

CITY OF DORAL



Request for Proposals

RFP No. 2021-06

HRIS and Payroll Software

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City of Doral

Request for Proposal

HRIS and Payroll Software

RFP No. 2021-06

NOTICE: Pursuant to Article V of the City’s Code of Ordinances, sealed bids for consideration to provide the services detailed in the scope of services listed below, shall be submitted by **10:00 a.m. on May 6th, 2021**. The submittals shall be clearly marked “**RFP No. 2021-06 – HRIS and Payroll Software**”.

All submittals shall be publicly opened and recorded on ** May 6th, 2021 at 10:00 A.M.** Late submittals shall **not** be accepted or considered.

Proposals must be submitted electronically through **DemandStar** or **Vendor Registry** by the date and time stated above. Submittals must include statements of qualifications and experience and other pertinent information for consideration, as indicated in this Request for Proposals. Any proposals received after the due date and time specified, will not be considered. See attached instructions for further details on E-Bidding.

The City of Doral reserves the right to accept any bid deemed to be in the best interest of the City or to waive any informality in any submittal. The City may reject any or all bids and re-advertise.

PROJECT OVERVIEW

The City of Doral is seeking proposals for an all-encompassing, hosted solution for HRIS, Payroll, and Timekeeping system to process and maintain records for time, attendance, payroll, and personnel for all City Employees, including local, state, and federal reporting requirements for human resources, accounting, taxes and benefits. The City of Doral is in pursuit of a system that will improve internal efficiency and allow staff time to focus on other critical processes.

The City of Doral currently has a total of 423 employees, which is comprised as follows:

City Employee Breakdown as of 02/03/2021	
City Employees	214
Police Sworn	157
Police Civilian	52
Total:	423

It is the City's intent to select one (1) Contractor to perform contracted services for the Finance and Human Resources Departments under the scope of this solicitation. The City reserves the right to remove any portion of this project should it deem it to be in the best interest of the City.

All inquiries must reference **RFP No. 2021-06 – HRIS and Payroll Software** in the subject line and should be directed to the following email at procurement@cityofdoral.com. No phone calls will be accepted in reference to this solicitation.

Any communications regarding matters of clarification must be made in writing to the email address listed above. If it becomes necessary to provide additional clarifying data or information that revises any part of this RFP, supplements or revisions will be made available via written addendum.

Solicitations may be found via the City of Doral website (www.cityofdoral.com) under Procurement, via [Vendor Registry](#) and via [Onvia DemandStar](#), central notification systems which provide bid notification services to interested vendors. To obtain the solicitation, interested parties must follow the link and register to be able to download the document.

The City's tentative schedule for this Invitation for Bid is as follows:

Anticipated Advertise Date:	March 25th, 2021
Mandatory Pre-Proposal Meeting:	April 13th, 2021 at 10:00 A.M. EST.
Cut-off Date for Questions:	April 23rd, 2021 at 5:00 P.M. EST.
Deadline for Submittals and Opening of Bids:	May 6th, 2021 at 10:00 A.M. EST.

From your computer, tablet, or smartphone
<https://global.gotomeeting.com/join/330729605>

United States: +1 (571) 317-3122
Access Code: 330-729-605

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The City reserves the right to delay or modify scheduled dates and will notify Proposers of all changes in scheduled dates.

SECTION 1

GENERAL CONDITIONS

1.1 DEFINITIONS

(i) We/Us/Our/City

These terms refer to the City of Doral, Florida, a Florida municipal corporation. They may also be used as pronouns for various subsets of the City organization as content will indicate.

Procurement Division

The Division responsible for handling procurement-related issues within the City.

Departments

The City Department(s) and offices for which this solicitation is prepared, which will be the end user of the goods and/or services sought, including, without limitation.

Authorized Representative

The user Department's contacts for interaction regarding contract administration.

(ii) You/Your

The term refers to the person(s) or entity(ies) submitting a proposal in response to this RFP, inclusive of corresponding subsidiaries, affiliates offices, employees, volunteers, representatives, agents or subcontractors. The term may apply differently to different classes of entities, as the context will indicate. For instance, "you" as a Proposer will have different obligations than "you" as a Successful Proposer will have upon awarding of this contract.

Proposer/Contractor/Submitter

Any person(s) and/or business entity(ies) submitting a response to this solicitation

Successful Proposer/ Contractor/Submitter

The Proposer whose statement of qualifications to this solicitation is deemed to be the most advantageous to the City. A Proposer will be approved for award by the City Council, and a contract will be executed for the provisions of the goods and/or services specified in this RFP and a Notice of Commencement will be issued.

(iii) Proposals/ Submittals

The written, sealed document submitted by the Proposer in response to this RFP. Any verbal interactions with the City apart from submittal of a formal written submittal shall not be considered a part of any submittal.

1.2 CLARIFICATION/ QUESTIONS

The City reserves the right to request clarification on information submitted by any Proposer after the deadline for receipt of submittals. Questions from potential and/or actual respondents regarding this RFP shall be directed in writing by email, to the Procurement Contact email address specified on the title page.

Answers, citing the question but not identifying the questioner, will be publicly noticed and distributed simultaneously to all known prospective Proposers.

(i) Written Addenda

If it becomes evident that this RFP must be amended, we will issue a formal written addendum to all registered prospective Proposers via email notification. Addendum will be uploaded to the City's Procurement webpage. If necessary, a new RFP opening date may be established by addendum.

1.3 COST OF PREPARATION

The City will not be responsible for any expenses incurred by Proposers for the preparation of a proposal related to this procurement, or for any negotiations related to potential award of the Contract.

1.4 EXAMINATION OF DOCUMENTS

The Proposer must thoroughly examine each section of this RFP. If there is any doubt or obscurity as to the meaning of any part of these conditions, the Proposer may request clarification by written request to the Procurement Division. Interpretations or clarification in response to such questions will be issued in the form of a written addendum, emailed to all parties recorded by the City's Procurement Division as having received the RFP documents. No person is authorized to give oral interpretations of, or make oral changes to the RFP. The issuance of a written addendum shall be the only official method whereby such an interpretation or clarification is made.

1.5 PUBLIC RECORDS

Upon award recommendation or thirty (30) days after the RFP opening, whichever is earlier, any material submitted in response to this RFP will become a "Public Record" and shall be subject to public disclosure pursuant to Chapter 119, Florida Statutes (Public Records Law). Proposers must claim the applicable statutory exemptions to protect submittals, stating the reasons why exclusion from public disclosure is necessary and legal. The City reserves the right to make any final determination on the applicability of the Public Records Law.

1.6 WITHDRAWAL OF PROPOSAL

A Proposer may, without prejudice, withdraw, modify, or correct the proposal after it has been deposited with the City, provided the request and any subsequent modifications and/or corrections are filed with the City in writing before the time for opening the submittals. No oral modifications will be considered.

1.7 RIGHT TO REJECT ANY AND/OR ALL PROPOSALS

The City reserves the right to reject any and/or all submittals or sections thereof, and/or waive any irregularities, informalities, and/or technical deficiencies. The City shall not be required to accept the minimum specifications stated herein or provided but reserves the right to accept any submittal that, in the judgment of the City, will best serve the needs and interests of the City. The offering of this RFP does not, itself, in any way constitute a contractual agreement between the City of Doral and any Proposer. However, the contents of the offered document, as well as the proposed documents may be used for details of the actual agreement between the Proposer and the City of Doral. Furthermore, the City reserves the right to award without further discussion.

1.8 GOVERNMENTAL RESTRICTIONS

In the event that any governmental restrictions are imposed which would necessitate alteration of the performance to the services offered in this proposal prior to delivery, it shall be the responsibility of the proposer to notify the City at once. The City reserves the right to accept the alteration or cancel the Contract at no expense to the City.

1.9 SUBMISSION OF PROPOSAL

(i) **Incurred Expenses**

The City is not responsible for any expenses which Proposers may incur for preparing and submitting statements of qualifications called for in this RFP.

(ii) **Interviews**

The City reserves the right to conduct personal interviews or require presentations prior to selection. The City will not be liable for any costs whatsoever incurred by the Proposer in connection with such interviews/presentations, including, but not limited to travel and accommodations.

(iii) **Request for Modifications**

The City reserves the right to request that the Proposers(s) modify a submittal to more fully meet the needs of the City.

(iv) **Bid Acknowledgment**

By submitting a proposal, the Proposer/Proposer certifies that he/she/it has fully read and understood the solicitation method and has full knowledge of the scope, nature, and quality of work to be performed.

(v) **Acceptance/Rejection/Modification to Submittals**

The City reserves the right to negotiate modifications to this RFP that it deems acceptable, reject any and all proposals for any reason whatsoever, and waive minor irregularities in any submittal.

(vi) **Submittals Binding**

All proposals submitted shall be binding for three hundred sixty-five (365) calendar days following opening.

(vii) **Alternate Proposals/ Statement/ Proposals**

Alternate proposals, statements, and/or statements of qualifications will not be considered or accepted by the City.

(viii) **Economy of Preparation**

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposers' ability to fulfill the requirements of the proposal.

(ix) **Proprietary Information**

In accordance with Chapter 119 of the Florida Statutes (Public Records Law) and except as may be provided by other applicable State and Federal Law, all Proposers should be aware that RFP and the corresponding responses are in the public domain and subject to disclosure. However, the Proposers are required to identify with specificity any information contained in their statement of qualification which are considered confidential and/or proprietary and which are believed to be exempt from disclosure, citing the applicable exempting law.

All statements of qualifications received from Proposers in response to this RFP shall become the property of the City of Doral and shall not be returned to the Proposer. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the City.

1.10 COMPLIANCE WITH ORDERS AND LAWS

Successful Proposers shall comply with all local, state, and federal directives, ordinances, rules, orders, and laws as applicable to this RFP and subsequent contracting including, but not limited to:

Executive Order 11246 (which prohibits discrimination against any employee, applicant, or client because of race, creed, color, national origin, sex, or age with regard to, but not limited to, employment practices, rate of pay or other compensation methods, and training.)

Occupational, Safety and Health Act (OSHA)

The State of Florida Statutes Section 287.133(3)(A) on Public Entity Crimes

Environment Protection Agency (EPA)

Uniform Commercial Code (Florida Statutes, Chapter 672)

American with Disabilities Act of 1990, as amended

National Institute of Occupational Safety Hazards (NIOSH)

National Forest Products Association (NFPA)

State of Florida Department of Transportation- Rule 14-90, Florida Admin. Code

U.S. Department of Transportation

City of Doral, City Ordinance No. 2004-03

Cone of Silence, Miami-Dade County Code of Ordinances

The State of Florida Statutes Sections 218.73 and 218.74 on Prompt Payment

Proposer hereby recognizes and certifies that no elected official, board member, or employee of the City shall have a financial interest directly or indirectly in this transaction or any compensation to be paid under or through this transaction, and further, that no City employee, nor any elected or appointed officer, including, but not limited to, City Advisory Board members, of the City, nor any spouse, parent or child of such employee or elected or appointed officer of the City, may be a partner, officer, director or proprietor of Proposer or Proposer, and further, that no such City employee or elected or appointed officer, or the spouse, parent or child of any of them, alone or in combination, may have a material interest in the Vendor or Proposer. Material interest means direct or indirect ownership of more than 5% of the total assets or capital stock of the Proposer. Any exception to these above described restrictions must be expressly provided by applicable law or ordinance and be confirmed in writing by City. Further, Proposer recognizes that with respect to this transaction, if any Proposer violates or is a party to a violation of the ethics ordinances or rules of the City, the provisions of Miami- Dade County Code Section 2-11.1, as applicable to City, or the provisions of Chapter 112, part III, Fla. Stat., the Code of Ethics for Public Officers and Employees, such Proposer may be disqualified from furnishing the goods or services for which the proposal is submitted and may be further disqualified from submitting any future proposals or statements for goods or services to City. Proposer must complete and execute the Business Entity Affidavit form. The term "Proposer," as used in this section specifically includes any person or entity making and submitting a statement to the City for the provision of goods and/or services to City.

Lack of knowledge by the Proposer will in no way be a cause for relief from responsibility. Non- compliance with all local, state, and federal directives, orders, and laws may be considered grounds for termination of contract(s).

1.11 CONE OF SILENCE

Notwithstanding any other provision in the specifications, the provisions of Section 2-11.1 Conflict of Interest and Code of Ethics Ordinance, as set forth in subsection (t) "Cone of Silence," of the Miami-Dade County Code are applicable to this transaction.

The Cone of Silence shall be imposed on this RFP upon its advertisement. The Cone of Silence prohibits the following activities:

- (1) Any communication regarding this RFP between a potential vendor, service provider, Respondent, lobbyist or consultant and the City's professional staff;
- (2) Any communication regarding this RFP between the Mayor, Council members and any member of the Mayor and Council's professional staff;
- (3) Any communication regarding this RFP between potential vendor, service provider, Respondent, lobbyist or consultant and any member of a selection committee;

(4) Any communication regarding this RFP between the Mayor, Council members and any member of the selection committee therefore;

(5) Any communication regarding this RFP between any member of the City's professional staff and any member of the selection committee; and

(6) Any communication regarding this RFP between a potential vendor, service provider, Respondent, lobbyist or consultant and the Mayor or Council

Pursuant to Section 2-11.1(t)(1)(a)(ii), the Cone of Silence shall terminate at the time the Manager makes his/her written recommendation to the City Council. However, if the City Council refers the Manager's recommendation back to the Manager or staff for further review, the Cone of Silence shall be re-imposed until such time as the Manager makes a subsequent written recommendation.

The Cone of Silence shall not apply to:

- (1) oral communications at pre-proposal conferences;
- (2) oral presentations before selection of evaluation committees;
- (3) public presentations made to the City Council during any duly noticed public meeting;
- (4) written communications regarding a particular RFP, RFQ, or proposal between a potential vendor, service provider, Respondent, proposer, lobbyist or consultant and the City's Purchasing Agent or City employee designated responsible for administering the procurement process of such RFP, RFQ, or proposal, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document;
- (5) communications with the City Attorney and his or her staff;
- (6) duly noticed site visits to determine the competency of respondents/Respondents regarding a particular proposal/proposal during the time period between the opening of proposals and the time the City Manager makes his or her written recommendation;
- (7) any emergency procurement of goods or services pursuant to City Code;
- (8) responses to the City's request for clarification or additional information pursuant to section 1.10 of this RFP;
- (9) contract negotiations during any duly noticed public meeting;
- (10) communications to enable City staff to seek and obtain industry comment or perform market research, provided all communications related thereto between a potential vendor, service provider, Respondent, proposer, lobbyist, or consultant and any member of the City's professional staff including, but not limited to,

the City Manager and his or her staff are in writing or are made at a duly noticed public meeting.

Violation of the Cone of Silence by a particular proposer or Respondent shall render the RFP award or proposal award to said proposer or Respondent voidable by the City Council and/or City Manager. Please contact the City Attorney for any questions regarding Cone of Silence compliance.

1.12 Florida Government in the SUNSHINE LAW

As a Florida municipal corporation, the City is subject to the Florida Sunshine Act and Public Records Law. By submitting a Proposal, Proposer acknowledges that the materials submitted with the Proposal and the results of the City of Doral evaluations are open to public inspection upon proper request. Proposer should take special note of this as it relates to proprietary information that might be included in its Proposal.

1.13 CANCELLATION

In the event any of the provisions of this RFP are violated by the Awarded Proposer, the City Manager shall give written notice to the Awarded Proposer stating the deficiencies and, unless deficiencies are corrected within ten (10) days, recommendation will be made to the City Council for immediate cancellation. The City reserves the right to terminate any contract resulting from this invitation at any time and for any reason, upon giving thirty (30) days prior written notice to the other party. No consideration will be given for anticipated loss of revenue on the canceled portion of the Contract

1.14 ASSIGNMENT

The Awarded Proposer shall not assign, transfer, convey, sublet or otherwise dispose of this contract, including any or all of its right, title or interest therein, or his or its power to execute such contract to any person, company or corporation without prior written consent of the City of Doral.

1.15 PROPERTY

Property owned by the City of Doral is the responsibility of the City of Doral. Such property furnished for repair, modification, study, etc., shall remain the property of the City of Doral. Damages to such property occurring while in the possession of the Awarded Proposer shall be the responsibility of the Awarded Proposer.

1.16 TERMINATION FOR DEFAULT

If the Awarded Proposer defaults in its performance under this Contract and does not cure the default within thirty (30) days after written notice of default, the City may terminate this Contract, in whole or in part, upon written notice without penalty to the City. In such event, the Awarded Proposer shall be liable for damages, including, but not limited to, the excess cost of procuring similar supplies or services: provided that if, (1) it is determined for any reason that the Awarded Proposer was not in default or (2) the Awarded Proposer's failure to perform is without his control, fault or negligence, the termination will be deemed to be a termination for the convenience of the City.

1.17 TERMINATION FOR CONVENIENCE

The City Manager may terminate the Contract that may result from this RFP, in whole or in part, upon thirty (30) days prior written notice when it is in the best interests of the City. If so terminated, the City shall be liable only for payment in accordance with the payment provisions of the Contract for those services rendered prior to termination.

1.18 ANTI-TRUST PROVISION

At such times, as may serve its best interest, the City reserves the right to advertise for, receive, and award additional contracts for these herein items, and to make use of other competitively proposal (government) contracts for the purchase of these goods and/ or services as may be available.

1.19 PUBLIC RECORDS, AUDIT RIGHTS AND RECORDS RETENTION

The Upon award recommendation or thirty (30) days after the opening of RFP responses, whichever is earlier, any material submitted in response to this Request for Qualifications will become a "Public Record" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes (Public Record Law). Proposers must claim the applicable exemptions to disclosure provided by law in their response to the Request for Qualifications by identifying materials to be protected and must state the reasons why exclusions from public disclosure is necessary and legal. The City reserves the right to make any final determination on the applicability of the Public Records Law. The Awarded Proposer agrees to provide access to the City, or any of their duly authorized representatives, to any books, documents, papers, and records of the Awarded Proposer which are directly pertinent to the contract, for the purposes of audit, examination, excerpts, and transcriptions. The Awarded Proposer shall maintain and retain any and all of the aforementioned records after the expiration and/or termination of the agreement, as provided by Chapter 119, Florida Statutes.

1.20 CAPITAL EXPENDITURES

Awarded Proposer understands that any capital expenditures that the Awarded Proposer makes, or prepares to make, in order to perform the services required by the City of Doral, is a business risk which the Awarded Proposer must assume. The City of Doral will not be obligated to reimburse amortized or unamortized capital expenditures, any other expenses, or to maintain the approved status of the Awarded Proposer. If Awarded Proposer has been unable to recoup its capital expenditures during the time it is rendering such services, it shall not have any claim upon the City of Doral.

1.21 GOVERNING LAW AND VENUE

The validity and effect of the Contract shall be governed by the laws of the State of Florida. The parties agree that any administrative or legal action, mediation, or arbitration arising out of this Contract shall take place in Miami-Dade County, Florida.

1.22 ATTORNEY FEES

In connection with any litigation, mediation, or arbitration arising out of this Contract, each party will pay its' attorney's fees.

1.23 NO PARTNERSHIP OR JOINT VENTURE

Nothing contained in this Contract will be deemed or construed to create a partnership or joint venture between the City of Doral and Awarded Proposer/Proposer, or to create any other similar relationship between the parties.

1.24 TERMS AND CONDITIONS OF AGREEMENT

The Agreement to be entered into with the Awarded Proposer, in substantially the form attached hereto as Exhibit “A”, shall include, but not be limited to, the following terms and conditions:

- A. The Awarded Proposer agrees to indemnify, defend and hold harmless the City, its officers, elected officials, agents, volunteers and employees, from and against any and all liability, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions and cost of action, including attorney’s fees for trial and on appeal, and of any kind and nature arising or growing out of or in any way connected with the performance of the Agreement whether by act or omission of the Awarded Proposer, its agents, servants, employees or others, or because of or due to the mere existence of the Agreement between the parties; unless said claim for liability is caused solely by the negligence of the City or its agents or employees.

The Awarded Proposer shall further indemnify, defend and hold harmless the City, its elected officials, its Officers, employees, agents and volunteers (collectively referred as “Indemnitees”) against all loss, costs, penalties, fines, damages, claims, expenses, including attorney’s fees, or liabilities (“collectively referred to as “liabilities”) by reason of any injury to, or death of any person, or damage to, or destruction, or loss of any property arising out of, resulting from, or in connection with the performance, or non- performance of the services contemplated by this agreement which is, or is alleged to be directly, or indirectly caused, in whole, or in part by any act of omission, default, or negligence of the Awarded Proposer, its employees, agents, or sub-contractors.

- B. The Awarded Proposer shall pay all royalties and assume all costs arising from the use of any invention, design, process materials, equipment, product or device which is the subject of patent rights or copyrights. Awarded Proposer shall, at its own expense, hold harmless and defend the City against any claim, suit or proceeding brought against the City which is based upon a claim, whether rightful or otherwise, that the goods or services, or any part thereof, furnished under the contract, constitute an infringement of any patent or copyright of the United States. The Awarded Proposer shall pay all damages and costs awarded against the City.

- C. An understanding and agreement, by and between the Awarded Proposer and the City, that the completion time as specified in Awarded Proposer’s submission will be met and that all work shall be executed regularly, diligently, and uninterrupted at such rate of progress as will ensure full completion thereof within the time specified.

1.25 HIRING PREFERENCE FOR PROCURED PROJECTS

Awarded Proposer will be required to comply with Ordinance No. 2018-24 – Procedure to Provide Preference for Doral Businesses and Residents in Public Works and Improvements Contracts.

1.26 LIMITATION ON USE OF OFFICIAL SEAL

Ordinance No. 2019-09, § 2, 5-8-2019 - It shall be unlawful and a violation of this section for any person, firm, corporation or other legal entity to print for the purpose of sale or distribution or circulate, manufacture, publish, use, display, or offer for sale any letters, papers, documents, or items of merchandise which simulate the official seal of the city or the stationery or a real or fictitious agency, department or instrumentality of the city without the expressed written authority of the city council or its designee. The unauthorized use shall be punishable as provided in F.S. §§ 775.082 and 775.083.

END OF SECTION 1

SECTION 2

SPECIAL CONDITIONS

2.1 PURPOSE

The City of Doral is seeking proposals for an all-encompassing, hosted solution for HRIS, Payroll, and Timekeeping system to process and maintain records for time, attendance, payroll and personnel for all City Employees, including local, state and federal reporting requirements for human resources, accounting, taxes and benefits. The City of Doral is in pursuit of a system that will improve internal efficiency and allow staff time to focus on other critical processes.

The City currently manages all personnel and payroll matters for 423 employees; 209 of which are located in the Police Department.

The goal is to implement a user-friendly system with a single database that will allow employees the access to submit requests, changes, obtain their personal information, etc. while also allowing the Human Resources and Finance Departments to utilize the same system to provide employees faster and better service. Having a single database system will allow all employee information to be automatically updated in various areas as needed.

It is the City's intent to select one (1) Contractor to perform contracted services for the Human Resources and Finance Departments under the scope of this solicitation. The City reserves the right to remove any portion of this project should it deem it to be in the best interest of the City.

