# Section 7– Appendices: Vendor Bid Response Forms

## Appendix A: General Information and Overview

## Company Information:

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name: |  | Address, City State Zip: |  |
| Web Site URL: |  |  |
| Contact Name |  | Total Number of Employees: |  |
| E-Mail Address: |  | Telephone Number: |  |
| Annual Sales (each year for the past 5 years): | Number of Years in Business: |  |
| Year | Sales |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |  |

Product Information:

|  |  |  |  |
| --- | --- | --- | --- |
| Product Name: |  | Version: |  |
| Relational Data Base Management System and Release: |  |
| Total Number and Population Range of all Installs: |  |
| Total Number and Population Range of Installs on Version to be Implemented: |  |
| Total Number and Population Range of Total Users: |  |
| Total Number and Population Range of Authority Users in Connecticut: |  |
| Total Number of Government Users: |  |
| Total Number of Government Users in Connecticut: |  |

General Warranty Information:

|  |
| --- |
|  |

## Appendix B-1: On-Premise Vendor Bid Pricing Sheet

|  |  |  |  |
| --- | --- | --- | --- |
|  | Software License | Installation Conversion and Training | Annual Maintenance/ Tech. Support |
| **Modules** | ***Bid Price*** | ***Bid Price*** | ***Bid Price*** |
| 1. General Ledger
 |  |  |  |
| 1. Budgeting
 |  |  |  |
| 1. Accounts Payable
 |  |  |  |
| 1. Accounts Receivable
 |  |  |  |
| 1. Cash Management
 |  |  |  |
| 1. Investments
 |  |  |  |
| 1. Billing/Invoicing
 |  |  |  |
| 1. Fixed Assets
 |  |  |  |
| 1. Financial Reporting
 |  |  |  |
| 1. Bond/Investment Management
 |  |  |  |
| **Bid Price for Required Modules** | **$** | **$** | **$** |
|  |  |  |  |
| **Possible Supplemental Modules** |  |  |  |
| 1. Project/Cost Accounting
 |  |  |  |
| 1. Inventory
 |  |  |  |
| 1. Human Resources
 |  |  |  |
| **Total Bid Price** | **$** | **$** | **$** |

## Appendix B-2: Cloud-Based Vendor Bid Pricing Sheet

|  |  |  |  |
| --- | --- | --- | --- |
|  | Software License | Installation Conversion and Training | Annual Maintenance/ Tech. Support |
| **Modules** | ***Bid Price*** | ***Bid Price*** | ***Bid Price*** |
| 1. General Ledger
 |  |  |  |
| 1. Budgeting
 |  |  |  |
| 1. Accounts Payable
 |  |  |  |
| 1. Accounts Receivable
 |  |  |  |
| 1. Cash Management
 |  |  |  |
| 1. Investments
 |  |  |  |
| 1. Billing/Invoicing
 |  |  |  |
| 1. Fixed Assets
 |  |  |  |
| 1. Financial Reporting
 |  |  |  |
| 1. Bond/Investment Management
 |  |  |  |
| **Bid Price for Required Modules** | **$** | **$** | **$** |
|  |  |  |  |
| **Possible Supplemental Modules** |  |  |  |
| 1. Project/Cost Accounting
 |  |  |  |
| 1. Inventory
 |  |  |  |
| 1. Human Resources
 |  |  |  |
| **Total Bid Price** | **$** | **$** | **$** |

## Appendix C: User Reference List

Provide three (3) user references that most closely reflect similar users to the Authority’s scope of work within the past five years. Reference sites should be fully implemented and live on the current version of the software. Connecticut and/or regional references may be requested.

|  |
| --- |
| **Reference #1** |
| Name of User: |  | Concurrent Users: |  |
| Population: |  | Go Live Date: |  |
| Contact Name/Title: |  | Telephone #: |  |
| Modules Installed: |  |
|  |
| Other comments: |  |
|  |

|  |
| --- |
| **Reference #2** |
| Name of User: |  | Concurrent Users: |  |
| Population: |  | Go Live Date: |  |
| Contact Name/Title: |  | Telephone #: |  |
| Modules Installed: |  |
|  |
| Other comments: |  |
|  |

|  |
| --- |
| **Reference #3** |
| Name of User: |  | Concurrent Users: |  |
| Population: |  | Go Live Date: |  |
| Contact Name/Title: |  | Telephone #: |  |
| Modules Installed: |  |
|  |
| Other comments: |  |
|  |

## Appendix D: Vendor and System Requirements

This section includes the vendor, technical, and functional requirements to be evaluated in this RFP. The Requirements section will become Section 2 of your RFP response. This is not a comprehensive list of all of the Authority’s requirements, but includes the key requirements that will be used to evaluate the RFPs and will be included as part of the signed contracts. Responses to each line item should be concise and straightforward.

The Authority expects vendors to respond in a factual manner, clearly identifying software that is fully released, in testing, or slated for future release for each functional requirement. Vendors must provide a rating for every item. If the requirement does not pertain to the proposal being submitted, enter “N/A”. If a submitted RFP includes blank responses the document may be considered incomplete and rejected. Use the following rating system to complete the RFP and evaluate the requirements and include a brief description of how the software supports the stated requirement.

|  |  |
| --- | --- |
| **Rating** | **Definition** |
| **4** | **Standard and available in the current release**. Software fully supports this requirement. No customization or modification is required. |
| **3** | **Meets requirement with minor configuration or modification.** Vendor configuration is required vendor maintains the application on upgrade paths. Testing and production of modifications will be completed by implementation date.Please Show any costs for the modification(s). |
| **2** | **Available with third party software application.** Indicate name of the application recommended and number of installs jointly completed. |
| **1** | **Does not meet requirement and requires substantial system modification.** Indicate timing required and estimated cost of modification. |
| **0** | **Not available.** Software will not meet requirement. |
| **FR** | **Future Release.** Requirement will be available in future release. Please indicate anticipated release month and year. |

THE PRIMARY UNIT AND THREE SUBSIDIARIES WILL TAKE ADVANTAGE OF EACH OF THE REQUIRED SECTIONS. THE FINANCIAL STATEMENTS WILL BE PRESENTED WITH THE THREE SUBSIBIARIES AS COMPONENT UNITS OF THE PRIMARY UNIT – CHEFA, SEPARATELY AS WELL AS CONSOLIDATED.

