

MEETING DATE:

08/22/2011

AGENDA ITEM:

Authorization to Award an Agreement to Tyler Technologies for the Purchase and Implementation of a New Financial System and Authorization for Associated Project Costs

ATTACHMENTS

- | | |
|--------------------------------------|---------|
| A. Demo Script | 1 - 15 |
| B. Tyler Technologies Client Listing | 16 - 16 |

City of Culver City
RFP #1471 - ERP Replacement
Vendor One Day Demonstration Schedule

Topic	Page	Time	Duration
A. Introductions and Overview	2	8:00	1:15 hr
B. General Ledger	4	9:15	0:45 min
BREAK		10:00	0:15 min
C. Budget	6	10:15	0:45 min
D. Purchasing	7	11:00	1:15 hr
LUNCH PROVIDED		12:15	0:30 min
E. Accounts Payable	9	12:45	0:45 min
F. Accounts Rec and Cash Receipting	10	1:30	0:45 min
BREAK		2:15	0:15 min
G. Human Resources	11	2:30	1:15 hr
H. Time Entry	13	3:45	0:30 min
BREAK		4:15	0:15 min
I. Payroll	14	4:30	1:00 hr
WRAP UP		5:30	

A. Introductions and Overview - 1 hour 15 minutes

Topic	Task	Notes
A1: Introductions	☐ Introduce yourselves and talk about your backgrounds	
A2: Technology Overview	☐ Discuss your technology platform and requirements	
A3: Hardware Overview	☐ Assuming Culver City hosting, discuss hardware configuration	
A4: Software Overview	☐ Identify the software versions you are currently supporting ☐ Describe your strategy for software upgrades/releases ☐ Explain how you ensure your software remains in compliance with federal and state regulations ☐ Describe your upgrade process, i.e.: do we need to go through a compile process? ☐ Identify older programming languages, such as COBOL, that are used by your solution. Discuss the risk factors and any future plans for rewrites related to these programs ☐ Explain all third-party software you are proposing	
A5: User Security Setup	☐ Demonstrate the standard user security roles that are available "out of the box" ☐ Demonstrate setting up a new user security role ☐ Demonstrate setting up a new user id and assigning it to a user role ☐ Demonstrate setting up a new user id and assigning it to multiple user roles	
A6: System Navigation	☐ Demonstrate navigating through the system	
A7: Report Generation	☐ Discuss and demonstrate the different report writing capabilities of the system ☐ Discuss how processing queues are prioritized (i.e.: give payroll the highest priority)	
A8: Workflow	☐ Demonstrate "out of the box" workflows ☐ Demonstrate the process for creating custom workflows ☐ Demonstrate the process for creating and using electronic signatures	

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A. Introductions and Overview - 1 hour 15 minutes (continued)

Topic	Task	Notes
A9: Dashboard	☐ Demonstrate "out of the box" dashboards ☐ Demonstrate the process for creating custom dashboards ☐ Demonstrate the process for assigning different dashboards to different user roles	

B. General Ledger - 45 minutes

Topic	Task	Notes
B1: Fund Setup	☐ Demonstrate setting up new funds. The current JDE naming convention is: 101 = General Fund 203 = Municipal Bus Fund 414 = Grants Operating Fund 423 = Grants Capital Fund	
B2: Business Unit Setup	☐ Demonstrate setting up new business units. The current JDE naming convention is: 10114100 = Finance Admin 10114200 = General Accounting 10114500 = Purchasing 10115100 = General Revenue 20368100 = Municipal Bus Admin 20368300 = Municipal Bus Operations 20368800 = AQMD Grant 41461200 = Bikeways Grant	
B3: Department Setup	☐ Demonstrate assigning departments to business units. Some current JDE departments are: Bus Finance IT Police Fire	
B4: Division Setup	☐ Demonstrate assigning new divisions to business units. The current JDE naming convention is: 14100 = Finance Admin 14200 = General Accounting 14500 = Purchasing 15100 = General Revenue 61200 = Bikeways Grant 68100 = Municipal Bus Admin 68300 = Municipal Bus Operations 68800 = AQMD Grant	
B5: Balance Sheet Account Setup	☐ Demonstrate setting up new balance sheet accounts at the fund level. The current JDE account structure is: 101000 = Current Assets 160000 = Non Current Assets 200000 = Liab, Equity & Fund Balance 201000 = Liabilities 250000 = Equity & Other Credits	