2.2 QUALIFICATIONS / EXPERIENCE OF PROPOSERS

Proposer must demonstrate to the satisfaction of the City of Doral that he/she has adequate equipment, personnel, experience and understanding of the specifications to perform service under the contract.

No contract will be awarded to any proposer who, in the opinion of the City, is not qualified to perform satisfactorily due to a previously unfavorable performance, reputation or lack of experience, capital, organization, equipment, and/or personnel to conduct and complete the services in accordance with the terms and conditions of the contract.

Successful proposer must comply with the City of Doral ordinances relating to Occupational License Fees/Business Licenses, payroll and any other ordinances which may apply to the proposal package. Proposer must comply with all local, State and Federal regulations.

All firms that submit a proposal shall meet, but not be limited to, the following minimum qualifications:

2.2.1 The firm, or principals of the firm, shall be regularly engaged in the business of providing the services as described herein. The firm shall:

- a. Provide a brief history of your company, including organizations of the company and any mergers and acquisitions.
- b. Describe the experience of your company in providing Payroll Processing, Timekeeping, and HRIS services to government agencies.
- c. Provide three (3) municipal references for which your company currently provides Payroll Processing, Timekeeping, and HRIS services.

2.2.2 Additional Information:

- a. Please disclose any criminal investigation, indictment, prosecution, or other proceeding that has been brought against your company within the last ten (10) years (provide attachment if necessary). Also describe any civil litigation pending or concluded within the last five years against your company that may impair the firm's ability to provide the requested services (provide any attachment(s) if necessary).
- b. Disclose any potential conflicts of interest with representing the City of Doral for the requested services, including any potential conflicts of interest of employees assigned to this project. The City of Doral reserves the unqualified right to disqualify a company or cancel any contract for any potential conflict of interest issues raised initially and/or during the contract period.

2.2.3 Proposer shall be fully licensed to perform the work described herein and shall comply with all applicable State Statutes and local codes and ordinances.

The proposer must show proof of having met these minimum requirements on the “Proposer Qualification Statement” in Section 5. THE CITY WILL NOT ACCEPT ANY SUBSTITUTION FOR THIS FORM.

2.3 LICENSING

Pursuant to section 607.1503(1), Florida Statutes, Corporations, out-of-state corporations are required to obtain a Florida Certificate of Authorization from the Florida Department of State, Division of Corporations, to transact business in the State of Florida. Successful respondent must provide a copy of their occupational/business license and State registration at time of award. Florida state registration can be downloaded and printed via www.sunbiz.org. Respondents must have the proper license(s) and/or certification(s) to perform what is being requested in this project. Failure to possess the proper license(s) and/or certification(s) may result in disqualification of proposal submittal. Copies of the respondent's license(s) and/or certification(s) which are applicable to this project shall be submitted as part of their proposal submittal.

2.4 MANDATORY PRE-PROPOSAL CONFERENCE

A Mandatory Pre-Proposal Conference will be held on Tuesday, April 13th, 2021 at 10:00 a.m. via GoToMeeting Conference Call. During this conference all work will be discussed. The Purchasing Division will respond to all questions submitted during the pre-bid conference by issuance of a written addendum to the RFP. Attendance to the Pre-Bid conference is **Mandatory**.

April 13th, 2021 at 10:00 A.M.

From your computer, tablet or smartphone

<https://global.gotomeeting.com/join/755640981>

You can also dial in using your phone: United States: +1 (646) 749-3122

Access Code: 755-640-981

Respondents are required to be familiar with any conditions that may, in any manner, affect the work to be done or affect the equipment, materials, or labor required. Respondents are also required to carefully examine the specifications and all equipment and all site locations and be thoroughly informed regarding any and all conditions that may, in any manner, affect the work to be performed under contract.

By submission of a Proposal, it will be construed that the Respondent is acquainted sufficiently with the site(s) and the work to be performed.

2.5 TERM OF CONTRACT

The City and the Awarded Respondent shall execute a contract (“Agreement”) within thirty (30) days after Notification of Award based upon the requirements set forth in the RFP through action taken by the City Council at a fully authorized meeting. If the Respondent awarded the Contract fails to enter into a contract as herein provided, the award may be declared null and void, and the Contract may be awarded to the next most responsible and responsive Respondent, or re-advertised, as determined by the City.

The initial contract resultant from this solicitation shall prevail for a five (5) year period from the contract’s initial effective date. Prior to, or upon completion, of that initial term, the City shall have the option to renew the contract for five (5) additional one (1) year periods for a maximum total of ten (10) years. The Awarded Proposer(s) shall maintain, for the entirety of the stated additional period(s), the same terms and conditions included within the originally awarded contract. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a City prerogative, and not a right of the Awarded Proposer(s).

This prerogative may be exercised only when such continuation is clearly in the best interest of the City.

2.6 PRICING

If the Respondent is awarded a contract under this RFP solicitation, the prices quoted by the Respondent shall remain fixed and firm. However, the Respondent may offer incentives and discounts from this fixed price to the City at any time during the contractual term.

The City reserves the right to negotiate lower pricing for the additional term(s) based on market research information or other factors that influence price. The City reserves the right to apply any reduction in pricing for the additional term(s) based on the downward movement of the applicable index.

2.7 PROPOSAL FORMAT AND SIGNATURES

To receive consideration, the Proposal must be submitted on the Proposal forms as provided by the City. This Request for Proposal must be resubmitted in its entirety, with all forms executed, each section signed as read and understood, and the response forms completely filled out. Proposals must be typed or printed in black or blue ink only. Use of erasable ink is not permitted. All corrections must be initialed. Any information to be submitted as part of the bid may be attached behind the Bid Response form. Copies may be obtained from the City Clerk, 8401 NW

53rd Terrace, Doral, FL 33166. Proposals by corporations must be executed in the corporate name by the President or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation must be shown below the signature.

Proposals by partnerships must be executed in the Partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signature.

2.8 METHOD OF AWARD

The City will open all submittals received at the time of the stated deadline in a public forum and will announce the name of the Proposers. In order to be deemed responsive the proposals must meet or exceed the minimum requirements established in Section 2.2 and contain all required forms listed and provided in Section 5 of this solicitation. The City of Doral shall be the sole judge in determining Proposer's qualifications.

The City, at its sole discretion, reserves the right to inspect any/all Proposer's facilities to determine their capability of meeting the requirements for the Contract. Also, hourly rates, responsibility, and responsiveness of the Proposer, the financial position, experience, staffing, equipment, materials, references, and past history of service to the City and/or with other units of state, and/or local governments in Florida, will be taken into consideration in the Award of the Agreement.

Upon approval of the City Council, a contract shall be awarded to one Proposer selected as the most responsible, responsive Proposer meeting all selection criteria. Any award made shall be subject to execution of contract in a form and substance, which is approved by the City Attorney. The City of Doral reserves the right not to award or to reject proposals from vendors that are currently in litigation with the City of Doral or as a result of any prior lawsuit with the City of Doral.

The City's selection committee will evaluate proposals and will select the Proposer which meets the best interests of the City. The City shall be the sole judge of its own best interests, the proposals, and the resulting negotiated agreement. The City's decisions will be final.

The purpose of the Evaluation Process is to evaluate the Proposals submitted in response to this Request for Proposals and to establish the most advantageous firm/individual, further identified as the #1 or highest ranked firm/individual. Each Proposal will be evaluated by each Selection Committee member using the procedures outlined herein.

PHASE I - An Evaluation Committee, appointed by the City Mayor and approved by the City Councilmembers, will meet to evaluate all responsive submittals received in accordance with the requirements set forth in the solicitation. The City may request additional information of a clarifying nature if deemed necessary for this evaluation. Additional information may be requested via written submissions or oral presentations to the Evaluation Committee.

Based on the number of RFP submissions received, the Selection Committee may elect that all Proposers participate in the Phase II evaluation process and not utilize the Phase I

evaluation scores. The City may also decide that the Phase II portion of the process is not necessary and recommend for award based upon Phase I only.

PHASE II — The City may conduct interview presentations and re-evaluate and score “shortlisted” firms/individuals to establish a ranking of the “shortlisted” firms/individuals.

PHASE II — EVALUATION

All finalists are in equal standing at the beginning of Phase II Evaluation. For further clarification, the City may require each finalist to provide discussions, interviews, phone conferences, oral presentations, and clarification of the Proposal submitted. This information will allow each firm/individual an opportunity to provide the Selection Committee additional insight regarding their proposal and that of the qualifications of the firm/individual. Each Selection Committee member shall evaluate and award points in accordance with the Scoring Criteria specified for each of the Categories. The points awarded for each Category will be totaled, ranked and tabulated as described in Section 5.1 to determine the top ranked firm/individual.

EVALUATION CRITERIA – PHASE I

EVALUATION CRITERIA FOR RFP		
Criteria	Description	Points
1	System Features / Functional Requirements	50
2	Proposed Cost	20
3	Data Security / Recovery Plan	15
4	Maintenance & Technical Support	10
5	References	5
	Total Points Possible	100

EVALUATION CRITERIA – PHASE II

EVALUATION CRITERIA FOR RFP		
Criteria	Description	Points
1	System Features / Functional Requirements	35
2	Cost	30
3	Demonstration	35
	Total Points Possible	100

2.9 **AWARD OF CONTRACT**

The City anticipates entering into a contract with the Provider who submits the Proposal evaluated by the City to be most advantageous. The City anticipates awarding one contract but reserves the right to award more than one if in its best interests to do so.

The firms/individuals understand that this RFP does not constitute an offer or a contract with the City. A contract shall not be deemed to exist and is not binding until proposals are reviewed and accepted by appointed staff, the best proposal has been identified, negotiations with the firm/individual has been authorized by the appropriate level of authority within the City, an agreement has been executed by parties and approved by the appropriate level of authority within the City.

In the event the parties are unable to negotiate terms acceptable to the City, the City may determine to accept the offer of the next highest ranked firm/individual determined by the Selection Committee, or it may re-solicit proposals.

The City reserves the right to reject all statements of qualifications and/or proposals, to waive non-material, technical variances or infirmities in the proposal, to abandon the project or to solicit and re-advertise for other proposals. The City may in its discretion waive any informalities and irregularities contained in a proposal or in the manner of its submittal and award a contract thereafter.

2.10 **DUE DATE**

All Bids are due no later than **Tuesday, May 6th, 2021 at 10:00 AM**, EST or any time prior thereto electronically via Vendor Registry or DemandStar. All proposals received will be publicly opened on the date and the time specified. All proposals received after that time shall be returned unopened.

Submittals must include statements of qualifications and experience and other pertinent information for consideration, as indicated in this Request for Proposals. Any proposals received after the due date and time specified, will not be considered. See attached instructions for further details on E-Bidding. Tabs must be clearly identified with the submittals. Submittals must be upload as one file inclusive of all required forms and certifications.

May 6th, 2021 at 10:00 A.M.

From your computer, tablet or smartphone

<https://global.gotomeeting.com/join/330729605>

You can also dial in using your phone: United States: +1 (571) 317-3122

Access Code: 330-729-605

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<https://global.gotomeeting.com/install/330729605>

Proposals received after the closing time and date, for any reason whatsoever, will not be considered. Any disputes regarding timely receipt of proposals shall be decided in the favor of the City of Doral. Proposer shall assume full responsibility for timely upload of submittal. The City

will not responsible for any technical difficulties. The City of Doral cannot be responsible for proposals received after opening time and encourages early submittal. Proposals received by the City after the time specified for receipt will not be considered.

All information required by the Request for Proposal must be supplied to constitute a regular submittal.

SOLICITATION RESPONSE FORM SHALL BE ATTACHED TO THE OUTSIDE OF THE SEALED SUBMITTAL.

2.11 INSURANCE REQUIREMENTS

Successful Proposer shall maintain, at their sole expense and during the term of this agreement insurance requirements in accordance to Exhibit A.

Please Note: The Certificate shall contain a provision that coverage afforded under the policy will not be cancelled, or materially changed until at least thirty (30) days prior written notice has been given to the City. Certificates of insurance, reflecting evidence of the required insurance, shall be provided to the City, or in accordance to policy provisions. In the event the Certificate of Insurance provided indicates that the insurance shall terminate and lapse during the period of this Agreement, the vendor shall furnish, at least thirty (30) days prior to the expiration of the date of such insurance, a renewed Certificate of Insurance as proof that equal and like coverage for the balance of the period of the Agreement or extension hereunder is in effect.

The City reserves the right to require additional insurance in order to meet the full value of the scope of services.

At award time, the successful Proposer must furnish a Certificate of Insurance and Declaration of Coverage Page showing the City of Doral as additional named insured on each of the policies referenced above.

2.12 EXCEPTIONS TO SPECIFICATIONS

Exceptions to the specifications shall be listed on the Proposal Form and shall reference the section. Any exceptions to these Sections may be cause the proposal to be considered non-responsive.

2.13 INQUIRIES

Any questions regarding this Bid shall be directed in writing to the Procurement Division via email at procurement@cityofdoral.com. All inquiries must have in the subject line the following: **RFP No. 2021-06 – HRIS and Payroll Software**. If your request is seeking a public record, such as a Proposer list or award list, it must be submitted to the City Clerk and not to the e-mail stated above.

Proposers requiring clarification or interpretation of the RFP must submit them via email on or **before 5:00 PM on Friday, April 23rd, 2021**. The person or firm submitting the request shall be responsible for its timely delivery. Written responses will be compiled and shall be issued only in addendum format and distributed to all potential Proposers. In addition, inquiries and responses may also be posted on the City of Doral website.

2.14 ATTACHED FORMS

2.14.1 Non-Collusion Affidavit

Each Respondent shall complete the Non-Collusion Affidavit and shall submit the executed form with the Bid submittal. City considers the failure of the Respondent to submit this document to be a major irregularity and shall be cause of rejection of submissions.

By offering a submission pursuant to this Request for Proposal, the Party certifies the Proposer has not divulged, discussed or compared his response with other Parties and has not colluded with any other respondents or parties to this Statement of Qualifications whatsoever. Also, the Proposer certifies, and in the case of a joint response, each Respondent thereto certifies, as to his own organization, that in connection with this Statement of Qualifications.

No attempt has been made or will be made by the Respondent to induce any other person or firm to submit or not to submit a Statement of Qualifications for the purpose of restricting competition.

The only person or persons interested in this Statement of Qualifications, principal or principals is/are named therein and that no person other than therein mentioned has any interest in this Statement of Qualifications or in the contract to be entered into.

No person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee excepting bona fide employees or established commercial agencies maintained by the Respondent for the purpose of doing business.

2.14.2 Americans with Disabilities

As part of any Statement of Qualifications, each vendor must submit an executed American with Disabilities Act Non-Discrimination Statement, in accordance with attesting to compliance with 42 U.S.C. Section 12101 et, seq.

2.14.3 Compliance with Equal Employment Opportunity

The Respondent shall comply with Title VII of the Civil Rights Act of 1964 42 U.S.C. Section 2000e et seq., Section 504 of the Rehabilitation Act of 1973 29 U.S.C Section 701 et seq., and Title I of the Americans with Disabilities Act, 42 U.S.C Section 12101 as of 1990 in that: No person in the United States shall on the grounds of race, creed, color, national origin, sex, age, political affiliation, beliefs or disability be subject to discrimination under any program or activity which the Respondent has agreed to undertake by and through the covenants, and provisions set forth in this Contract.

2.14.4 Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Statement of Qualifications to provide any goods or services to a public entity, may not submit a Statement of Qualifications with a public entity for the construction or repair of a public building or public work, may not submit Statement of Qualifications on lease of real property to a

public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in F.S. 287.017 for CATEGORY TWO for a period of Thirty-Six (36) months from the date of being placed on the convicted vendors list.

2.14.5 Tie Bids Form

Whenever two or more bids are equal with respect to price, quality, and service are received by the City or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids /proposals will be followed if none of the tied vendors have a drug free workplace program.

The above referenced forms are included in ‘Forms / Deliverable’ at Section 5 of this solicitation. Please ensure that you read these forms, and all others contained within Section 5 thoroughly, and return them signed and notarized where required. Bids received with incomplete forms may be deemed unresponsive.

2.15 VERIFICATION OF INFORMATION

The City may verify the information submitted by the submitter and may obtain and evaluate additional information, as it deems necessary to ascertain the submitter’s ability to perform under this solicitation. The City shall be sole judge of a submitter’s ability to perform and its decision shall be final.

2.16 GOODS/ SERVICES MAY BE ADDED OR DELETED

It is hereby agreed and understood that goods or additional services may be added to this Contract at the City’s option. It is also agreed and understood that the City may add or delete goods/services on this Contract at the City’s option. The Awarded Proposer shall be invited to submit price quotes for these additional goods/services. If these quotes are determined to be fair and reasonable, then the additional goods/services will be awarded to the Awarded Proposer.

2.17 ACCEPTANCE OF PROPOSALS / MINOR IRREGULARITIES

2.17.1 The City reserves the right to accept or reject any or all proposals, part of proposals, and to waive minor irregularities or variances to specifications contained in proposals which do not make the proposal conditional in nature and minor irregularities in the solicitation process. A minor irregularity shall be a variation from the solicitation that does not affect the price of the contract or does not give a respondent an advantage or benefit not enjoyed by other respondents, does not adversely impact the interests of other firms or, does not affect the fundamental fairness of the solicitation process. The City also reserves the right to reissue a Request for Proposal.

2.17.2 The City reserves the right to disqualify Proposer during any phase of the competitive solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposer.

2.18 BACKGROUND INFORMATION

The City reserves the right, before awarding the Contract to require a Proposer to submit such evidence of his/her qualifications as it may deem necessary, and may consider any evidence available to it as to the financial, technical and other qualifications and abilities of a Proposer, including past performance (experience) with the City.

2.19 METHOD OF ORDERING

Services shall be ordered via individual purchase order. Invoices must be submitted against each individual purchase order.

2.20 F.O.B. POINT

Services provided under this contract shall be F.O.B. destination. All costs for transporting equipment, material and/or labor shall be borne by the awarded proposer.

2.21 PAYMENT/ INVOICES

Payment terms will be considered to be net 45 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last, in accordance with the Florida Local Government Prompt Payment Act. Invoice must reflect sufficient details to demonstrate compliance with the terms and conditions of the contract. After services have been performed, the user department will evaluate services provided in accordance with the specifications. Failure in the awarded Proposer's responsibility as outlined may result in either one or any of the following as determined by the City:

- Payment withholding of partial or entire amount.
- Compensation as deemed acceptable by the City due to non-performance.

2.22 REFERENCES AND REFERENCE SURVEY

As part of the RFP evaluation process, the City may conduct an investigation of references including a record check of consumer affairs complaints. Proposer's submission of an RFP constitutes acknowledgment of the process and consent to investigate. City is the sole judge in determining Proposer's qualifications. Proposers are responsible for forwarding the Solicitation Reference Surveys to selected references. Forms must be completed and returned to procurement@cityofdoral.com.

2.23 RELATED EXPENSES/TRAVEL EXPENSES

All costs including travel are to be included in your proposal. The City will not accept any additional costs.

END OF SECTION 2

SECTION 3

SCOPE OF SERVICES

3.1 PURPOSE

The City of Doral is seeking proposals for an all-encompassing, hosted solution, HRIS, Payroll, and Timekeeping system to process and maintain records for time, attendance, payroll and personnel for all City Employees, including local, state and federal reporting requirements for human resources, accounting, taxes and benefits. The City of Doral is in pursuit of a system that will improve internal efficiency and allow staff time to focus on other critical processes.

The Human Resources Department currently manages all personnel matters for 423 employees; 209 of which are located in the Police Department.

The goal is to implement a user friendly, hosted solution, system with a single database that will allow employees the access to submit requests, changes, obtain their personal information, etc. while also allowing the Human Resources and Finance Department to utilize the same system to provide employees faster and better service. Having a single database system will allow all employee information to be automatically updated in various areas as needed.

It is the City's intent to select one (1) Contractor to perform contracted services for the Human Resources and Finance Departments under the scope of this solicitation. The City reserves the right to remove any portion of this project should it deem it to be in the best interest of the City.

3.2 SCOPE OF WORK

The City of Doral is seeking a vendor to provide a single hosted solution Payroll Processing, Timekeeping, and Human Resource Information System as outlined in each section below. Generally, the City of Doral shall be responsible for input of employee information, time and individual deductions; starting, editing, and closing individual payroll processes; processing monthly invoices for most benefits; and input of applicant information; while the vendor shall be responsible for submitting direct deposit and tax information to the City's Authorized Financial Institution, printing checks and direct deposit advices, reconciling and printing W2s, quarterly 941/Florida state payroll tax reporting, federal payroll tax reporting, and reporting/payment of wage garnishments.

A. City of Doral Payroll Facts

- Approximately 423 employees, which are paid bi-weekly
- 5 elected officials paid monthly
- Health, Dental, Vision, LTD, STD, AD&D, Life Insurance, 401(a), 457, retirement loans, and voluntary employee deductions such as supplemental life insurance, Flexible Spending Accounts (FSA), etc.

- Member of the Florida Retirement System: The FRS system is utilized only for Sworn City Employees Retirement; however, some sworn employees opt to have both the FRS and ICMA plans
- Full Time Non-Sworn, full-time employees are enrolled in the 401(a) plans with ICMA
- System which has system-specific monthly and annual reporting requirements

B. System Availability

The following services must be cloud-based, accessed via the web, and accessible 24/7 from both the City's network and remote locations:

- HR/Payroll and Tax Services
- Time and Attendance/Labor Management Services
- Employee/Manager/Administrator Self Service
- Customizable Query Reports

C. General System Requirements

- **Single-source, fully integrated database**
- Customizable, single report writer for all aspects of the system
- Ability to drop reports directly into Microsoft Excel
- Option for 100% paperless processing
- On-site training for administrators
- On-going user training
- Dedicated account team that will support all needs of the City
- Ability to migrate historical information from existing HRIS and Payroll systems (ex: ADP and Kronos), as well as other current systems into to the new system
- System auditing abilities (approved/denied transactions, data changes, etc.)

D. Interfaces

- Ability to interface with a third-party system for which the vendor does not have a standard interface. Describe the architecture/tools/process that would be followed to complete the interface.
- Must be able to interface specifically with Financial Accounting Software and automatic posting of payroll amounts to the General Ledger.
- System must be able to integrate with Laserfiche
- The City of Doral is currently using the Tyler Munis Software and any system that the City obtains for HRIS/Payroll must be able to communicate/interface with Tyler Munis. The Spec File Format for upload is Text File. Awarded proposer will be expected to perform GL mapping for employee salaries after payroll execution.
- Deliver the real-time or near-real-time functionality that effectively connects the Licensed Software to the required interface programs. For purposes of this RFP 'Real-Time' is define as real-time data transmittal; not batch processing.
- Content Software and/or configuration parameters to make the interfaces specified in the Interface Specifications operational.
- System must be able to integrate with Azure Active Directory; this will allow the users to sign-in with the same City account.

- System must be able to integrate with Power BI for data analysis. See image below for Internal Measurements.
- System must provide industry standard Application Programming Interfaces (API), adapter development kits, or similar enterprise application integration (EAI) tools to facilitate data transmission and exchanges.
- System must provide an API for easy integration of other City systems.
- Certification that the interfaces are working in accord with the associated specifications. Signoff Document by City and Vendor for each interface to ensure they are working in accords with the provided specifications and transmission of data is successful.