The current custom Bond/Investment Module will be integrated with the Authority’s new system during implementation. transactions from this module will need to be an integrated part of this new solution. A description of the functionality of this Bond Investment Module has been provided in Appendix E.

# REQUIREMENTS OF ALL MODULES

|  |  |  |
| --- | --- | --- |
| **Description** | **Rating** | **How is requirement accomplished?** |
| **General System Requirements** |
| 1. Complete on-line help function
 |  |  |
| 1. Integrated online help with error checking with warnings, balancing corrections display
 |  |  |
| 1. Multiple-users can work in the same module simultaneously, as well as generate reports against the same data at the same time
 |  |  |
| 1. Ability to run other applications alongside the system software and have more than one module open at once using a single login.
 |  |  |
| 1. Drill down from reports, queries, or screens from summary to transactional detail
 |  |  |
| 1. Audit trails system wide
 |  |  |
| 1. Interfacing efficiency with the Authority’s existing server and workstation platforms
 |  |  |
| 1. Support services to all personnel with access to the system EST 8-5/365
 |  |  |
| **Data Structure** |
| 1. Interface with similar data in other modules
 |  |  |
| 1. Import and export data for user controlled manipulation in ASCII and also in formats compatible with Microsoft Office applications
 |  |  |
| 1. Preference for MS SQL or ODBC compliant database; no proprietary databases
 |  |  |
| 1. Unlimited user defined fields that can be accessed through queries and reports
 |  |  |
|  |  |  |
| 1. Encrypt database both in transit and at rest
 |  |  |
| **Accounting Principles** |
| 1. Multiple year history to be maintained, by year (changes to current year G/L account structure do not impact historical amounts)
 |  |  |
| 1. Real time, multi-step batch processing in every module including security
 |  |  |
| **Auditing Capabilities** |
| 1. View/report history of who has accessed, created, or modified each data entry item
 |  |  |
| **Access Controls** |
| 1. Use network logon credentials and MS Active Directory to assign permissions
 |  |  |
| 1. Role based security where users can be assigned to multiple roles.
 |  |  |

|  |  |  |
| --- | --- | --- |
| **Description** | **Rating** | **How is requirement accomplished?** |
| **Query Capabilities** |
| 1. Conduct searches, post transactions, and generate reports at all levels of the account structure by fiscal year, month, calendar years, or any user defined date
 |  |  |
| 1. Allow sufficient dimensions of roll up levels for reporting or online inquiry to meet user needs
 |  |  |
| 1. Perform keyword, wild card, and multiple field queries.
 |  |  |
| 1. Save queries and make saved queries available to other users
 |  |  |
| **Reports** |  |  |
| 1. Report writer (propriety or licenses for a program such as Crystal Reports?)
 |  |  |
| 1. Generate and save custom reports from queries or system-generated data
 |  |  |
| 1. Copy standard reports over to user libraries to make specified changes without altering original reports
 |  |  |
| 1. Customizable templates for common reports
 |  |  |
| 1. Report criteria selection via drop downs, queries, or pick lists
 |  |  |
| 1. View reports online
 |  |  |
| 1. Export reports to an ASCII file, spreadsheet, word processing application
 |  |  |
| 1. Directly e-mail a report
 |  |  |
| 1. Historical reporting for up to ten years of prior financial data
 |  |  |
| 1. Ability to generate/schedule reports to be distributed electronically (email)
 |  |  |
| **Printing** |
| 1. Display reports to the screen and print screens on request
 |  |  |
| 1. Printing to non-proprietary forms and labels
 |  |  |

**REQUIRED MODULES**

## General Ledger

|  |  |  |
| --- | --- | --- |
| **Description** | **Rating** | **How is requirement accomplished?** |
| **Structure and Accounting Principles** |  |  |
| 1. Indicate the minimum and maximum number of digits for the account code structure accommodating the various transactions. The chart of accounts should allow the admin level user complete control over structure.

**SEE APPENDIX E FOR CURRENT AUDIT CONSOLIDATION DIAGRAM.** |  |  |
| 1. Chart of accounts should allow for totals and sub-totals within each entity and additionally within the consolidation
 |  |  |
| 1. The system should be capable of being consistent with General Accounting Standards Board (GASB) standards
 |  |  |
| 1. Affords various views of the General Ledger
 |  |  |
| 1. Ability to move from a G/L account to specific transactions affecting the account (drill-down capabilities)
 |  |  |
| 1. Ability to conduct searches, post transactions, and generate reports at all levels of the account structure by fiscal year, month, calendar years, or any user defined date
 |  |  |
| 1. Ability to create and post transactions for subsequent accounting periods (e.g. month, year) before the current accounting period is closed
 |  |  |
| 1. Supports cash basis, accrual basis, year-end accrual basis, or any combination thereof
 |  |  |
| 1. Allow at least 13 periods per year with open periods
 |  |  |
| 1. Ability to lock the previous year after year end closure to avoid inadvertent changes
 |  |  |
| 1. Ability to lock the previous month after month end closure to avoid inadvertent changes
 |  |  |
| 1. View history of who has accessed, created, or modified each data entry item
 |  |  |
| 1. Automatic reversing Journal Entry
 |  |  |
| 1. Automatic year-end closing without loss of detail.
 |  |  |
| 1. Provide for automated monthly and year end closing entries
 |  |  |
| 1. User friendly drop-down menus or auto-complete capabilities for all account codes currently available in the system
 |  |  |

## Budget Preparation/Integration

The Authority currently prepares an annual budget. The Authority desires a budget module that is integrated to core financial modules. This should include multi-year budgeting for capital projects. The module should include: the ability to generate baseline budgets based on prior year budget less one-time expenditures and adjusted for inflation, ability to track changes, generate overhead calculations, what-if scenarios, and other forecasting methods.

