Attachment D Functional Requirements

Proposer:

COLUMBIA COUNTY SCALE HOUSE FUNCTIONAL REQUIREMENTS

Instructions: Proposers must use one code only per requirement. The following answer key must be used when responding to the requirement.

Y = Yes - The application as delivered or with minimal configuration (under 4 hours) can support requirement with no change to source code

YC = Yes, With Added Cost – The application can be configured to support the business requirement without source code changes. The level of effort should be described in the comments section, e.g. minor (under 8 hours), moderate (less than 16 hours), or large (less than 24 hours)

TP = Yes, With Third-Party Integration – The business requirement can be achieved with a third party or company product. The recommended company and product name(s) should be described in the comments section and participate in the demo to show functionality.

N = No - The business requirement cannot be reasonably achieved with the solution, e.g. not available, requires custom code or extensive configuration.

Proposer's Functionality Section available at end of this file. Use to indicate other system functionality that could benefit the County's Scale House goals. Also, use if the requirement description does not completely reflect the capacity of Proposer's solution, code "N" and in Comments column indicate that a more precise description of system functionality has been added to the Proposer's Functionality Section.

* NOTE: ATTACHMENT Functional Requirements is password protected to prevent changes to the RFP's functional requirements list.

Item	Process	Requirement Description	Code	Module/System	Comments
Technology and Security					
1	User Security	Ability to define and set up groups of users with similar settings, as well as ability to setup individual rights for both staff and customers, or a combination. Ability to allow Personally Identifiable Information to be starred out for certain levels of users.			
2	Approval - Void	The system should require approval for voided transactions with appropriate documentation.			
3	Approval - Rates	The system should require supervisor approval for new rates added to the system with appropriate documentation.			
4	Approval - Customers	The system should require approval for new customer accounts with credit limits and appropriate documentation.			
5	Application Program Interface (API)	The system should have open/public APIs for ease of integration with County ERP system (TBD) to batch and upload daily revenue summary.			
6	Audit Trail	Log all update transactions in a secure audit trail. Provide clear trails of all transactions from source data entry through summarization at higher levels or integration with other systems.			
7	Mobile Technology	The system should support mobile technology.			
8	Offline Capability	Ability to handle offline capabilities, in the event that internet access is temporarily lost.			
9	Authentication / Password	The system provides two factor authentication for each staff login with password.			
10	Scale Compatibility	The system is compatible with weight scale indicators (IQ Plus 355 Digital Weight Indicator from Rice Lake Weighing).			
11	Browser Compatibility	Compatible with Internet Explorer and Google Chrome current browsers and one major release back.			
12	Online Payment	Ability for customers to pay online. Describe your role in the processing, storage, or transmission of cardholder data.			
13	Import / Export	Ability to import and export data using web services and/ or APIs			
14	Import / Export	Ability to export to .CSV and .XLS formats for reporting.			
15	Data Entry - Real Time	Data entry is real time across system. Ability to provide real time approvals, reporting and inquiry.			
16	Data Entry - Efficiency/User Friendly	Provide simple, logical, efficient user interface.			
17	User Defined Fields	Ability to add user-defined fields, such as for comments, that can be reported on.			
18	Content Migration	Ability to migrate all current and historical data (both transactional and cumulative), from the existing application, for a period of one year prior to conversion.			
19	Active Directory	Ability to integrate with Active Directory (LDAP) for user validation and single sign-on			
20	Documentation	System provides online, searchable training manual/system documentation.			
21	Peripherals Support	System supports and controls off-the-shelf peripherals such as printers, scanners, integrated cash drawer, credit card machines and signature capture pads.			
22	Clock	Systems accommodates a 24-hour clock.			
23	Credit	Ability to apply credit limits and/or require pre-payment balances to customers.			