E. Computing Standards

- System must be compatible with major Web browsers, including at a minimum MS Internet Explorer, version 11.0, and higher (City standard), and most recent version of Chrome.
- Public-facing interfaces must comply with the City’s Privacy Policy – no personally identifiable information should be collected unless volunteered by the user in an email or survey response. Only standard traffic tracking data such as IP Address and browser/device information will be collected.
- Ability to maintain a consistent throughput without degradation in performance due to increased transaction volumes. Describe how system provides for this.
- Must have the ability to backup data and restore according to State of Florida public records law.
- System configuration documentation: A document that details: Entire system configuration, including decisions made and the logic behind those decisions, the system architecture servers, computers, processes, interfaces and devices that compose the system.
- Application Architecture Documentation: A document that details:
 1. The major modules of the software and the interfaces between them;
 2. For each software module, the major data inputs, functions to be performed, and major data outputs;
 3. All external interfaces, including a description of the information sent and received, and the method and timing of the interface;
 4. Data structure definitions.

F. Network/Security Requirements

- Provide specifications where the City’s data is hosted and the associated security protocols and policies.
- Must implement HTTPS and redirect all HTTP traffic to HTTPS.
- Must prevent cross-site scripting attacks by implementing the x-xss-protection security header.
- Must implement a content security policy.
- Must prevent man in the middle attacks by enabling public key pins.
- Must use the latest version of TLS.
- Ability to use encrypted communication (ex. TLS) for example during authentication, for all application functions, including traffic between application tiers.

- Ability to prevent users from permanently deleting records and instead make them inactive or hidden, e.g., this allows the removal of records created in error, the ability to undo deletions, and maintains an audit trail.
- Ability to track user, date and time, and before and after data at a COD defined level of granularity to create an audit trail based on configurable criteria.
- Ability to support system administration for end-user management to assign role-based security access rights (e.g., add, delete, change, approval, modify access levels and groups).
- A security plan for user access rights and a template to guide COD's development of a comprehensive security plan; Hosted solutions require a connection to the AD Azure. We may use for hosting solutions Active Directory Federation Services (ADFS) or Security Assertion Markup Language (SAML) 2.0.

G. Human Resources Information System Requirements

- Ability for employees to make online personal information changes
- Simple query abilities, without required knowledge/training. Point and click option for report fields
- Must be able to track performance reviews as well as reprimands.
- System must be able to create electronic customizable Performance Evaluations and Reprimands. They must also be customizable to suit the City's document format/needs.
- Must be able to track mandatory training attendance
- HR Forms need to be integrated with system and workflows need to be created
- Tracking of FMLA and Workers Compensation cases would be a plus
- Position Control
- Learning Center would be a plus
- Ability to set up pay ranges based off of the City's adopted pay plan; must be able to link to employee's profiles and system must be able to notify if employee is capped out at the max when generated personnel action forms related to salary
- System must be able to have custom field for information that needs to be tracked by City (example: relationships, veterans, exempt address, city drivers, etc.)
- Must be able to track demographics
- Must be able to track degrees
- System must be able to track union and non-union employees
- Ability to track employees on varying shift schedules (example: 75-hour or 80-hour employees) as well as tracking full-time, part-time, exempt and non-exempt employees
- Ability to submit and track ACA (1095) reporting and filing
- Benefit Administration, including providing access to third party to generate EDI feeds to benefit carriers is preferred

H. Payroll System Requirements

- Unlimited earnings codes, deduction codes and direct deposits
- Payroll tax filing for Federal, State and Local jurisdictions
- W-2 printing and reconciliation
- Electronic W-2 filing to Federal and State jurisdictions
- 24/7 secure access to pay check history
- Online W2's (Current and Historic)
- ACA (Form 1095) reporting and filing

- Ability to allocate individual employees' salaries to multiple General Ledger Account codes
- Ability to export General Ledger information to accounting software via a custom-formatted report
- Ability to show employees the dollar amount that the City contributes to their benefits. System must be able to provide this information in reports and on pay checks; including retirement and health contributions
- Systems needs to be able to apply shift differential pay for multiple schedules
- Be able to apply retroactive pay, as well as automatically generate the retroactive calculations
- Must have Direct Deposit capability
- Be able to provide budget projections; especially for payroll (Note: City runs on Fiscal Year: October 1st to September 30th)
- System needs to be able to apply employees to certain categories (ex: Sworn and Non-Sworn employees)
- Ability to apply deductions and incentives/allowances (ex: 401 deductions, health deductions, car and other non-salary allowances)
- Timekeeping System Requirements
- Describe how your system can support Labor Distribution for various functions or General Ledger Account codes
- Ability for Vacation and Sick Leave monthly accruals, pay period deductions/use, and calculation of balances at the end of each pay period
- Ability to track Compensatory Leave and all accrual leave balances, including but not limited to: vacation, sick, PTO, etc.
- Employees must be able to clock in and out at timeclocks in order to track time and attendance
- Ability for employees to make online requests for use of vacation, sick, or compensatory leave
- Ability to "cap-off" employee accruals as per the City's Policy; depending on position accrual structure
- Ability to input FMLA and Workers Compensation hours
- Ability to create and track overtime rules based off of the City's different pay rules
- Ability to have all City observed holidays automatically reflected on employees' timecards for payroll purposes
- Manager's ability to view all time off requests in a single view
- Electronic time sheet approval
- External e-mail notifications when items are pending manager's approval

I. Maintenance Agreement/System Upgrades

- Proposals must specify the process involved in system upgrades
- Is the cost of system upgrades included in the basic agreement or are there additional fees?
- Training must be provided on any updates/upgrades
- Is customization available without incurring additional fees? This may include, but is not limited to, custom reports, custom input fields, etc.

J. Sales and Service Support

Sales and service support must allow unlimited and immediate access to support. One phone number for all support needs should be provided by the vendor. Please provide the address and telephone number for the Sales & Service Office located closest to City of Doral, Florida.

K. Technical Support

Technical support must allow unlimited and immediate access to support. One phone number for all support needs should be provided by the vendor. Please provide the address and telephone number for the Technical Support Office located closest to City of Doral, Florida.

L. Contract Period

After the Notice of Award is sent out, the contract period and terms will be negotiated by both parties and signed. The implementation and maintenance costs in this quote shall be good for the duration of the contract period.

3.3 CONTRACT CHANGES

The City reserves the right to delete, add or revise items and services under this RFP at any time during the contract period when and where deemed necessary. Deletions may be made at the sole discretion of the City at any time during the contract period. Items added or revised must be mutually agreed upon in writing by awarded proposer and the City Manager his/her designee.

3.4 PURCHASE ORDER CANCELLATION

Order will be subject to immediate cancellation if either product or service does not comply with specifications as stated herein or fails to meet the City's performance standards. The City of Doral reserves the right to cancel this contract for any reason without cause upon thirty (30) days written notice to Awarded proposer, and Awarded proposer reserves the right to cancel this contract for any reason with cause and documentation supporting such on a schedule acceptable to the City and upon one-hundred and twenty (120) days written notice to the City Manager. In the case of cancellation by the Awarded proposer, reparations must be paid to the City in the amount of 50% of the contract amount.

3.5 SUB-CONTRACTING

Neither party to the Contract shall assign the Contract or subcontract it as a whole or in part thereof without the written consent of the other, nor shall the Contractor assign any monies due or to become due to him hereunder, without the previous written consent of the contracting City Manager.

3.6 PURCHASING AGREEMENTS WITH OTHER GOVERNMENT AGENCIES

It is hereby made a part of this RFP that the submission of any proposal response to this request constitutes a proposal made under the same terms and conditions, for the same contract price, to other government agencies if agreeable by the proposer. At the option of the awarded proposer/contractor, the use of the contract resulting from this solicitation may be extended to

other governmental agencies, including the State of Florida, its agencies, political subdivisions, counties and cities.

Each governmental agency allowed by the awarded proposer/contractor to use this contract shall do so independent of any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for goods or services ordered, received and accepted. No agency receives any liability by virtue of this RFP and subsequent contract award.

3.7 CONTRACT CANCELLATION

The City of Doral reserves the right to cancel this contract for any reason without cause upon thirty (30) days written notice to Awarded proposer, and Awarded proposer reserves the right to cancel this contract for any reason with cause and documentation supporting such on a schedule acceptable to the City and upon one-hundred and twenty (120) days written notice to the City Manager. In the case of cancellation by the Awarded proposer, reparations must be paid to the City in the amount of 50% of the contract amount.

3.8 COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OSHA) STANDARDS

Proposer certifies that all materials, equipment, etc., contained in this proposal meets all O.S.H.A. requirements. Proposer further certifies, that, if he/she is the successful Proposer, and the materials, equipment, etc., delivered is subsequently found to be deficient in any O.S.H.A. requirement in effect on the date of use, all costs necessary to bring the materials equipment, etc., into compliance with the aforementioned requirements shall be borne by the Proposer.

The Contractor shall comply with all applicable Federal, State and Local laws regarding "Occupational Environmental Safety and Health". This shall include but not be limited to compliance with the U.S. Department of Labor-Occupational Safety and health and the Florida State Department of Labor Divisions of Safety Standards and regulations. Upon request the contractor shall provide the City with a copy of their written safety program pertaining to the subject of the bid/contract, if such a program is required by law.

The successful Proposer shall be solely and completely responsible for conditions of the job site, including safety of all persons, (including employees) and property during performance of the work. This requirement shall apply continuously and not be limited to normal working hours. Safety provisions shall conform to the U.S. Department of Labor (OSHA), Florida Department of Labor, and all other applicable federal, state, county, and local laws, ordinances, codes, and regulations. Where any of these are in conflict, the more stringent requirement shall be followed. The successful Proposer's failure to thoroughly familiarize himself/herself with the aforementioned provisions shall not relieve him/her from compliance with the obligations and penalties set forth therein.

The City reserves the right to make safety inspections at any time the successful Proposer is within the City limits to ensure safety rules are not being violated.

3.9 **PROPOSAL FORMAT**

Proposers should prepare their proposals using the following format. Proposers are encouraged to label/tab their submittal using the bolded headings given below. In preparing proposals, proposers should assume that the city has no previous knowledge of their products, services or capabilities. Emphasis should be placed on clear, complete presentation of factual information. All sections of the proposal should be prepared and submitted in a straightforward, economical manner. Expensive binding, elaborate artwork, or other embellishments that improve a proposal's appearance without effecting its content are discouraged.

Additionally, Proposers may not make reference to information in previous proposals or bids submitted to the City.

➤ **TAB 1: Letter of Transmittal** - This letter will summarize in a brief and concise manner the following:

1. Proposer's understanding of the scope of work and make a positive commitment to timely perform the work.
2. The letter must name all persons or entities interested in the proposal as principals.
3. The letter must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.
4. Identify all the persons authorized to make representations for the proposer, including the titles, addresses, and telephone numbers of such persons.
5. An authorized agent of the proposer must sign the Letter of Transmittal must be signed by an authorized agent of the firm and indicate the agent's title or authority.

The firm identified on the Letter of Transmittal will be considered the primary firm. If more than one firm is named on the Letter of Transmittal, a legal document showing the partnership, joint venture, corporation, etc. shall be submitted showing the legality of such. Submittal for Joint Venture to include executed Joint Venture agreement and if state law requires that the Joint Venture be registered, filed, funded, or licensed prior to submission of the proposal, then same shall be completed prior to submittal. Proposers shall make their own independent evaluation of the requirements of the state law. The City will not consider submittals that identify a joint partnership to be formed. The primary firm identified herein will be responsible for final negotiations and receipt of payments from the City of Doral. The letter should not exceed two pages in length.

➤ **TAB 2: Addendums** - Statement acknowledging receipt of each addendum issued by the City.

➤ **TAB 3: Qualifications and Experience of the Firm** - Qualifications and experience of the firm(s)/individual(s) who will provide the services. The submission should include:

1. Provide a brief history of your company, including organizations of the company and any mergers and acquisitions.

2. Describe the experience of your company in providing Payroll Processing, Timekeeping, and HRIS services to government agencies.
3. Provide three (3) municipal references for which your company currently provides Payroll Processing, Timekeeping, and HRIS services.

➤ **TAB 4: Scope of Work** - This section of the proposal should explain the Scope of Work as understood by the proposer and detail the approach, activities and work products. The proposal should also include:

1. Proposer shall state within their proposal how their system meets the requirements stated in the Specifications section below.
2. Proposer shall state within their proposal the method of training that will be used to train Payroll/HR staff and department staff. On-site, dedicated training is preferred for Payroll/HR staff at a minimum.
3. Proposer shall also provide or highlight any additional features and/or functionality of their system, not specifically mentioned in this RFP, while describing how it can be used to meet the City's goals.

➤ **TAB 5: Price Proposal** - This section of the proposal may be completed on the City provided form for pricing (Page 32 through 35), or as a separate attachment referencing this section by letter and title. Proposer agrees and understands that the City reserves the right to add, delete or make any adjustments to items proposed on the price proposal sheets.

1. Proposer shall prepare a detailed quote outlining one-time implementation/ setup/ equipment costs/ training costs, annual license fees, monthly/per pay period processing/ timekeeping fees, local/state/federal reporting fees (such as 941s, W2s, 1095s, and other monthly or quarterly reports) if not included in routine processing fees, and/or any other routine/recurring system or processing costs.

➤ **TAB 6: Availability**

1. Indicate current and anticipated workloads and availability for other activities. Identify the extent and nature of any anticipated outside support (subcontracting) that will be necessary to complete the services herein. Identify each support awarded proposer by their trade. The City reserves the right to reject any proposed firms used as outside support.

➤ **TAB 7: Other**

1. Provide evidence of current levels of insurance in areas identified in Proposal.
2. Provide a summary of any litigation filed against the proposer in the past three years that is related to the services that proposer provides in the regular course of business. The summary shall state the nature of the litigation, a brief description of the case, the outcome or projected outcome, and the monetary amount involved.
3. Certifications: If proposer is a corporation, provide certification from the Florida Secretary of State verifying proposer's corporate status and good standing, and in the case of out-of-state corporations, evidence of authority to do business in the State of Florida.
4. Submit copy of your firm's occupational license where business is located.

5. Submission and completion of City provided forms for acknowledgment of partnership, individual or corporation. Also, provide evidence that Proposer's firm name is registered with their State of origin.

➤ **TAB 8: Implementation Schedule**

1. Proposer shall provide the proposed implantation schedule presented in the form of a series of tasks to be accomplished during the project. This shall include a project schedule and milestone expectations.
2. The City anticipates a start date of no later than October 1, 2021.

- **TAB 9: Additional Data** - Any additional information which the proposer considers pertinent for consideration should be included in a separate section of the proposal. The City solicits a statement about why the proposer feels its approach or services would be the most advantageous to the City.

END OF SECTION 3

SECTION 4
PROPOSAL SUBMITTAL FORM - RFP No. 2021-06
THIS PROPOSAL IS SUBMITTED TO:
CITY OF DORAL

1. The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter into an agreement with The City of Doral to perform and furnish all goods and/or services as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this RFP and in accordance with the other terms and conditions of the Contract Documents.

2. Proposer accepts all of the terms and conditions of the Advertisement or Request for Proposal and Instructions to Proposers, including without limitation those dealing with the disposition of Bid Security. This Proposal will remain subject to acceptance for 90 days after the day of Proposal opening. Proposer agrees to sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within ten days after the date of City’s Notice of Award. (If applicable)

3. In submitting this Proposal, Proposer represents, as more fully set forth in the Agreement, that:
 - (a) Proposer has examined copies of all the Proposal Documents and of the following Addenda (receipt of all which is hereby acknowledged.)

Addendum No. _____	Dated: _____
Addendum No. _____	Dated: _____
Addendum No. _____	Dated: _____
Addendum No. _____	Dated: _____

 - (b) Proposer has familiarized themselves with the nature and extent of the Contract Documents, required goods and/or services, site, locality, and all local conditions and Law and Regulations that in any manner may affect cost, progress, performance, or furnishing of the Work.

 - (c) Proposer has studied carefully all reports and drawings of subsurface conditions and drawings of physical conditions.

 - (d) Proposer has obtained and carefully studied (or assumes responsibility for obtaining and carefully studying) all such examinations, investigations, explorations, tests and studies (in addition to or to supplement those referred to in (c) above) which pertain to the subsurface or physical conditions at the site or otherwise may affect the cost, progress, performance, or furnishing of the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents, and no additional examinations, investigations, explorations, tests, reports or similar information or data are or will be required by Proposer for such purposes.

- (e) Proposer has correlated the results of all such observations, examinations, investigations, explorations, tests, reports, and studies with the terms and conditions of the Contract Documents.
- (f) Proposer has given the City written notice of all conflicts, errors, discrepancies that it has discovered in the Contract Documents and the written resolution thereof by the City is acceptable to Proposer.
- (g) This Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham Proposal; Proposer has not solicited or induced any person, firm or corporation to refrain from submitting; and Proposer has not sought by collusion to obtain for itself any advantage over any other Proposer or over the City.

4. Proposer understands that the quantities provided are only provided for proposal evaluation only. The actual quantities may be higher or lower than those in the proposal form.
5. Proposer understands and agrees that the Contract Price is Unit Rate Contract to furnish and deliver all of the Work complete in place as such the Proposer shall furnish all labor, materials, equipment, tools superintendence, and services necessary to provide a complete Project.
6. Proposer agrees that the work will be completed as scheduled from the date stipulated in the Notice to Proceed.
7. Communications concerning this Proposal shall be addressed to:

Proposer: _____

Address: _____

Telephone _____

Facsimile Number _____

Attention: _____

8. The terms used in this Proposal which are defined in the General Conditions of the Contract included as part of the Contract documents have the meanings assigned to them in the General Conditions.

STATEMENT

I understand that a "person" as defined in Para. 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding Contract and which Bids or applies to Bid on Contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "persons" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of any entity.

SUBMITTED THIS DAY _____, 20____.

Person Authorized to sign Proposal: _____ (Signature)

_____ (Print Name)

_____ (Title)

Company Name: _____

Company Address: _____

Phone: _____

Fax: _____

Email: _____

SECTION 5

REQUIRED FORMS / DELIVERABLES

THE FOLLOWING MATERIALS ARE CONSIDERED ESSENTIAL AND NON-WAIVABLE FOR ANY RESPONSE TO AN INVITATION TO RFP.

PROPOSERS SHALL SUBMIT THE SUBSEQUENT FORMS IN THE EXACT SEQUENCE PROVIDED, INCLUDING INSERTION OF DOCUMENTS WHERE SPECIFIED.

LIST OF ATTACHED FORMS:

- Proposal Submittal Form
- RFP Reference Survey
- Statement of No Response
- Proposer Information Worksheet
- Proposer Qualification Statement
- Business Entity Affidavit
- Non-Collusion Affidavit
- No Contingency Affidavit
- Americans with Disabilities Act (ADA) (Disability Non-Discrimination Statement)
- Public Entity Crimes (Sworn Statement)
- Drug Free Workplace Program
- Copeland Act Anti-Kickback Affidavit
- Equal Employment Opportunity Certification
- Cone of Silence Certification
- Tie Bids Certification
- Bidder/ Proposer Certification
- Certificate of Authority
- Acknowledgement of Conformance with OSHA Standards
- [IRS Form W-9](#) - Request for Taxpayer Identification Number and Certification



CITY OF DORAL PROCUREMENT
RFP REFERENCE SURVEY
RFP. No. 2021-06
HRIS and Payroll Software

FROM:		TO: PROCUREMENT MANAGER
COMPANY:		DATE: 05/06/2021
PHONE NO.:		TOTAL #. OF PAGES: 1
FAX NO.		PH. #: 305-593-6725
EMAIL:		EMAIL: procurement@cityofdoral.com
SUBJECT:	Reference for work completed regarding HRIS and Payroll Services	
Additional Details:		
<p>You as an individual or Your company has been given to us as a point of contact for a reference on a project completed for you (identified above). Description of City of Doral Project:</p> <p><i>The City of Doral is seeking proposals for an all-encompassing, hosted solution for HRIS, Payroll, and Timekeeping system to process and maintain records for time, attendance, payroll and personnel for all City Employees, including local, state and federal reporting requirements for human resources, accounting, taxes and benefits. The City of Doral is in pursuit of a system that will improve internal efficiency and allow staff time to focus on other critical processes.</i></p>		
Company you are providing a reference for: _____		
	Indicate:	“YES” or “NO”
1. Was the scope of work performed similar in nature?		
2. Did this company have the proper resources and personnel by which to get the job done?		
3. Were any problems encountered with the company’s work performance?		
4. Were any change orders or contract amendments issued, other than owner initiated?		
5. Was the job completed on time based on the original established timeline?		
6. Was the job completed within budget based on the original established budget?		
7. On a scale of one to ten (1-10), ten being best, how would you rate the overall work performance, considering professionalism, final product, personnel, resources. Rate from 1 to 10 (10 being the highest)		
8. If the opportunity were to present itself, would you rehire this company?		
9. Please provide any additional comments pertinent to this company and the work performed for you:		
<p align="center">PLEASE COMPLETE AND RETURN TO THE ATTENTION OF: Tanya Donigan – Procurement@cityofdoral.com Subject: Reference for RFP No. 2021-06</p>		

Print Name

Title

Signature

STATEMENT OF NO RESPONSE
RFP No. 2021-06

If you are not proposing on this service/commodity, please complete and return this form to City of Doral Procurement at procurement@cityofdoral.com. Failure to respond may result in deletion of your firm's name from the qualified vendor list for the City of Doral.

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

SIGNATURE: _____

DATE: _____

We, the undersigned have declined to submit a Bid on the above because of the following reasons:

- _____ Specifications/Scope of Work too "tight", i.e., geared toward brand or manufacturer only
(explain below)
- _____ Insufficient time to respond
- _____ We do not offer this product, service or an equivalent
- _____ Our schedule would not permit us to perform
- _____ Unable to meet bond requirements
- _____ Specifications unclear (explain below)
- _____ Other (specify below)

REMARKS: _____

PROPOSER INFORMATION WORKSHEET

RFP No. 2021-06

COMPANY/AGENCY/FIRM NAME: _____

ADDRESS: _____

BUSINESS EMAIL ADDRESS: _____ **PHONE No.:** _____

CONTACT PERSON & TITLE: _____

CONTACT EMAIL ADDRESS: _____ **PHONE No.:** _____

BUSINESS HOURS: _____

BUSINESS LEGAL STATUS: (circle one) CORPORATION / PARTNERSHIP/JOINT VENTURE / LLC

BUSINESS IS A: (circle one) PARENT / SUBSIDIARY / OTHER _____

DATE BUSINESS WAS ORGANIZED/INCORPORATED: _____

ADDRESS OF OFFICE WHERE WORK IS TO BE DONE FOR THIS PROJECT
(if *different* from *address* provided above):

INDIVIDUALS(S) AUTHORIZED TO MAKE REPRESENTATIONS FOR THE PROPOSER:

(First, Last Name) (Title) (Contact Phone Number)

(First, Last Name) (Title) (Contact Phone Number)

(First, Last Name) (Title) (Contact Phone Number)

SIGNATURE: _____ **DATE:** _____

PRINT NAME: _____

PROPOSER QUALIFICATION STATEMENT

RFP No. 2021-06

The Proposer's response to this questionnaire will be utilized as part of the City's overall Bid Evaluation to ensure that the Proposer meets, to the satisfaction of the City of Doral, the minimum requirements for participating in this solicitation.