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B. General Ledger - 45 minutes (continued)

Topic	Task	Notes
B6: Income Statement Account Setup	☐ Demonstrate setting up new income statement accounts at the business unit level. The current JDE account structure is: 300000 = Revenue 305000 = Operating Revenue 380000 = Non-Operating Revenue 390000 = Other Financing Sources 400000 = Expenditures 410000 = Personnel Services 510000 = Operating Expenses 680000 = Non-Operating Expenses 700000 = Capital Outlay 800000 = Debt Service 900000 = Other 950000 = Operating Transfers 953000 = Other Fin Use - LT Debt	
B7: Accounting Periods	☐ Demonstrate how accounting periods are defined and how data entry is restricted to appropriate periods	
B8: Journal Entry	☐ Demonstrate the process for inputting a standard journal entry ☐ Demonstrate the process for inputting a reversing journal entry that automatically reverses the entry on the first day of the next month ☐ Demonstrate the process for inputting an allocation journal entry that allocates a charge on a percentage basis across many business units ☐ Demonstrate setting up a workflow process that will automatically route a journal entry to management for approval and then to a document library if approved or back to the accountant if rejected ☐ Enter a journal entry and demonstrate the workflow process that was just setup	
B9: Inquiry/Reporting	☐ Demonstrate the process for running a trial balance and drilling down to the associated detail transactions ☐ Demonstrate the process for creating and running an ad hoc report to identify year-to-date revenues by business unit and account ☐ Demonstrate the process for creating and running an ad hoc report to identify year-to-date revenues by account and business unit ☐ Demonstrate the process for creating the CAFR	

C. Budget - 45 minutes

Topic	Task	Notes
C1: Budget Overview	☐ Discuss the budget application and how it interfaces with the general ledger, human resources, purchasing and accounts payable applications	
C2: Budget Creation	☐ Demonstrate the process(es) for creating proposed budgets ☐ Demonstrate the process(es) for departmental review and update to the proposed budget ☐ Demonstrate the process(es) for version control of different versions of the budget ☐ Demonstrate the process(es) for creating the adopted budget and presentation package for Council	
C3: Budget Amendments	☐ Discuss the system process for controlling changes to the budgets after the budget has been finalized. Also talk about how workflow can be used to automate the amendment process	
C4: Position Budgets	☐ Demonstrate the process(es) for creating position budgets. Discuss how salary and benefits are incorporated into calculating the budget ☐ Demonstrate the process for rolling position budgets to the next fiscal year ☐ Demonstrate the process for performing "what if" analysis with position budgets, based upon scheduled step increases, estimated PERS contribution change, etc.	

D. Purchasing - 1 hour 15 minutes

Topic	Task	Notes
D1: Vendor Setup	☐ Provide an overview of the vendor master ☐ Demonstrate how a vendor can be related to a customer ☐ Demonstrate how a vendor can be inactivated from future entry ☐ Demonstrate how a vendor can be linked to a parent ☐ Demonstrate how a vendor can have multiple contact addresses, such as for mailing, remittance and physical locations ☐ Demonstrate where a vendor email address is entered ☐ Demonstrate how a vendor is flagged for 1099's ☐ Demonstrate where a vendor's tax id is entered ☐ Discuss what tools are in place to prevent entering duplicate vendors ☐ Run a vendor master listing for all vendors added within the last 5 days and export to Excel. Include the following: - Vendor Name - Vendor Remittance Address 1099 eligible - Entered By User ID - Entered Date	
D2: Encumbrances	☐ Discuss and demonstrate how the encumbrance process works in conjunction with the budget, purchasing, general ledger and accounts payable applications ☐ Discuss and demonstrate how sales tax is handled in the encumbrance process	
D3: Budget Checking	☐ Discuss and demonstrate how budget checking works in conjunction with the budget application, purchasing application, and general ledger application ☐ Demonstrate how to look up the available budget prior to submitting a new requisition	