The Authority prepares the budget at a detail (object) level, with presentation to its Board Committees at different levels of detail. The Authority prepares three separate budgets with overlapping services requiring allocation to its subsidiaries either by percentage, head count or specific dollar value.

|  |  |  |
| --- | --- | --- |
| **Description** | **Rating** | **How is requirement accomplished?** |
| **Consolidated Budgeting** |  |  |
| 1. Ability to generate an annual budget within the system (not as an import).
 |  |  |
| 1. Ability to create global changes under a variety of methods such as percentages, fixed amounts, and by a user defined formula.
 |  |  |
| 1. Support multiple budget versions (i.e. original, amended, adopted, etc.) with audit trail of modifications
 |  |  |
| 1. Ability to directly link to data spreadsheet and/or word processing documents
 |  |  |
| 1. Multiple departments can update their budget information simultaneously
 |  |  |
| 1. Hierarchical structures can be defined that allow for reporting of individual as well as aggregate revenues and expenditures
 |  |  |
| 1. Online view of reports (list supported browsers)
 |  |  |
| 1. Ability to compute “what if” scenarios using actual budget data or adjusted budget data compared to actual expenditure data or adjusted expenditure data in any combination
 |  |  |
| 1. Capabilities allow users to develop budget forecasts using base-year budgets
 |  |  |
| 1. Capabilities allow forecasts to be expressed in terms of percentage increases or decreases
 |  |  |
| 1. Subsequent proposals and changes to budgets can be analyzed without affecting current budgets.
 |  |  |
| 1. Ability to budget at account and sub object level
 |  |  |
| 1. Ability to provide dollar and percentage change techniques by budget line item or line item group to simplify budget process
 |  |  |
| 1. Ability to perform user-defined allocations for payments (reimbursements) to various funding categories
 |  |  |

|  |  |  |
| --- | --- | --- |
| **Description** | **Rating** | **How is requirement accomplished?** |
| 1. Support for the entire budget process such as preparation, approval, amendments, monitoring, etc.
 |  |  |
| 1. **Budget module must recognize account attributes (groupings) that are built into the account structure in the General Ledger**
 |  |  |
| 1. Allow comparison of different budget versions
 |  |  |
| 1. System must provide a high level of security that would only allow specific users to access, create and/or approve specific budgets
 |  |  |
| 1. Budget data can be established and maintained on-line for any number of past, present and future years
 |  |  |
| 1. Ability to view the detail charges of actual spending
 |  |  |
| 1. Ability to have all prior history for actual spending and budgets available on-line for multiple years
 |  |  |
| 1. Ability to roll up department budgets to the account code level
 |  |  |
| 1. Ability to accommodate the transfer of funds between budgeted line items
 |  |  |
| 1. Ability to create an on-line long-term capital budget that is integrated with other system modules
 |  |  |
| 1. Ability to create cost centers in the Budget module before they are created in the GL to be carried forward to the GL upon approval of the budget
 |  |  |
| 1. Ability to produce human resource position budgets with granularity and access permission security
 |  |  |
| **Budgeting - Reporting** |  |  |
| 1. Ability to product budget to actual reports within the system
 |  |  |
| 1. Ability to provide centralized monitoring of spending, budget preparation process, and available balances
 |  |  |
| 1. System has capability to produce comprehensive management and budget reporting
 |  |  |
| 1. System has capability to produce internal reports of a department as well as agency-wide reporting
 |  |  |
| 1. Reports should have ability to include “to and from date”, with the default being our fiscal year
 |  |  |
| 1. The system should allow user to run reports at a high level and drill down to lower levels
 |  |  |
| 1. Ability to create the final budget document on-line and printed in its finished form
 |  |  |

## Accounts Payable

Primarily, the Authority uses a de-centralized purchasing system. Requests for goods and services are generated in the various departments. When invoices are approved, checks are issued for payment. Checks are issued for payment weekly.

How vendors are managed in the system for amount allocation between more than one entity (Due to/from) and/or 1099’s per EIN should be of consideration. Whether there exists

* one master data set for all three agencies, **or**
* three separate and individual data sets are maintained.

There is a defined process for verification, approval and entry of vendors into the current system.

|  |  |  |
| --- | --- | --- |
| **Description** | **Rating** | **How is requirement accomplished?** |
| 1. Track aging items and other exceptions.
 |  |  |
| 1. Recurring payables processing
 |  |  |
| 1. Vendor discount management.
 |  |  |
| 1. Access vendor history by vendor name, vendor number, invoice date, check date, and account codes.
 |  |  |
| 1. Automatically transfer issued checks to an outstanding register and allow users to process cleared checks
 |  |  |
| 1. Flag and block duplicate invoice processing, with ability to override
 |  |  |
| 1. Multiple invoices on one check
 |  |  |
| 1. Supports 1099 reporting requirements. 1099 management to the invoice line item level; not just the vendor or the invoice
 |  |  |
| 1. Integrates with other systems such as: General Ledger, Fixed Assets, etc.
 |  |  |
| 1. Check reconciliation functionality
 |  |  |
| 1. Payment approval list generated for management approval (*i.e.* workflow functionality)
 |  |  |
| 1. Electronic payment to vendors (ACH, wire, debit)
 |  |  |
| 1. Positive pay file output
 |  |  |
| 1. Bank reconciliation for multiple bank accounts
 |  |  |
| 1. Capable of issuing checks up to $999,999,999.99
 |  |  |
| 1. System should be able to process invoices using account codes from all three agencies
 |  |  |
| 1. System should be able to handle prepayments and allocating expense across user-defined periods
 |  |  |
| 1. Ability to sort checks by vendor number, by user-defined sequence within bank account number, or by vendor name
 |  |  |
| 1. Allow for voiding checks and reversing payment from the master file
 |  |  |
| **Description** | **Rating** | **How is requirement accomplished?** |
| 1. Vendor set up should be independent of invoice entry and payment capabilities with user-defined security levels
 |  |  |
| 1. Ability to print check stub detail on successive check stubs, if necessary, and void successive checks
 |  |  |
| 1. System should print a report identifying all gaps in the check sequence
 |  |  |
| 1. Ability to perform reconciliation of voided, canceled and returned checks individually or in batch
 |  |  |
| 1. System should automatically print a control list of checks printed after each check printing cycle
 |  |  |
| 1. Ability to print a “check register” after each check run
 |  |  |
| 1. Ability to run a report showing outstanding checks/transactions
 |  |  |
| 1. Ability to receive electronic data on cleared checks from the bank to perform bank reconciliation
 |  |  |
| 1. System should maintain vendor payment records in system for current, year-to-date and multiple prior years
 |  |  |
| 1. Ability to print vendor lists and analysis reports
 |  |  |
| 1. Vendor profile must include 1099 information
 |  |  |
| 1. Indicate the maximum number of vendors allowable in the system
 |  |  |
| 1. Ability to run reports on inactive vendors for a specified period of time
 |  |  |
| 1. Search capabilities by vendor name or number
 |  |  |
| 1. AP voided check log
 |  |  |
| 1. AP stop payment log
 |  |  |
| 1. System should allow for check processing simultaneously for separate agencies
 |  |  |
| 1. The ability to generate multiple vouchers from a single invoice or request for payment
 |  |  |
| 1. Ability to provide a designation code for each vendor, including 1099, minority, or other special status
 |  |  |
| 1. Ability to provide for the establishment of discount and payment terms for each vendor to automatically calculate applicable discounts and optimal payment date
 |  |  |

