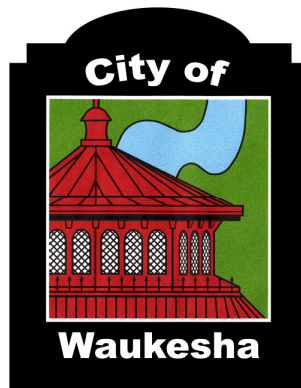


Financial and Tax System

(FTS)

REQUEST FOR INFORMATION

March 25, 2010



CITY OF WAUKESHA

CITY HALL – 201 DELAFIELD STREET

WAUKESHA, WI 53188-3606

PHONE 262-524-3565

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Equal Opportunity/Affirmative Action Employer



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I. DESCRIPTION OF REQUEST FOR INFORMATION (RFI)

Overview: The City of Waukesha, Wisconsin (City) is planning for a new Financial and Tax Management System (**FTMS**) for 2011 and is requesting information for the acquisition and installation of a commercially available system.

Responses to this RFI can be for either the Financial System, or a Tax system, or both should they be integrated as part of a more comprehensive software suite solution you may offer.

- A. Services Requested. The City of Waukesha, Wisconsin is requesting pricing and technical information to be used for budgeting, acquisition and installation of a commercially available, **FTMS** solution:
- **Replacement of the current Financial System that includes:**
 - Interface to HRIS (Kronos -Time Management, Ultimate -Payroll)
 - Ability to accept various data imports for special assessments
 - Ability to import MS Excel files
 - Ability to accept data files from Financial Institutions and Mortgage Companies
 - Browser based (preferred)
 - Installation of software at the City as required to utilize the system
 - Training of City staff on the system (Train the trainer preferred)
 - Support to implement the system at the City
 - Ongoing maintenance and support of the system
 - **Replacement of the Current Tax System that includes:**
 - This system can be a component within a proposed Financial system, or can be separate from financials, but it must be interfaced to what ever financials the City purchases
 - Wisconsin TAX law specific
 - Browser based access (preferred)
 - Ability to easily add new special assessments
 - Ability to accept various data imports for special assessments
 - Ability to accept data files from Financial Institutions and Mortgage Companies
 - Ability to accept data files and import directly into the tax system
 - Ability to receive online payment data and import payments direct into tax billing system for specific properties
- B. Right to Extend or Change Vendors. The City reserves the right to use no vendors, another or additional vendors with special expertise for any subsequent module or update to the system at the discretion of the City. All detailed information needs are outlined in the RFI.
- C. No Compensation for Proposals. A proposal submitted as a result of this request for proposal will be considered a marketing investment on the part of the respondent. No respondent will be compensated for the proposal.

- D. Proprietary Information. The City will maintain the proposal as proprietary and confidential information before proposal opening. Thereafter, the proposal shall be kept confidential to the extent permitted by the public record laws of the State of Wisconsin.

II. TIME SCHEDULE

- A. Timetable for Selection. The City of Waukesha, Wisconsin intends to use the following timetable in regards to RFI review:

EVENT TIMEFRAME:

Deadline for receipt of RFI materials	Thursday, April 29, 2010
Review Period	Through May 20, 2010
Budgeting / presentation of the project	Through, December , 2010
RFP release (upon budget approval)	January, 2011

- B. Selection Review. (RFP only) A Selection Committee will evaluate the RFP, proposals and vendor(s) and make recommendations to the Information Technology Advisory Committee (ITAC). The Selection Committee will consist of personnel from the various City departments and the Information Technology Department.

III. INSTRUCTIONS TO THE VENDORS

- A. Contact Person. All RFI proposals must be sent to the attention of:

City of Waukesha
Attention: Derek Knox
Information Technology Department
201 Delafield Street
Waukesha, WI 53188
(262) 524-3565

Upon receipt of this Request for Proposal, any questions or comments should be directed to Derek Knox; either by telephone (262 524-3565) or email (DKnox@ci.waukesha.wi.us).