The following minimum experience is required for this project as specified in Section 2.

ON THE FORM BELOW, PROPOSER MUST PROVIDE DETAILS FULFILLING ABOVE MINIMUM EXPERIENCE REQUIREMENTS. IT IS MANDATORY THAT PROPOSERS USE THIS FORM IN ORDER TO INDICATE THAT THE MINIMUM EXPERIENCE REQUIREMENT IS MET. NO EXCEPTIONS WILL BE MADE.

1. Project Name/Location _____
Owner Name _____
Contact Person _____
Contact Telephone No. _____
Email Address: _____
Yearly Budget/Cost _____
Dates of Contract From: _____ To: _____
Project Description _____

2. Project Name/Location _____
Owner Name _____
Contact Person _____
Contact Telephone No. _____

Email Address: _____

Yearly Budget/Cost _____

Dates of Contract From: _____ To: _____

Project Description _____

3. Project Name/Location _____

Owner Name _____

Contact Person _____

Contact Telephone No. _____

Email Address: _____

Yearly Budget/Cost _____

Dates of Contract From: _____ To: _____

Project Description _____

4. Project Name/Location _____

Owner Name _____

Contact Person _____

Contact Telephone No. _____

Email Address: _____

Yearly Budget/Cost _____

Dates of Contract From: _____ To: _____

Project Description _____

5. Project Name/Location _____

Owner Name _____

Contact Person _____

Contact Telephone No. _____

Email Address: _____

Yearly Budget/Cost _____

Dates of Contract From: _____ To: _____

Project Description _____

END OF SECTION

BUSINESS ENTITY AFFIDAVIT
(VENDOR / PROPOSER DISCLOSURE)
RFP No. 2021-06

I, _____, being first duly sworn state:

The full legal name and business address of the person(s) or entity contracting or transacting business with the City of Doral (“City”) are (Post Office addresses are not acceptable), as follows:

FEDERAL EMPLOYER IDENTIFICATION NUMBER (IF NONE, SOCIAL SECURITY NUMBER)

Name of Entity, Individual, Partners, or Corporation

Doing business as, if same as above, leave blank

STREET ADDRESS SUITE CITY STATE ZIP CODE

OWNERSHIP DISCLOSURE AFFIDAVIT

1. If the contact or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. All such names and addresses are (Post Office addresses are not acceptable), as follows:

<u>Full Legal Name</u>	<u>Address</u>	<u>Ownership</u>
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %

2. The full legal names and business address of any other individual (other than subcontractors, material men, suppliers, laborers, or lenders) who have, or will have, any interest (legal, equitable, beneficial or otherwise) in the contract or business transaction with the City are (Post Office addresses are not acceptable), as follows:

Signature of Affiant

Date

Printed Name of Affiant

The foregoing Affidavit was acknowledged before me, by means of physical presence or online notarization, this _____ day of _____, _____ (year), by _____ who is personally known to me or who has produced a Florida driver's license as identification.

Personally known _____
OR
Produced identification _____

Notary Public-State of _____

Type of Identification

My commission expires: _____

Printed, typed, or stamped commissioned name of Notary Public

The foregoing Affidavit was acknowledged before me, by means of physical presence or online notarization, this _____ day of _____, _____ (year), by _____ who is personally known to me or who has produced a Florida driver's license as identification.

Personally known _____

OR

Produced Identification _____

Notary Public- State of _____

My commission expires: _____

Printed, typed, or stamped commissioned name of Notary Public

NO CONTINGENCY AFFIDAVIT
RFP No. 2021-06

State of _____)
 _____) SS
 County of _____)

BEFORE ME, the undersigned authority, personally appeared _____, who, after being duly sworn, deposes and states that all of the facts herein are true:

- (1) He/She/They is/are _____ Owner, Partner, Officer, Representative or Agent) of _____, the PROPOSER that has submitted the attached Bid;
- (2) Proposer warrants that neither it, nor any principal, employee, agent, representative or family member has promised to pay, and Firm has not, and will not; pay a fee the amount of which is contingent upon the City of Doral awarding this contract. Firm warrants that neither it, nor any principal, employee, agent, representative has procured, or attempted to procure, this contract in violation of any of the provisions of the Miami-Dade County conflict of interest and code of ethics ordinances; and
- (3) Further, Firm acknowledges that a violation of this warranty may result in the termination of the contract and forfeiture of funds paid, or to be paid, to the Firm, if the Firm is chosen for performance of the contract.

FURTHER AFFIANT SAYETH NOT

By: _____

Print Name: _____

The foregoing Affidavit was acknowledged before me, by means of physical presence or online notarization, this _____ day of _____, _____ (year), by _____ who is personally known to me or who has produced a Florida driver's license as identification.

Personally known _____

OR

Produced Identification _____

Notary Public- State of _____

My commission expires: _____

 Printed, typed, or stamped commissioned name of Notary Public

AMERICANS WITH DISABILITIES ACT (ADA)
DISABILITY NONDISCRIMINATION STATEMENT
RFP No. 2021-06

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY
PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the City Of Doral, Florida

by: _____
(print individual's name and title)

for: _____
(print name of entity submitting sworn statement)

whose business address is: _____

and (if applicable) its Federal Employer Number (FEIN) is: _____
(If the entity has no FEIN, include the Social Security Number of the individual signing this
sworn statement: _____ - _____ - _____.)

I, being duly first sworn state:

That the above-named firm, corporation or organization is in compliance with and agreed to continue to comply with, and assure that any subcontractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 USC 1210112213 and 47 USC Sections 225 and 661 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Section 553.501 553.513, Florida Statutes:

The Rehabilitation Act of 1973, 229 USC Section 794;
The Federal Transit Act, as amended 49 USC Section 1612;
The Fair Housing Act as amended 42 USC Section 3601-3631.

SIGNATURE

The foregoing Affidavit was acknowledged before me, by means of physical presence or online notarization, this _____ day of _____, _____ (year), by _____

who is personally known to me or who has produced a Florida driver's license as identification.

Personally known _____

OR

Produced Identification _____

Notary Public- State of _____

My commission expires: _____

Printed, typed, or stamped commissioned name of Notary Public

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

RFP No. 2021-06

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____
by _____ for _____
_____ whose business address is _____
_____ and (if applicable) its
Federal Employer Identification number (FEIN) is _____ (IF the entity had no
FEIN, include the Social Security Number of the individual signing this sworn statement:
_____.

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any Bid or Contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Para. 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Para. 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or
2. Any entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executors, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prime facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Para. 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding Contract and which Bids or applies to Bid on Contracts for the provision

of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "persons" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of any entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order.)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY, CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

By (signature): _____

Name (print): _____

Title: _____

The foregoing Affidavit was acknowledged before me, by means of physical presence or online notarization, this _____ day of _____, _____ (year), by _____ who is personally known to me or who has produced a Florida driver's license as identification.

Personally known _____

OR

Produced Identification _____

Notary Public- State of _____

My commission expires: _____

Printed, typed, or stamped commissioned name of Notary Public

DRUG-FREE WORKPLACE PROGRAM
RFP No. 2021-06

The undersigned firm in accordance with Florida statute 287.087 hereby certifies that

does: _____
(Name of Firm)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform Employees about the dangers of drug abuse in the workplace, the business' policy of maintaining drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a conditions of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Name and Title

Date

Signature

Firm

Street address

City, State, Zip code

COPELAND ACT ANTI-KICKBACK AFFIDAVIT
RFP No. 2021-06

STATE OF _____ }

}SS:

COUNTY OF _____ }

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employees of the City of Doral, its elected officials, and _____ or its design consultants, as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

By: _____

Title: _____

The foregoing Affidavit was acknowledged before me, by means of physical presence or online notarization, this _____ day of _____, _____ (year), by _____ who is personally known to me or who has produced a Florida driver's license as identification.

Personally known _____

OR

Produced Identification _____

Notary Public- State of _____

My commission expires: _____

Printed, typed, or stamped commissioned name of Notary Public

RESPONDENT'S CERTIFICATION
RFP No. 2021-06

I have carefully examined the Invitation to Bid, Instructions to Respondents, General and/or Special Conditions, Vendor's Notes, Specifications, proposed agreement and any other documents accompanying or made a part of this Invitation to Bids.

I hereby propose to furnish the goods or services specified in the RFP. I agree that my Proposal will remain firm for a period of 365 days in order to allow the City adequate time to evaluate the Proposals.

I certify that all information contained in this Proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a Proposal for the same product or service; no officer, employee or agent of the City of Doral or any other Respondent is interested in said Respondent; and that the undersigned executed this Respondent's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crimes may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Sec. 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

The foregoing Affidavit was acknowledged before me, by means of physical presence or online notarization, this _____ day of _____, _____ (year), by _____ who is personally known to me or who has produced a Florida driver's license as identification.

Personally known _____

OR

Produced Identification _____

Notary Public- State of _____

My commission expires: _____

Printed, typed, or stamped commissioned name of Notary Public

**CERTIFICATE OF AUTHORITY
(IF CORPORATION)**

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that a meeting of the Board of Directors of the

a Corporation existing under the laws of the State of _____, held on _____, 20____, the following resolution was duly passed and adopted:

"RESOLVED, that, as President of the Corporation, be and is hereby authorized to execute the Bid dated, _____, 20____, to the City of Doral and this Corporation and that their execution thereof, attested by the Secretary of the Corporation, and with the Corporate Seal affixed, shall be the official act and deed of this Corporation."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Corporation this _____, day of _____, 20____.

Secretary: _____

(SEAL)

**CERTIFICATE OF AUTHORITY
(IF PARTNERSHIP)**

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that a meeting of the Partners of the _____

_____ a Corporation existing under the
laws of the State of _____, held on _____, 20_____, the following resolution was duly passed and
adopted:

"RESOLVED, that, _____, as _____ of the Partnership, be and is hereby
authorized to execute the Bid dated, _____ 20 _____, to the City of Doral and this partnership and that their
execution thereof, attested by the _____ shall be the official act and deed of this
Partnership."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this _____, day of _____, 20_____.

Secretary: _____

(SEAL)

**CERTIFICATE OF AUTHORITY
IF JOINT VENTURE**

STATE OF _____)
) SS:
 COUNTY OF _____)

I HEREBY CERTIFY that a meeting of the Principals of the

_____ a corporation existing under the laws of the State of _____, held on _____, 20_____, the following resolution was duly passed and adopted:

"RESOLVED, that, _____ as _____ of the Joint Venture be and is hereby authorized to execute the Bid dated, _____ 20 _____,

to the City of Doral official act and deed of this Joint Venture."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this _____, day of _____, 20 _____.

Secretary: _____

(SEAL)

END OF SECTION

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the Secretary of the Corporation named as Principal in the foregoing Payment Bond; that _____, who signed the Bond on behalf of the Principal, was then _____ of said corporation; that I know his/her their signature; and his/her their signature thereto is genuine; and that said Bond was duly signed, sealed and attested to on behalf of said Corporation by authority of its governing body.

(CORPORATE SEAL)

(Name of Corporation)

END OF SECTION

**ACKNOWLEDGMENT OF CONFORMANCE
WITH OSHA STANDARDS**

To the City of Doral,

We _____, hereby acknowledge and
Prime Contractor

agree that we, as the Prime Contractor for City of Doral, **HRIS and Payroll Software**, as specified, have the sole responsibility for compliance with all the requirements of the Federal Occupational Safety and Health Act of 1970, and all State and local safety and health regulations, and agree to indemnify and hold harmless the City of Doral, against any and all liability, claims, damages losses and expenses they may incur due to the failure of:

(Subcontractor's Names)

to comply with such act or regulation.

CONTRACTOR

ATTEST

BY: _____

END OF SECTION

EXHIBIT “A”
MINIMUM INSURANCE REQUIREMENTS

I. Commercial General Liability

Limits of Liability

Bodily Injury & Property Damage Liability	
Each Occurrence	\$1,000,000
Policy Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Products & Completed Operations	\$1,000,000

Coverage / Endorsements Required

City of Doral included as an additional insured
Primary Insurance Clause Endorsement
Waiver of Subrogation in favor of City

No limitation on the scope of protection afforded to the City, its officials, employees, or volunteers.

II. Business Automobile Liability

Limits of Liability

Bodily Injury and Property Damage	
Combined Single Limit	
Any Auto/Owned Autos or Scheduled Autos	
Including Hired and Non-Owned Autos	
Any One Accident	\$300,000

Coverage / Endorsement Required

Employees are covered as insureds
City of Doral included as an additional insured

III. Workers Compensation

Statutory- State of Florida

Include Employers’ Liability Limits:

\$100,000 for bodily injury caused by an accident, each accident
\$100,000 for bodily injury caused by disease, each employee
\$500,000 for bodily injury caused by disease, policy limit

Workers Compensation insurance is required for all persons fulfilling this contract, whether employed, contracted, temporary or subcontracted.

Waiver of Subrogation in favor of City.

IV. Umbrella/Excess Liability (Excess Follow Form) can be utilized to provide the required limits. Coverage shall be “following form” and shall not be more restrictive

than the underlying insurance policy coverages, including all special endorsements and City as Additional Insured status. Umbrella should include Employer's Liability.

V. Professional Liability/Errors & Omissions (If Applicable)

Limits of Liability

Each Claim	\$2,000,000
Policy Aggregate	\$2,000,000

If claims made, retro Date applies prior to contract inception.

Coverage is to be maintained and applicable for a minimum of 3 years following contract completion.

VI. Cyber Liability (If Applicable)

A. Limits of Liability

Each Occurrence	\$2,000,000
-----------------	-------------

Including Liability for Data Breach, Media Content, Privacy Liability and Network Security for third parties.

Retro Date – Prior to commencement of job.

VII. Crime Insurance/Fidelity Bonds – Third Party

Crime Insurance or Fidelity Bonds covering theft of the City's monies, securities, or products in the amounts of:

Per Employee/Incident	\$500,000
-----------------------	-----------

Subcontractors' Compliance: It is the responsibility of the contractor to ensure that all subcontractors comply with all insurance requirements.

All above coverage must remain in force and Certificate of Insurance on file with City without interruption for the duration of this agreement. Policies shall provide the City of Doral with 30 days' written notice of cancellation or material change from the insurer. If the insurance policies do not contain such a provision, it is the responsibility of the Contractor to provide such written notice within 10 days of the change or cancellation.

Certificate Holder: City of Doral, Florida
8401 NW 53rd Terrace
Doral, FL 33166

Certificates/Evidence of Property Insurance forms must confirm insurance provisions required herein. Certificates shall include Agreement, Bid/Contract number, dates, and other identifying references as appropriate.

Insurance Companies must be authorized to do business in the State of Florida, and must be rated no less than "A-" as to management, and no less than "Class V" as to financial strength, by the latest edition of AM Best's Insurance Guide, or its equivalent.

Coverage and Certificates of Insurance are subject to review and verification by City of Doral Risk Management. City reserves the right but not the obligation to reject any insurer providing coverage due to poor or deteriorating financial condition. The City reserves the right to amend insurance requirements in order to sufficiently address the scope of services. These insurance requirements shall not limit the liability of the Contractor/Vendor. The City does not represent these types or amounts of insurance to be sufficient or adequate to protect the Contractor/Vendor's interests or liabilities but are merely minimums.

EXHIBIT "B"

ACCRUAL STRUCTURE FOR CITY PERSONNEL

Non-Sworn Personnel:

Sick and Vacation Leave

The City of Doral has separate sick and vacation leave for non-sworn employees which accrued on a monthly basis.

Annual vacation leave shall accrue at the following rate:

40-hour workweek

<u>Years of Service</u>	<u>Rate of vacation accrual</u>
Less than 5 years	6.66 hrs./mo. (80)
More than 5 but less than 10 years	10.00 hrs./mo. (120)
More than 10 years	13.33 hrs./mo. (160)

Employees may use vacation time as it is accrued and no more than 240 hours of accrued vacation time may be carried forward into the next calendar year.

Sick leave is earned at the rate of 7.5 hours per month, if on a thirty-seven and one half (37.5) hour workweek and 8.0 hours per month, if on a forty (40) hour workweek.

Employees may accumulate a sick time maximum of 1,040 hours if on a forty (40) hour workweek.

Directors:

Administrative Employees for City of Doral will not have separate sick and vacation leave; instead, employees will be provided "Personal Time Off (PTO)." PTO can be used for any reason and any unused leave will continue to accrue. The leave will accrue as follows:

40 hours of PTO leave on the employee's anniversary date. In addition, PTO is earned on a bi-weekly basis as follows:

- 0 – 4 years 6.15 hours bi-weekly
- 5 – 9 years 7.68 hours bi-weekly
- 10 or more 9.23 hours bi-weekly

Police Officers, Police Sergeants and Police Lieutenants:

Paid Time off (PTO)

Full-time sworn employees accrue paid time off (PTO) that can be used for any reason without accrual limits. Sworn employees do not accrue sick or vacation leave.

All full-time sworn employees shall start with forty (40) hours of PTO on their date of hire. Forty (40) hours of PTO shall be added to the employee's PTO balance on the anniversary of the employee's hire date every year thereafter. Additionally, sworn employees shall accrue PTO on a bi-weekly basis at the following rates:

Years of Service	Maximum Days Per Year	Maximum Hours Per Year	Bi-weekly Accrual
0-4	25	200 (including 40 hours credited on anniversary date)	6.15 hours
5-9	30	240 (including 40 hours credited on anniversary date)	7.68 hours
10 or more	35	280 (including 40 hours credited on anniversary date)	9.23 hours

PTO shall **NOT** be earned or accrued by an employee during an unpaid leave of absence, suspension, or when the employee is otherwise on a non-pay status.

Motor Units: Are paid same as above, but in addition they also receive the below:

Motors Incentive Pay

All employees assigned to the Motors squad will receive a 5% "Motors Incentive pay" in lieu of giving their take home vehicles. No take home vehicle fee is charged. In addition, these employees receive 10 hours quarterly under the accrual code "Motors SP PTO" a total of 40 additional hours per year. (Oct, Jan, Apr, Jul)

Compensatory Time (Comp. Time): For Police Officers & Police Sergeants

Non-exempt sworn employees may earn compensatory ("comp") time which is earned at the rate of one and one-half hours for each overtime hour worked. There shall be a maximum accrual of **480 hours of compensatory time**. Employees who have accrued 480 hours of compensatory time will be paid overtime compensation for additional overtime hours worked.

Compensatory Time (Comp. Time): For Police Lieutenants

Non-exempt sworn employees may earn compensatory ("comp") time which is earned at the rate of one and one-half hours for each overtime hour worked. There shall be a maximum accrual of **120 hours of compensatory time**. Employees who have accrued 120 hours of compensatory time will be paid overtime compensation for additional overtime hours worked.

**** Please keep in mind that we give Directors and Sworn personnel the option to Bank they Holiday Worked time. This is an option that is currently given through our current timekeeping system. ****



EMPLOYEE PERFORMANCE EVALUATION

Last Name:		First Name:	
Department:	Job Title:		Rater:
Evaluation Period:	Evaluation Date:		Type of Review: <input type="checkbox"/> Six-Month Performance Review <input type="checkbox"/> Annual Performance Review <input type="checkbox"/> Close-out Performance Review

INSTRUCTIONS

Using the scale below and the employee's job description, evaluate the performance of the employee at the six-month mark of the evaluation period for each competency listed in the following pages. This is a great way to provide the employee feedback and to correct any misunderstanding or misinterpretations of what is expected. This is also a great time to update job descriptions as duties evolve. The six-month total points will be scored but will only be used to provide feedback. On the employee's anniversary date (end of evaluation period) the supervisor will complete the same steps and fill out the annual total points. Employees whose overall evaluation is "satisfactory" or higher may be entitled to a progressive increase as proposed by the City Manager and adopted by the City Council as part of the annual budget. **See pages 8-10 for further guidance and instructions.**

A written narrative shall be added to each competency detailing the reasons you arrived at the rating in the space provided. Then give the total score for all competencies in the evaluation. Final ratings marked as "Outstanding" must be followed by documentation/narrative that supports such a rating. Employees whose overall evaluation is "Unsatisfactory" or "Needs Improvement" will not receive a merit increase on their anniversary date. Such employee shall be reevaluated in six months to determine eligibility for a merit increase at that time. If at any time during this period the department believes that the employee is not responding properly to this opportunity to improve performance, the final formal reevaluation may be conducted. Merit increases which have been deferred shall not be granted retroactively.

