially reasonable efforts to provide first level help desk assistance from 8 a.m. to 6 p.m. Eastern Time, Monday through Friday, excluding normal holidays, such first level assistance shall consist of explanations and guidance concerning all matters within the knowledge or reasonable control of Tyler (“Support”). All other Support shall be provided by ESM. Customer shall provide user-level support to their users of the Subscription Service, including but not limited to establishing and maintaining user names, passwords, vendors, workflow and account codes (“User-Level Support”). The name, phone number and e-mail address of Customer’s primary User-Level Support contact will appear on the footer of each web page in the Application.

**7. Term.** The initial term of this Agreement shall commence on the Effective Date and shall expire five (5) years thereafter. The term of this Agreement shall automatically renew for successive one (1) year periods (the initial term and each renewal term collectively, the “Term”), unless either party notifies the other in writing at least sixty (60) days prior to the end of the then-current Term that such party desires this Agreement to expire at the end of such Term, in which case this Agreement shall automatically so expire.

**8. Representations and Warranties, Disclaimers, and Liability Limitations.**

**a. Representations and Warranties.** During the Term ESM warrants:

- 1) The Subscription Service will substantially conform with the then current applicable documentation and the functional descriptions of the Subscription Service in Tyler’s written proposal to Customer.
- 2) ESM shall maintain the applicable documentation to remain current and accurate.
- 3) ESM shall insure that the Subscription Service satisfies and otherwise complies with all state and Federal laws and regulations, and shall promptly modify the Subscription Service to bring it into compliance on a timely basis with any changes mandated by state and Federal laws and regulations, and deliver such modified Subscription Service to Customer.
- 4) The Subscription Service upon delivery does not contain any viruses.
- 5) The Subscription Service does not contain any Disabling Devices (“Disabling Devices” shall mean any timer, clock, counter, time lock, time bomb, other limiting code, design, instruction or routine which is designed or intended to do any of the following either automatically or without the intentional action of Customer (i) erase data or other programming, or (ii) damage, destroy, disable, suspend the operation of, or alter the operation of the Subscription Service, or (iii) cause the Subscription Service to become inoperable or otherwise incapable of being used in the full manner for which the Subscription Service was designed or created).
- 6) The Subscription Service in whole or in part does not infringe any patents, copyrights, trade secrets or other proprietary rights of third parties, and ESM is not aware of nor has it has received any claims or charges of such infringement.

**b. Disclaimers.** The Customer acknowledges that the operation of the Application will not always be uninterrupted or error-free and may be subject to temporary shutdowns due to causes beyond ESM’s reasonable control. ESM shall not be responsible for disruption of any timed event in the Application nor shall ESM be responsible for any taxes or product payments that the Customer owes to any vendor. EXCEPT AS OTHERWISE PROVIDED FOR IN THIS AGREEMENT, THE APPLICATION IS PROVIDED ON AN “AS IS” BASIS WITHOUT WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

**c. Liability Limitations.** The Customer’s sole and exclusive remedy in the event of an error in the Application shall be correction of the error by ESM within a commercially reasonable period of time. . In the event an ESM Services/Work Product is finally determined to be infringing, by the Courts, and its use by Customer is enjoined, ESM shall, at its election (i) procure for Customer the right to continue using the infringing ESM Services/Work Product; (ii) modify the infringing ESM Services/Work Product so that it becomes non-infringing; or, should ESM not be able to accomplish (i) or (ii) after making all commercially reasonable



efforts, (iii) terminate Customer's license, without penalty to the Customer, for the infringing ESM Services/Work Product in its entirety in the event the infringement occurs within two (2) years of the Effective Date. ESM shall not be liable for any consequential, incidental, punitive, indirect, or special damages (including lost profits or goodwill) resulting from the Application or any matter covered by this Agreement.

## 9. Indemnification.

- a. ESM will defend and indemnify Customer against any claim by an unaffiliated third party of this Agreement that the Subscription Service infringes that party's patent, copyright or other intellectual property right issued and existing as of the Effective Date or as of the distribution date of a release to the Subscription Service, and will pay the amount of any resulting adverse final judgment issued by a court of competent jurisdiction or of any settlement that ESM pre-approves in writing, provided that Customer promptly notifies ESM in writing of any such claim, gives ESM reasonable cooperation, information, and assistance in connection with it, and consents to ESM's sole control and authority with respect to the defense, settlement or compromise of the claim. ESM will not be obligated under this section if the infringement results from: (i) Customer's use of a previous version of the Subscription Service and the claim would have been avoided had Customer used the current version of the Subscription Service; (ii) Customer's combining the Subscription Service with devices or products not provided by ESM, (iii) use of the Subscription Service in applications, business environments or processes for which the Subscription Service was not designed or contemplated, and where use of the Subscription Service outside such application, environment or business process would not have given rise to the claim, (iv) corrections, modifications, alterations or enhancements that Customer made to the Subscription Service; (v) use of the Subscription Service by any person or entity other than Customer or Customer's employees; or (vi) Customer's willful infringement. In the event the Subscription Service is finally determined to be infringing and its use by Customer is enjoined, Tyler shall, at its election (i) procure for Customer the right to continue using the infringing Subscription Service; (ii) modify or replace the infringing Subscription Service so that it becomes non-infringing; or (iii) terminate Customer's license for the infringing Subscription Service and refund to Customer the Subscription Fee paid for the infringing Subscription Service during the prior twelve (12) months. ESM shall have no liability hereunder if (i) Customer modified the Subscription Service without ESM's prior written consent and such modification is determined by a court of competent jurisdiction to be a contributing cause of the infringement, (ii) Customer continues using the infringing Subscription Service after Customer becomes aware that such infringing Subscription Service is or is likely to become the subject of a claim hereunder, or (iii) the infringement would have been avoided by Customer's use of the most current version of the Subscription Service. The foregoing states ESM's entire liability and Customer's sole and exclusive remedy with respect to the subject matter hereof.
- b. Subject to the limitation of liability set forth herein, ESM shall indemnify and hold harmless Customer and its agents, officials and employees from and against any and all claims, losses, liabilities, damages, costs and expenses (including reasonable attorney's fees and costs) arising from ESM's negligence or willful misconduct. ESM shall not be liable to the degree or extent of damages, loss, or expense determined to be the fault of the Customer.
- c. Each party ("Indemnifying Party") agrees to indemnify, defend and hold harmless the other party ("Indemnified Party"), from and against any and all liabilities, claims, losses, damages and expenses (including reasonable attorneys' fees) suffered or incurred by the Indemnified Party in connection with a breach or alleged breach of any of the Indemnifying Party's representations and warranties under this Agreement or arising from the Indemnifying Party's negligence or willful misconduct. The Indemnifying Party shall not be liable to the degree or extent of damages, loss, or expense determined to be the fault of the Indemnified Party. The Customer agrees to indemnify, defend and hold ESM harmless from and against any and all liabilities, claims, losses, damages and expenses (including reasonable attorneys' fees) suffered or incurred by ESM in connection with the Customer's use of the Application.