## Accounts Receivable

The Authority accounts receivable billings are generated through 3rd party payments to Trustees. Upon receipt of payment, Authority invoices are entered into the cash receipting system and posted to the general ledger.

Records cash received from institutions for CHEFA fees, 3rd party invoices And miscellaneous other receipts.

Authority revenues are derived from a basis point calculation on the par amount of outstanding bonds. These amounts are accrued monthly and billable/payable per client, two times a year.

|  |  |  |
| --- | --- | --- |
| **Description** | **Rating** | **How is requirement accomplished?** |
| 1. Provide for input of accounts receivable data and printing of invoices
 |  |  |
|  |  |  |
| 1. Ability to maintain an AR Master record for all receivables
 |  |  |
| 1. Full integration with: General Ledger and Accounts Payable modules
 |  |  |
|  |  |  |
| 1. Ability to display the open item/balance forward status and aging for client invoices
 |  |  |
| 1. System should allow user defined aging categories (e.g., current, 30,60,90 days)
 |  |  |
| 1. Ability to generate delinquency letters by client
 |  |  |
|  |  |  |
| 1. Ability to produce refund checks from AR through AP
 |  |  |
| 1. Ability to apply a single check to multiple open items
 |  |  |
| 1. Ability to receive cash for items other than invoices such as miscellaneous cash
 |  |  |
| 1. Review on screen all customer accounts past due
 |  |  |
| 1. Cash Receipts Journal: Payments received each day, all relevant detail of payment and any special General Ledger account entries required
 |  |  |
| 1. All AR reports should contain entries created by all users
 |  |  |
| 1. Users should have ability to drill down on specific items when they display invoices for a specific client
 |  |  |
| 1. Automatic posting to appropriate subsidiary and GL accounts
 |  |  |
| 1. Print statements by user defined criteria
 |  |  |

|  |  |  |
| --- | --- | --- |
| **Description** | **Rating** | **How is requirement accomplished?** |
| 1. Print informational messages on invoices/statements
 |  |  |
| 1. Employees set up in system for travel advances, etc.
 |  |  |
| 1. Ability to provide complete on screen and hard copy reporting of accounts receivable activity and aging.
 |  |  |
| 1. Indicate the minimum and maximum characters for vendor identification numbers
 |  |  |
| 1. Dollar amount formatted to $###,###,###.##
 |  |  |
| 1. Ability to set up multiple AR accounts each tracking a specific type of client
 |  |  |
| 1. System should not allow duplicated receipt numbers to be generated
 |  |  |
| 1. Ability to track petty cash
 |  |  |
| 1. Ability segregate the type of receivables – set up different rules to accommodate the different types of operations
 |  |  |
| 1. Ability to view the detail transaction of the AR in the General Ledger
 |  |  |
| 1. Ability to process different invoice formats from the system to accommodate different program needs
 |  |  |

## Cash Management

## The Authority currently has access to downloads from its banks that are programmed by our current consultant for import into the current system. The new system should provide the opportunity to do this more seamlessly (no 3rd party programming required) if at all possible.

|  |  |  |
| --- | --- | --- |
| **Description** | **Rating** | **How is requirement accomplished?** |
| 1. Automatically match cancelled checks from the bank statement to the system by check amounts, check number and bank ID.
 |  |  |
| 1. Allow automatic upload of bank statements into the system.
 |  |  |
| 1. Have the ability to stale date checks automatically based upon the difference in the amount of days between check issuance and the current date
 |  |  |
| 1. Allow association of a replacement check number with the original check
 |  |  |
| 1. Provide for the creation of an unlimited number of bank accounts and cash accounts
 |  |  |
| 1. System must be able to track money market securities (treasury bills, commercial paper, banker’s acceptance, state and local obligations, federal funds, etc.), notes and bonds, equities, etc.
 |  |  |
| 1. Provide check listing by bank ID and check number
 |  |  |
| 1. Allow drill down function to the originating transaction (deposit, check or other bank transaction)
 |  |  |
| 1. Provide listing of deposits with detail information
 |  |  |
| 1. Provide a list of cancelled checks
 |  |  |
| 1. Provide a history report on any given document
 |  |  |
| 1. Provide a list of outstanding checks
 |  |  |
| 1. Provide a check history by Vendor
 |  |  |