SCALE OF EVALUATION

- | | |
|-------------------------------|--|
| 4 = OUTSTANDING | Consistent conspicuous and distinguished performance. Employee displays initiative and creativity. Employee has substantially enhanced departmental efficiency and/or effectiveness. |
| 3 = ABOVE SATISFACTORY | Performance exceeds job requirements. |
| 2 = SATISFACTORY | Employee is performing as required and expected in an entirely satisfactory manner. |
| 1 = NEEDS IMPROVEMENT | Performance does not fully meet requirements. |
| 0 = UNACCEPTABLE | Performance is inadequate and must be corrected. |

Six-Month Performance Review Individual Performance Standards

*Please list the performance standards used to evaluate this employee.
Performance standards need to be tied to job functions and objectives identified in the City's Strategic Plan.*

Annual Performance Review Individual Performance Standards

*Please list the performance standards used to evaluate this employee.
Performance standards need to be tied to job functions and objectives identified in the City's Strategic Plan.*

<p>1. SKILL LEVEL AND JOB KNOWLEDGE: Skills and knowledge demonstrated in the position and his/her understanding of all phases of the job.</p>	Six-Month	Annual	Close-out
<p>COMMENTS:</p>	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0
<p>2. QUALITY OF WORK: Accuracy, completeness and thoroughness of work performed. This includes attention to details and verifying work for adherence to standards.</p>	Six-Month	Annual	Close-out
<p>COMMENTS:</p>	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0
<p>3. QUANTITY OF WORK: The amount of work produced and completed successfully. This also includes flexibility in accommodating work interruptions and changes in priorities.</p>	Six-Month	Annual	Close-out
<p>COMMENTS:</p>	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0
<p>4. INITIATIVE AND INTERPERSONAL DEVELOPMENT: Employee's initiative and resourcefulness in accomplishing work beyond his/her assigned duties. The desire to broaden his/her knowledge base to enhance his/her skills.</p>	Six-Month	Annual	Close-out
<p>COMMENTS:</p>	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0

Outstanding: 4 Above Satisfactory: 3 Satisfactory: 2 Needs Improvement: 1 Unsatisfactory: 0

<p>5. DEPENDABILITY: Compliance to policies and procedures regarding absenteeism and tardiness. (Please refer to employee’s Kronos records of absenteeism and tardiness Absences coded as “FMLA” are not to be counted).</p>	<p>Six-Month</p> <p><input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0</p>	<p>Annual</p> <p><input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0</p>	<p>Close-out</p> <p><input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0</p>
<p>COMMENTS:</p>			
<p>6. PLANNING AND ORGANIZING SKILLS: Ability to analyze problems and prioritize assignments. Keeping work area in order.</p>	<p>Six-Month</p> <p><input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0</p>	<p>Annual</p> <p><input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0</p>	<p>Close-out</p> <p><input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0</p>
<p>COMMENTS:</p>			
<p>7. COMMUNICATIONS SKILLS/JOB COURTESY AND BEHAVIOR: Effectiveness of written and oral communication skills with co-workers and/or customers in the performance of duties. The employee’s personal courtesy, disposition and general outlook towards job requirements, job assignments, other employees and the public.</p>	<p>Six-Month</p> <p><input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0</p>	<p>Annual</p> <p><input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0</p>	<p>Close-out</p> <p><input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0</p>
<p>COMMENTS:</p>			
<p>8. JUDGMENT AND PROBLEM SOLVING: Recognizing a problem, determining options to correct the problem and making a decision.</p>	<p>Six-Month</p> <p><input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0</p>	<p>Annual</p> <p><input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0</p>	<p>Close-out</p> <p><input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0</p>
<p>COMMENTS:</p>			

SIX-MONTH PERFORMANCE EVALUATION

Please add all scores under the six-month column of each competency and use the rating range to determine the performance level:

SIX-MONTH PERFORMANCE TOTAL POINT RATING: _____

Performance Level	Rating Range
Outstanding	28 - 32 points
Above Satisfactory	24 - 27 points
Satisfactory	16 - 23 points
Needs Improvement	8 - 15 points
Unsatisfactory	0 - 7 points

I have reviewed this appraisal and discussed the contents with my supervisor. Furthermore, I have been given the opportunity to make any comments that I may have regarding my performance evaluation. **The Employee's signature does not necessarily mean agreement; only that the rating has been communicated.**

Employee Signature: _____ **Date:** _____

Rater Signature: _____ **Date:** _____

Reviewer Signature: _____ **Date:** _____

MANDATORY COMMENTS SECTION

SIX-MONTH - RATER'S COMMENTS AND RECOMMENDATIONS:

--

SIX-MONTH - EMPLOYEE'S COMMENTS AND RECOMMENDATIONS:

--

ANNUAL PERFORMANCE EVALUATION RATING

Please add all scores under the annual column of each competency and use rating range to determine the performance level and associated increase (*if applicable*):

ANNUAL TOTAL POINT RATING: _____

Employees whose overall evaluation is "Unsatisfactory" or "Needs Improvement" will not receive a merit increase on their anniversary date. Such employee shall be reevaluated in six months to determine eligibility for a merit increase at that time. If at any time during the reevaluation period the department believes that the employee is not responding properly to this opportunity to improve performance, the final formal reevaluation may be conducted, and the employee may be dismissed. However, employees whose performance was rated "Unsatisfactory" or "Needs Improvement" shall not be granted merit increases until the end of the specified reevaluation period. Merit increases which have been deferred shall not be granted retroactively.

Performance Level	Rating Range	Percentage Increase
Outstanding	28 - 32 points	As approved in budget
Above Satisfactory	24 - 27 points	
Satisfactory	16 - 23 points	
Needs Improvement	8 - 15 points	Mandatory Revaluation
Unsatisfactory	0 – 7 points	

MANDATORY COMMENTS SECTION

ANNUAL- RATER'S COMMENTS AND RECOMMENDATIONS:

ANNUAL- EMPLOYEE'S COMMENTS AND RECOMMENDATIONS:

ANNUAL PERFORMANCE REVIEW SIGNATURES

I have reviewed this appraisal and discussed the contents with my supervisor. Furthermore, I have been given the opportunity to make any comments that I may have regarding my performance evaluation. **The Employee's signature does not necessarily mean agreement; only that the rating has been communicated.**

Employee Signature: _____

Date: _____

Rater Signature: _____

Date: _____

Reviewer Signature: _____

Date: _____

INSTRUCTIONS:

Ratings:

Each employee's performance will be appraised by the rating supervisor (the "Rater") annually based on a comparison of actual performance against the job expectations on the job description or in the individual performance standards and the competencies that constitute the performance plan.

The following guidance will be followed in determining an overall summary rating:

A rating will be assigned to each competency. This rating will be based upon the extent to which the employee's performance met one of the rating level definitions ("Outstanding," "Above Satisfactory," "Satisfactory," "Needs Improvement," and "Unsatisfactory").

The rating level definitions will be assigned a numerical score as follows:

Outstanding:	4 points
Above Satisfactory:	3 points
Satisfactory:	2 point
Needs Improvement:	1 point
Unsatisfactory:	0 point

After rating and assigning a score to each competency, the Rater will total the points to arrive at a total score. This score will be converted to a summary rating based on the following point values:

Outstanding:	28 - 32 points
Above Satisfactory:	24 - 27 points
Satisfactory:	16 - 23 points
Needs Improvement:	8 - 15 points
Unsatisfactory:	0 - 7 points

Ratings Explained:

Outstanding- a written narrative must accompany this final annual rating to justify this rating:

The employee performed as a model of excellence by surpassing expectations. Indicators of performance at this level include outcomes that exceed Above Satisfactory level standards, for competency described in the evaluation form, and as measured by appropriate assessment tools. Examples include:

- Innovations, improvements, and contributions to management, administrative, technical, or other functional areas that impact outside the work unit and facilitate organizational recognition;
- Increases in office and/or individual productivity;
- Improved customer, stakeholder, and/or employee satisfaction, resulting in positive evaluations, accolades, and recognition.
- Flexibility and adaptability in responding to changing priorities, unanticipated resource shortages, or other obstacles;
- Initiation of significant collaborations, alliances, and coalitions;
- Leadership on workgroups or teams, such as those that design or influence improvements in program policies, processes, or other key activities;
- Anticipates the need for, and identifies, professional developmental activities that prepare staff and/or oneself to meet future workforce challenges; and/or
- Consistently demonstrates the highest level of ethics, integrity and accountability in achieving specific program goals; makes recommendations that foster clarification and/or influence improvements in ethics activities.

Above Satisfactory: The employee's performance surpasses minimum performance standards and expectations as described in the job description and evaluation form, and as measured by appropriate assessment tools. Examples include:

- Planned, well-organized, and complete work assignments that reflect requirements;
- Decisions and actions that demonstrate organizational awareness including knowledge of mission, function, policies, technological systems, and culture;
- Independently follows-up on actions and improvements that impact the immediate work unit; establishes and maintains strong relationships with employees and/or customers; understands their priorities; balances their interests with organizational demands and requirements; effectively communicates necessary actions to them and employee/customer satisfaction is conveyed;
- When serving on teams and workgroups, contributions are substantive and completed according to standards;
- Resolution of operational challenges and problems without assistance from higher-level staff;
- Acquires new skills and knowledge through traditional and other means to meet assignment requirements; and/or
- Demonstration of ethics, integrity and accountability that achieve the City's and the department goals.

Satisfactory: The employee met the minimum performance standards and expectations as described in the job description and evaluation form, and as measured by appropriate assessment tools. Examples include:

- Completes assigned work timely and meets deadlines.
- When working independently, focuses on work assigned to complete task.
- Seeks assistance of higher-level staff to complete work.
- Is interested in suggestions to build performance.
- When working in groups, assigned contributions are completed.
- Understands priorities and how to establish them with little or no input from higher-level staff.
- Discusses priorities when there is confusion, shifts priorities as needed and clarifies competing priorities and is cognizant to adjust focus as necessary.
- Resolves operational challenges with some direction.
- Work assignments may require minimal revision.
- Application of technical knowledge is most often reliable.

Needs Improvement: Performance does not fully meet the performance standards. Employee rated as needs improvement had difficulties in meeting expectations. Examples include:

- Occasionally fails to meet assigned deadlines;
- Work assignments occasionally require major revisions or often require minor revisions;
- Application of technical knowledge to completion of work assignments is not reliable;
- Occasionally fails to adhere to required procedures, instructions, and/or formats in completing work assignments;
- Occasionally fails to adapt to changes in priorities, procedures or program direction; and/or
- The employee's impact on program performance, productivity, morale, organizational effectiveness and/or customer satisfaction need improvement.

Unsatisfactory: Performance is inadequate and must be corrected. Employee rated as unsatisfactory failed to meet expectations. Examples include:

- Consistently fails to meet assigned deadlines;
- Work assignments often require major revisions;
- Fails to apply adequate technical knowledge to completion of work assignments;
- Frequently fails to adhere to required procedures, instructions and/or formats in completing work assignments; and/or
- Frequently fails to adapt to changes in priorities, procedures or program direction.

Performance Plan:

Individual performance standards (both Six-Month and Annual) are optional but should be established at the beginning of the evaluation period. This space may be used for those positions that are project oriented and have specific targets that need to be reached in order to be successful on the job. These individual objectives need to be tied to a competency on the pages that follow in order to be scored. The space provided under each competency is for specific feedback tied to that competency.

Six-Month Performance Review:

Raters will conduct at least one progress review, at approximately the mid-point in the evaluation period. The Rater must provide written documentation if performance on any element is less than Satisfactory.

Performance Evaluation:

The Rater will assign a rating to each competency. This score will be converted to an annual summary rating based on the point values.

The Rater will submit the rating to the Department Head or designee (the "Reviewer") for concurrence. The Rater will conduct a performance discussion with the employee. The employee, Rater, and Reviewer sign and date the evaluation. The employee will be provided with a copy of the complete final rating of record.

A copy will be provided to the employee and the original forwarded to the Human Resources Department for processing. The Human Resources Department will generate a Personnel Action Form (PAF) and forward to the corresponding department for signature by the Department Head and employee. A copy will be placed in the employees personnel file.

If the annual total point rating is "Needs Improvement" or "Unsatisfactory," the employee shall be reevaluated in six months to determine eligibility for a merit increase at that time.

If at any time during the evaluation period the department believes that the employee is not responding properly to this opportunity to improve performance, the final formal reevaluation may be conducted, and the employee may be dismissed.

Salary Increases:

Employees whose overall evaluation is "Satisfactory" or higher may be entitled to a progressive increase as proposed by the City Manager and adopted by the City Council as part of the annual budget.

Org Code	Description
000	POOLED CASH
001	GENERAL FUND
00110005	OFFICE OF THE MAYOR & COUNCIL
00111005	OFFICE OF THE CITY MANAGER
00111505	PUBLIC AFFAIRS
00111605	ECONOMIC DEVELOPMENT
0011200	CITY CLERK REVENUE
00112005	OFFICE OF THE CITY CLERK
00113005	CHARTER ENFORCEMENT
00120005	HUMAN RESOURCES
00121005	FINANCE
00121505	PROCUREMENT DIVISION
00122005	INFORMATION TECHNOLOGY
00130005	OFFICE OF THE ATTORNEY
0014000	PLANNING AND ZONING REVENUE
00140005	PLANNING AND ZONING
0015000	GENERAL GOVERNMENT REVENUE
00150005	GENERAL GOVERNMENT
0016000	POLICE REVENUE
00160005	POLICE
0017000	BUILDING REVENUE
00170005	BUILDING
0017100	CODE REVENUE
00171005	CODE COMPLIANCE
0018000	PUBLIC WORKS REVENUE
00180005	PUBLIC WORKS
0019000	PARKS AND RECREATION REVENUE
00190005	PARKS AND RECREATION
101	TRANSPORTATION
1018000	TRANSPORTATION FUND REVENUE
10180005	TRANSPORTATION FUND EXPENSE
102	PARK IMPACT FEE
10222005	PARK IMPACT FEE EXPENSES
1029000	PARK IMPACT FUND REVENUE
10290005	PARK IMPACT FEE EXPENSES
103	POLICE IMPACT FEE
1036000	POLICE IMPACT FEE REVENUES
10360005	POLICE IMPACT FEE EXPENSES
104	CHINESE DRYWALL REFUND
1046000	POLICE FEDERAL GRANT REVENUE
1047100	CHINESE DRYWALL REVENUES
10471005	CHINESE DRYWALL EXPENSES
105	LAW ENFORCEMENT TRUST FUND
1056000	LAW ENFORCEMENT TRUST REVENUE
10560005	LAW ENFORCEMENT TRUST EXPENSE
106	CITT FUND
1068000	PUBLIC WKS REVENUE
10680005	PUBLIC WKS EXPENSES
107	EMERGENCY FUND
10711505	PUBLIC AFFAIRS EMERGENCY EXP
10712005	CITY CLERK EMERGENCY EXP
10720005	HUMAN RESOURCES EMERGENCY EXP
10721005	FINANCE EMERGENCY EXP
10722005	INFORMATION TECH EMERGENCY EXP

Org Code	Description
10740005	PLANNING AND ZON EMERGENCY EXP
1075000	GENERAL GOV EMERGENCY REVENUE
10750005	GENERAL GOV EMERGENCY EXP
10760005	POLICE EMERGENCY EXP
10770005	BUILDING EMERGENCY EXP
10771005	CODE COMPLIANCE EMERGENCY EXP
10780005	PUBLIC WORKS EMERGENCY EXP
10790005	PARKS AND REC EMERGENCY EXP
108	BUILDING TECHNOLOGY FUND
1084000	PLANNING
1087000	BUILDING REVENUE
10870005	BUILDING
1088000	PUBLIC WORKS
110	PUBLIC ARTS PROGRAM FUND
1104000	PUBLIC ART REVENUE
11040005	PUBLIC ART EXPENSE
1105000	PUBLIC ART REVENUE
201	PARK BOND REFER.DEBT SERVICE
2015000	PARK BOND REFER.DEBT SERV.REV.
20150005	GENERAL GOVERNMENT
301	CAPITAL IMPROVEMENTS FUND
3015000	CAPITAL IMPROV FUND REVENUE
30150005	GENERAL GOVERNMENT
30180005	PUBLIC WORKS
30190005	PARKS AND RECREATION
302	INFRAS.REPLACEMENT FUND
3025000	INFRAS.REPLACEMENT FUND
303	PARK BOND CAPITAL PROJECT FUND
3035000	PARK BOND CAPITAL PROJECT FUND
30350005	GENERAL GOVERNMENT
30380005	PUBLIC WORKS
30390005	PARKS & RECREATION
304	VEHICLE REPLACEMENT FUND
3045000	GENERAL GOVERNMENT REVENUE
30450005	GENERAL GOVERNMENT EXPENSE
401	STORMWATER ENTERPRISE FUND
4018000	STORMWATER FUND REVENUE
40180005	STORMWATER FUND EXPENSE
651	OPEB TRUST FUND
6515000	OPEB-GENERAL GOV REVENUE
800	POOLED CASH-OTHER
900	GENERAL FIXED ASSETS
90010005	OFFICE OF THE MAYOR & COUNCIL
90011005	OFFICE OF THE CITY MANAGER
90011505	DIVISION OF PUBLIC AFFAIRS
90011605	ECONOMIC DEVELOPMENT
90012005	OFFICE OF THE CITY CLERK
90020005	HUMAN RESOURCES
90021005	FINANCE
90022005	INFORMATION TECHNOLOGY
90030005	OFFICE OF THE ATTORNEY
90040005	PLANNING & ZONING
90050005	GENERAL GOVERNMENT
90060005	POLICE

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City of Doral
ACCOUNT INQUIRY

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Org Code	Description
90070005	BUILDING
90071005	CODE COMPLIANCE
90080005	PUBLIC WORKS
90090005	PARKS AND RECREATION
950	GENERAL FIXED ASSETS LONG TERM

** END OF REPORT - Generated by Solangel Perez **

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City of Doral
ACCOUNT INQUIRY

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Fund Code	Description
000	POOL CASH
001	GENERAL
101	TRANS
102	PRK IMPACT
103	POL IMPACT
104	CH DR REF
105	LETF
106	CITT FUND
107	EMERGENCY
108	TECH FUND
110	PUBLIC ART
201	BOND DEBT
301	CIP
302	INF.REP.
303	CIP BOND
304	VRF
401	STORMWATER
651	OPEB FUND
800	AP CLRNG
900	GFA
950	GFA-LT

** END OF REPORT - Generated by Solangel Perez **

Object Code	Description
101000	CASH - WELLS BANK INVEST.
101001	CASH - WELLS A/P ZBA
101002	CASH - WELLS PAYROLL ZBA
101003	CASH - WELLS OTHER FUNDS
101101	CASH - IN TRANSIT
101102	CASH-TREASURY
101103	CASH-JUSTICE
101104	CASH-STATE
101201	CASH-BOND DEBT
101303	CASH-CIP PARKS BOND
101304	CASH-COST OF ISSUANCE
102000	CASH - FINANCE CASH DRAWER
102001	CASH - BUILDING DEPT DRAWER
102002	PETTY CASH-MORGAN LEVY
102003	PETTY CASH - POLICE DEPT
102004	PETTY CASH-LEGACY
104000	EQUITY IN POOLED CASH
115000	ACCOUNTS RECEIVABLE
115001	A/R - FEMA FEDERAL
115002	A/R - FEMA STATE
115003	A/R -S DEMBY(PD) FRS/CITY AGMT
115004	ACCOUNTS RECIEVABLE - NSF CHKS
115005	ACCOUNTS RECIEVABLE - PD MOVE
115006	ACCOUNTS RECIEVABLE - COBRA
115007	A/R - EMPLOYEE LOAN
115008	A/R SALE K-9 VADER
115110	A/R - GEN.GOV.
115111	A/R - CITY CLERK
115112	A/R - PLANNING
115113	A/R - POLICE
115114	A/R - BUILDING
115115	A/R - CODE COMPLIANCE
115116	A/R - PUBLIC WORKS
115117	A/R - PARKS
115118	A/R - TRANSPORTATION
115119	A/R - PARK IMPACT FEE
115120	A/R - POLICE IMPACT FEE
115121	A/R - PEOPLE'S TRANSPORTATION
115122	A/R - BUILDING TECHNOLOGY
115123	A/R - STORMWATER
131104	DUE FROM CITT
131105	DUE FROM LETF STATE
131106	DUE FROM LETF - TREASURY
131107	DUE FROM EMERGENCY FUND
131108	DUE FROM BLDG TECH FUND
131303	DUE FROM PARK BOND
131304	DUE FROM G.O.BOND DEBT FUND
141100	INVENTORY - OFFICE SUPPLIES
141200	INVENTORY - BREAK ROOMS
141300	INVENTORY - GASOLINE
141400	INVENTORY - DEISEL FUEL
151000	INVESTMENTS - ST BD OF ADMIN
151001	INVESTMENTS- CITIBANK
151002	INVESTMENT - WELLS - REG. CUS

Object Code	Description
151003	INVESTMENTS - MONEY MARKET
151004	INVESTMENTS MMKT-GOVT.
151005	INVESTMENTS-TREASURY PLUS
152900	UNAMORT.PREM.BOND SERIES 2019
154000	DEF. OUTFLOW-REFUNDING LOSS
154100	ACCUMULATED AMORTIZATION
155000	PREPAID EXPENSES
156000	DEPOSITS
156001	DEPOSIT - TEN YEAR ANNIVERSARY
161900	LAND
162900	BUILDINGS
163900	ACCUMULATED DEPRE - BLDGS
164900	INFRASTRUCTURE - ROADS
164925	PARKS & RECREATION FACILITIES
164950	PUBLIC DOMAIN & SYSTEM IFRAS.
165900	ACCUMULATED DEPRECIATION -ROAD
165925	ACCUM. DEPRED.-P&R FACILTIES
165950	ACCUM DEPR PUB DOM & SYS INFRA
166900	EQUIPMENT & FURNITURE
166950	VEHICLES
167900	ACCUMULATED DEPR- EQUIP & FURN
167901	ACCUM DEPR - RECONCILING ITEMS
167950	ACCUMULATED DEPRECIATION VEH
169900	CONSTRUCTION IN PROGRESS
169901	CONST. IN PROGRESS-BOND
170950	ACCUMULATED DEPRECIATION-OTHER
171000	ESTIMATED REVENUES
172000	REVENUES
180000	AMT AVAIL IN DBT SVC FUNDS
181000	AMT TO BE PROVIDED
201001	VOUCHERS PAYABLE
202000	ACCOUNTS PAYABLE
202001	MITIGATION PAYABLE
203900	LOAN PAYABLE LT - 2006A
203901	LOAN PAYABLE LT - 2007A
203902	LOAN PAYABLE - 2007B
203903	LOAN PAYABLE - QNIP
205100	RETAINAGE PAYABLE
207001	DUE TO DUE GEN FUND
207011	DUE TO GEN. FUND - STATE
207012	DUE TO GEN. FUND - TREASURY
207101	DUE TO/DUE FROM TRANSPRT
207102	DUE TO/DUE FROM IMPACT - PARKS
207103	DUE TO/DUE FROM IMPACT-POLICE
207104	DUE TO/DUE FROM CHINESE DRY
207105	DUE TO LETF
207106	DUE TO/FROM INFRASTRUCTURE FD
207107	DUE TO/FROM CITT FD
207108	DUE TO/FROM EMERGENCY FUND
207109	DUE TO/FROM BLDG TECH FUND
207110	DUE TO /FROM PUBLIC ART FUND
207201	DUE TO/FROM PARK DEBT SERVICE
207301	DUE TO/DUE FROM CIP
207302	DUE TO/FROM INFRASTRUCTURE FD

Object Code	Description
207303	DUE TO/FROM PARK BOND CIP FUND
207304	DUE TO/FROM GENERAL FUND
207305	DUE TO/DUE FROM VEH.REP.FUND
207401	DUE TO/DUE FROM STORMWATER
207600	DUE TO PARKS & POLICE 4 KIDS
207651	DUE TO/FROM OPEB FUND
207800	DUE TO/DUE FROM OLD AP FUND
208100	DEPOSIT - SALES TAX - P & R
210000	COMPSEN ABSENSES - CURRENT
210900	COMPSEN ABSENSES - LT
210950	EMPLOYEE COMP LT - OPEB
211000	MATURED BOND PAYABLE
216000	ACCRUED BENEFITS
217000	PAYROLL LIABILITY
217110	PAYROLL LIABILITY - YEAR END
217200	PAYROLL LIAB - INSURANCE OTHER
217300	PAYROLL LIABILITY - FSA
217400	RETAINAGE LIABILITY-YEAR END
220000	ESCROW DEPOSITS
220001	ESCROW DEPOSIT-PW PLAT FEES
220002	ESCROW DEPOSIT-SPECIAL EVENTS
220100	ESCROW DEPOSIT - TOUSA HOMES
220101	DEPOSIT - COURTS LETTF
220102	DEPOSIT PBA UNION DUES
220103	DEPOSIT RELAY FOR LIFE
220104	DEPOSIT - DADE HOME BLDRS ESCR
220105	DEPOSIT - BRONCOS ESCROW
220106	DEPOSIT - STATE OF THE CITY
220107	DEPOSIT - STATE SURCHARGE
220108	DEPOSIT - MD BLDG CODE FEES
220109	DEPOSIT - FL DEPT OF BUSINESS
220110	DEPOSIT - CAMPAIGN SIGNS BOND
220111	DEPOSIT - CM 401A CITY CONTRIB
220112	DEPOSIT - BLUEVIEW EDUCATIONAL
220113	DEPOSIT - POLICE EXPLORERS
220114	DEPOSIT - VETERAN BUY A BRICK
220115	DEPOSIT - GARNISHMENT ESCROW
220116	DEPOSIT-GARNISHMENTS
220117	DEPOSIT - ELEC COMM TRUST FUND
220118	DEPOSITS - DSGN. DST. FESTIVAL
220119	DEPOSIT - LENNAR ISR & OPR
220120	DEPOSIT - ISR;OPR;AFT HR INSP
220121	DEPOSIT - MDC ADA AGMNT
220122	DEPOSIT - FL RED LIGHT JDGEMTS
220123	DEPOSIT- MISC
220124	THANKSGIVING DRIVE
220125	DEPOSIT-BUILDING TRAINING FEE
220126	DEPOSIT-PGA EVENT
220127	DEPOSIT-PUBLIC ART
220128	DEPOSIT-HEALTH INS.INCENTIVE
220129	DEPOSIT-MOT LANE CLOSE. PERMIT
220130	DEPOSIT-OPEB LIABILITY
220131	ESCROW DEPOSITS-PARKS
220132	DEPOSITS - DORAL HEARTS BRAZIL