**10. Customer Notice to ESM.** Customer shall provide ESM with reasonable advanced notice of any upgrade, modification or replacement of Customer's Financial Accounting system from Tyler and/or underlying database structures (collectively, the "System") that would affect the uninterrupted operation of the Subscription Service. Professional Services fees may apply if changes are required to be made by ESM to ensure uninterrupted operation of the Subscription Service as a result of the upgrade, modification or replacement of Customer's System. Failure to notify ESM on a timely basis of any such System upgrade, modification or replacement may result in an unnecessary service interruption.

**11. Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Florida, County of Pasco, without giving effect to its conflict of law principles.



By signing this Agreement, Customer and ESM agree that authorized representatives of both parties have read this Agreement and agree to such terms as of the Effective Date.

**Customer: District School Board of Pasco County**

**ESM Solutions Corporation:**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name:

Name: Dan Corazzi

Title:

Title: President

Date:

Date:



## Exhibit A Fees

### Pricing Summary:

1. **Subscription Fee** - \$38,525 annual fee for the Subscription Service, subject to increase as stated in Section 4.
2. **Estimate of Professional Services Fees** - \$9,400 which includes 8 equivalent days of Professional Services for Subscription Service implementation, billed at our rate of \$1,175 per day.
  - a. ESM Professional Services fees are not fixed priced. They are based upon the current information that ESM has discovered about the Customer, its environment and implementation requirements. Any additional work that is outside of the estimated work effort as described above will be first agreed by the Customer and then billed at our Professional Services rate included above. Travel and Out-of-pocket expenses where applicable will be billed separately for the additional days of work effort. All Professional Services fees and Out-of-pocket expenses for additional work will be invoiced on an as-delivered basis and payment is due thirty days after receipt of an approved invoice.
  - b. This Estimate of Professional Services Fees includes 15 vendor catalogs selected by the Customer. Additional vendors may be added to easyPurchase as follows:
    - An unlimited number of awarded bids, quotes or projects can be converted to easyPurchase catalogs from the ESM Sourcing Solutions Suite at no expense to Customer;
    - Customer may select one vendor per category from an ESM-provided Featured Vendor list of existing hosted catalog and Dynamic Link punch-out vendors;
    - Additional hosted catalog or Dynamic Link punch-out vendors can be added at Customer's expense under a Professional Services Statement of Work.
  - c. Professional Services, as estimated above, consists of both on-site and off-site work during the Subscription Service Implementation Phase, which may include but is not limited to the following: system setup, consulting, training, vendor management, project management, customer status meetings/calls and Support.
  - d. Customer Locations to be included in this implementation are listed below. No other locations are included in the estimated work effort as indicated above.

Locations:

Pasco County Schools



## **Exhibit B**

### **Customer Technology Recommendations**

1. The Application may be accessed using one of the web browsers specified on the Application log-in page. Only the web browsers and the levels specified on the Application log-in page may be used to access the Application.

The browser information referenced on the Application log-in page was gathered on the Internet and is information which is available to the public. ESM assumes no responsibility and the Customer agrees not to hold ESM liable for any technical ramifications that may arise from upgrading its browser software through the means identified on the Application log-in page or otherwise.

2. The Application may be accessed by either a Microsoft Windows-based PC platform or a Mac OS-based Apple platform. The Customer must maintain hardware and software computing resources sufficient to access the Internet and to support the browser release levels as referenced above.



## Exhibit C

### Subscription Service Description

#### **easyPurchase™ Shopping Cart**

The *easyPurchase Shopping Cart* provides Customer access via MUNIS Requisitions to electronic product catalogs from vendors that the Customer selects from the ESM Vendor Network. The following web shopping process is facilitated by the *easyPurchase Shopping Cart*:

- From the MUNIS Requisition Line Detail screen, the user clicks the “Online Shopping” side menu option to shop online.
- A web browser window is launched from the MUNIS Requisition Line Detail screen.
- Without additional login, the user has access to:
  - Hosted vendor catalogs
  - Dynamic Link™ vendor Punch-out catalogs
- After shopping in the *easyPurchase Shopping Cart*, the user submits their shopping cart, which populates the MUNIS Requisition Detail screen
- The requisition will complete as normal through approval and PO in the MUNIS Finance System

**Note:** Requires MUNIS Finance System 7.4 or higher. MUNIS PO Parameter flag must be set to “Allow third party shopping on requisitions”.

**Exhibit 13 – ESM Solutions Corporation User License Agreement for Tyler Customers**

See Separate Document.



## User License Agreement for Tyler Customers

This User License Agreement (“Agreement”) and any accompanying Exhibits attached hereto, is entered into as of the Effective Date set forth below (“Effective Date”) between ESM Solutions Corporation (“ESM”), a Pennsylvania corporation having its principal place of business at 2 Walnut Grove Drive, Suite 190, Horsham, PA 19044 and Pasco County Schools (“Customer”) a customer of Tyler Technologies (“Tyler”).

<b>Customer Name:</b>	Pasco County Schools	<b>Phone Number:</b>	(813) 794-2000
<b>Address:</b>	7227 Land O' Lakes Blvd	<b>Fax Number:</b>	
<b>Address 2:</b>		<b>e-Mail Address:</b>	<a href="mailto:kgoodman@pasco.k12.fl.us">kgoodman@pasco.k12.fl.us</a>
<b>City:</b>	Land O' Lakes	<b>State or Province:</b>	FL
<b>Zip or Postal Code:</b>	34638	<b>Country:</b>	
<b>Admin. Contact:</b>	Kendra Goodman	<b>Effective Date:</b>	
<b>Billing Contact:</b>		<b>Billing Phone #:</b>	
<b>Billing e-Mail:</b>		<b>Billing Fax #:</b>	
<b>Billing Address (if different from above):</b>			
<b>Entity Type:</b> <input checked="" type="checkbox"/> eSchoolMall <input type="checkbox"/> Mercury Commerce <input type="checkbox"/> Other:			

**1. Description of Service.** During the Term (as defined below), ESM will provide the Customer with secure password-protected access to its electronic procurement system via the World Wide Web, currently located at [www.esmsolutions.com](http://www.esmsolutions.com) or as designated by ESM (“Application”), subject to the terms and conditions of this Agreement. Customer technology recommendations to access the Application are described in **Exhibit B**.