## Fixed Assets

## Assets tracked as purchased, if over $2,500, using straight line depreciation:

## ½ first year in equal monthly amounts from date of purchase

## ½ last year in equal monthly amounts for 12 months of fiscal year

## Equal 12 months depreciation for years in between first and last

## There are five categories for fixed assets: furniture, equipment, hardware, software and leasehold.

|  |  |  |
| --- | --- | --- |
| **Description** | **Rating** | **How is requirement accomplished?** |
| 1. Ability to provide for automatic calculation of depreciation and posting of entries to the General Ledger
 |  |  |
| 1. Integrated with Accounts Payable system to facilitate additions to the fixed assets inventory
 |  |  |
| 1. Assign fixed assets to one or more funds, users, and/or locations
 |  |  |
| 1. Define classes and categories of fixed assets
 |  |  |
| 1. Acquisition method is tracked
 |  |  |
| 1. Ability to selectively post depreciation based on asset category, account, status or other field
 |  |  |
| 1. Ability to allow depreciation to be calculated on either a monthly, quarterly or annual basis
 |  |  |
| 1. Option to depreciate on a variety of methods
 |  |  |
| 1. Have the ability to allocate depreciation expense consistent with GASB
 |  |  |
| 1. Allow the assignment of primary classes to assets
 |  |  |
|  |  |  |
| 1. Recognize accounts that are related to capital expenditures to interface with the fixed asset system
 |  |  |
| 1. Allow the creation of detailed retirement records in relation to an asset, including sales price, disposal date, method of disposal, etc.
 |  |  |
| 1. Have the ability to allow for the definition of user-defined categories/codes of fixed assets (for location codes, primary class, etc.)
 |  |  |
| 1. Ability to track the transfer of assets and all associated history
 |  |  |
| 1. Ad-hoc reporting on any fixed asset field for depreciation reports, inventory reports and such
 |  |  |

## Financial Reporting

|  |  |  |
| --- | --- | --- |
| **Description** | **Rating** | **How is requirement accomplished?** |
| 1. Ability to meet GASB requirements and consolidate the chart of accounts for required financial reporting
 |  |  |
| 1. Ability to provide real time reporting and inquiry
 |  |  |
| 1. Provide standard financial statements, department expense reports, revenue reports, account detail reports and trial balance, etc. that can be easily modified within the system
 |  |  |
| 1. Ability to report to screen, to printer or to file
 |  |  |
| 1. Ability to report for any selected time period (monthly, quarterly, multi-year, prior year, etc.)
 |  |  |
| 1. Ability to create reports that allow:
* Set-up the format of the report
* Specify subtotal and total lines
* Custom headings, columns and rows
* Set-up prompts to request report parameters from user
* Roll up by cost center, division, group, etc.
* Set-up analysis/variance reporting
* Unit or statistical information
* Use of data from the budget, actual, or actual transaction detail
* Comparative balance sheets, extract balances for multiple years
* Calculations on columns such as adding or subtracting columns and print account descriptions
 |  |  |
| 1. Captures detailed statistical data
 |  |  |
| 1. User-defined output formats like Excel, text or print
 |  |  |
| 1. Comprehensive Ad-Hoc Report Writer
 |  |  |
| 1. Ability to queue/schedule multiple reports for automatic printing with user-defined folders to help organize reports by typical generation time (weekly, monthly, yearly)
 |  |  |
| 1. Provide capability for interactive file interface for downloading and uploading of data while maintaining security controls and data integrity
 |  |  |
| 1. Extract data for further analysis and reporting
 |  |  |
|  |  |  |
| 1. Provide report accuracy such that all reports provide summary totals and cross-foot regardless of rounding factors
 |  |  |
| 1. Keep detailed transaction history for at least five years. Indicate maximum number of years.
 |  |  |
| 1. A customized report writer that incorporates logic/statistical functions within the application, such as “if” and then” functions
 |  |  |
| 1. Management Discussion and Analysis – all charts, graphs and schedules that depict quantitative data that is maintained in the financial system’s General Ledger
 |  |  |
| 1. All schedules to support financial statements. <http://www.chefa.com/about/financials>
 |  |  |
| 1. Primary Government and Component Unit financial statements – statement of net position, statement of revenues, expenditures and changes in fund net position, statement of cash flows – for each Entity as well as Consolidated
 |  |  |
| 1. All reports should be self-supporting and justifying – the underlying schedules and transactions should be accessible or derived from the face of the finished report
 |  |  |
| 1. All reports should have the option to drill back to the lowest level or original data entry
 |  |  |
| 1. All reports support multiple reporting charts of accounts to allow for different titles and roll-ups to conform to different reporting needs

**SEE APPENDIX E FOR CURRENT AUDIT CONSOLIDATION DIAGRAM.** |  |  |
| 1. Reports allow the user to dynamically select the reporting basis of an analysis, query, or report from cash basis, to modified accrual, to full accrual, to budgetary, and/or another comprehensive basis
 |  |  |
| 1. Allows connections to digital dashboards, predictive analytics, and other business intelligence tools
 |  |  |
| 1. Allow user defined measures for non-financial information relating to virtually any business metric in the data warehouse or info mart
 |  |  |

***Appendix E: Bond/“Investment” Module Description***

Fund Accounting Used to track CHEFA and CHESLA Bonds Issued and their transactions within/between each Fund which can consist of the following fund types:

* Construction Fund
* Debt Service Fund
* Debt Service Reserve Fund
* Working Capital Fund
* Renewal and Replacement Fund
* Loan Fund
* Revenue Fund

Please see the Appendix G: Chart of Accounts

Multiple Bond Issues, each of which can have

* Varying interest payment schedules (with varying interest rates and payment dates)
* Multiple Principal pay down coupons with many maturity dates.
* Amortization schedules for each Issue
* Statements and projected balances, as well as calculating and posting interest and principal payments.

Investments, within each Bond Issue

* The proceeds in each within each fund, within an issue, are invested in various investment instruments.
* Each of which can pay interest in different ways and at different rates.

Some Fund activity is reported to the Authority by the banks,

* Imported & uploaded, verified and posted.
* Purchase and/or Sale dates and amounts, sold interest, current valuation, are tracked individually (by Issue by Fund.

Year-end accruals for both issues and investments must be calculated.

All transactions flow to the general ledger. Financial statements by issue are generated, as well as combined for year-end statements.

***Appendix F: Audit Consolidation Diagram***

The following diagram should be used to assist with determining if the proposed general ledger account coding system will be capable of accommodating the Authority’s needs. Please use this diagram in conjunction with the following Appendix G: Chart of Accounts – Trustee Accounting Module and the Authority’s Audited Financial Statements which can be located on our website by the following link: <http://www.chefa.com/about/financials>.