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D. Purchasing - 1 hour 15 minutes (continued)

Topic	Task	Notes
D4: Requisition Workflow	☐ Demonstrate setting up a workflow for supplies purchases that are less than \$10,000 and require a departmental manager approval and a purchasing agent approval ☐ Demonstrate setting up a workflow for major contracts greater than \$30,000 which require departmental manager approval, legal department approval, and purchasing agent approval ☐ Demonstrate setting up temporary delegation for an approver who is going on vacation for a week	
D5: Requisitions	☐ Discuss how the system differentiates between different types of requisitions ☐ Demonstrate entering a requisition ☐ Demonstrate adding standard text to requisitions	
D6: Bid and Quote Management	☐ Discuss and demonstrate the system tools that are available to assist a purchasing agent with managing bids and quotes. Include items such as vendor qualification database, product database cross referenced to vendors, vendor notification, bid and quote tracking, etc.	
D7: Purchase Orders	☐ Demonstrate turning a requisition into a purchase order ☐ Demonstrate electronically sending the purchase order to the vendor ☐ Demonstrate adding a new line to the purchase order ☐ Demonstrate closing a line of a purchase order ☐ Discuss and demonstrate the year end process for encumbrances and purchase orders (auto-closing purchase orders, roll-forward purchase orders, etc.)	

E. Accounts Payable - 45 minutes

Topic	Task	Notes
E1: Invoice Processing	☐ Demonstrate the process for entering a warrant with sales tax directly into accounts payable. Include a discussion on how budget checking works for warrants entered directly through accounts payable ☐ Demonstrate the process for matching a partial invoice to a purchase order ☐ Demonstrate the process for the accounts payable user to manually add charges, such as freight, when matching invoices to purchase orders ☐ Demonstrate the process for the accounts payable user to close a remaining balance on a purchase order during accounts payable entry ☐ Demonstrate the process for importing electronic invoices	
E2: Payment Processing	☐ Discuss and demonstrate how multiple bank accounts can be used during payment processing ☐ Discuss and demonstrate how signatures are incorporated into the checks. Culver City requires two signatures on all checks ☐ Demonstrate the process for a weekly check run ☐ Demonstrate the process for ACH payments, from setup of the vendor bank account information, to creating the ACH payment file, to notifying the vendor that a payment has been made, to voiding an ACH payment due to an invalid account number ☐ Demonstrate the process for transmitting positive pay to the bank	
E3: 1099 Processing	☐ Demonstrate the process for creating, validating and transmitting 1099 information	
E4: Vendor Self Service	☐ Demonstrate setting up and using vendor self service to update company information, including W-9 tax information ☐ Demonstrate using vendor self service to e-register to receive bids based upon commodity codes ☐ Demonstrate using vendor self service to check upon the status of submitted bids ☐ Demonstrate using vendor self service to check upon the status of submitted invoices	

F. Accounts Receivable/Cash Receipting - 45 minutes

Topic	Task	Notes
F1: Customer Setup	☐ Provide an overview of the customer master ☐ Demonstrate how a customer can be related to a vendor ☐ Demonstrate how a customer can be inactivated for future entry ☐ Demonstrate how a customer can be linked to a parent ☐ Demonstrate how a customer can have multiple contact addresses, such as for mailing and physical location ☐ Demonstrate how a customer can be associated with a parcel number ☐ Discuss what tools are in place to prevent entering duplicate customers	
F2: Billing	☐ Demonstrate the process for creating a customer invoice, posting the invoice, and emailing the invoice to the customer ☐ Demonstrate the process for assessing late fees, penalties, and interest ☐ Demonstrate the process for writing off invoices ☐ Demonstrate the process for creating recurring invoice templates ☐ Run a detailed aging report and discuss how it can be run as of a specific date and can be reconciled to the general ledger	
F3: Receipting	☐ Demonstrate the process for applying a cash payment to an invoice ☐ Demonstrate the process for lockbox processing ☐ Demonstrate the process for voiding a payment ☐ Demonstrate the process for accepting a payment with multiple payment types, such as cash and credit ☐ Discuss customer self service and on-line payment capabilities ☐ Demonstrate the process for closing out a register and posting receipts	