**2. Product Description.** Through the Application, Customer has licensed access to the following product/s, only as checked below (“Licensed Products”).

<input type="checkbox"/> <b>easyPurchase™ Enterprise</b>	<input checked="" type="checkbox"/> <b>easyBid™ Line Item and easyBid™ Discount</b>
<input type="checkbox"/> <b>easyPurchase™ Textbook</b>	<input checked="" type="checkbox"/> <b>easyQuote™</b>
<input type="checkbox"/> <b>easyPurchase™ Mobile</b>	<input checked="" type="checkbox"/> <b>easyProject™</b>
<input type="checkbox"/> <b>easyPurchase™ Warehouse</b>	<input type="checkbox"/>
<input type="checkbox"/> <b>easyForms™</b>	<input type="checkbox"/> <b>smartAgent™ Integration Component for MUNIS</b>

See the attached **Exhibit C** for information about the specific Licensed Products that are part of this Agreement. Any software modules developed by ESM, which are not listed and checked above, are not included in this Agreement.

**3. Ownership.** ESM grants the Customer a nonexclusive, nontransferable license (“License”) to the Licensed Products in accordance with the terms and conditions of this Agreement. Except as otherwise expressly permitted herein, the Customer may not modify, copy, publish, distribute or otherwise use any information or material obtained from or through the Application without the prior written consent of ESM. The Application and the Licensed Products, including all content contained in the Application, all Marks that appear on the Application and all associated intellectual property rights, shall remain the property of ESM. All Customer-specific system setting data, including, but not limited to, users, account codes, locations, vendors and workflows are the property of the Customer.

**4. License Fee Schedule.** Customer agrees to pay Tyler the fees detailed in **Exhibit A** during the Term. Fees shall be invoiced as follows:

- a. License fees** shall be invoiced and payable upon execution of this Agreement.
- b.** Fifty percent (50%) of the **Professional Services fee** for implementation and training (“Services”) shall be invoiced and payable upon execution of this Agreement with payment made within thirty days of receipt.. The balance of the Professional Services fees are due as the Services are rendered and payable upon receipt of each invoice. Associated travel and out-of-pocket expenses are billed separately as these charges are incurred and payable upon receipt of invoice.
- c. Hosting and Support fees** shall be invoiced and payable upon execution of this Agreement and invoicing with payment made within thirty days of receipt, and then annually on the anniversary of the Effective Date during the Term. Hosting and Support fees shall be subject to an increase annually. Hosting and Support fees shall not be reduced nor increased based upon the extent of use or lack of use of the Licensed Products. If this Agreement is renewed or extended beyond the Initial Term as defined herein, Hosting and Support fees will be billed at ESM’s then-current rate.



**d. Late Payment/Non-Payment.** ESM reserves the right to charge a one and one half percent (1.5%) late fee, per month, on any unpaid balance. Customer is encouraged to call ESM's finance department at (877)969-7246, prompt 5, to discuss unpaid balances. If balances remain unpaid for three (3) months, and after written notice has been provided to Customer, ESM, at its sole discretion, reserves the right to block Customer's access to the Application, such access not to be resumed until full payment, including late fees, is received and cleared.

**5. Implementation and Training** are fee-based Services, as referenced in **Exhibit A**, which have been agreed upon by both parties. In order to minimize costs to the Customer and leverage existing resources, ESM employs a Rapid Rollout Methodology. This methodology is designed to be a collaborative effort between ESM and the Customer and is designed to build a core group of Customer trainers ("Trainers") utilizing a "train-the-trainer" deployment strategy. This core group is then used to fine-tune the Customer business processes prior to the Customer deployment team rolling out the system to the remainder of the locations as specified in **Exhibit A**. While ESM will use commercially reasonable efforts to estimate the scope of the implementation and training effort, issues beyond the control of ESM may extend the implementation and training period. The implementation and training effort is a fixed price, as referenced in **Exhibit A**, and any changes to the pricing which would add ESM billable days to the implementation and training effort, will be agreed upon in advance with the Customer in writing via change order process.

**6. Customer Care Support Plan.** Tyler shall use commercially reasonable efforts to provide first level help desk assistance from 8 a.m. to 6 p.m. Eastern Time, Monday through Friday, excluding normal holidays, such first level assistance shall consist of explanations and guidance concerning all matters within the knowledge or reasonable control of Tyler ("Support"). All other Support shall be provided by ESM. Customer shall provide user-level support to their users of the Subscription Products, including but not limited to establishing and maintaining user names, passwords, vendors, workflow and account codes ("User-Level Support"). The name, phone number and e-mail address of Customer's primary User-Level Support contact will appear on the footer of each web page in the Application.

**7. Term.** The initial term of this Agreement shall commence on the Effective Date and shall expire five (5) years thereafter. The term of this Agreement shall automatically renew for successive one (1) year periods (the initial term and each renewal term collectively, the "Term"), unless either party notifies the other in writing at least sixty (60) days prior to the end of the then-current Term that such party desires this Agreement to expire at the end of such Term, in which case this Agreement shall automatically expire.

**8. Representations and Warranties, Disclaimers, and Liability Limitations.**

**a. Representations and Warranties.** During the Term ESM warrants:

- 1) The Licensed Products will substantially conform with the then current applicable documentation and the functional descriptions of the Licensed Products in Tyler's written proposal to Customer.
- 2) ESM shall maintain the applicable documentation to remain current and accurate.
- 3) ESM shall insure that the Licensed Products satisfy and otherwise comply with all state and Federal laws and regulations, and shall promptly modify the Licensed Products to bring them into compliance on a timely basis with any changes mandated by state and Federal laws and regulations, and deliver such modified Licensed Products to Customer.
- 4) The Licensed Products upon delivery do not contain any viruses.
- 5) The Licensed Products do not contain any Disabling Devices ("Disabling Devices" shall mean any timer, clock, counter, time lock, time bomb, other limiting code, design, instruction or routine which is designed or intended to do any of the following either automatically or without the intentional action of Customer (i) erase data or other programming, or (ii) damage, destroy, disable, suspend the operation of, or alter the operation of the Licensed Products, or (iii) cause the Licensed Products to become inoperable or otherwise incapable of being used in the full manner for which the Licensed Products were designed or created).
- 6) The Licensed Products in whole or in part do not infringe any patents, copyrights, trade secrets or other proprietary rights of third parties, and ESM is not aware of nor has it has received any claims or charges of such infringement.