***Appendix G: Chart of Accounts – Bond/Investment Module***

Each “fund” code represents the multiple funds with each Bond Issue. Each Bond Issue is an “entity” with Assets, Liabilities, Fund Balance, Revenue and Expenses. Transactions can occur as “transfers” between Funds. i.e. Excess cash can flow from the Reserve Fund to the Debt Service Fund. Each generates a separate Net Income (Loss). These financials are reported separately from the Authority’s operations, on a month to month basis, however, annually these “entities” are consolidated with operations on the Audited Financial Statements.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CHEFA** |  |  |  |  |  |
| **Chart of Accounts - Trustee Accounting Module** |
|  |  |  |  |  |  |
| GL class | Fund | Sub class |  | Bond Issue | Description |
| 0 | 00 | 80 | - | 167 | **FIXED ASSETS (this is where we book the BONDS outstanding)** |
| 0 | 00 | 90 | - | 167 | **Fixed Assets** |
| 0 | 00 | 91 | - | 167 | Restricted Surplus |
| 0 | 00 | 92 | - | 167 | **Bonds Redeemed** |
| 0 | 00 | 98 | - | 167 | BONDS PAYABLE |
| 0 | 00 | 99 | - | 167 | **Bonds Payable** |
|  |  |  |  |  |  |
| 1 | 02 | 00 | - | 167 | **CONSTRUCTION FUND (02)** |
| 1 | 02 | 01 | - | 167 | Cash |
| 1 | 02 | 15 | - | 167 | Due From Institution |
| 1 | 02 | 20 | - | 167 | Investments |
| 1 | 02 | 30 | - | 167 | Accrd Interest Receivable |
| 1 | 02 | 70 | - | 167 | Cost In Excess Of Market |
| 2 | 02 | 03 | - | 167 | Due To Institution |
| 2 | 02 | 10 | - | 167 | Accounts Payable |
| 2 | 02 | 91 | - | 167 | Due To Other Funds |
| 2 | 02 | 93 | - | 167 | Due From Other Funds |
| 3 | 02 | 01 | - | 167 | CF Fund Balance |
| 4 | 02 | 01 | - | 167 | Income From Investments |
| 4 | 02 | 03 | - | 167 | Proceeds From Sale Of Bds/Nts |
| 4 | 02 | 04 | - | 167 | Proceeds From Institution |
| 4 | 02 | 06 | - | 167 | Recovery In Market Value |
| 6 | 02 | 07 | - | 167 | Reimbursement To Institution |
| 6 | 02 | 11 | - | 167 | Decline In Market Value |
| 6 | 02 | 12 | - | 167 | Apprec/Deprec of Investments |
| 6 | 02 | 20 | - | 167 | Bond/Note Discount |
| **6** | **02** | **21** | **-** | 167 | **Construction Expense** |
| 6 | 02 | 22 | - | 167 | Architect Expense |
| 6 | 02 | 23 | - | 167 | Use A/C #5108 (9/89) |
| 6 | 02 | 24 | - | 167 | Equipment Expense |
| 6 | 02 | 25 | - | 167 | Miscellaneous Expense |
| **6** | **02** | **26** | - | 167 | **Bond/Note Issue Expense** |
| 6 | 02 | 27 | - | 167 | Retire Bonds/Mortgage |
| 8 | 02 | 01 | - | 167 | Transfers In/out |
| 8 | 02 | 02 | - | 167 | Transfer To Other Issues |
| 8 | 02 | 03 | - | 167 | Transfer To Escrow Fund |
| 8 | 02 | 04 | - | 167 | Transfers Out |
| 8 | 02 | 08 | - | 167 | Transfer From Other Issues |
|  |  |  |  |  |  |
| 1 | 04 | 00 | - | 167 | **DEBT SERVICE FUND (04)** |
| **1** | **04** | **01** | **-** | **167** | **Cash-Interest Acct** |
| **1** | **04** | **02** | **-** | **167** | **Cash-Principal Acct** |
| **1** | **04** | **15** | **-** | **167** | **Due From Institution** |
| **1** | **04** | **20** | **-** | **167** | **Investments** |
| 1 | 04 | 30 | - | 167 | Accrd Interest Receivable |
| 1 | 04 | 70 | - | 167 | Cost In Excess Of Market |
| 2 | 04 | 01 | - | 167 | Principal Payable |
| 2 | 04 | 02 | - | 167 | Interest Payable |
| 2 | 04 | 03 | - | 167 | Due To Institution |
| 2 | 04 | 91 | - | 167 | Due To Other Funds |
| 2 | 04 | 93 | - | 167 | Due From Other Funds |
| 3 | 04 | 01 | - | 167 | DSF Fund Balance |
| **4** | **04** | **01** | **-** | **167** | **Income From Investments** |
| **4** | **04** | **02** | **-** | **167** | **Rental Income** |
| 4 | 04 | 03 | - | 167 | Proceeds From Sale of Bds/Nts |
| 4 | 04 | 04 | - | 167 | Proceeds From Institution |
| 4 | 04 | 05 | - | 167 | Interest Accrued To Sale Date |
| 4 | 04 | 06 | - | 167 | Recovery In Market Value |
| **6** | **04** | **01** | **-** | **167** | **Interest Expense** |
| 6 | 04 | 02 | - | 167 | Principal Expense |
| 6 | 04 | 03 | - | 167 | Misc. Bank Fees (TBR) |
| 6 | 04 | 04 | - | 167 | Trustee Fee |
| 6 | 04 | 05 | - | 167 | CHEFA Fees |
| 6 | 04 | 07 | - | 167 | Reimbursement To Institution |
| 6 | 04 | 11 | - | 167 | Decline In Market Value |
| 6 | 04 | 12 | - | 167 | Apprec/Deprec of Investments |
| **8** | **04** | **01** | **-** | **167** | **Transfers In/Out** |
