

Rock River Water Reclamation District - Enterprise Resource Planning Solution - Feature Function Requirements

Please input a "1" in the appropriate column to the right of the feature/function/capability statement. Further explanations, or information regarding 3rd party software and/or modification costs should also be provided in the comments column and Project Costs worksheet (Appendix G), if applicable. Each "non-title" row (?000) should have only one "1". **Blank rows will be scored as Not Available.**

Legend:

Standard - Current	Available in current software release
Standard - Next Release	Guaranteed available in next release of software
Report Writer	Report Writer function through Standard Reports or Ad Hoc Report Writer
3rd-Party Application	Please estimate general cost estimates in comments not a quote, unless available due to your resell arrangement.
Custom Modification	Custom programming by vendor (not meant to be a set-up configuration that is standard process through implementation. Please estimate general costs in comments (not a quote).
Not Available	Not available in current or next release; interfaced/integrated third-party application or through custom modification.

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
		Permitting INTAKE							
PERMITS	17.001	APPLICATION INTAKE - Ability to intake the following types of detail on each permit/project application (including but not limited to):							
PERMITS	17.002	▪ Application Date							
PERMITS	17.003	▪ Application/Permit Number (system-generated)							
PERMITS	17.004	▪ Log Number (system generated. Vendor: please comment on ability for agency to edit a systems generated number)							
PERMITS	17.005	▪ Staff that Received Application and Plans							
PERMITS	17.006	▪ Project Address							
PERMITS	17.007	▪ Project City							
PERMITS	17.008	▪ Project County							
PERMITS	17.009	▪ Property Owner							
PERMITS	17.010	▪ Legal Company Name (e.g., LLC., INC., etc.)							
PERMITS	17.011	▪ DBA Company Name							
PERMITS	17.012	▪ Architect, Designer, Engineer, Contractor, Sub Contractor							
PERMITS	17.013	▪ License/Registration Number							
PERMITS	17.014	▪ License/Registration Expiration Date							
PERMITS	17.015	▪ Project Contacts:							
PERMITS	17.016	▪ Contact Name (primary)							
PERMITS	17.017	▪ Contact Name (alternate)							
PERMITS	17.018	▪ Title (primary/alternate)							
PERMITS	17.019	▪ Address (primary/alternate)							
PERMITS	17.020	▪ City (primary/alternate)							

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PERMITS	17.021	▪ County (primary/alternate)							
PERMITS	17.022	▪ State (primary/alternate)							
PERMITS	17.023	▪ Zip (primary/alternate)							
PERMITS	17.024	▪ Phone Number (primary/alternate)							
PERMITS	17.025	▪ Fax Number (primary/alternate)							
PERMITS	17.026	▪ E-mail Address (primary/alternate)							
PERMITS	17.027	▪ Contractor's License #							
PERMITS	17.028	▪ Sub Contractor License #							
PERMITS	17.029	▪ Service Type:							
PERMITS	17.030	▪ Residential - Single Family							
PERMITS	17.031	▪ Residential - Multi-Family							
PERMITS	17.032	▪ Government							
PERMITS	17.033	▪ Commercial							
PERMITS	17.034	▪ Industrial							
PERMITS	17.035	▪ Recreational							
PERMITS	17.036	▪ Project Type:							
PERMITS	17.037	▪ Domestic strength waste (Agency note to applicants: District forms are required)							
PERMITS	17.038	▪ Service Connection (WPC-PS-1 & Schedule A) - for flows greater than or equal to 1,500 gpd							
PERMITS	17.039	▪ Sewer Extension (WPC-PS-1 & Schedule B) – for pipe sizes 8” diameter and larger							
PERMITS	17.040	▪ Lift Station / Force Main (IEPA forms required: WPC-PS-1, Schedule B & Schedule F)							
PERMITS	17.041	▪ Erosion Control (Schedule P)							
PERMITS	17.042	▪ Trust Disclosure (Schedule T)							
PERMITS	17.043	▪ Non-domestic/Industrial Strength Waste - IEPA forms are required (including Schedule N)							
PERMITS	17.044	▪ Historic Preservation Approval Letter (Y/N)							
PERMITS	17.045	▪ NPDES Approval Letter (Y/N)							
PERMITS	17.046	▪ Historic Preservation Approval Letter (Y/N)							
PERMITS	17.047	▪ Joint Construction and Operating Permit (Y/N)							