**b. Disclaimers.** The Customer acknowledges that the operation of the Application will not always be uninterrupted or error-free and may be subject to temporary shutdowns due to causes beyond ESM's reasonable control. ESM shall not be responsible for disruption of any timed event in the Application nor shall ESM be responsible for any taxes or product payments that the Customer owes to any vendor. EXCEPT AS OTHERWISE PROVIDED FOR IN THIS AGREEMENT, THE APPLICATION IS PROVIDED ON AN "AS IS" BASIS WITHOUT WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

**c. Liability Limitations.** The Customer's remedy in the event of an error in the Application shall be correction of the error by ESM within a commercially reasonable period of time. In the event an ESM Services/Work Product is finally determined to be infringing, by the Courts, and its use by Customer is enjoined, ESM shall, at its election (i) procure for Customer the right to continue using the infringing ESM Services/Work Product; (ii) modify the infringing ESM Services/Work Product so that it becomes non-infringing; or, should ESM not be able to accomplish (i) or (ii) after making all commercially reasonable efforts, (iii) terminate Customer's license, without penalty to the Customer, for the infringing ESM Services/Work Product in its entirety in the event the infringement occurs within two (2) years of the Effective Date, ESM shall not be liable for any consequential, incidental, punitive, indirect, or special damages (including lost profits or goodwill) resulting from the Application or any matter covered by this Agreement.

## **9. Indemnification.**

**a.** ESM will defend and indemnify Customer against any claim by an unaffiliated third party of this Agreement that the Licensed Products infringe that party's patent, copyright or other intellectual property right issued and existing as of the Effective Date or as of the distribution date of a release to the Licensed Products, and will pay the amount of any resulting adverse final judgment issued by a court of competent jurisdiction or of any settlement that ESM pre-approves in writing, provided that Customer promptly notifies ESM in writing of any such claim, gives ESM reasonable cooperation, information, and assistance in connection with it, and consents to ESM's sole control and authority with respect to the defense, settlement or compromise of the claim. ESM will not be obligated under this section if the infringement results from: (i) Customer's use of a previous version of a Licensed Product and the claim would have been avoided had Customer used the current version of the Licensed Product; (ii) Customer's combining the Licensed Products with devices or products not provided by ESM, (iii) use of the Licensed Products in applications, business environments or processes for which the Licensed Products were not designed or contemplated, and where use of the Licensed Products outside such application, environment or business process would not have given rise to the claim, (iv) corrections, modifications, alterations or enhancements that Customer made to the Licensed Products; (v) use of the Licensed Products by any person or entity other than Customer or Customer's employees; or (vi) Customer's willful infringement. In the event the Licensed Products are finally determined to be infringing and its use by Customer is enjoined, Tyler shall, at its election (i) procure for Customer the right to continue using the infringing Licensed Products; (ii) modify or replace the infringing Licensed Products so that it becomes non-infringing; or (iii) terminate Customer's license for the infringing Licensed Products and refund to Customer the License Fee paid for the infringing Licensed Products during the prior twelve (12) months. ESM shall have no liability hereunder if (i) Customer modified the Licensed Products without ESM's prior written consent and such modification is determined by a court of competent jurisdiction to be a contributing cause of the infringement, (ii) Customer continues using the infringing Licensed Products after Customer becomes aware that such infringing Licensed Products are or are likely to become the subject of a claim hereunder, or (iii) the infringement would have been avoided by Customer's use of the most current version of the Licensed Products. The foregoing states ESM's entire liability and Customer's sole and exclusive remedy with respect to the subject matter hereof.

**b.** Subject to the limitation of liability set forth herein, ESM shall indemnify and hold harmless Customer and its agents, officials and employees from and against any and all claims, losses, liabilities, damages, costs and expenses (including reasonable attorney's fees and costs) arising from ESM's negligence or willful misconduct. ESM shall not be liable to the degree or extent of damages, loss, or expense determined to be the fault of the Customer.

**c.** Each party ("Indemnifying Party") agrees to indemnify, defend and hold harmless the other party ("Indemnified Party"), from and against any and all liabilities, claims, losses, damages and expenses (including reasonable attorneys' fees) suffered or incurred by the Indemnified Party in connection with a breach or alleged breach of any of the Indemnifying Party's representations and warranties under this Agreement or arising from the Indemnifying Party's negligence or willful misconduct. The Indemnifying Party shall not be liable to the degree or extent of damages, loss, or expense determined to be the fault of the Indemnified Party. The Customer agrees to indemnify, defend and hold ESM harmless from and against any and all liabilities, claims, losses, damages and expenses (including reasonable attorneys' fees) suffered or incurred by ESM in connection with the Customer's use of the Application.

**10. Customer Notice to ESM.** Customer shall provide ESM with reasonable advanced notice of any upgrade, modification or replacement of Customer's Financial Accounting System from Tyler and/or underlying database structures (collectively, the "System") that would affect the uninterrupted operation of the Licensed Products. Professional Services fees may apply if changes are required to be made by ESM to ensure uninterrupted operation of the Licensed Products as a result of the upgrade, modification or replacement of Customer's System. Failure to notify ESM on a timely basis of any such System upgrade, modification or replacement may result in an unnecessary service interruption.



**11. Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Florida, County of Pasco, without giving effect to its conflict of law principles. .

By signing this Agreement, Customer and ESM agree that authorized representatives of both parties have read this Agreement and agree to such terms as of the Effective Date.

