

Requirements Survey Special Assessments			Requirements Response Rules:							
<p>The following functional, technical, workflow and reporting needs provide the minimum requirements of City of Madison. Please review the items carefully and respond in accordance with the requirements response rules provided. Any partial response will be deemed as an invalid response. MANDATORY: EVERY REQUIREMENT (Req#) MUST HAVE A RESPONSE TO BE CONSIDERED COMPLETE.</p>			<p>Column #1. <b>Mandatory</b> : Proposers are required to input one response per requirement using the drop down list provided.  <b>Response Types:</b>  <b>F=Fully provided out of the box, or fully provided out of the box through basic configuration</b>  <b>Mod= Provided through a technical modification of the software (i.e. a customization)</b>  <b>TP = Provided through a proposed third party application or capability</b>  <b>RT = Provided through a built in or proposed reporting tool</b>  <b>NA = Not Available</b></p> <p>Column #2. Proposers are requested to itemize estimated costs for all modification requirements.            Column #3. Proposers are requested to list the third party product name for all Third Party Product requirements.            Column #4. <b>Mandatory</b> : Proposers are required to mark yes or no to whether the implementation costs of this functionality is included in their cost proposal.            Column #5. <b>Mandatory</b> : Proposers are required to mark yes or no to whether the training costs of this functionality is included in their cost proposal.            Column #6. If a subcontractor is implementing or providing training for this functionality, please indicate the name of the subcontracting firm responsible for this functionality.            Column #7. <b>Mandatory</b> : Proposers are required to list the version number for all functionality proposed to the City.</p>							
Req#	PROCESS	Ranking	1.Response	2.Costs for Mod response	3.Third Party Application for TP response	4. Included In Implementation Costs	5. Included In training costs	6. Subcontractor	7. Version Number	Comments/Narrative
Special Assessments										
1.00	Ability to integrate with GIS to validate parcels, addresses, owners and zoning.	3								
2.00	Ability to interface with accounting software for general ledger, accounts payable and accounts receivable for posting of bills, adjustments/refunds and	3								
3.00	Ability to interface with cashing system for receipts. (N/A, if module within an ERP system)	3								
4.00	Ability to support amortized, perpetual and one-time assessment types.	3								
5.00	Ability to define an unlimited number of assessment categories for grouping assessment districts.	3								
6.00	Ability to calculate assessments based on a user-defined formula, amortization schedule or flat fee.	3								
7.00	Ability to track amounts billed, amount paid, outstanding balance and transaction history for an assessment.	3								
8.00	Ability to identify multiple customers associated with an assessment.	3								
9.00	Ability to define an unlimited number of user-defined fields associated with an assessment district.	3								
10.00	Ability to define an unlimited number of user-defined fields associated with an assessment.	3								
11.00	Ability to define an unlimited number of user-defined fields associated with a customer.	3								
12.00	Ability to define distribution of assessment, interest and charges to multiple general ledger accounts.	3								
13.00	Ability to display transaction history including bills, receipts, adjustments and refunds.	3								
14.00	Ability to filter history by date, transaction type, transaction number or amount	3								
15.00	Ability to change sort order of transaction history.	3								
16.00	Ability to display details of transaction and drill down to transaction.	3								
17.00	Ability to merge assessments when parcels are merged.	3								
18.00	Ability to split assessments when parcels are split.	3								
19.00	Ability to defer an assessment on a parcel for a user-defined period of time then automatically initiate the billing process.	3								
20.00	Ability to calculate interest on deferred assessments either annually and add to balance or calculate from inception to date upon request.	3								
21.00	Ability to generate preliminary assessment notices based on user-defined criteria.	3								
22.00	Ability to track assessment through system by customer. Must be able to view all assessments that customer has, current status and outstanding balances.	3								
23.00	Ability to define an unlimited number of billing cycles.	3								
24.00	Ability to generate a pre-billing report that shows amounts that will be billed during the next billing cycle.	3								
25.00	Ability to support installment billings where the assessment may be billed in installments.	3								
26.00	Ability to generate assessment bills with OCR scan capabilities.	3								
27.00	Ability to bill multiple assessments for a single parcel on a single bill.	3								

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						Yes/No	Yes/No			
28.00	Ability to view and reprint a past bill at any time.	3								
29.00	Ability to accept full, over, partial and pre-payments.	3								
30.00	Ability to recalculate payment schedule after payment is posted (especially if the payment is different from the balance or annual installment).	3								
31.00	Ability to cancel an assessment with a reason for the cancellation.	3								
32.00	Ability to automatically add late penalties and interest to delinquent accounts according to rate structure.	3								
33.00	Ability to generate late notices for delinquent accounts.	3								
34.00	Ability to support simple interest payments for amortized fees.	3								
35.00	Ability to prorate interest charges on amortized fees.	3								
36.00	Ability to apply rebates to an assessment.	3								
37.00	Ability of end user reporting tools to create reports using data from any of the fields within the special assessment module.	3								
38.00	Ability to generate a district listing report to display assessment details for the assessment district.	3								
39.00	Ability to generate an assessment listing report based on user-defined selection criteria to display assessment amounts and optionally display	3								
40.00	Ability to generate a customer listing report based on user-defined selection criteria to display assessment amounts by customer.	3								
41.00	Ability to generate an assessment category report to display assessment district information grouped by category.	3								
42.00	Ability to generate a delinquency report to display a list of customers that are delinquent in paying their assessments.	3								
43.00	Ability to generate a billing report to display billed amounts in detail or summary view for a specified date range.	3								
44.00	Ability to generate a trial balance and an aged trial balance report that displays balances due by customer as of a user-specified cutoff date. Allow the report	3								
45.00	Ability to generate a payoff report to display all assessments that have been paid off during a user-specified time frame.	3								
46.00	Ability to import an assessment district from a third party source. Conversely, ability to export assessment district information.	3								
47.00	Ability to view assessment data for a selected parcel via the web application.	3								
48.00	Ability to interface with property tax system for transfer of delinquent assessments.	3								