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PERMITS	17.048	▪ Description - Summary Statement of Work							
PERMITS	17.049	▪ Description Of Building (i.e., Single Family, Hotel/Motel, Restaurant, Industrial, etc.)							
PERMITS	17.050	▪ Plan Check Required (Y/N)							
PERMITS	17.051	▪ Department/Division Route							
PERMITS	17.052	▪ Permit Issuance Date							
PERMITS	17.053	▪ Permit Expiration Date (Agency-defined periods)							
PERMITS	17.054	▪ 30 days from issuance - Residential							
PERMITS	17.055	▪ 6 months from issuance - Commercial							
PERMITS	17.056	▪ Truck ID (e.g., permit stickers)							
PERMITS	17.057	▪ Waste Type (e.g., hauler discharge)							
PERMITS	17.058	▪ Type of food service (e.g., bakeries, ice cream shops, etc.)							
PERMITS	17.059	▪ Number of employees							
PERMITS	17.060	▪ Hours of operation (predefined drop down or other. Vendor: please describe capability)							
PERMITS	17.061	▪ Grease control devices (Y/N). If yes, choose one option below:							
PERMITS	17.062	▪ Interior Located							
PERMITS	17.063	▪ Exterior Located							
PERMITS	17.064	▪ Manhole Located							
PERMITS	17.065	▪ Corporation Type (e.g., S, LLC, etc.)							
PERMITS	17.066	AGENCY-DEFINED FIELDS - Provide for "unlimited" Agency-defined fields based on permit type. Vendor Note: If limited, please explain in comments.							
PERMITS	17.067	REQUIRED FIELDS - Ability for Agency to determine which fields are required.							
PERMITS	17.068	PERSON/ENTITY INFORMATION - Persons information entered into database should be retrievable to populate persons information on future applications.							
PERMITS	17.069	PERMIT DATA - Allow for an unlimited number of names, addresses, and phone numbers to be entered for a permit application (e.g., primary, secondary, alternate, etc.). (Vendor: if limited, please explain limitation in comments.)							
PERMITS	17.070	PERMIT APPLICATION CHECKLIST - Ability to create Agency-defined required checklists by permit type.							
PERMITS	17.071	VALID ADDRESSES - Ability for system to require valid Site Location selection for all activities/permits (i.e., no free form address input by end-users).							

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PERMITS	17.072	TEMPORARY ADDRESS - Need ability to input a temporary address for non-existent address locations.							

FOR REVIEW PURPOSES ONLY

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PERMITS	17.073	TEMPORARY PARCEL NUMBERS - Allow assignment of pseudo or temporary parcel numbers to be used for permitting purposes until actual parcel numbers are available from the County.							
PERMITS	17.074	PERMIT APPLICATION TO INSPECTION - Ability to prompt an inspection from a permit application.							
PERMITS	17.075	ATTACHMENTS - Ability to attach files to permit (i.e., performance bond/check, emails, etc.) Vendor: please explain size limitations, if any.							
PERMITS	17.076	SECURITY - Ability to restrict user access to create temporary/permanent address entries.							
PERMITS	17.077	PERMIT TYPES							
PERMITS	17.078	PERMIT TYPES - Provide simplified system for processing permit applications, such as:							
PERMITS	17.079	▪ Hauler Improvements							
PERMITS	17.080	▪ Industrial/Commercial Discharge:							
PERMITS	17.081	▪ Metals							
PERMITS	17.082	▪ Food Service Establishment (FSE)							
PERMITS	17.083	▪ Significant Industrial User (SIU)							
PERMITS	17.084	▪ Categorical Industrial User (CIU)							
PERMITS	17.085	▪ Zero Discharge (Zero)							
PERMITS	17.086	▪ Waste Hauler Discharge							
PERMITS	17.087	▪ Connection							
PERMITS	17.088	▪ Residential							
PERMITS	17.089	▪ Industrial							
PERMITS	17.090	▪ Demolition:							
PERMITS	17.091	▪ Residential							
PERMITS	17.092	▪ Industrial							
PERMITS	17.093	▪ Commercial							
PERMITS	17.094	▪ IEPA/District – Public & Private Sanitary Sewer Extensions							
PERMITS	17.095	▪ Service Connections (Schedule A)							
PERMITS	17.096	▪ Sewer Main Extension (Schedule B)							
PERMITS	17.097	▪ Lift Station / Force Main (Schedule F)							