**Customer: District School Board of Pasco County**

**ESM Solutions Corporation:**

By: \_\_\_\_\_ By: \_\_\_\_\_

Name:

Name: Dan Corazzi

Title:

Title: President

Date:

Date:



## Exhibit A Fees

### Pricing Summary:

1. **License Fee** - \$61,800 one-time fee for the Licensed Products.
2. **Hosting and Support Fees** - \$20,394 annually during the Term, subject to increase as stated in Section 4.
3. **Estimate of Professional Services Fees** - \$18,800 which includes 16 equivalent days of Professional Services for Licensed Products implementation, billed at our rate of \$1,175 per day.
  - a. ESM Professional Services fees are not fixed priced. They are based upon the current information that ESM has discovered about the Customer, its environment and implementation requirements. Any additional work that is outside of the estimated work effort as described above will be first agreed by the Customer in writing and then billed at our daily Professional Services rate included above. Travel and Out-of-pocket expenses where applicable will be billed separately for the additional days of work effort. All Professional Services fees and Out-of-pocket expenses for additional work will be invoiced on an as-delivered basis and payment is due thirty days after receipt of an approved invoice.
  - b. If easyPurchase is included as a Licensed Product, then this Estimate of Professional Services Fees includes 15 vendor catalogs selected by the Customer. Additional vendors may be added to easyPurchase as follows:
    - An unlimited number of awarded bids, quotes or projects can be converted to easyPurchase catalogs from the ESM Sourcing Solutions Suite at no expense to Customer;
    - Customer may select one vendor per category from an ESM-provided Featured Vendor list of existing hosted catalog and Dynamic Link punch-out vendors;
    - Additional hosted catalog or Dynamic Link punch-out vendors can be added at Customer's expense under a Professional Services Statement of Work.
  - c. Professional Services, as estimated above, consists of both on-site and off-site work during the Licensed Products Implementation Phase, which may include but is not limited to the following: system setup, consulting, general ledger integration, training, data management and integration, vendor management, project management, customer status meetings/calls and Support.
  - d. Customer Locations to be included in this implementation are listed below. No other locations are included in the estimated work effort as indicated above.

Locations:

Pasco County Schools

4. **Data Retention** – Customer-specific transactional data which, depending on the Licensed Products, includes requisitions, purchase orders, bids, quotes, projects, warehouse entries, forms and attachments (“Data”), will be maintained on the Application and available to the Customer during the Term of this Agreement. At any time during the Term, Customer may access the Data through the Licensed Products and through the reporting capability provided by the Licensed Products.



## **Exhibit A**

### **Fees**

#### **Sourcing Solutions Suite Vendor Fees:**

1. There is a fee to register as a Sourcing Solutions Suite vendor ("Sourcing Vendor") with ESM.
2. Fees may be assessed to Sourcing Vendors who are awarded a sealed sourcing event through an ESM solution.
  - a. Sourcing Vendors that submit sealed sourcing event responses and receive awards may be charged one and one half percent (1.5%) of the value of the awarded total. Sourcing Vendor award fees are subject to periodic increases not to exceed 3% per year. ESM reserves the right to insert its award fee Terms & Conditions in sealed sourcing events.
  - b. In the case of catalog discount bids using easyBid Discount, the awarded Sourcing Vendor(s), at ESM's request, will be responsible for providing ESM with a quarterly report of the total dollar purchases made by any entity that procures against the awarded contract(s). The awarded Sourcing Vendor(s) will remit to ESM one and one half percent (1.5%) of the purchase totals quarterly.
  - c. Upon request, the Customer shall provide ESM with: (i) a listing of each catalog discount bid award, indicating the name(s) of the awarded Sourcing Vendor(s) and the corresponding contract term dates; and (ii) a quarterly report of the purchases made by the Customer and any of its constituents against each awarded catalog.



## **Exhibit B**

### **Customer Technology Recommendations**

1. The Application may be accessed using one of the web browsers specified on the Application log-in page. Only the web browsers and the levels specified on the Application log-in page may be used to access the Application.

The browser information referenced on the Application log-in page was gathered on the Internet and is information which is available to the public. ESM assumes no responsibility and the Customer agrees not to hold ESM liable for any technical ramifications that may arise from upgrading its browser software through the means identified on the Application log-in page or otherwise.

2. The Application may be accessed by either a Microsoft Windows-based PC platform or a Mac OS-based Apple platform. The Customer must maintain hardware and software computing resources sufficient to access the Internet and to support the browser release levels as referenced above.

## Exhibit C

### Product Descriptions

#### Purchasing Solutions Suite

##### **easyPurchase™ Enterprise**

Through *easyPurchase Enterprise*, the Customer can access electronic product catalogs of vendors that the Customer selects from the ESM vendor network or manually generate a product requisition. Requisitions are routed for approval according to the Customer's business rules. Approved requisitions generate purchase orders. The Customer can create and release electronic purchase orders to vendors through the Application or print purchase orders for offline submission to vendors. The receiving module within *easyPurchase Enterprise* allows desktop receiving at any location within the Customer's enterprise. *easyPurchase Enterprise* is integrated with the Customer's Fund Accounting or ERP system as a separate Professional Services engagement.

##### **easyPurchase™ Textbook**

*easyPurchase Textbook* (requires *easyPurchase Enterprise*), allows users to view textbook catalogs and buy from an organization's contracted textbook vendors. With *easyPurchase Textbook*, online catalogs from contracted booksellers can be viewed and searched by title, ISBN, author, or publisher. *easyPurchase Textbook* features contract presentation with real time shopping through dynamic punch-out, workflow, electronic purchase orders and built-in auditing and reporting.

##### **easyPurchase™ Mobile**

*easyPurchase Mobile* provides e-Procurement On The Go. ESM Solutions' *easyPurchase* provides even greater benefit to your operations when you take it with you. Available for both the Enterprise and DirectBuy editions, *easyPurchase Mobile* provides approval and receiving from any browser-capable smart phone. No app's to load – access to procurement operations is quick and easy. Login to see the mobile user home page and everything you need to approve and receive is presented in one easy to use mobile screen.

##### **easyPurchase™ Warehouse**

*easyPurchase Warehouse* (requires *easyPurchase Enterprise*), is a highly flexible, cost-effective warehouse management solution that integrates seamlessly with your *easyPurchase Enterprise* application. *easyPurchase Warehouse* provides a user friendly, menu-driven interface, designed to satisfy the requirements of virtually any warehouse operation. In addition to reporting and auditing, *easyPurchase Warehouse* supports three primary warehouse management functions: item maintenance, fulfillment, and replenishment.

##### **easyForms™**

*easyForms* is a complete and easy-to-use forms presentation and management solution. Customers build and maintain a library containing your organization's business forms and visibility rules. Users select a form from the library, complete it using existing desktop tools and then route the completed form for approval. Approved forms are managed as your organization does today, with full archiving and auditing capability. *easyForms* can be deployed as a standalone solution or can be integrated with an existing *easyPurchase* implementation.