IV. GENERAL INFORMATION CONCERNING THE CITY AND FTMS PROJECT

- A. **City:** The City of Waukesha is part of the highly industrialized, urban area in the southeastern part of Wisconsin, covering 20 square miles and located approximately 15 miles from Milwaukee. The City is planning to implement a new **FTMS** system in 2011 to replace (or upgrade) the current Financial and Tax system with State of the art technology and features. RFI information will be used for budgeting purposes and vendors responding to this RFI will be placed on an RFP contact list and guaranteed to receive the RFP for this project when it is released in 2011. Final selection of a vendor offering is expected after the final

RFP is released, and a selection committee has gone through all responses. Expectations are that this will be the first quarter of 2011 with implementation to be completed in the 2011 – 2012 calendar year.

- B. **Population, employees and general budget:** Current census estimate is 67,000. The City's average operating budget is (2008-2010) \$115 million. The City employs over 575 employees, approximately 350 seasonal /part time employees and is composed of 20 departments.
- C. **Current Financial System:** JD Edwards.Worldvision version 7.3, running on an i series (5.4) AS400, running DB2. Platform preference of your solution should be noted in your information. PC or AS400 platforms are acceptable pending the solution. The concurrent licensing for JDE Financials is fifty (50)
- C. **The Current TAX system** is written in RPG and COBAL (custom) running on iSeries (5.4) AS400, running DB2. Specifications of our current tax system are attached to this RFI for review. PC or AS400 platforms are acceptable pending the solution. The Waukesha tax system must be written to Wisconsin tax law. The tax system does not necessarily, as stated prior, need to be part of a Financials system, but it must interface with what ever solution is eventually selected.

Current licensing for the tax system is unlimited, we would expect licensing to be roughly Twenty (20) concurrent, for the tax system.

- E. **Current Information Technology Environment:**
- Application Systems are predominantly purchased packages with information integration achieved through custom Application Programming Interfaces (API).
 - Technical Infrastructure consists of various platforms, operating systems, and database management systems: AS/400, Intel Server Network and PC Workstations. Mid-range server operating systems are OS/400, Netware OES, Windows 2000, 2003 and Linux (Suse and Redhat). Workstation operating system is Windows XP. Database management systems are DB2, Oracle 8 or above, SQL 2005/2007, MS Access and other proprietary database management systems.
 - Infrastructure connections to outlying city owned buildings consist of single mode fiber connections running at speeds of 1 Gb or 10 Gb. Internal switch / building connections to PCs consist of 100 Mb or 1 Gb connections.
 - Servers are connected to and boot from SAN. Multiple LAN connections are typically set up for communications at speeds of 1 Gb or 10 Gb, pending application requirements. Servers(s) for this project would be located centrally at Waukesha City Hall.
 - The City prefers solutions to be able to run in a VM Ware environment, should your solution not run in this type of environment, please state clearly that it does not.
 - The City currently has an Open Source Content Management System. The Open Source system being used is Alfresco, we are utilizing LifeRay (Open Source) for the presentation layer.

F. **General FTMS needs:**

The City of Waukesha seeks a single, integrated system that seamlessly combines the following required applications:

- FINANCIAL MANAGEMENT
 - General Ledger
 - Report Writer
 - Accounts Payable
 - Cash Receipts
 - Budgeting
 - Payroll
 - Municipal Court
 - Purchasing Management
 - Fixed Asset Management
 - Bank Reconciliation

- Utility Management
- Water/Sewer/Refuse Billing
- Service Order Management

- Document Imaging
- Integrated Credit Card Processing
- Cash-Register Interface

The following Modules are desired by the City but not required – If not available specify if interface with other vendor products is available

- GASB 34 Reporting
- Grant Management
- Project Management
- Human Resources
- Electronic Time Sheet Entry
- Secure Signatures