Object Code	Description
220133	PARKS-PAVILION SECURITY DEP.
220134	DEPOSITS-MILITARY BANNERS PRGM
223000	DEFERRED REVENUE
225900	CAPITAL LEASES
229999	MUNIS ENERGGOV-DO NOT USE
230900	G.O. BOND 2019 - LT
230901	BOND PREMIUM SERIES 2019
232900	LONG TERM REVENUE BONDS
239900	OTHER LONG-TERM LIAB.PENSION
240000	ESTIMATED REVENUES
241000	APPROPRIATIONS
241500	REVENUE CONTROL
242000	EXPENDITURE CONTROL
243000	ENCUMBRANCES
245000	FUND BALANCE-RESV FOR ENCUMB
245001	BUDGETARY FB-RESV FOR ENCUMB
271000	FUND BALANCE-UNRES/UNDES
271001	BUDGETARY FUND BAL-UNRES
271002	FUND BAL RESERVED PARK IMPACT
271003	FUND BAL RESERVED PD IMPACT
280000	INVESTMENTS - GEN FIXED ASSETS
300100	DESIGNATED FUND BALANCE
311100	AD VALOREM TAXES - CURRENT
311200	AD VALOREM TAXES-DELINQUENT
311300	SPECIAL AD VALOREM TAXES
312410	LOCAL OPTION FUEL TAX 1-6 CENT
312420	LOCAL OPTION FUEL TAX 1-5 CENT
312600	MUNICIPAL SURTAX - CITT FUNDS
313100	FRANCHISE FEES - ELECTRICITY
313700	FRANCHISE FEES - SOLID WASTE
313900	FRANCHISE FEES - BUS BENCH ADS
313905	FRANCHISE FEES-FREEBEE ADV.
313910	FRANCHISE FEES - TRASH BIN ADV
313920	TOWING FEES
314100	UTILITY TAXES - ELECTRICITY
314200	COMMUNICATION SERVICES TAX
314300	UTILITY TAXES - WATER
314400	UTILITY TAXES - GAS
321100	LOCAL BUSINESS LICENSE TAX
322100	BUILDING PERMITS
324720	IMPACT FEES-COMM.PUBLIC ART
329100	OTHER FEES - BOILER
329101	OTHER FEES - BOILER FEES
329200	ALARM PERMITS
329300	ZONING HEARING FEES
329400	ZONING PLAN REVIEW FEES
329401	ZONING PERMIT REVIEW FEES
329402	PW-PLATTING PERMIT FEES
329500	CERTIFICATES OF OCCUPANCY
329600	CONCURRENCY FEES
329700	PUBLIC WORKS PERMITS
329800	CODE DEFAULT PROPERTY FEES
331000	INTERGOVERNMENTAL
331100	FEDERAL REIMBURSEMENTS

Object Code	Description
331200	DOJ BRYNE GRANT
331201	DOJ COPS TECH GRANT 2010
331202	DOJ COPS SECURE OUR SCHOOLS
331203	GRANT - BUFFER ZONE
331204	GRANT - BYRNE
331205	COPS TECH GRANT 2009
331206	FDOT HVE GRANT
331408	CIRCULATOR GRANT FL04-0122
331409	CIRCULATOR # FL 04-0148
331700	GRANT-FEDERAL
334100	STATE REIMBURSEMENTS
334101	STATE GRANT - ARRA
334102	FDOT GRANT - FEDERAL EARMARKS
334200	STATE OF FL JAG GRANT -2009
334201	STATE-FDLE ITF GRANT
334390	STATE-VOL.CLEANUP TAX.CERT.
334700	STATE-CULTURAL FACILITY GRANT
335120	STATE SHARING REVENUE
335150	ALCOHOLIC BEVERAGE TAX
335180	HALF CENT SALES TAX
335490	STATE TRANSP GT FPN 426837 - 1
337100	COUNTY REIMBURSEMENTS
337200	GRANT- BYRNE PROGRAM
337201	MD PD PRISONER PROCESS GRANT
337300	GRANT - FORESTRY
337400	GRANT- MPO TRANSPORTATION MAST
337500	GRANT
337600	LOCAL GRANT - HUMAN SVS - ADA
337700	GRANT - FRDAP, DORAL PARK
337701	GRANT - FORESTRY
337702	GRANT - FRDAP - DORAL PARK
337703	GRANT - SNP, MIAMI WEST PARK
337704	GRANT-FRDAP,DORAL MEADOWS PARK
337705	GRANT - FRDAP, MIAMI WEST PARK
337706	GRANT - MDC CULTURAL AFFAIRS
337707	LOCAL GRANT TRANSIT MOBILITY
338100	COUNTY BUSINESS TAX RECIEPTS
341300	ADMINISTRATIVE FEES-RED LIGHT
341301	INSPECTION SERVICE FEE
341302	OPTIONAL PLAN REVIEW FEE
341303	BUILDING TRAINING FEES
341520	COURT ORD. RESTITUTION PYMTS
341900	LIEN SEARCH FEES
341901	CANDIDATE QUALIFYNG FEES
341902	BLDG ADMINISTRATIVE FEES
341903	BLDG RECORDS REQUEST
341904	BLDG TECH ADMINISTRATIVE FEE
341905	PW TECH ADMINISTRATIVE FEE
341906	PLANNING TECH ADMIN. FEE
342100	POLICE SERVICES
342110	POLICE SERVICES - RECORDS
342115	SCHOOL CROSSING GUARDS
342120	POLICE SERVICE-MDC SCHOOLS
342130	POLICE SERVICES-SCHOOL OFFICER

Object Code	Description
342901	BLDG RECERT FEES 40-YR
347200	RECREATION FEES
347201	RECREATION - RENTALS
347202	RECREATION - BRONCO REGIS.
347203	RECREATION-CONCESSIONS
347204	RECREATION-TAXABLE SALES
347300	RECREATION - CULTURAL
347400	RECREATION - SPECIAL EVENTS
347401	RECREATION - SPONSORSHIPS
347402	RECREATION - CAMPS
347403	RECREATION - TENNIS
347404	RECREATION - SOCCER
347405	RECREATION-COMMUNITY CENTER
347406	RECREATION-TRAINING
347407	RECREATION-BASEBALL
351100	JUDGEMENTS & FINES
351110	FINES & FORFEITURES - LOCAL
351150	SAFETY REDLIGHT CAMERAS
351200	COURT-INVESTIGATIVE RECOVERY
351900	JUDGEMENTS & FINES-OTHER
359000	FORFEITURES - LOCAL & STATE
359100	LETF - SEIZURES -DOJ
359101	FINES - PERMIT VIOLATIONS
359200	LETF SEIZURES TREASURY
359300	FORFEITURES - LOCAL
361100	INTEREST INCOME
361110	PARKS BOND INTEREST INCOME
362100	LEASE AGREEMENT-DORAL PREP
363100	Impact Fees-Refunds
363101	SPECIAL ASSESSMENT EDUCATIONAL
363220	POLICE IMPACT FEES
363240	ROADWAY IMPACT FEES
363270	PARK IMPACT FEES
366000	PRIVATE GRANTS & CONTRIBUTIONS
366100	DEVELOPER CONTRIBUTIONS
366200	PRIVATE CONTRIBUTIONS-OTHER
366300	TERRA CONTRIB GLADES BRDWLK
366400	PRIVATE CONTRIBUTIONS-AWARDS
367100	CHANGE IN INVEST VALUE
369100	MISCELLANEOUS INCOME
369101	BLDG MISC - OT RECOVERY
369102	BLDG MISC - COPY SCAN FEES
369103	POLICE AUTO TAKE HOME PGM
369104	MAU PARK
369105	PD MISC-SRO OT RECOVERY
369200	PRIOR YEARS RECOVERY
369201	IMPACT FEES-PRIOR YEARS
369300	SETTLEMENTS
369301	SETTLEMENT - VIEWPOINT
369400	MISC.PARK FEES
369900	INSURANCE PROCEEDS
381100	OPERATING TRANSFERS IN
384100	DEBT PROCEEDS
384110	PARK BOND DEBT PROCEEDS

Object Code	Description
389100	NRCS REIMBURSEMENT
389500	APPROPRIATION OF FUND BALANCE
500110	CHARTER COMPENSATION
500111	ADMINISTRATIVE SALARIES
500120	FULL TIME SALARIES
500121	FULL TIME SALARIES - SWORN
500125	COMPENSATED ABSENCES
500130	OTHER SALARIES
500139	GRANT SALARIES
500140	OVERTIME
500141	OVERTIME - TREASURY
500142	OVERTIME- JUSTICE
500143	OVERTIME -BLDG OPTION PLAN REV
500144	OVERTIME - HOLIDAY PAY
500150	SPECIAL PAY - OFF DUTY
500151	SPECIAL PAY - DIFFERENTIAL
500152	SPECIAL PAY - INCENTIVE
500210	FICA & MICA TAXES
500220	RETIREMENT CONTRIBUTION
500230	LIFE & HEALTH INSURANCE
500240	WORKERS COMPENSATION
500250	UNEMPLOYMENT COMPENSATION
500310	PROFESSIONAL SERVICES
500311	PROFESSIONAL SERV-CITY ATTN
500312	PROFESSIONAL SERV-ATTNY OTH
500313	PROFESSIONAL SERV - DESIGN
500314	PROFESSIONAL SERV - ENGINEER
500315	PROFESSION SVCS- STATE GRANT
500316	LITIGATION CONTINGENCY
500317	PROF SERV-COST OF ISSUANCE
500320	ACCTG & AUDITING-ACCTG SVCS
500321	ACCTG & AUDITING-AUDIT SVCS
500322	AUDIT SERVICE - ADA COMPLIANCE
500330	COURT REPORTING
500331	COURT REPORTER SERV-SPEC MSTRS
500340	CONTRACTUAL SERVICES - OTHER
500341	CONTRACTUAL SERVICES-ENGINEER
500342	CONT - SCHOOL CROSSING GUARDS
500343	CONTR-SAFETY REDLIGHT CAMERAS
500344	CONTRACTUAL -SOCCER TEAM
500345	CS- MD PD PRISONER- GRANT
500346	CONTRACTUAL SERV-FLEET MAINT
500350	INVESTIGATIONS
500400	TRAVEL & PER DIEM
500401	COUNCIL STIPEND
500402	TRAVEL & PER DIEM-AWARDS
50040A	TRAVEL-COUNCIL SEAT MAYOR
50040B	TRAVEL-COUNCIL SEAT ONE
50040C	TRAVEL-COUNCIL SEAT TWO
50040D	TRAVEL-COUNCIL SEAT THREE
50040E	TRAVEL-COUNCIL SEAT FOUR
500410	COMMUNICATION & FREIGHT
500430	UTILITY SERVICES
500440	RENTALS & LEASES

Object Code	Description
500450	INSURANCE
500460	REPAIR & MAINT - OFFICE EQUIP
500461	REPAIR & MAINT - VEHICLES
500462	REPAIR & MAINT - CATCH BASINS
500463	REPAIR & MAINT - SWEEP PGM
500464	REPAIR & MAINT-OFF. EQUIP. OTH
500470	PRINTING & BINDING
500480	PROMOTIONAL ACTIVITIES
500481	PROMOTIONAL ACTIVITIES - PIO
500482	PROMOTIONAL ACTIVITIES ECO DEV
500483	PROMO ACTIVITIES ECO ADV BOARD
50048A	PROM.ACT.-COUNCIL SEAT MAYOR
50048B	PROM.ACT.-COUNCIL SEAT ONE
50048C	PROM.ACT.-COUNCIL SEAT TWO
50048D	PROM.ACT.-COUNCIL SEAT THREE
50048E	PROM.ACT.-COUNCIL SEAT FOUR
500490	OTHER CURRENT CHARGES
500491	LEGAL ADVERTISING
500492	CONTINGENT RESERVE
500493	MITIGATION RESERVE-DADE COUNTY
500494	CURR.CHARGES - CULTURAL EVENTS
500495	ELECTION EXPENSES
500496	CULTURAL GRANT-KNIGHTS ART
500497	CULTURAL GRANT-NEA
500510	OFFICE SUPPLIES
50051A	OFF.SUPP.-COUNCIL SEAT MAYOR
50051B	OFF.SUPP.-COUNCIL SEAT ONE
50051C	OFF.SUPP.-COUNCIL SEAT TWO
50051D	OFF.SUPP.-COUNCIL SEAT THREE
50051E	OFF.SUPP.-COUNCIL SEAT FOUR
500520	OPERATING SUPPLIES
500521	OPERATING SUPPLIES - FUEL
500522	OPERATING SUPPLIES - VEHICLES
500523	OP SUPP - COMMUNITY SERVICES
500524	OPER - ECONOMIC DEVELOPMENT
500525	DOJ BYRNE GRANT - OPERATING
500526	OPERATING SUPPLIES - EOC
500527	OPERATING SUPPLIES - CRYWOLF A
500529	OPERATING EXPENSES - GRANTS
500530	ROAD MATERIAL SUPPLIES
500540	DUES/SUBSCRIPTIONS/MEMBERSHIPS
500541	DUES/SUBS./MEMBER./TRAINING
50054A	DUES/MEMB.-COUNCIL SEAT MAYOR
50054B	DUES/MEMB.-COUNCIL SEAT ONE
50054C	DUES/MEMB.-COUNCIL SEAT TWO
50054D	DUES/MEMB.-COUNCIL SEAT THREE
50054E	DUES/MEMB.-COUNCIL SEAT FOUR
500590	DEPRECIATION EXPENSE
500591	ACCUMULATED DEPRECIATION
500592	AMORTIZATION - DEFERRED LOSS
500610	CAPITAL - LAND
500620	CAPITAL - BUILDING
500630	IMPROVEMENTS - SIDEWALKS
500631	IMPRV - STREET BEAUTIFICATIONS

Object Code	Description
500632	IMPRV - STREET SIGNS
500633	IMPRV - STREET
500634	IMPROVEMENTS
500635	IMPROVEMENTS - STORM SYSTEMS
500636	IMPROVEMENTS - CANALS
500637	IMPROVEMENTS - DRAINAGE
500638	STATE GRANT - ARRA 33RD ST
500639	FDOT GRANT - FEDERAL EARMARK
500640	CAPITAL OUTLAY - OFFICE
500641	CAPITAL OUTLAY - VEHICLES
500642	DOJ BRYNE GRANT CAPITAL OUTLAY
500643	GRANT - LOCAL
500644	GRANT FY 2011 BYRNE JAG
500645	CAPITAL COPS 09 SOS GRANT
500646	CAPITAL - COPS TECH 09
500647	CAPITAL - TECH GRANT 2010
500648	CIRCULATOR #FL 04-0122
500649	CIRCULATOR #FL 04 0148
500650	CONSTRUCTION IN PROGRESS
500651	CAPITAL - CONST IN PRG- IMPACT
500652	CAPITAL OUTLAY-OTHER
500653	CAPITAL OUTLAY-EOC
500654	GLADES PARK BOARDWALK - TERRA
500710	DEBT SERVICE - PRINCIPAL
500711	DEBT SERVICE - QUALITY NEIGH I
500712	DEBT SERVICE - STATE OF FL
500713	DEBT SERVICE-PRINCIPAL BOND
500720	DEBT SERVICE - INTEREST
500721	DEBT SERVICE-INTEREST BOND
500730	COUNTY MITIGATION DEBT
500731	QUALITY NEIGHBORHOOD IMPRV PRO
500820	GRANTS & AIDS
500910	OPERATING TRANSFERS OUT
500911	TRANSFER OUT - STORMWATER FUND
500912	TRANSFER OUT-CAPITAL IMPRV FND
500913	OPERATING TRANSFERS- MISC
500914	TRANSFER OUT-INFRASTRUCTURE FUND
500915	TRANSFER OUT-OPEB LIABILITY
500916	TRANSFER OUT-DEBT SERVICE
500917	TRANSFER OUT-VEH. REP. FUND
500918	TRANSFER OUT-PUBLIC ART FUND

** END OF REPORT - Generated by Solangel Perez **

Instructions

Respondent must complete all of the worksheets in this workbook. For each of the requirements, please place an "X"

Importance	
Mandatory (M)	Vendor must meet mandatory requirements for the proposal to remain eligible for consideration as listed in Section 3 of the RFP.
Highly Preferred (HP)	Represents functions or services that are needed to achieve project objectives.
Preferred (P)	Represents functions or services that would be useful, but not necessary, to achieve project objectives.
System specifications	
Provided	The requirement is satisfied by the software proposed with no modification to the source code. The requirement is met either "out-of-the box" or through configuration of the application.
Modified	A modification to the software is required to satisfy this requirement. Describe how much work the modification(s) will entail.
Next Release	The requirement is met in the next immediate scheduled release of the software. Provide a schedule for the next release(s).
Not Provided	The software will not satisfy the requirement.
Please complete the following information:	
Company:	
Contact Individual:	
Phone:	
E-mail:	

Overview of Categories & Sub Categories

User/ Functional Categories	Content or Purpose
Enterprise Structure/ Network & Security Requirements	
Recruiting and Applicant Management (HIRE/ Insight)	
Onboarding	
Human Resources	
Reporting/ Compliance	
Compensation	
Employee Relations	
Organization Structure and Charts	
Benefits	
Open Enrollment	

Payroll	
Payroll Processing and Time Entry	
Taxes	
Calculating Pay	
Deductions	
Earnings	
Leave Administration	
PTO, Vacation, Personal, Sick	
Time and Attendance	
Performance Appraisal	
Training	
Data History	
Workflow	
Labor Allocation	
General Ledger	
COBRA	
FSA	
Life Events	
Retirement	
Employee Self Service E-Forms	
Manager Self Service	
System Administration	

Reporting	
Technical Review/ Architecture	
Technical Categories	Content or Purpose
Technical Review/ Architecture	Includes database preferences, support for City standards, data structure, and general design requirements.

#	Importance	User/ Technical Requirements	Category	Sub-Category	Item #	Requirements	Provided (1 pt)	Modified (.5)	Next Release (0.25 pt)	Not Available (0 pt)	Description
1	M		Functional Requirements	Enterprise Structure/ Network & Security Requirements	NS1.1	Provides for client defined organizational levels					
2	M		Functional Requirements	Enterprise Structure/ Network & Security Requirements	NS1.2	Provides employee searches by: Employee Number, Last Name & First Name, Organizational Level, Location, Status, Job, Pay Group, Department Manager					
3	M		Functional Requirements	Enterprise Structure/ Network & Security Requirements	NS1.3	Ability to migrate historical information from existing HRIS and Payroll systems (ex: ADP, Kronos etc.)					
4	M		Functional Requirements	Enterprise Structure/ Network & Security Requirements	NS1.4	System auditing abilities (approved/denied transactions, data changes, etc.)					
5	M		Functional Requirements	Enterprise Structure/ Network & Security Requirements	NS1.5	The system must be cloud-based and accessible via the web, and accessible 24/7 from both					
6	M		Functional Requirements	Enterprise Structure/ Network & Security Requirements	NS1.6	Training for administrators					
Interface:											
7	HP		Functional Requirements	Enterprise Structure/ Network & Security Requirements	NS2.1	Ability to interface with a thirdparty system (NeoGov's Insight) for which the vendor does not have a standard interface. Describe the architecture/ tools. Process that would be followed to complete the interface.					
8	M		Functional Requirements	Enterprise Structure/ Network & Security Requirements	NS2.2	The City of Doral is currently using the Tyler Munis Software and any system that the City obtains for HRIS/Payroll must be able to communicate/interface with Tyler Munis. The Spec File Format for upload is Text File. Awarded proposer will be expected to perform GL mapping for employee salaries after payroll execution.					
9	M		Functional Requirements	Enterprise Structure/ Network & Security Requirements	NS2.3	System must be able to integrate with Azure Active Directory; this will allow the users to sign-in with the same City account.					
10	M		Functional Requirements	Enterprise Structure/ Network & Security Requirements	NS2.4	System must be able to integrate with Power BI for data analysis. See image below for Internal Measurements.					
11	M		Functional Requirements	Enterprise Structure/ Network & Security Requirements	NS2.5	Certification that the interfaces are working in accordance with the associated specifications. Signoff Document by City and Vendor for each interface to ensure they are working in accordance with the provided specifications and transmission of data is successful.					
12	M		Functional Requirements	Enterprise Structure/ Network & Security Requirements	NS2.6	System must be compatible with major Web browsers, including at a minimum MS Internet Explorer, version 11.0, and higher (City standard), and most recent version of Chrome					
13	M		Functional Requirements	Enterprise Structure/ Network & Security Requirements	NS2.7	Public facing interfaces must comply with the City privacy Policy – no personally identifiable information should be collected unless volunteered by the user in an email or survey response. Only standard traffic tracking data such as IP Address and browser/device information will be collected.					
14	M		Functional Requirements	Enterprise Structure/ Network & Security Requirements	NS2.8	Provide specifications where the City's data is hosted and the associated security protocols and policies					
15	M		Functional Requirements	Enterprise Structure/ Network & Security Requirements	NS2.9	Must implement HTTPS and redirect all HTTP traffic to HTTPS					
16	M		Functional Requirements	Enterprise Structure/ Network & Security Requirements	NS2.10	Must prevent cross-site scripting attacks by implementing the x-xss-protection security header					
17	M		Functional Requirements	Enterprise Structure/ Network & Security Requirements	NS2.11	Must implement a content security policy					
18	M		Functional Requirements	Enterprise Structure/ Network & Security Requirements	NS2.12	Ability to use encrypted communication latest version (ex. TLS) example during authentication, for all application functions, including traffic between application tiers.					
19	M		Functional Requirements	Enterprise Structure/ Network & Security Requirements	NS2.13	Ability to prevent users from permanently deleting records and instead make them inactive or hidden, e.g., this allows the removal of records created in error, the ability to undo deletions, and maintains an audit trail.					
20	M		Functional Requirements	Enterprise Structure/ Network & Security Requirements	NS2.14	Ability to support system administration for end user management to assign role-based security access rights (e.g., add, delete, change, approval, modify access levels and groups).					