##### **smartAgent™ Integration Component for MUNIS**

The *smartAgent Integration Component for MUNIS* (requires *easyPurchase Enterprise*) facilitates the integration of *easyPurchase Enterprise* with the Customer's System to perform pre-encumbrance, encumbrance, liquidation and other transactions. The *smartAgent Integration Component* provides the interface that allows *easyPurchase Enterprise* to send and receive transactions via Extensible Markup Language (XML) across the integration layer to and from the Customer's System. A web service is required on the Customer side of the interface to receive and process transactions and supply response through the System.



## **Sourcing Solutions Suite**

### **easyBid™ Line Item and easyBid™ Discount**

Through *easyBid Line Item*, it is understood by the parties that the Customer will be soliciting line item bids for submission electronically - by prospective Sourcing Vendors to the Customer - via the Application ("Line Item Bid(s)"). All data content presented in a Line Item Bid is the sole responsibility of the Customer.

Through *easyBid Discount*, it is understood by the parties that the Customer will be soliciting percentage discount bids for submission electronically - by prospective Sourcing Vendors to the Customer - via the Application ("Discount Bid(s)"). All data content presented in a Discount Bid is the sole responsibility of the Customer.

### **easyQuote™**

Through *easyQuote*, the Customer can capture all information required to publish a request for quote from new or existing Sourcing Vendors in an easy to use electronic format ("Quote or Quotes"). Included in the *easyQuote* solution is the ability for buyers to create, view, modify and copy electronic Quotes. Completed Quotes with terms and conditions are published to pre-selected Sourcing Vendors for response. Sourcing Vendors receive the Quote request as an e-mail message and respond within the due-by date and time. Buyers can then award the Quote online. The ESM *easyQuote* solution provides reporting and auditing at every step of the process.

### **easyProject™**

Through *easyProject*, the Customer can capture all information required to publish an RFP, RFI, ITB, or other sourcing event from new or existing Sourcing Vendors in an easy to use electronic format ("Project Event"). Included in the *easyProject* solution is the ability for buyers to create, view, modify and copy electronic Project Events. Completed Project Events with terms and conditions and attached descriptions of the project are published to pre-selected Sourcing Vendors for response. Sourcing Vendors receive the Project Event request as an e-mail message and respond within the due-by date and time, which can be set by the Customer as a sealed or unsealed Project Event. Buyers can view individual responses and award the project online. The ESM *easyProject* solution provides reporting and auditing at every step of the process.

## **Notes on the Sourcing Solutions Suite**

All sourcing events executed through the *Sourcing Solutions Suite* applications described above must be conducted via the Application. No other form of submission (e.g., paper, telephone, facsimile, telegraph, mail, etc.) will be accepted through the Application, although alternate forms of submission may be managed by the Customer outside of the Application. ESM will assist the Customer and facilitate the receipt, collection and organization of sourcing events submitted electronically through the Application, and in particular will:

- a. provide a secure, confidential, encrypted, electronic submission process for Sourcing Vendors to submit sourcing events, and receive and store all sourcing event data that is submitted electronically through the Application;
- b. maintain and protect all Sourcing Solutions Suite data from tampering, damage and other casualty; and
- c. provide commercially reasonable telephone, web and e-mail assistance and consultation to the Customer or the Customer's selected Sourcing Vendor(s) with respect to the electronic sourcing process.



# Exhibit 14 – Annual Agreement for Operating System & Database Administration Support

Invoice to: District School Board of Pasco County

Contact:

Address: 20430 Gator Lane, Land 'O Lakes, Florida 34638 Telephone: 34638

**Existing OSDBA Districts.** *If District has a current annual agreement for MUNIS OSDBA services with Tyler and, per the terms of such agreement or other agreement with Tyler, the annual agreement for MUNIS OSDBA services renews automatically, this Agreement does not require signature on the part of the District and District may renew the current annual agreement for MUNIS OSDBA services by timely remittance of the fee specified on the invoice accompanying this Agreement.*

This Agreement (herein "Agreement") for Operating System & Database Administration ("OSDBA") Support contract services is made this \_\_\_\_\_ day of \_\_\_\_\_, 2011 ("Execution Date"), by and between District School Board of Pasco County, FL (DISTRICT) with offices at 20430 Gator Lane, Land O' Lakes, Florida 34638 and Tyler Technologies, Inc., (TYLER), with offices at 370 US Route One Falmouth, Maine, 04105.

DISTRICT hereby agrees to purchase, and TYLER hereby agrees to provide, the services listed below in accordance with the following terms and conditions.

**I. Term of Agreement:**

This Agreement is effective as of the Installation Date of the Tyler Software Products licensed by District and shall remain in force for an initial one (1) year term. The parties may renew for additional one (1) year terms at mutually agreed pricing.

**II. Scope of the Agreement:**

Both parties acknowledge that this Agreement covers the services described below, for the operations of the

**District School Board of Pasco County, Florida.**

**III. Payment:**

1. DISTRICT agrees to pay TYLER \$30,000, for the services as described below. This payment is due and payable upon the Execution Date of this Agreement.
2. Additional Charges. Any maintenance performed by TYLER for DISTRICT that is not covered by the Agreement will be charged at the then applicable time rate. All materials supplied in connection with such non-covered maintenance or support will be charged to DISTRICT. Any additional charges will be added to the next invoice submitted to DISTRICT and shall be due on the same date as the other charges included in that invoice.

**IV. Covered System:** MUNIS OSDBA services are limited to the operating systems, database engines, third party applications or utilities required by the MUNIS software to run a single production environment. Hardware may include application, database, Tyler Content Manager, and/or web servers.

**V. Terms and Conditions of Support:**

1. **Scope of Services:** TYLER will provide service for the benefit of DISTRICT in accord with the following:
  - a. OSDBA Service is available 8:00 A.M. to 6:00 P.M., (Eastern Time), Monday through Friday) for the Term of this Agreement.