G. Human Resources - 1 hour 15 minutes

Topic	Task	Notes
G1: Salary Table Setup	☐ Demonstrate setting up a salary table with 5 pay steps for each pay grade	
G2: Position Setup	☐ Demonstrate the process for setting up positions ☐ Run a report that identifies full time equivalents by department	
G3: Medical Plan Setup	☐ Demonstrate setting up medical plans for: Kaiser - Emp Premium = \$ 434 Kaiser - Emp + 1 Premium = \$ 868 Kaiser - Emp + Family Premium = \$ 1,128 PERS Choice - Emp Premium = \$ 496 PERS Choice - Emp + 1 Premium = \$ 992 PERS Choice - Emp + Fam Prem = \$ 1,290 PORAC - Emp Premium = \$ 527 PORAC - Emp + 1 Premium = \$ 987 PORAC - Emp + Fam Premium = \$ 1,254	
G4: Dental Plan Setup	☐ Demonstrate setting up dental plans for: Delta Dental PPO Premium = \$ 30 Delta Dental HMO Premium = \$ 75 Delta Dental PPO w/ Ortho Prem = \$ 95	
G5: Flex Spending Account Setup	☐ Demonstrate setting up flexible spending accounts for: Police Hired Pre-1/1/10 Employee = \$ 610 Emp + 1 = \$ 1,045 Emp + Fam = \$ 1,300 Hired Post-1/1/10 Employee = \$ 470 Emp + 1 = \$ 875 Emp + Fam = \$ 1,120 Other Bargaining Groups Hired Pre-1/1/11 Employee = \$ 475 Emp + 1 = \$ 890 Emp + Fam = \$ 1,135 Hired Post-1/1/11 Employee = \$ 450 Emp + 1 = \$ 845 Emp + Fam = \$ 1,080	
G6: Leave Requests	☐ Demonstrate the process for requesting leave and ensuring that an employee has enough leave time in the bank ☐ Demonstrate how a manager can monitor their employee's leave time	
G7: Applicant Tracking	☐ Demonstrate the process for applicant tracking	

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G. Human Resources - 1 hour 15 minutes (continued)

Topic	Task	Notes
G8: Personnel Action	☐ Discuss the personnel action process flow ☐ Demonstrate creating a personnel action to hire a new employee, showing how it interfaces with applicant tracking and the employee master record ☐ Demonstrate creating a personnel action for an employee who will begin acting pay on the beginning day of a pay period and end acting pay on the last day of the next pay period ☐ Demonstrate saving the personnel action in the document management system	
G9: Performance Evaluations	☐ Demonstrate the process for performance evaluations	
G10: Training/Testing/Etc.	☐ Demonstrate the process for tracking required training classes, such as sexual harassment and ethics. ☐ Run a report that shows active employees who have completed drug testing, when they completed it, and when it needs to be taken again	

H. Time Entry - 30 minutes

Topic	Task	Notes
H1: Timecard Entry	☐ Discuss how the system handles multiple work schedules for 9 days/80 hours, 5 days/40 hours, 4 days /10 hours, 56 hour week, 3 days/12.5 hours, 3 days/12.5 hours + 8 hours every other week ☐ Discuss how FLSA rules apply to the multiple work schedules ☐ Demonstrate how default schedules can be used during time entry ☐ Demonstrate how drop down lists, such as business units, departments, and allocation codes, are customized and used during time entry ☐ Assuming a biweekly pay cycle, demonstrate time entry for a 9/80 scheduled employee who worked eight 9-hour days, one 4-hour 15-minute day, and had 3 hours and 45 minutes of sick time ☐ Assuming a biweekly pay cycle, demonstrate how OT is calculated for a 9/80 scheduled hourly, non-exempt employee who worked seven 9-hour days, one 14-hour day and had one 8-hour vacation day ☐ Demonstrate how to enter a uniform allowance of \$20 that was mistakenly omitted from a prior pay period ☐ Demonstrate time entry using employee self service to enter time ☐ Discuss the system capability for interfacing to time clocks. Talk about business partner relationships already in place and different types of time clocks that can be used ☐ Discuss your experience with hooking up a Telestaff interface to the timekeeping system. Include in the discussion how many clients are already using a Telestaff interface.	