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PERMITS	17.098	DATES							
PERMITS	17.099	PERMIT EXPIRATION DATES - Automatically calculate permit expiration date based on user parameters.							
PERMITS	17.100	AUTO ADJUST EXPIRE DATE - Ability to auto adjust permit expiration date by 180 days from last inspection.							
PERMITS	17.101	AUTO DATES FROM STATUS CHANGE - Ability to configure dates to automatically populate based on status changes, such as:							
PERMITS	17.102	▪ Changing status to "Approved" also auto populates Approved Date field							
PERMITS	17.103	▪ Changing status to "Issued" also auto populates Issued Date field							
PERMITS	17.104	▪ Other agency-defined status and date combinations.							
PERMITS	17.105	NOTIFICATION/ALERTS - Ability to generate automated notifications and alerts for each of the features in this section							
PERMITS	17.106	CITIZEN ONLINE ACCESS							
PERMITS	17.107	ONLINE PERMIT APPLICATIONS ALLOWED - Ability to specify which permits can be applied for online.							
PERMITS	17.108	PERMIT APPLICATIONS WITHOUT PAYMENT - Ability to apply for any permit type online and not make a payment at the time of application.							
PERMITS	17.109	PERMIT APPLICATIONS WITH PAYMENT - Ability for Agency to define what permits will require payment at time of online application.							
PERMITS	17.110	PERMIT APPLICATIONS - PENDING APPROVAL/ISSUANCE - Ability for customers to apply for permits via Internet in real time, but require Agency verification before actual permit approval and issuance.							
PERMITS	17.111	PERMIT APPLICATIONS - ISSUE PERMIT W/O AGENCY REVIEW - Ability for customers to apply for permits via online in real-time and be issued a permit without requiring Agency verification/review.							
PERMITS	17.112	ONLINE PAYMENTS - Ability for customers to pay permit application fees via Internet in real time.							
PERMITS	17.113	ONLINE PAYMENT NOTIFICATION - Ability to generate a notification to staff when the public makes an online payments. Please specify how notifications are received (e.g., email, system activity/task, etc.)							
PERMITS	17.114	ELECTRONIC PLAN SUBMITTALS - Ability for citizens to process permits and submit electronic plans online. VENDOR NOTE: Applies to simple and complex permits.							
PERMITS	17.115	ONLINE PERMIT STATUS - Ability for customers to view status of permit applications via the Internet.							

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PERMITS	17.116	ONLINE PERMIT PRINTING - Ability for customers to print permits submitted online.							
PERMITS	17.117	ONLINE INCOMPLETE APPLICATIONS SAVE - Ability to allow applicants to save the progress of their online applications in order to complete them at a later time.							
PERMITS	17.118	ONLINE CUSTOMER PROFILE - Ability to allow requester to save a profile in the system to allow for future use without having to re-enter required information (e.g., a contractor with multiple repeat business with the agency).							
PERMITS	17.119	PREVENT PERMIT PRINTING UNLESS PERMIT ISSUED - Ability to prevent online permit printing unless the permit status is "Issued".							
PERMITS	17.120	CONTRACTORS							
PERMITS	17.121	CONTRACTOR DATA - Provide database for tracking contractor/architects/engineers/deputy inspectors information including:							
PERMITS	17.122	▪ Name							
PERMITS	17.123	▪ Address							
PERMITS	17.124	▪ Phone							
PERMITS	17.125	▪ Type of contractor							
PERMITS	17.126	▪ License certificate							
PERMITS	17.127	▪ License certificate expiration date							
PERMITS	17.128	▪ Fax number							
PERMITS	17.129	▪ Liability insurance carrier (name, expiration date)							
PERMITS	17.130	▪ Surety Company bond carrier							
PERMITS	17.131	▪ E-mail address							
PERMITS	17.132	▪ Mobile phone number							
PERMITS	17.133	▪ Application date							
PERMITS	17.134	▪ State license number							
PERMITS	17.135	▪ State contractor information and license types							
PERMITS	17.136	UNLIMITED COMMENTS AND NOTES - Provide an area for unlimited free-form text comments and notes for each contractor.							
PERMITS	17.137	CONTRACTOR REQUIREMENTS - Perform automatic checking of Agency-defined contractor requirements for pulling a permit during permit processing.							
PERMITS	17.138	MERGE CONTRACTOR RECORDS - Ability to merge contractor records if contractor number changes and also maintain record history.							
PERMITS	17.139	TRACK INSURANCE - Provide capability to track contractor and other vendor's insurance.							
PERMITS	17.140	TRACK INSURANCE - Ability to auto-generate letters to contractor that an updated insurance certificate is needed.							