48	P	Functional Requirements	Recruiting and Applicant Management (HIRE/ Insight)	RUI.21	Allows administrators to establish access levels in the system by role (i.e., administrator, recruiter, hiring manager).								
49	P	Functional Requirements	Recruiting and Applicant Management (HIRE/ Insight)	RUI.22	Increments requisition numbers automatically.								
50	P	Functional Requirements	Recruiting and Applicant Management (HIRE/ Insight)	RUI.23	Integrates with third-party screening services including criminal background check, drug testing and assessments.								
51	P	Functional Requirements	Recruiting and Applicant Management (HIRE/ Insight)	RUI.24	Generates offer letters containing all compensation options to applicant/candidate.								
52	P	Functional Requirements	Recruiting and Applicant Management (HIRE/ Insight)	RUI.25	Job openings will track the requisition number, status and reason for the opening.								
53	P	Functional Requirements	Recruiting and Applicant Management (HIRE/ Insight)	RUI.26	Job openings will include employment information including FLSA type, salary range, and full/part time indicator.								
54	P	Functional Requirements	Recruiting and Applicant Management (HIRE/ Insight)	RUI.27	Job opening will include education and skill requirements.								
55	P	Functional Requirements	Recruiting and Applicant Management (HIRE/ Insight)	RUI.28	Assist in the creation and storage of job descriptions (via wizard or similar mechanism)								
56	P	Functional Requirements	Recruiting and Applicant Management (HIRE/ Insight)	RUI.29	Flexibility of employer to modify job description format and contents as needed.								
57	P	Functional Requirements	Recruiting and Applicant Management (HIRE/ Insight)	RUI.30	Job opening will include Metropolitan Area and location information.								
58	P	Functional Requirements	Recruiting and Applicant Management (HIRE/ Insight)	RUI.31	Ability to complete Affirmative Action information.								
59	M	Functional Requirements	Recruiting and Applicant Management (HIRE/ Insight)	RUI.32	Ability to Integrate with Neo Gov if previous Recruitment criteria 1-33 cannot be met.								
60	M	Functional Requirements	Onboarding	ONL.1	New hires are transitioned seamlessly into HR/Payroll and Benefits after the offer has been accepted.								
61	M	Functional Requirements	Onboarding	ONL.2	Ability to track and manage all onboarding processes in one place electronically and ensuring compliance with verification requirements.								
62	M	Functional Requirements	Onboarding	ONL.3	Ability to monitor the status of onboarding activities.								
63	M	Functional Requirements	Onboarding	ONL.4	Ability to configure welcome packages for targeted employee groups (by job, location, etc.).								
64	M	Functional Requirements	Onboarding	ONL.5	New hires can complete the following forms online: - Federal I-9 and W-4 - State tax withholding - Payroll Direct Deposit - Emergency Contact - Individuals with Disabilities - ADA Compliance - Veterans Reporting Information - Affirmative Action - Other Assigned City of Doral forms (ex. New Employee Orientation packet)								
65	M	Functional Requirements	Onboarding	ONL.6	Ability to capture both a mailing address and home address.								
66	M	Functional Requirements	Onboarding	ONL.7	Can approve and finalize forms with password-protected electronic signature.								
67	M	Functional Requirements	Onboarding	ONL.8	Forms can be stored/replaced and updated in an electronic repository for easy, anytime access.								
68	M	Functional Requirements	Onboarding	ONL.9	System uses E-Verify via City of Doral's access.								
69	M	Functional Requirements	Onboarding	ONL.10	Ability to store all employee documents in Laserfiche Records Management system.								
70	M	Functional Requirements	Onboarding	ONL.11	Ability to add employee photo in .jpg file format.								
71	P	Functional Requirements	Onboarding	ONL.12	Ability to integrate to employee badges and access system <i>Name of System</i>).								
72	M	Functional Requirements	Human Resources	HRI.1	Establish new organizational entities (e.g., companies, cost codes, and other variables) with no IT/programming or vendor professional services required.								
73	M	Functional Requirements	Human Resources	HRI.2	Add/change organizational entities and easily/effectively transfer employees within and/or across them.								
74	M	Functional Requirements	Human Resources	HRI.3	Maintain employee demographic data for all employment-related details (e.g., birth date, employee number, gender, hire date, contact information).								
75	M	Functional Requirements	Human Resources	HRI.4	Maintain ethnic, visa, and I-9 related data.								

134	M		Functional Requirements	Benefits	BF1.5	Supports effective dated: - Benefit/deduction plans - Employee benefit/deduction plan enrollment - Termination								
135	M		Functional Requirements	Benefits	BF1.6	Updates benefit/deduction plans based on employee status change.								
136	M		Functional Requirements	Benefits	BF1.7	Tracks "waived" benefit/deduction plans.								
137	M		Functional Requirements	Benefits	BF1.8	Assigns a rate schedule to apply new rates with future effective dates for the new plan year.								
138	M		Functional Requirements	Benefits	BF1.9	Allows benefit costs to be set up for the new year while continuing processing for the current year.								
139	M		Functional Requirements	Benefits	BF1.10	Tracks and maintains information for dependents and beneficiaries.								
140	HP		Functional Requirements	Benefits	BF1.11	Calculates imputed income.								
141	HP		Functional Requirements	Benefits	BF1.12	Tracks and reports workers' compensation claims.								
142	P		Functional Requirements	Benefits	BF1.13	Facilitates reporting to third-party vendors such as benefit providers.								
143	M		Functional Requirements	Benefits	BF1.14	Provides employee data ("benefits-at-a-glance")								
144	M		Functional Requirements	Benefits	BF1.15	Defines and maintains benefit/deductions for the employee and employer								
145	M		Functional Requirements	Benefits	BF1.16	Includes automated schedules for benefits/deductions.								
146	M		Functional Requirements	Benefits	BF1.17	Supports benefit/deduction goals and limits.								
147	M		Functional Requirements	Benefits	BF1.18	Supports "catch up" contributions on deferred compensation plans.								
148	HP		Functional Requirements	Benefits	BF1.19	Recovers benefit/deduction amounts that have been put into arrears.								
149	P		Functional Requirements	Benefits	BF1.20	Supports multiple arrear types.								
150	M		Functional Requirements	Benefits	BF1.21	Includes defined start and stop dates for benefit/deduction.								
151	M		Functional Requirements	Benefits	BF1.22	Processes one-time benefit/deductions.								
152	M		Functional Requirements	Benefits	BF1.23	Restricts participants from receiving more than the annual limit for reimbursement accounts including 401(a) and 457(b).								
153	M		Functional Requirements	Benefits	BF1.24	Includes pre-tax and post-tax benefits/deductions.								
154	M		Functional Requirements	Benefits	BF1.25	Supports multiple types of life insurance, long term disability, and short-term disability								
155	M		Functional Requirements	Benefits	BF1.26	Supports flexible spending accounts (FSA).								
156	M		Functional Requirements	Benefits	BF1.27	Display flexible spending account information such as: - Plan information - Balance of funds in account (s) - History of transactions for reimbursements - Maintains updated FSA balance.								

Employees must have the ability to perform the following functions:

157	M		Functional Requirements	Open Enrollment	OPI.1	View current benefits and related information.								
158	M		Functional Requirements	Open Enrollment	OPI.2	Compare current benefits to the new benefits employees may choose to elect.								
159	M		Functional Requirements	Open Enrollment	OPI.3	Compare the cost of current versus new benefits.								
160	M		Functional Requirements	Open Enrollment	OPI.4	Make benefit elections from a list of eligible benefits.								
161	M		Functional Requirements	Open Enrollment	OPI.5	Keep existing benefit elections with no changes.								

162	M	Functional Requirements	Open Enrollment	<i>OPI.6</i>	Modify existing benefit elections.								
163	M	Functional Requirements	Open Enrollment	<i>OPI.7</i>	Waive or decline benefits.								
164	M	Functional Requirements	Open Enrollment	<i>OPI.8</i>	Review, add, modify and remove dependents and beneficiaries.								
165	M	Functional Requirements	Open Enrollment	<i>OPI.9</i>	Link to benefit plan provider Web sites for additional information to help in making informed benefit and provider choices.								
166	M	Functional Requirements	Open Enrollment	<i>OPI.10</i>	Save "in progress" enrollments and then later return to modify choices, make additional elections and complete the enrollment process.								
167	M	Functional Requirements	Open Enrollment	<i>OPI.11</i>	Make life event (e.g., baby, marriage) benefit changes.								
Solution must have the ability to:													
168	M	Functional Requirements	Open Enrollment	<i>OP2.1</i>	Provide a place to describe benefit plans and include specific plan details.								
169	M	Functional Requirements	Open Enrollment	<i>OP2.2</i>	Add or modify employee elections.								
170	M	Functional Requirements	Open Enrollment	<i>OP2.3</i>	Send due date reminders using an integrated e-mail feature.								
171	M	Functional Requirements	Open Enrollment	<i>OP2.4</i>	Ability to link to external benefit plan summary document								
172	M	Functional Requirements	Open Enrollment	<i>OP2.5</i>	Support the ability to handle new hire enrollment mid-year								
173	M	Functional Requirements	Open Enrollment	<i>OP2.6</i>	Supports unique enrollment dates for each benefit plan.								
174	M	Functional Requirements	Open Enrollment	<i>OP2.7</i>	Provides a next year enrollment capability.								
175	M	Functional Requirements	Open Enrollment	<i>OP2.8</i>	Allows updates to dependent information for life events.								
176	M	Functional Requirements	Payroll	<i>PRI.1</i>	Ensures payroll system reflects appropriate earnings and deduction codes based on company benefits and compensation structures.								
177	HP	Functional Requirements	Payroll	<i>PRI.2</i>	Allows system to be set-up to receive and manage company initiatives such as United Way.								
178	M	Functional Requirements	Payroll Processing and Time Entry	<i>PPI.1</i>	Performs gross-to-net calculations per employee per check, which are immediately viewable.								
179	M	Functional Requirements	Payroll Processing and Time Entry	<i>PPI.2</i>	Payroll Admin can override an employee's pay check by entering or changing: Tax Frequency, Method of payment (e.g., check vs. direct deposit, Rate of pay, Hours, Earnings, Deductions, Deduction arrears, Taxes an Allocation fields (e.g., dept., job, project, location)								
180	M	Functional Requirements	Payroll Processing and Time Entry	<i>PPI.3</i>	Ability to allocate individual employees' salaries to multiple General Ledger Account codes								
181	M	Functional Requirements	Payroll Processing and Time Entry	<i>PPI.4</i>	Systems needs to be able to apply shift differential pay for multiple schedules.								
182	HP	Functional Requirements	Payroll Processing and Time Entry	<i>PPI.5</i>	System must be able to apply retroactive pay, as well as automatically generate the retroactive calculations								
183	HP	Functional Requirements	Payroll Processing and Time Entry	<i>PPI.6</i>	System must be able to provide budget projections; especially for payroll (Note: City runs on Fiscal Year: October 1st to September 30th)								
184	M	Functional Requirements	Payroll Processing and Time Entry	<i>PPI.7</i>	System needs to be able to apply employees to certain categories (ex: Sworn and Non-Sworn employees)								
185	M	Functional Requirements	Payroll Processing and Time Entry	<i>PPI.8</i>	Performs gross up calculations.								
186	HP	Functional Requirements	Payroll Processing and Time Entry	<i>PPI.9</i>	Allows for an unlimited number of checks issued to an employee per payroll processing								
187	M	Functional Requirements	Payroll Processing and Time Entry	<i>PPI.10</i>	When preparing multiple checks for an employee during a payroll process, options exist for direct deposit or live check as well as the ability to exclude or process deductions.								
188	M	Functional Requirements	Payroll Processing and Time Entry	<i>PPI.11</i>	Provides pre-check registers and audit reports prior to processing payroll.								
189	M	Functional Requirements	Payroll Processing and Time Entry	<i>PPI.12</i>	VOIDS payroll checks by selecting the appropriate check; changes should be applied to applicable quarter's totals.								
190	M	Functional Requirements	Payroll Processing and Time Entry	<i>PPI.13</i>	Provides capability to re-run selected steps of the payroll process.								

191	M	Functional Requirements	Payroll Processing and Time Entry	PP1.14	Provides for check reconciliation.								
192	M	Functional Requirements	Payroll Processing and Time Entry	PP1.15	Ability to process off cycle payrolls (special payroll)								
Payroll Administrators can run the entire payroll process including:													
193	M	Functional Requirements	Payroll Processing and Time Entry	PP2.1	Collect employee time								
194	M	Functional Requirements	Payroll Processing and Time Entry	PP2.2	- Open payroll periods - Check payroll processing status - Post payroll - Close payroll								
195	M	Functional Requirements	Payroll Processing and Time Entry	PP2.3	Calculating pay (including gross-to-net)								
196	M	Functional Requirements	Payroll Processing and Time Entry	PP2.4	Pre-check preview and editing								
197	M	Functional Requirements	Payroll Processing and Time Entry	PP2.5	Generating pay checks and/or direct deposit advises								
198	M	Functional Requirements	Payroll Processing and Time Entry	PP2.6	Payroll reporting								
199	M	Functional Requirements	Payroll Processing and Time Entry	PP2.7	GL reporting								
200	M	Functional Requirements	Payroll Processing and Time Entry	PP2.8	Update deduction goal amounts								
201	M	Functional Requirements	Payroll Processing and Time Entry	PP2.9	Perform check reconciliation								
202	M	Functional Requirements	Payroll Processing and Time Entry	PP2.10	Tax filing								
203	M	Functional Requirements	Payroll Processing and Time Entry	PP2.11	Supports different types of payment methods (e.g., direct deposit, live check).								
204	M	Functional Requirements	Payroll Processing and Time Entry	PP2.12	Proposed vendor can provide check printing services.								
205	M	Functional Requirements	Payroll Processing and Time Entry	PP2.13	Supports unlimited check detail history.								
206	M	Functional Requirements	Payroll Processing and Time Entry	PP2.14	Provides online pay statements to employees without creating paper statements.								
207	HP	Functional Requirements	Payroll Processing and Time Entry	PP2.15	Allows for paid time off information (e.g., vacation) to be on pay statement. Ex: off-cycle								
208	M	Functional Requirements	Payroll Processing and Time Entry	PP2.16	Supports paying employees from different bank accounts.								
209	P	Functional Requirements	Payroll Processing and Time Entry	PP2.17	Create an "ACH" file for direct deposit.								
210	P	Functional Requirements	Payroll Processing and Time Entry	PP2.18	Can rerun "ACH" file to include adjustments.								
211	P	Functional Requirements	Payroll Processing and Time Entry	PP2.19	Allows employees to have up to 10 direct deposit accounts, with customized limit								
212	HP	Functional Requirements	Payroll Processing and Time Entry	PP2.20	Supports partial direct deposits in either a flat dollar amount or a percentage of an employee's pay.								
213	M	Functional Requirements	Payroll Processing and Time Entry	PP2.21	Supports Positive Pay.								
214	M	Functional Requirements	Payroll Processing and Time Entry	PP2.22	Process a refund (negative deduction) with no earnings, pretax and after-tax deduction (taxes adjusted with refund).								
215	P	Functional Requirements	Taxes	TXI.1	Provides for all federal, state and local taxing jurisdictions within the United States and its territories.								
216	P	Functional Requirements	Taxes	TXI.2	Supports tax calculations of lived in versus worked in state and local payroll taxes.								
217	P	Functional Requirements	Taxes	TXI.3	Supports state and local reciprocal agreements.								
218	M	Functional Requirements	Taxes	TXI.4	Provides all relevant end of year payroll processing reports, including W-2, 941, 1099s, State, SUI, and worksite reporting.								
219	M	Functional Requirements	Taxes	TXI.5	Supports payroll tax deposits and filings.								
220	M	Functional Requirements	Taxes	TXI.6	Vendor can provide a print service for W-2s.								

221	M	Functional Requirements	Taxes	TXI.7	- Vendor prepares tax deposits and filings - Produces and files tax documents.								
222	HP	Functional Requirements	Taxes	TXI.8	Allows an employee to view/print their own W-2.								
223	M	Functional Requirements	Taxes	TXI.9	Supports federal, state and local supplemental wage taxation.								
224	M	Functional Requirements	Taxes	TXI.10	Delivers all wage tax categories for wages reported (e.g., W-2, 1099).								
225	M	Functional Requirements	Taxes	TXI.11	Maintains tax rates within the proposed system.								
226	M	Functional Requirements	Taxes	TXI.12	Maintains a history of tax tables by change date.								
227	HP	Functional Requirements	Taxes	TXI.13	Employees can change W-4 information online								
228	M	Functional Requirements	Taxes	TXI.14	Payroll Manager can change employee W-4 data online								
229	M	Functional Requirements	Taxes	TXI.15	Tax documents (e.g., signed W-4, I-9) can be attached to an employee's record.								
230	HP	Functional Requirements	Taxes	TXI.16	Employees can perform pay check modeling.								
231	HP	Functional Requirements	Taxes	TXI.17	Provides a payroll tax reconciliation tool.								
232	M	Functional Requirements	Taxes	TXI.18	Tracks YTD taxes, by tax, type for an unlimited number of years in check detail history.								
233	M	Functional Requirements	Taxes	TXI.19	Tracks YTD taxable wages, by tax type, for an unlimited number of years in check detail history.								
234	M	Functional Requirements	Taxes	TXI.20	Accommodates separate tax-exempt controls for federal, state, and local taxes.								
235	M	Functional Requirements	Taxes	TXI.21	Provides additional withholding fields for federal, state, and local taxes.								
236	M	Functional Requirements	Taxes	TXI.22	Supports one-time additional tax amounts in payroll processing.								
237	M	Functional Requirements	Taxes	TXI.23	Allows for payroll adjustments to correct taxes to be posted to current quarter.								
238	M	Functional Requirements	Taxes	TXI.24	Allows for payroll adjustments to correct taxes to be posted to a prior quarter.								
239	HP	Functional Requirements	Taxes	TXI.25	Allows employees to download W2 forms								
240	M	Functional Requirements	Calculating Pay	CPI.1	Supports unlimited earnings, deductions and tax codes.								
241	M	Functional Requirements	Calculating Pay	CPI.2	Supports different types of income.								
242	M	Functional Requirements	Calculating Pay	CPI.3	Supports employees with multiple rates of pay and department/cost code assignments.								
243	M	Functional Requirements	Calculating Pay	CPI.4	Tracks employees with multiple pay rates and departments/cost code assignments.								
244	M	Functional Requirements	Calculating Pay	CPI.5	Maintains and updates overtime and pay specific rules including state specific rules.								
245	HP	Functional Requirements	Calculating Pay	CPI.6	Supports automatic retroactive pay calculations and payments.								
246	M	Functional Requirements	Calculating Pay	CPI.7	Enables date-driven salary changes (allowing past and future changes).								
247	M	Functional Requirements	Calculating Pay	CPI.8	Calculates shift differentials and job premiums automatically.								
248	M	Functional Requirements	Calculating Pay	CPI.9	Automatic calculations: - Performs gross to net calculations per associate per check and are immediately viewable - Calculates and initiates off-cycle and special payments (e.g., signing bonus, annual bonus). - Provides automatic gross up calculation for earnings.								

249	M		Functional Requirements	Calculating Pay	<i>CP1.10</i>	Overtime calculations include: - Half time - Time and a half - Double time - Triple time - Call Back					
250	P		Functional Requirements	Calculating Pay	<i>CP1.11</i>	Guaranteed overtime (e.g., paid overtime for working Saturday even if normal work week does not exceed 40 hours)					
251	M		Functional Requirements	Calculating Pay	<i>CP1.12</i>	Pay Admin can override an employee's paycheck by entering or changing: - Tax frequency - Method of payment (check vs. direct deposit) - Rate of Pay - Shift codes – How many are allowed? - Hours - Earning - Deductions - Deduction arrears - Taxes (State, Federal, and Local) - Allocation fields (dept., project, location, etc.)					
Wage Allocations:											
252	M		Functional Requirements	Calculating Pay	<i>CP2.1</i>	Supports multi-tier wage allocations across multiple cost codes					
253	M		Functional Requirements	Calculating Pay	<i>CP2.2</i>	System provides wage allocations by: - Departments - Divisions - Locations - Pay groups					
254	M		Functional Requirements	Calculating Pay	<i>CP2.3</i>	Terminated Employees: Automatically stops deductions and calculates final pay based on employee's termination date (including PTO, benefit deductions, etc.).					
255	M		Functional Requirements	Calculating Pay	<i>CP2.4</i>	Reporting: - Provides standard wage allocation reports - Reports can be created with actual cost allocations including: - Rate of pay - Shift codes – How many are allowed? - Hours - Earnings - Deductions - Deduction arrears - Taxes (State, Federal, and Local)					
256	M		Functional Requirements	Calculating Pay	<i>CP2.5</i>	Allow for salary tracking by user categories for user defined periods					
257	M		Functional Requirements	Deductions	<i>DD1.1</i>	Provides an unlimited number of deduction codes.					
258	M		Functional Requirements	Deductions	<i>DD1.2</i>	Calculates garnishments based on the state and federal calculation rulings.					
259	M		Functional Requirements	Deductions	<i>DD1.3</i>	Stores other relevant garnishment data at the deduction level (e.g., case number, payee)					
260	M		Functional Requirements	Deductions	<i>DD1.4</i>	Delivered logic to properly calculate multiple garnishments.					
261	M		Functional Requirements	Deductions	<i>DD1.5</i>	Vendor remits child support and/or other garnishment deductions.					
262	M		Functional Requirements	Deductions	<i>DD1.6</i>	Delivers all federal, state and local deduction/benefit tax categories.					
263	M		Functional Requirements	Deductions	<i>DD1.7</i>	Accommodates one time deductions.					
264	M		Functional Requirements	Deductions	<i>DD1.8</i>	Delivers an expression builder to create company specific deduction calculations.					
265	M		Functional Requirements	Deductions	<i>DD1.9</i>	Allows for deductions to be scheduled in the payroll calendar.					
266	M		Functional Requirements	Deductions	<i>DD1.10</i>	Allows client-defined prioritizing of deductions.					