Item	Process	Requirement Description	Code	Module/System	Comments
Reporting & Analytics					
1	Daily Reports	Ability to generate daily reports by specific time period, date, account number or other reference number, name/business, waste category (municipal, yard debris, etc.), accounts, tipping fee tickets, customer type (commercial or self-hauler), non scale charges, and payment type (account, cash, check, credit card).			
2	Auto Generation	Ability to schedule reports for auto generation and auto upload to a location where they can be pulled for import into third party applications.			
3	Invoicing	Ability to generate monthly invoices.			
4	Statistical Data	Ability to capture transaction counts and other statistical data by user defined fields.			
5	Accounts Receivable	Ability to generate aged receivable report, account history, and account current status, as of a defined date that includes customer account number.			
6	Printing	Ability to report to screen, to printer or to Excel and PDF files. Ability to send to other user via alert or as attachment to system-generated email. Ability to print tickets on either preprinted forms or standard letter paper.			
7	Tipping Weigh Ticket	System generates transaction tipping weigh ticket with date, weigh in, and weight out times, that is clear, readable and customizable in duplicate (customer and County copy) copy containing consecutive tipping fee ticket numbers. Ticket also will include customer, bill to account number (if applicable), transaction/ticket number, vehicle number, container number, origin (locality), generator, disposal site, category of waste, gross and tare weights, tipping fee rate and total tipping fee, net tons and transaction dollar amount.			
8	Default Statements	Ability to set up default statement to print under signature, e.g. “Driver certifies that load contains no hazardous material.”			
9	Cash Receipts	Ability to handle cash receipts and generate reports linking individual payments to the daily deposit.			
10	Monthly Statements	Ability to print customizable monthly statement of account to include but not limited to: Customer name, contact, and trade name; remittance address; billing address; previous balance/credit, finance charges (if applicable), detailed new monthly charges, total balance due, and customizable message field.			
11	Reconciliation	Ability to print daily reconciliation report that provides a summary by person and by payment type to compare to received cash, checks and charges.			
12	Credit Reports	Ability to print/view credit reports.			
Scale House System					
1	Payment Types	System accepts customer payments types of cash, check, credit card and on-account/accounts receivable, as well as accommodates multiple payment types in one transaction.			
2	Customer ID	System provides a customer identification number by vehicle ID, customer name, or other identifier.			
3	Customer Account	Ability for customers and staff to view balances, payment history, activity and general account information in real time.			
4	Scales	Ability to utilize multiple scales simultaneously.			
5	Tipping Fee	Ability to automatically calculate tipping fee based on weigh in (weight of vehicle plus load) and weigh out (tare weight of truck).			
6	Tare Weights	Ability to save tare weights.			
7	Multiple Commodities	Ability to record multiple commodities on a single weigh ticket.			
8	Search	Ability to search throughout the application by transaction or ticket number, payment type, waste type, time period, customer type, customer name and customer identification number.			
9	Material Types	Ability to process and track weights of recyclables, yard waste, e-waste, etc. by quantity and by material type			
10	Waste Types	Ability to record waste quantity by waste type, charges by weight or by unit.			
11	Outbound Tonnage	Ability to track outbound tonnage.			
12	Delinquent Account	System to notify scale operator of delinquent accounts and provide transaction lock out, with the option for supervisor override.			
13	Transaction	System allows customer, vehicle, and container and generate quick add or editing by scale operators with automatic next transaction number assignment.			

Item	Process	Requirement Description	Code	Module/System	Comments
14	Vehicle	Ability to track and record residential vehicle count by origin (locality) and waste type without generating a ticket for each resident.			
15	Signature Line	System captures a driver signature line.			
16	Non Scale Charges	Ability to track charges not related to scale activity. (i.e. Sharps containers)			
17	No Charge Accounts	Ability to track tonnage and revenue for "no charge" accounts.			
18	Receipts	Ability to generate receipts for all payment types.			
19	Rates	The system allows different rates for different waste types.			

Proposer Functionality Additions or More Specific Functional Requirement Response (add as many rows as needed)