- b. OSDBA related calls can be placed by dialing 1-800-772-2260 and selecting extension 1851. At particular times, your call may be forwarded to the OSDBA mailbox. In either case, your call will be recorded and answered on a first in first out basis, except on reports that declare your system is down, which are moved to the head of the queue.
- c. Generally, this Agreement includes installations, upgrades, routine maintenance, and database tuning, in connection with and limited to the Covered System and otherwise pursuant the terms of this Agreement.
- d. This Agreement includes the installation and configuration of a new or upgraded server once every two (2) years so long as the District has an active OSDBA Agreement when the installation and configuration are requested.
- e. In cases where multiple databases exist, and all databases belong to a single business entity, only one (1) live database, one (1) test database and one (1) training database will be covered. Each additional database pair of one (1) live and one (1) training, or one (1) live and no (0) training, must be contracted for separately at the rate of 50% of the quoted OSDBA contract price.
- f. The scope of the service for installations provided pursuant this Agreement is restricted to the installation and configuration of MUNIS Application software and MUNIS required foundation software as originally installed in the Covered System.
- g. MUNIS Application Software: The standard OSDBA service includes coverage for one (1) or two (2) complete sets of Tyler Unlimited District Access application programs and forms, defined as one (1) live set and one (1) test set.
- h. MUNIS Required Foundation Software
  - (1) The standard OSDBA contract includes a single installation of all MUNIS required foundation software. Additional installations of foundation software for any purpose other than as required for a stand-by or back-up server configuration are not included with this Agreement.
  - (2) MUNIS required foundation software is defined as any software required to run MUNIS as specifically indicated in Tyler's written communication(s) to District.
- i. Further services in the category of Windows System Administration are limited to administrative tasks on the installed Operating System.
- j. Further services in the category of Data Base Administration are limited to administrative tasks on the installed Database Engine software.

**2. Exclusions:**

- a. In no case does the OSDBA contract supply support for any Microsoft® Product including the PC operating system.
- b. This Agreement does not include the installation and configuration of a new Informix Engine.
- c. This Agreement does not provide support for software not required to run MUNIS.
- d. This Agreement does not provide support for software required but not recommended (e.g., terminal emulation software that has not been recommended by TYLER but is required as a result of choices made by DISTRICT in determining its computing environment).

**3. District Responsibilities:**

- a. DISTRICT shall provide, at no charge to TYLER, full and free access to the programs covered hereunder: working space; adequate facilities within a reasonable distance from the equipment; and use of machines, attachments, features, or other equipment necessary to provide the specified support and maintenance service.

- b. DISTRICT shall install and maintain for the duration of this Agreement, a high speed internet connection or other connection method acceptable to TYLER. DISTRICT shall pay for installation, maintenance and use of such equipment. Such access by TYLER shall be subject to prior approval by DISTRICT in each instance.
- 4. **Non-Assignability:** Neither party shall have the right to assign or transfer its rights hereunder to any third party.
- 5. **Excused Non-Performance:** TYLER shall not be responsible for delays in servicing the products covered by this Agreement in accordance with Section A.1.2 of the Agreement to which this Agreement is attached..
- 6. **Limitation of Liability:** The liability of TYLER is hereby limited to a claim for a money judgment not exceeding the twice the total amount paid by DISTRICT for services under this Agreement. DISTRICT SHALL NOT IN ANY EVENT BE ENTITLED TO, AND TYLER SHALL NOT BE LIABLE FOR, INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY NATURE. EVEN IF TYLER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, IRRESPECTIVE OF THE NATURE OF DISTRICT'S CLAIM.

**VI. General**

- 1. **Headings:** The headings used in the Agreement are for reference purposes only and shall not be deemed a part of this Agreement.
- 2. **Governing Law:** This agreement shall be governed by, and construed in accordance with, the laws of the state of Florida without reference to its conflicts of law principles. The invalidity or unenforceability of any provisions of this agreement shall not affect the validity or enforceability of any other provision.
- 3. **Modification of this Contract:** No modifications or amendment of this Agreement shall be effective unless set forth in writing and signed by both DISTRICT and TYLER.
- 4. **Suspension:** Support and services will be suspended whenever DISTRICT's account is sixty (60) days overdue. Support and services will be reinstated when DISTRICT's account is made current.
- 5. **Trademarks:** MUNIS and the MUNIS Logo are registered trademarks of Tyler Technologies, Inc.

**IN WITNESS WHEREOF**, the Parties have caused this Agreement to be executed by a duly authorized representative to be effective as of the last date set forth below.

District School Board of Pasco County

Tyler Technologies, Inc.  
ERP and School Division

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Exhibit 15 – Disaster Recovery Agreement

This disaster recovery agreement (“Agreement”) is made as of the \_\_\_\_\_ day of \_\_\_\_\_ 2011 by and between Tyler Technologies, Inc., with offices at 370 U.S. Route 1, Falmouth, Maine 04105 (“Tyler”) and the District School Board of Pasco County, with offices at 20430 Gator Lane, Land O’ Lakes, Florida 34638 (“District”).

WHEREAS, District desires to enroll in Tyler’s Disaster Recovery Program for the Tyler software products (“Tyler Software Products”) licensed by District from Tyler.

THEREFORE, Tyler and District agree as follows:

### 1. Disaster

A disaster is defined as an unplanned event that prevents the Tyler Software Products from performing critical processes, as defined in the disaster recovery plan developed by Tyler (“Plan”), potentially harming District’s financial standing or public image (“Disaster”). Examples of a Disaster are fire, hazardous materials incident, flood, hurricane, tornado, winter storm, earthquake, radiological accident, civil disturbance or explosion. A Disaster is *not* a hardware or network failure that is covered by a non-Tyler service agreement or by a Tyler contract such as District’s Annual Support Agreement and License Agreement (“Support Agreement”) or Operating System/Database Administration (“OSDBA”) Agreement, or a problem that can be repaired in less than twenty-four (24) hours.

### 2. Services

Tyler shall provide the Disaster recovery services (“Services”) described in the Statement of Work, attached hereto as Exhibit 1 (“SOW”). All Services shall be provided remotely. In the event the Disaster results in damage to District’s Tyler server and a re-installation of the Tyler Software Products is required, Tyler shall re-install the Tyler Software Products free of charge if District is enrolled in Tyler’s OSDBA program, or at then-current rates if District is not enrolled in Tyler’s OSDBA program.

### 3. Minimum Requirements

In addition to high speed Internet access, below are the minimum PC requirements in order for Tyler to provide Services to District:

Attribute	Minimum	Recommended
Make and Model	No Preference	
Operating System	Windows 2000	Windows XP
Processor (CPU)	Pentium II 233 MHz	Pentium 4
Memory (RAM)	256 MB	512 MB <sup>1</sup>
Disk Space	100 MB of free disk space available	
Video/Monitor	17’’ Monitor, 1024x768 minimum resolution and small fonts	

4. Disaster Declaration

District may declare a Disaster between the hours of 8 AM and 6 PM, Monday through Friday. District may *not* declare a Disaster and Services will *not* be available on Saturday, Sunday and the following holidays:

- a) New Year's Day (January 1)
- b) Memorial Day (observed)
- c) Independence Day (July 4)
- d) Labor Day (observed)
- e) Thanksgiving Day
- f) Day after Thanksgiving Day
- g) Christmas Day (December 25)

District shall declare a Disaster by calling Tyler at (207) 781-2260 or (800) 772-2260 and clearly stating that DISTRICT IS DECLARING A DISASTER.