| 8 | 04 | 03 | - | 167 | Transfer To Escrow Fund |
| 8 | 04 | 04 | - | 167 | Transfers Out |
| 8 | 04 | 05 | - | 167 | Transfer to Other Issue |
| 8 | 04 | 08 | - | 167 | Transfer from Other Issue |
|  |  |  |  |  |  |
| 1 | 05 | 00 | - | 167 | **DEBT SERVICE RESERVE FUND (05)** |
| **1** | **05** | **01** | **-** | **167** | **Cash** |
| **1** | **05** | **15** | **-** | **167** | **Due From Institution** |
| **1** | **05** | **20** | **-** | **167** | **Investments** |
| 1 | 05 | 30 | - | 167 | Accrd Interest Receivable |
| 1 | 05 | 70 | - | 167 | Cost In Excess Of Market |
| 2 | 05 | 03 | - | 167 | Due To Institution |
| 2 | 05 | 91 | - | 167 | Due From Other Funds |
| 2 | 05 | 93 | - | 167 | Due To Other Funds |
| 3 | 05 | 01 | - | 167 | Fund Balance |
| **4** | **05** | **01** | **-** | **167** | **Income From Investments** |
| 4 | 05 | 03 | - | 167 | Proceeds From Sale of Bds/Nts |
| 4 | 05 | 04 | - | 167 | Proceeds From Institution |
| 4 | 05 | 06 | - | 167 | Recovery In Market Value |
| 6 | 05 | 03 | - | 167 | Misc. Bank Fees (TBR) |
| 6 | 05 | 07 | - | 167 | Reimbursement To Institution |
| 6 | 05 | 11 | - | 167 | Decline In Market Value |
| 6 | 05 | 12 | - | 167 | Apprec/Deprec of Investments |
| **8** | **05** | **01** | **-** | **167** | **Transfers In** |
| 8 | 05 | 02 | - | 167 | TRANSFER TO OTHER ISSUES |
| 8 | 05 | 03 | - | 167 | Transfer To Escrow Fund |
| 8 | 05 | 04 | - | 167 | Transfers Out |
| 8 | 05 | 08 | - | 167 | TRANSFER FROM OTHER ISSUES |
|  |  |  |  |  |  |
| 1 | 07 | 00 | - | 167 | **REDEMPTION FUND (07)** |
| 1 | 07 | 01 | - | 167 | Cash |
| 1 | 07 | 20 | - | 167 | Investments |
| 1 | 07 | 30 | - | 167 | Accrd Interest Receivable |
| 3 | 07 | 01 | - | 167 | Fund Balance |
| 4 | 07 | 01 | - | 167 | Income From Investments |
| 4 | 07 | 04 | - | 167 | Proceeds From Institution |
| 6 | 07 | 01 | - | 167 | Interest Expense |
| 6 | 07 | 02 | - | 167 | Redemption of Bonds (Face) |
| 6 | 07 | 03 | - | 167 | Miscellaneous Fees |
| 6 | 07 | 07 | - | 167 | Reimbursement To Institution |
| 6 | 07 | 09 | - | 167 | Redemption of Bonds-Gain/Loss |
| 8 | 07 | 01 | - | 167 | Transfers Out |
| 8 | 07 | 03 | - | 167 | Transfer To Escrow Fund |
| 8 | 07 | 04 | - | 167 | Transfers In |
|  |  |  |  |  |  |
| 1 | 08 | 00 | - | 167 | **ESCROW FUND (08)** |
| 1 | 08 | 01 | - | 167 | Cash |
| 1 | 08 | 20 | - | 167 | Investments |
| 1 | 08 | 30 | - | 167 | Accrd Interest Receivable |
| 1 | 08 | 70 | - | 167 | Cost In Excess of Market |
| 3 | 08 | 01 | - | 167 | Fund Balance |
| 4 | 08 | 00 | - | 167 | ESCROW FUND |
| 4 | 08 | 01 | - | 167 | Income From Investments |
| 4 | 08 | 03 | - | 167 | Proceeds Fr Sale of Bonds/NTS |
| 4 | 08 | 06 | - | 167 | Recovery In Market Value |
| 4 | 08 | 09 | - | 167 | Proceeds from Institution |
| 6 | 08 | 01 | - | 167 | Interest Expense |
| 6 | 08 | 02 | - | 167 | Principal Expense |
| 6 | 08 | 11 | - | 167 | Decline In Market Value |
| 6 | 08 | 12 | - | 167 | Apprec/Deprec Of Investments |
| 8 | 08 | 01 | - | 167 | Transfers In |
| 8 | 08 | 02 | - | 167 | Transfers To Other Issues |
| 8 | 08 | 08 | - | 167 | Transfers From Other Issues |
| 8 | 08 | 09 | - | 167 | Transfers Out |
|  |  |  |  |  |  |
| 1 | 09 | 00 | - | 167 | **REBATE FUND** |
| 1 | 09 | 01 | - | 167 | Cash |
| 1 | 09 | 15 | - | 167 | Due from Institution |
| 1 | 09 | 20 | - | 167 | Investments |
| 1 | 09 | 30 | - | 167 | Accrued Interest Receivable |
| 1 | 09 | 70 | - | 167 | Cost in Excess of Market |
| 2 | 09 | 03 | - | 167 | Due to Institutions |
| 2 | 09 | 91 | - | 167 | Due from Other Funds |
| 2 | 09 | 93 | - | 167 | Due to Other Funds |
| 3 | 09 | 01 | - | 167 | Fund Balance |
| 4 | 09 | 00 | - | 167 | REBATE FUND |
| 4 | 09 | 01 | - | 167 | Income from Investments |
| 4 | 09 | 03 | - | 167 | Proceeds From Sale of Bds/Nts |
| 4 | 09 | 04 | - | 167 | Proceeds from Institution |
| 4 | 09 | 06 | - | 167 | Recovery and Market Value |
| 6 | 09 | 03 | - | 167 | Misc. Bank Fees (TBR) |
| 6 | 09 | 06 | - | 167 | Arbitrage Rebate |
| 6 | 09 | 07 | - | 167 | Reimbursement to Institution |
| 6 | 09 | 11 | - | 167 | Decline in Market Value |
| 6 | 09 | 12 | - | 167 | Appre/Deprec of Investments |
| 8 | 09 | 01 | - | 167 | Transfer in |
| 8 | 09 | 03 | - | 167 | Transfer to Escrow Fund |