267	M		Functional Requirements	Deductions	DD1.11	Employees' goal limits to deduction codes.							
268	M		Functional Requirements	Deductions	DD1.12	Supports start and stop dates for deductions.							
269	M		Functional Requirements	Deductions	DD1.13	Automatically cancels specified employee deductions upon termination based on company business rules.							
270	M		Functional Requirements	Deductions	DD1.14	Supports effective dating with deductions.							
271	P		Functional Requirements	Deductions	DD1.15	Includes a rate table at the company level for benefit deduction amounts, so they are not manually entered on each employee.							
272	HP		Functional Requirements	Deductions	DD1.16	Deduction cost can be entered for the new year, while continuing processing for the current year.							
273	M		Functional Requirements	Deductions	DD1.17	Tracks YTD amounts, by deduction type, for unlimited number of years in check detail history.							
274	M		Functional Requirements	Deductions	DD1.18	Maintains unlimited history of all deduction changes.							
Automatically accumulates deductions by:													
275	M		Functional Requirements	Deductions	DD2.1	- Fiscal-year-to-date - Year-to-date - Quarter-to-date - Month-to-date - Last Payroll							
276	M		Functional Requirements	Deductions	DD2.2	Allows employees to view YTD deductions through employee self-service.							
277	M		Functional Requirements	Deductions	DD2.3	Handles imputed income for group term life							
278	M		Functional Requirements	Deductions	DD2.4	Handles imputed income for domestic partner benefits							
279	M		Functional Requirements	Earnings	EN1.1	Provides an unlimited number of earnings codes							
280	M		Functional Requirements	Earnings	EN1.2	Pays various earnings types (e.g., severance or bonus) after an employee is terminated on system.							
281	M		Functional Requirements	Earnings	EN1.3	Provides automatic gross up calculation for earnings.							
282	M		Functional Requirements	Earnings	EN1.4	Delivers all federal, state and local earnings tax categories.							
283	HP		Functional Requirements	Earnings	EN1.5	Calculates and initiates off-cycle/special payments (e.g., signing bonus, annual bonus).							
284	HP		Functional Requirements	Earnings	EN1.6	Allows for earnings to be scheduled in the payroll calendar.							
285	M		Functional Requirements	Earnings	EN1.7	Specifies start and stop dates for earnings.							
286	M		Functional Requirements	Earnings	EN1.8	Differentiates which earnings to include/exclude from other calculations (e.g., shift, deferred compensation).							
287	M		Functional Requirements	Earnings	EN1.9	Earnings codes are specific for different types or groups of employees (e.g., part time or executive).							
288	M		Functional Requirements	Earnings	EN1.10	Tracks YTD amounts, by earnings type, for unlimited number of years in check detail history.							
289	M		Functional Requirements	Earnings	EN1.11	Tracks YTD hours worked, by hours type, for unlimited number of years in check detail history.							
290	M		Functional Requirements	Earnings	EN1.12	Supports the calculation of taxable fringe benefits.							
291	M		Functional Requirements	Earnings	EN1.13	Supports the calculation of imputed income.							
292	M		Functional Requirements	Earnings	EN1.14	Provides ability to enter non-taxable reimbursements.							
293	M		Functional Requirements	Earnings	EN1.15	Handles employees with multiple rates of pay.							
294	M		Functional Requirements	Earnings	EN1.16	Calculates various shift premiums.							
295	M		Functional Requirements	Earnings	EN1.17	Accurately pays shift premium for employees who work multiple shifts.							

296	M	Functional Requirements	Earnings	ENI.18	Overtime calculations based on FLSA include: - Half time - Time and a half - Double time - Triple time						
297	M	Functional Requirements	Earnings	ENI.19	Distinguishes between regular and premium wages for workers' compensation.						
298	M	Functional Requirements	Earnings	ENI.20	Automatically accumulates hours and earnings by: - Fiscal year-to-date - Year-to-date - Quarter-to-date - Month-to-date - Last payroll						
299	M	Functional Requirements	Earnings	ENI.21	Employees can view YTD earnings through employee self-service.						
300	M	Functional Requirements	Earnings	ENI.22	Define hours per week by employee or job level.						
301	M	Functional Requirements	Leave Administration	LAI.1	Supports multiple types of leaves of absence (e.g. Personal Leave (PL) and Family and Medical Leave Act (FMLA))						
302	M	Functional Requirements	Leave Administration	LAI.2	Coordinates and manages FMLA (and applicable state and/or city leave requirements) with STD management.						
303	M	Functional Requirements	Leave Administration	LAI.3	Tracks and reports cumulative FMLA/PL time taken with effective dating.						
304	M	Functional Requirements	Leave Administration	LAI.4	Maintains leave of absence history.						
305	M	Functional Requirements	Leave Administration	LAI.5	Calculates the planned duration, based on expected end and expected start dates.						
306	M	Functional Requirements	Leave Administration	LAI.6	Monitors workers' compensation and the related leave of absence.						
307	M	Functional Requirements	Leave Administration	LAI.7	Notifies leave employees about open enrollment and allows for the management of their benefit elections.						
308	M	Functional Requirements	PTO, Vacation, Personal, Sick	TML.1	PTO plans can be configured for a lump sum accrual on an annual basis.						
309	M	Functional Requirements	PTO, Vacation, Personal, Sick	TML.2	PTO plans can be configured to accrue based on length of service and user defined rates.						
310	M	Functional Requirements	PTO, Vacation, Personal, Sick	TML.3	PTO plans can be configured to accrue based on user-defined frequencies: - Per number of days - Per number of weeks - Per number of months - Per quarter - Per number of years - Per fixed date - Per included hours - Per included earnings - Per pay period - Per customer defined rules						
311	M	Functional Requirements	PTO, Vacation, Personal, Sick	TML.4	PTO plans can be configured to adhere to user-defined carryover rules.						
312	M	Functional Requirements	PTO, Vacation, Personal, Sick	TML.5	Supports unlimited types of leave.						
313	M	Functional Requirements	PTO, Vacation, Personal, Sick	TML.6	Employees and managers can view PTO/leave plan balances.						
314	M	Functional Requirements	PTO, Vacation, Personal, Sick	TML.7	Employees can request PTO/leave.						
315	M	Functional Requirements	PTO, Vacation, Personal, Sick	TML.8	Managers can view pending employee PTO/leave requests.						
316	M	Functional Requirements	PTO, Vacation, Personal, Sick	TML.9	Workflow approval processes are included for PTO/leave requests initiated by employees or managers.						
317	M	Functional Requirements	Time and Attendance	TAI.1	Mobile capability offered for time and attendance						
318	M	Functional Requirements	Time and Attendance	TAI.2	Date effective recording of all timesheet- and employee-related data.						

319	M	Functional Requirements	Time and Attendance	TAI.3	Can maintain and modify all complex pay rules without vendor intervention.								
320	M	Functional Requirements	Time and Attendance	TAI.4	Allow employee punch captured for start and stop times of breaks and lunches.								
321	M	Functional Requirements	Time and Attendance	TAI.5	Allow group change capabilities to modify common elements in a group of employee timesheets.								
322	M	Functional Requirements	Time and Attendance	TAI.6	Employees can enter hours using on-line timesheets.								
323	M	Functional Requirements	Time and Attendance	TAI.7	Provides a comprehensive audit trail of all changes made to the timekeeping records.								
324	M	Functional Requirements	Time and Attendance	TAI.8	Tracks both standard (pro-rated) and actual hours by activity code for analysis purposes								
325	M	Functional Requirements	Time and Attendance	TAI.9	Stores employee (contractor) hours to be withheld from payroll upload.								
326	M	Functional Requirements	Time and Attendance	TAI.10	Retro calculations								
327	M	Functional Requirements	Time and Attendance	TAI.11	Allow the viewing of overtime by employee(s) by time period.								
328	M	Functional Requirements	Time and Attendance	TAI.12	Ability to revise timesheet (and all timesheet fields) after timesheet period								
329	M	Functional Requirements	Time and Attendance	TAI.13	Includes various types of payroll lockdown dates to freeze timesheet edits for payroll processing (i.e. supervisor lockout date, hands-off date, etc.).								
330	HP	Functional Requirements	Time and Attendance	TAI.14	Allow the tracking of labor metrics by employees (includes project, job, department and dockets).								
331	M	Functional Requirements	Time and Attendance	TAI.15	Allow on-line edits to daily timesheets by employee and by authorized users.								
332	M	Functional Requirements	Time and Attendance	TAI.16	Allow the validation of absence codes against associated leave balances.								
333	M	Functional Requirements	Time and Attendance	TAI.17	Allow for absence tracking at a glance for a defined period for scoring and analysis.								
334	M	Functional Requirements	Time and Attendance	TAI.18	Allow for the viewing employee attendance data for a defined Period								
335	M	Functional Requirements	Time and Attendance	TAI.19	Allow employees to request time off, tracks status with dynamic validation against time off business rules.								
336	M	Functional Requirements	Performance Appraisal	PAI.1	Delivers a configurable "out-of-the box" performance management process (i.e., goal setting, feedback gathering, review, performance summary).								
337	HP	Functional Requirements	Performance Appraisal	PAI.2	Solicits performance feedback from multiple reviewers (i.e., subordinates, directors, other managers, peers). Exchange data between multiple users simultaneously.								
338	M	Functional Requirements	Performance Appraisal	PAI.3	Saves work in process, draft review, and return to complete.								
339	M	Functional Requirements	Performance Appraisal	PAI.4	Tracks performance review status and dates (i.e., complete, incomplete).								
340	M	Functional Requirements	Performance Appraisal	PAI.5	Maintains performance feedback and ratings history.								
341	M	Functional Requirements	Performance Appraisal	PAI.6	Enables reporting and analysis of performance ratings for various employee groups (i.e. by job, manager, geography, race and other EEO components).								
342	M	Functional Requirements	Performance Appraisal	PAI.7	Provides e-mail reminders and overdue notices throughout the process.								
343	M	Functional Requirements	Performance Appraisal	PAI.8	Administrators can view the status and content of the review process at any time.								
344	HP	Functional Requirements	Performance Appraisal	PAI.9	Employees can complete self-evaluations.								
345	M	Functional Requirements	Performance Appraisal	PAI.10	Historical reviews can be accessed easily by employees, managers or administrators.								
346	M	Functional Requirements	Performance Appraisal	PAI.11	Appraisal steps can be easily defined by administrators. Different employee groups can have different appraisal steps.								
347	M	Functional Requirements	Performance Appraisal	PAI.12	Ability for employees to write rebuttals								
348	M	Functional Requirements	Performance Appraisal	PAI.13	Linkage between performance appraisals and compensation								
349	M	Functional Requirements	Performance Appraisal	PAI.14	Ability to print performance appraisals in PDF format								

350	M	Functional Requirements	Performance Appraisal	PAI.15	Ability to utilize electronic signatures in performance appraisals								
351	HP	Functional Requirements	Training	TRI.1	Integrates with training and succession management applications and processes (e.g., learning plans/career planning).								
352	HP	Functional Requirements	Training	TRI.2	Ability to create and maintain a catalog of courses, roll out courses with ease, track progress and completion of library of courses.								
353	HP	Functional Requirements	Training	TRI.3	Ability to connect to external vendor courses								
354	P	Functional Requirements	Training	TRI.4	Configure course catalogs based on job class, level and other hierarchical classification throughout the employee lifecycle and assign courses based on skills gaps.								
355	M	Functional Requirements	Training	TRI.5	Reporting capability for administrators - tracking completion and performance for individuals, as well as segmented by organizational levels or other segmentations.								
356	M	Functional Requirements	Training	TRI.6	Ability to search for employees on training, education, experience, certifications and licenses								
357	M	Functional Requirements	Training	TRI.7	Ability to manage (scheduling, reporting) compliance training								
358	M	Functional Requirements	Data History	DHL.1	Provides a narrative history (e.g., for disciplinary actions, grievances, exit interviews).								
359	P	Functional Requirements	Data History	DHL.2	Provides point-in-time reporting capability.								
360	M	Functional Requirements	Data History	DHL.3	All historical data is viewable.								
361	M	Functional Requirements	Data History	DHL.4	All historical data is reportable.								
362	HP	Functional Requirements	Data History	DHL.5	Automatically archives older historical records based upon GS1/ GS2								
363	M	Functional Requirements	Data History	DHL.6	Can bring firm history from prior software.								
364	M	Functional Requirements	Data History	DHL.7	Existing Data entered into the new system. (Uploaded, or needs to be entered by the awarded bidder) must be A minimum of (5) fiscal years of required as per GS1/GS2 - Insurance Elections, plan information, dependent information, coverage, and deduction cost. - All Pay information for five years including but not limited to W-2's. - All Timecard records, schedules, time off records, accrual information and any other timekeeping record for a period of 5 fiscal years. - Employment information, salary, positions, *Additional GS1/GS2 necessary documentation can be provided upon request by the bidder.								
365	M	Functional Requirements	Workflow	WFL.1	Provides built-in approvals for a hierarchy (multiple levels) of approvers.								
366	M	Functional Requirements	Workflow	WFL.2	Provides for approval by role, where anyone who is assigned the role can approve incoming requests.								
367	M	Functional Requirements	Workflow	WFL.3	Allows the re-allocation or delegation of tasks from one approver to another.								
368	HP	Functional Requirements	Workflow	WFL.4	Allows the assignment of observers and e-mail recipients to workflow processes.								
369	M	Functional Requirements	Workflow	WFL.5	Automatically send e-mail notices to approvers to inform them that they have a request that requires attention.								
370	M	Functional Requirements	Workflow	WFL.6	Automatically sends e-mail notices to the initiator of a request to let him/her know it has been approved.								
371	M	Functional Requirements	Workflow	WFL.7	Allows users to view outstanding workflow transactions in various states such as pending or complete.								
372	M	Functional Requirements	Workflow	WFL.8	Allow out of the office delegations to automatically manage workflows during an individual's absence.								
373	M	Functional Requirements	Workflow	WFL.9	Allow users to cancel pending workflows (e.g., when an employee leaves the company)								
374	HP	Functional Requirements	Workflow	WFL.10	Provides wizards to walk managers through work event processes.								
375	M	Functional Requirements	Workflow	WFL.11	Uses audit trails to capture all modifications to employee information.								

376	M		Functional Requirements	Workflow	WF1.12	Captures the date and time when a request was approved.								
377	M		Functional Requirements	Workflow	WF1.13	Captures who approved a request.								
378	M		Functional Requirements	Workflow	WF1.14	Captures approver comments associated with a request.								
379	M		Functional Requirements	Workflow	WF1.15	Performs real-time updates to employee information.								
380	M		Functional Requirements	Workflow	WF1.16	Allows users to make date-sensitive changes, which are applied on the desired date.								
381	P		Functional Requirements	Workflow	WF1.17	Allows users to view summary statistics about all workflow activity.								
382	M		Functional Requirements	Workflow	WF1.18	Allows workflow e-mail messages to be customized.								
Accommodates allocation levels by:														
383	M		Functional Requirements	Labor Allocation	LL1.1	<ul style="list-style-type: none"> - Funds - Departments - Division - Locations - Cost Codes - Jobs - Supervisors - Pay Groups - GL Base Accounts 								
384	M		Functional Requirements	Labor Allocation	LL1.2	Tracks an unlimited number of labor distributions in history.								
Reports can be created with actual cost allocations including:														
385	P		Functional Requirements	Labor Allocation	LL2.1	<ul style="list-style-type: none"> - Earnings - Employee deductions - Employee taxes - Net pay - Employer deductions - Employer taxes - Workers' compensation premiums 								
386	P		Functional Requirements	Labor Allocation	LL2.8	Supports the creation of labor allocation files with user defined timeframes (e.g., 1 payroll period or 7 payroll periods).								
387	P		Functional Requirements	Labor Allocation	LL2.9	Allows actual labor allocations to be fed into General Ledger.								
388	P		Functional Requirements	Labor Allocation	LL2.10	Creates labor allocation reports.								
389	M		Functional Requirements	General Ledger	GLI.1	Maps GL account numbers within your payroll system.								
390	M		Functional Requirements	General Ledger	GLI.2	Accommodates multiple GL segments and can be printed separately or all together on reports.								
391	HP		Functional Requirements	General Ledger	GLI.3	GL setup tables are accessible by users to change at any time.								
392	HP		Functional Requirements	General Ledger	GLI.4	GL distribution report can be created for previous periods or a range of periods								
393	M		Functional Requirements	General Ledger	GLI.5	An exception to the GL mapping is accommodated down to the employee level.								
394	P		Functional Requirements	General Ledger	GLI.6	Creates GL accruals.								
395	HP		Functional Requirements	General Ledger	GLI.7	GL account numbers can be changed by the administrator and the GL can be rerun for specified pay period(s)								
396	M		Functional Requirements	General Ledger	GLI.8	Immediate availability of GL data when the payroll is posted to history.								
397	M		Functional Requirements	General Ledger	GLI.9	GL historical data is accessible to administrator								
398	M		Functional Requirements	General Ledger	GLI.10	Adjustments (e.g., manual and void checks) are automatically posted to GL.								
399	M		Functional Requirements	General Ledger	GLI.11	GL feature includes too ls to export data in a user specified format.								

400	M	Functional Requirements	General Ledger	GLI.12	Provides an ad hoc query tool for reporting on GL data with unlimited configuration capability.						
401	P	Functional Requirements	COBRA	CBI.1	Captures employee's and dependent's COBRA status, date of qualifying COBRA event, description of COBRA event, and date the COBRA notification letter was sent.						
402	M	Functional Requirements	COBRA	CBI.2	Automatically captures COBRA information during the termination process.						
403	P	Functional Requirements	COBRA	CBI.3	Automatically generates COBRA notifications.						
404	P	Functional Requirements	COBRA	CBI.4	Create COBRA notification letters and invoices.						
405	P	Functional Requirements	COBRA	CBI.5	Exports all employee and dependent COBRA information to a third-party COBRA administrator.						
406	P	Functional Requirements	COBRA	CBI.6	Generates COBRA billing documents						
407	P	Functional Requirements	COBRA	CBI.7	Maintains COBRA payment history						
408	P	Functional Requirements	COBRA	CBI.8	COBRA qualifying events are automatically triggered based on employee transactions.						
409	M	Functional Requirements	COBRA	CBI.9	Ability to track retiree coverages						
410	M	Functional Requirements	COBRA	CBI.10	Ability to track aging out for retiree family coverage						
411		Functional Requirements	FSA	FSI.1	Allows for online management of life events (e.g. marriage, birth, death, divorce, address change)						
412		Functional Requirements	FSA	FSI.2	Ability to track IRS qualifying events						
413	P	Functional Requirements	Life Events	LEI.1	Supports employee enrollment in FSA/HSAs						
414	P	Functional Requirements	Life Events	LEI.2	Enrolls employees in FSA/HSA plans through benefits open enrollment.						
415	P	Functional Requirements	Life Events	LEI.3	Maintains two open plan years so reimbursements can be paid from one year, while beginning claims processing for the new benefit year.						
416	M	Functional Requirements	Life Events	LEI.4	Restricts participants from receiving more than the annual contribution election limit for reimbursement accounts.						
417	M	Functional Requirements	Retirement	RTI.1	Manages years of service for rehires and breaks in service.						
418	M	Functional Requirements	Retirement	RTI.2	Calculates employer contribution amount by participant						
419	M	Functional Requirements	Retirement	RTI.3	Exports 403(b), 457(b), 415(m) enrollment/change data to a ready-to-send file that can be transmitted to record keeper/trustee on a periodic basis						
420	M	Functional Requirements	Retirement	RTI.4	Handles maximum IRS allowable annual contributions						
421	M	Functional Requirements	Retirement	RTI.5	Calculates IRS maximum allowable contributions when participant chooses to contribute in both pre-tax and after-tax plans.						
422	M	Functional Requirements	Retirement	RTI.6	Allows for catch-up contributions						
423	M	Functional Requirements	Employee Self Service E-Forms	ESI.1	Employees can view communications posted from administrators.						
Employees can access links that can launch: (HR needs to be notified of changes that employees submit)											
424	M	Functional Requirements	Employee Self Service E-Forms	ES2.1	- Documents (forms may be saved and/or printed). - Web sites - E-mails						
427	P	Functional Requirements	Employee Self Service E-Forms	ES2.2	Employees can model their paycheck for changes including deductions, marital status, and exemptions.						
Employees can view and/or update personal information including:											
428	M	Functional Requirements	Employee Self Service E-Forms	ES3.1	- Name - Address (both home and mailing) - Phone numbers - Emergency contacts						

429	HP		Functional Requirements	Employee Self Service E-Forms	ES3.2	<ul style="list-style-type: none"> - Previous Internal employment - Educational background - Employees can view their status and key dates. - Employees can view company property assigned to them. 								
432	M		Functional Requirements	Employee Self Service E-Forms	ES3.3	Employees can view EEO/19 information.								
Employees can view job information including:														
433	HP		Functional Requirements	Employee Self Service E-Forms	ES4.1	<ul style="list-style-type: none"> - Job code and title - Work location - FTE status (percentage) - FLSA Status - Date and time in job - Length of service - Compensation - Supervisor - Job level - Unlimited job history including change reasons - Unlimited performance review history - Unlimited salary review history - Licenses - Skills - Tests - Awards 								
Employees can view pay history including:														
434	HP		Functional Requirements	Employee Self Service E-Forms	ES5.1	<ul style="list-style-type: none"> - Net pay - Hours - Earnings - Deductions - Taxes - Direct deposit distribution 								
435	HP		Functional Requirements	Employee Self Service E-Forms	ES5.2	Employees can view current and previous year-to-date totals.								
436	HP		Functional Requirements	Employee Self Service E-Forms	ES5.3	Employees can view and update their direct deposit distribution and set effective date.								
437	HP		Functional Requirements	Employee Self Service E-Forms	ES5.4	Employees can download and print their W-2.								
438	HP		Functional Requirements	Employee Self Service E-Forms	ES5.5	Employees can designate that the electronic copy of the W-2 is the only copy that they require.								
Employees can view benefit information including:														
439	M		Functional Requirements	Employee Self Service E-Forms	ES6.1	<ul style="list-style-type: none"> - Current benefit elections - Employer contributions by benefit type - Beneficiaries and dependents - Leave accruals and balances - Cobra qualifying events - Participate in an electronic open enrollment 								
440	M		Functional Requirements	Employee Self Service E-Forms	ES6.2	View all eligible plans								
441	M		Functional Requirements	Employee Self Service E-Forms	ES6.3	View the costs associated with these plans								
442	M		Functional Requirements	Employee Self Service E-Forms	ES6.4	Choose their benefit plan and coverage option								
443	M		Functional Requirements	Employee Self Service E-Forms	ES6.5	Request time off from their manager								
Employees can update current benefits coverage based on the following life events: (HR needs to be notified)														
444	M		Functional Requirements	Employee Self Service E-Forms	ES7.1	<ul style="list-style-type: none"> - New hire - Adding a dependent - Removing a dependent - Change in marital status - Change in address/location 								
Employees can update current benefits coverage for the following:														
445	P		Functional Requirements	Employee Self Service E-Forms	ES8.1	<ul style="list-style-type: none"> - Employees can view open jobs. - Employees can apply for open jobs. 								

472	M		Functional Requirements	Reporting	RPI.13	<ul style="list-style-type: none"> - Can run reports on live data - Can select report criteria at run time - Access to reports is based on a user's role (filtered security setup). - Data on reports is filtered by the user's security (filtered security setup). 					
476	M		Functional Requirements	Reporting	RPI.14	Report results can be stored					
477	M		Functional Requirements	Reporting	RPI.15	Can view and reuse a previously stored report					
478	M		Functional Requirements	Reporting	RPI.16	<ul style="list-style-type: none"> - Can select a report sort order - Can select a report group order - Can set expiration dates for reports - Can output reports in PDF format - Can output reports in Excel format - Ad hoc reports can be scheduled - Reports can be run while users are in other parts of the system - Store and access previously run reports 					
479	M		Functional Requirements	Reporting	RPI.17	Create custom reports					
480	P		Functional Requirements	Reporting	RPI.18	Reports can be assigned an expiration date for automatic purging					
481	P		Functional Requirements	Reporting	RPI.19	Reports can be scheduled and distributed to specific people (subscriptions)					
482	M		Technical Requirements	Technical Review/ Architecture	TCL.1	Connection to the product is via a web-based interface (i.e. no VPN connection needed, no remote desktop solution needed)					
483	M		Technical Requirements	Technical Review/ Architecture	TCL.2	Offers a modern REST API to allow integration with other City of Doral services.					
484	HP		Technical Requirements	Technical Review/ Architecture	TCL.3	Single Sign-on capabilities					