5. Disaster Recovery

District's critical processes will be accessible by critical users, as defined in the Plan, within twelve (12) business hours of Tyler's receipt of notification from District that a Disaster occurred.

6. Data

Tyler will receive a copy of District's database. Tyler is not responsible for the integrity of the data provided by District to Tyler. Tyler will use the most current viable data to restore District's critical processes. Tyler may use select information from the District database for research and analysis purposes. To the extent the database contains confidential information, Tyler shall keep confidential such information in accordance with the confidentiality provisions of this Agreement.

7. Services Duration

Upon declaration of a Disaster, District may use Tyler's data center as provided in this Agreement, the SOW and the Plan for thirty (30) consecutive business days. Use of Tyler's data center beyond such period shall require the parties to execute a change order detailing the duration of the extension and the additional cost associated therewith.

8. Release Life Cycle

Tyler shall support prior releases of the Tyler Software Products in accordance with Tyler's Release Life Cycle Policy.

9. Term

The initial term shall commence on receipt by Tyler of District's data and shall terminate one (1) year thereafter ("Initial Term"). This Agreement may be renewed by the parties for additional one (1) year terms at mutually agreed pricing. In the event the Support Agreement is terminated, this Agreement shall coetaneously terminate.

10. Price

In consideration of the Services provided by Tyler herein, District shall pay to Tyler a year one (1) fee of \$30,000 ("Fee"). The Fee does not include and District is responsible for the costs associated with:

- a. Hardware and/or software necessary to remotely access Tyler's data center, and
- b. Any and all on-site services.

District may request and purchase on-site services at Tyler's then-current rates.

11. Expenses

Expenses are included in the Fee. In the event District requests Tyler to hand-deliver or courier the

critical processes output (such as payroll checks), the cost of such special delivery shall be borne by District and payable thirty (30) days from receipt of invoice.

12. Payment

Tyler will invoice District the Fee of \$30,000 on commencement of the Initial Term. Thereafter, the annual fee will be invoiced and paid prior to the commencement of the renewal term, with payment due within thirty (30) days from receipt of invoice.

Tyler Technologies, Inc.  
ERP and School Division

District School Board of Pasco County

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Exhibit 1 to Exhibit 15, Disaster Recovery Agreement

## Statement of Work

### 1.1 Disaster Recovery Services – Electronic Transfer

The electronic transfer solution provides nightly transfer and archiving of District's Tyler data. The specific Services that Tyler will provide under this Statement of Work are described in the following sections:

#### 1.1.1 Disaster Recovery Plan

Tyler's Responsibilities:

Tyler will coordinate all activities associated with transfer of data to Tyler's Falmouth data center and will:

- Identify critical users
- Identify critical processes
- Document Disaster recovery ("DR") strategy for critical processes
- Review the plan with District
- Provide guidance for DR policies and procedures
- Review / schedule annual test of DR service

District's Responsibilities:

District agrees to:

- Provide remote access to District's Tyler database server for analysis and configuration of data transfer
- Provide network support if required to enable FTP transfer of data from District's server to the Tyler data center.
- Identify critical users
- Identify critical processes
- Provide PCs and high-speed modems for access from District's alternate processing location, if required.
- Provide technical resources to configure remote access PCs, including Tyler supplied application software, if required.
- Complete chain of command document for communication during a disaster
- Integrate this plan with District's comprehensive DR plan.

### 2.0 Estimated Schedule

The implementation Services will be performed consistent with the estimated schedule mutually agreed to by Tyler and District. Tyler and District agree to make reasonable efforts to carry out their respective responsibilities according to such schedule.

### 3.0 Tyler's Other Responsibilities

Project management services are provided as part of the Disaster Recovery service. Tyler will designate a Project Manager who will be Tyler's contact for all communications with District and will have the authority to act on Tyler's behalf in matters regarding this Statement of Work. Tyler's project manager will perform the following tasks:

- Review Statement of Work with District's project manager
- Review current project status
- Recommend changes or additions to the project as appropriate
- Administer the change control procedure; and
- Review and evaluate the progress of the project with District's project manager to resolve any necessary changes.

#### **4.0 District's Other Responsibilities**

Tyler's performance is predicated upon the following responsibilities being fulfilled by District:

Prior to the start of the Statement of Work, District will designate, in writing, a person who will be District's Project Manager. All of Tyler's communications will be addressed to the Project Manager who has the authority to act for District in all aspects of the Statement of Work. The Project Manager will perform the following activities:

- Interface between Tyler's Project Manager and District's organization
- Administer project change control with Tyler's project manager
- Arrange reasonable access to District's data for project personnel, as required
- Conduct any communication through Tyler's Project Manager
- Help resolve and escalate project issues within District's organization as required
- Obtain and provide project requirements, data, decisions and approvals within five (5) business days of request. If such requirements, data, decisions or approvals are delayed beyond the time specified, District agrees to relieve Tyler of its responsibility for the affected Service until District performs that obligation.
- Accept responsibility for the data files, selection and implementation of controls for District's location, and security of the stored data.

District acknowledge that it is District's responsibility to identify and make the interpretation of any applicable federal, state and local laws, regulations and statutes.

#### **5.0 Project Change Control Procedure**

When Tyler and District agree to a change in this Statement of Work, Tyler will prepare a written description of the agreed change which both Tyler and District must sign. The Change Order will describe the change, the rationale for the change, and specify any change in the charges, estimated schedule, or other terms. Depending on the extent and complexity of the requested change, Tyler may charge for Tyler's effort required to analyze it. When charges are necessary in order for Tyler to analyze a change, Tyler will give District a written estimate and begin the analysis on District's written authorization. The terms of the agreed upon Change Order will prevail over those in this Statement of Work or any previous Change Order.



## **Exhibit 16 - RFC Response from Tyler**

Tyler RFC Response Dated May 25, 2011 incorporated by reference.

## **Exhibit 17 - Original Proposal from Tyler**

Tyler original proposal dated September 22, 2010 incorporated by reference.

## **Exhibit 18 - Original RFP**

District's RFP #11-020-AZ incorporated by reference.