

**Appendix A
Request for Proposal Submission Format**

The Undersigned proposes to Supply the Following Product or Service as Set out in the Enclosed Proposal at the pricing as Set out As follows:

Stage 1 Required Modules	# of Users	Licence Fee	# of Years Conversion	Conversion Cost	Setup/Training Cost	Total Cost
General Ledger and Financial Reporting						
Account Payable						
Accounts Receivable						
Budgeting - 1 year						
Utility Billing						
Ebilling - Utilities - New						
Cash Management						
Property Taxation						
Ebilling - Taxation - New						
Electronic Homeowner Grant						
Pre-Authorized Payment Program						
Business Licenses						
System Security						
Building Permits						
Payroll						
Online Customer Portal						
Total						

Stage 2 Optional Modules	# of Users	Licence Fee	# of Years Conversion	Conversion Cost	Setup/Training Cost	Total Cost
Permitting & Inspections			n/a			
Municipal Ticketing			n/a			

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Work Order Management			n/a			
Purchase Orders			n/a			
Multi-Year Budget 1 - 10 years			n/a			
Human Resources			n/a			
Asset Management/Accounting Amortization			n/a			
Interfaces / Integrations			n/a			
Total Optional						

Module Integrations	
- Active Net to GL	Y/N
- Nortek Building Reporter to BP Module	Y/N
- Integration w ESRI - Tax, Utilities, Building Permits, Licenses	Y/N
- Other (please list)	
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Maintenance Fee Go Live Year _____ (provide details by module if required)

Maintenance Fee Year 2 - 5(after go live) _____ (provide details by module if required)

License Fees If software license is sold in bundles please provide detailed pricing on purchase of additional bundles.

RFP Ref. No. 2015-002 Date: _____

Signature of Proponent's Authorized Signatory

Name & Title of Person Above (please print)