| 8 | 09 | 09 | - | 167 | Transfers Out |
|  |  |  |  |  |  |
| 1 | 10 | 00 | - | 167 | **REVENUE FUND** |
| 1 | 10 | 01 | - | 167 | Cash |
| 1 | 10 | 20 | - | 167 | Investments |
| 4 | 10 | 01 | - | 167 | Income From Investments |
| 6 | 10 | 01 | - | 167 | Interest Expense |
| 6 | 10 | 02 | - | 167 | Principal Expense |
| 1 | 11 | 00 | - | 167 | Fund Balance |
| 1 | 11 | 01 | - | 167 | #NAME? |
| 1 | 11 | 15 | - | 167 | #NAME? |
| 1 | 11 | 20 | - | 167 | #NAME? |
| 1 | 11 | 30 | - | 167 | #NAME? |
| 2 | 11 | 03 | - | 167 | #NAME? |
| 2 | 11 | 91 | - | 167 | #NAME? |
| 2 | 11 | 93 | - | 167 | #NAME? |
| 4 | 11 | 01 | - | 167 | #NAME? |
| 4 | 11 | 02 | - | 167 | #NAME? |
| 4 | 11 | 04 | - | 167 | #NAME? |
| 6 | 11 | 07 | - | 167 | #NAME? |
| 8 | 11 | 01 | - | 167 | #NAME? |
| 8 | 11 | 09 | - | 167 | #NAME? |
|  |  |  |  |  |  |
| 1 | 12 | 00 | - | 167 | **WORKING CAPITAL FUND (12)** |
| 1 | 12 | 01 | - | 167 | Cash-Work Cap Reserve |
| 1 | 12 | 05 | - | 167 | Cash-Work Cap Itl/Proceeds |
| 1 | 12 | 06 | - | 167 | Cash-Work Cap Itl/Institution |
| 1 | 12 | 07 | - | 167 | Cash-Work Cap Itl/Loan Sub |
| 1 | 12 | 15 | - | 167 | Due from Institution |
| 1 | 12 | 20 | - | 167 | Investments |
| 1 | 12 | 30 | - | 167 | Accrd Interest Receivable |
| 1 | 12 | 70 | - | 167 | Cost In Excess of Market |
| 2 | 12 | 03 | - | 167 | Due to Institution |
| 2 | 12 | 91 | - | 167 | Due to Other Funds |
| 2 | 12 | 93 | - | 167 | Due from Other Funds |
| 3 | 12 | 01 | - | 167 | Fund Balance |
| 4 | 12 | 00 | - | 167 | WORKING CAPITAL FUND |
| 4 | 12 | 01 | - | 167 | Income from Investments |
| 4 | 12 | 04 | - | 167 | Proceeds from Institution |
| 6 | 12 | 07 | - | 167 | Reimbursement to Institution |
| 8 | 12 | 01 | - | 167 | Transfer In |
| 8 | 12 | 02 | - | 167 | Transfer To/From Other Issue |
| 8 | 12 | 09 | - | 167 | Transfer Out |
|  |  |  |  |  |  |
| 1 | 13 | 00 | - | 167 | **RENEWAL & REPLACEMENT FUND (13)** |
| 1 | 13 | 01 | - | 167 | Cash |
| 1 | 13 | 15 | - | 167 | Due from Institution |
| 1 | 13 | 20 | - | 167 | Investments |
| 1 | 13 | 30 | - | 167 | Accrd Interest Receivable |
| 1 | 13 | 70 | - | 167 | Cost in Excess of Market |
| 2 | 13 | 03 | - | 167 | Due to Institution |
| 2 | 13 | 91 | - | 167 | Due to Other Funds |
| 2 | 13 | 93 | - | 167 | Due from Other funds |
| 3 | 13 | 01 | - | 167 | Fund Balance |
| 4 | 13 | 01 | - | 167 | Income from Investments |
| 4 | 13 | 04 | - | 167 | Proceeds from Institution |
| 6 | 13 | 07 | - | 167 | Reimbursement to Institution |
| 8 | 13 | 01 | - | 167 | Transfer In |
| 8 | 13 | 09 | - | 167 | Transfer Out |
|  |  |  |  |  |  |
| 1 | 14 | 00 | - | 167 | **LOAN RESERVE FUND (14)** |
| 1 | 14 | 01 | - | 167 | Cash-Loan Reserve |
| 1 | 14 | 02 | - | 167 | Cash-Loan Payment |
| 1 | 14 | 15 | - | 167 | Due from Institution |
| 1 | 14 | 20 | - | 167 | Investments |
| 1 | 14 | 30 | - | 167 | Accrd Interest Receivable |
| 1 | 14 | 70 | - | 167 | Cost in Excess of Market |
| 2 | 14 | 03 | - | 167 | Due to Institution |
| 2 | 14 | 91 | - | 167 | Due to Other Funds |
| 2 | 14 | 93 | - | 167 | Due from Other Funds |
| 3 | 14 | 01 | - | 167 | Fund Balance |
| 4 | 14 | 01 | - | 167 | Income from Investments |
| 4 | 14 | 02 | - | 167 | Rental Income |
| 4 | 14 | 03 | - | 167 | Proceeds from Institution |
| 6 | 14 | 07 | - | 167 | Reimbursement to Institution |
| 8 | 14 | 01 | - | 167 | Transfer In |
| 8 | 14 | 09 | - | 167 | Transfer Out |
|  |  |  |  |  |  |
| 1 | 15 | 00 | - | 167 | **SPECIAL CAPITAL RESERVE FUND** |
| 1 | 15 | 01 | - | 167 | Cash |
| 1 | 15 | 15 | - | 167 | Due from Institution |
| 1 | 15 | 20 | - | 167 | Investments |
| 1 | 15 | 30 | - | 167 | Accrd Interest Receivable |
| 1 | 15 | 70 | - | 167 | Cost in Excess of Market |
| 2 | 15 | 91 | - | 167 | Due to Other Funds |
| 2 | 15 | 93 | - | 167 | Due from Other Funds |
| 3 | 15 | 01 | - | 167 | Fund Balance |
| 4 | 15 | 01 | - | 167 | Income from Investments |
| 4 | 15 | 03 | - | 167 | Proceeds from Sale of Bds/Nts |
| 4 | 15 | 04 | - | 167 | Proceeds from Institution |
| 6 | 15 | 07 | - | 167 | Reimbursement to Institution |
| 8 | 15 | 01 | - | 167 | Transfer In |
| 8 | 15 | 03 | - | 167 | Transfer to Escrow Fund |
| 8 | 15 | 08 | - | 167 | Transfer From Other Issue |
| 8 | 15 | 09 | - | 167 | Transfer Out |