I. Payroll - 1 hour

Topic	Task	Notes
I1: Payroll Taxes	☐ Discuss how the system is maintained to stay current with federal, state, and local tax requirements ☐ Demonstrate how the system handles quarterly and annual tax returns	
IJ2: Payroll Deductions	☐ Provide an overview of how the system supports payroll deductions at the employee level, job type level, bargaining group level, etc.. ☐ Demonstrate how pay periods are defined and how a pay period can be set as deduction-free.	
I3: Payroll Processing	☐ Demonstrate the steps involved in processing a biweekly payroll ☐ Demonstrate how payroll interfaces with accounts payable to create vouchers for payroll liabilities, such as medical and garnishments	
I4: Payment Processing	☐ Demonstrate the process for printing payroll checks ☐ Discuss the process for creating and transmitting the auto-deposit file ☐ Demonstrate the process for assigning new signatures to payroll checks ☐ Demonstrate the process for creating custom check stubs and direct deposit statements ☐ Demonstrate the process for running a payroll register for the current payroll and for year-to-date	
I5: CalPERS Processing	☐ Discuss your experience with CalPERS ☐ Discuss how the CalPERS rules are setup in the system ☐ Demonstrate how the electronic file is currently created by the system ☐ Discuss how the electronic file will be created for the new CalPERS system	
I6: W2 Processing	☐ Demonstrate how the system creates W2's and the associated text file ☐ Demonstrate how the system prints and sorts W2's	

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I. Payroll - 1 hour (continued)

Topic	Task	Notes
17 Employee Self Service	☐ Demonstrate setting up and using employee self service to view pay stubs ☐ Demonstrate using employee self service to change personal information, such as mailing address ☐ Demonstrate using employee self service to enroll in cafeteria benefit plans ☐ Demonstrate using employee self service to change deferred comp contributions ☐ Demonstrate using employee self service to view W2's for current employees and ex-employees ☐ Demonstrate using employee self service to see leave bank hours ☐ Demonstrate using employee self service to submit a time off leave request	

Attachment B – Partial Tyler Technology Client List

California Clients	Selections Outside of California Since May 2010
City of Citrus Heights City of Chino City of Covina City of El Centro City of Encinitas City of Farmersville City of La Mirada City of Lakewood City of Martinez City of Monrovia City of Palmdale City of Redondo Beach City of Richmond City of Rocklin City of San Carlos City of San Marcos City of San Mateo City of Taft City of Ukiah City of Victorville City of Vista City of Wasco Clovis Unified School District Contra Costa County Office of Education Delta Diablo Sanitation District El Monte School District Encina Wastewater Authority Mendocino County Panama – Buena Vista Union School District Petaluma City School District Saddleback Valley Unified School District San Joaquin Delta Comm. College District San Jose Unified School District Town of Danville Victorville Water District	City of Alpharetta, GA City of Annapolis, MD City of Bloomington, IL City of Evansville, IN City of Huntsville, TX City of Madison, WI City of Mequon, WI City of Miramar, FL City of Roswell, GA City of Sandy Springs, GA City of Sanibel, FL City of Smyrna, GA City of Texas City, TX City of Waukesha, WI Columbia County, NY County of Fluvanna, VA County of Prince George, VA County of Putnam, NY Eddy County, NM Florence, SC Greenwood County, SC Grove City, OH Mason County, WA Missouri City, TX McLennan County, TX Palm Beach Gardens, FL Plant City, FL Putnam County, NY South Whitehall Township, PA St. Louis County, MO State College Borough, PA Sussex County, DE Vanderburgh County, IN Winnebago County, WI