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PERMITS	17.141	TEMPLATE FORMS							
PERMITS	17.142	EDITABLE TEMPLATES - Ability for Agency staff with appropriate user-rights to edit template forms							
PERMITS	17.143	Ability to set up editable template forms (and saved as changed) for the following forms:							
PERMITS	17.144	▪ Issue Permits							
PERMITS	17.145	▪ Construction							
PERMITS	17.146	▪ Inspection Letter 30 days after construction							
PERMITS	17.147	▪ Letters with invoice and requirements							
PERMITS	17.148	▪ As-builts							
PERMITS	17.149	▪ Lien release							
PERMITS	17.150	▪ Notices of connection							
PERMITS	17.151	▪ Other agency-defined							
PERMITS	17.152	MILESTONE TRACKING							
PERMITS	17.153	Ability for the system to automatically track the following milestones:							
PERMITS	17.154	▪ Letter/Notifications							
PERMITS	17.155	▪ Customer submittals							
PERMITS	17.156	▪ Review Comments							
PERMITS	17.157	▪ Drafts							
PERMITS	17.158	▪ Customer reviews							
PERMITS	17.159	▪ Final draft of permits							
PERMITS	17.160	▪ Other agency-defined							
PERMITS	17.161	ROUTING & WORKFLOW							
PERMITS	17.162	WORKFLOW - Ability to pre-establish workflow and task requirements by permit type (reviews, plan checks, verifications, inspections, other agency approval requirements, etc.).							
PERMITS	17.163	MODIFY WORKFLOW - Ability to modify workflow and task requirements as needed at the permit record.							
PERMITS	17.164	SIMULTANEOUS WORKFLOW STEPS - Ability to allow review steps to be performed simultaneously by multiple users/departments.							
PERMITS	17.165	ASSIGN TASKS TO STAFF - Ability for departments to assign and re-assign tasks to specific staff.							
PERMITS	17.166	ASSIGN TASKS TO DEPARTMENT - Ability to either assign staff or leave task completion at the department level.							
PERMITS	17.167	REVIEWER ACCESS CONTROL - Ability for reviewers to only access permit records they are assigned to review.							

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PERMITS	17.168	PERMIT REVISIONS - Ability to revise permit applications during the permit review process.							
PERMITS	17.169	NOTES TYPE AND DATE STAMP - Ability to add notes and comments throughout the permitting process, including type and date stamp.							
PERMITS	17.170	APPROVALS - Do not allow permit to be issued until all required plan review steps are completed.							
PERMITS	17.171	PLAN REVIEWS AND COMMENTS							
PERMITS	17.172	PLAN STAMP - Ability for a user to electronically stamp plans							
PERMITS	17.173	STANDARD COMMENTS - Allow for Agency-defined table of standard comments that can be accessed during plan review.							
PERMITS	17.174	UNLIMITED COMMENTS - Allow for entry of unlimited free-form notes and comments during the plan review processes.							
PERMITS	17.175	UNLIMITED COMMENT CHARACTERS - Allow for an unlimited number of characters in a comment.							
PERMITS	17.176	PRINT PLAN CHECK COMMENTS - Ability to print plan check comments on plan check review letter.							
PERMITS	17.177	COMBINED COMMENT LETTERS - Ability to combine department comment letters for issuance with the permit documents.							
PERMITS	17.178	EDITABLE COMMENT REVIEW LETTERS - Ability to create editable comment/review letters							
PERMITS	17.179	ADD CORRECTION ITEMS - Allow entry of plan correction items as part of plan review.							
PERMITS	17.180	CORRECTIONS LIST - Ability to generate a review specific or overall corrections list.							
PERMITS	17.181	CUSTOMER CORRECTIONS LIST - Ability for system to generate a corrections list (letter) for customer.							
PERMITS	17.182	CORRECTION NOTICE COMMENTS - Ability to combine all plan review comments and correction requirements into a single correction notice.							
PERMITS	17.183	EDITABLE PLAN CORRECTIONS LETTER - Ability for system to generate an editable plan corrections letter that merges appropriate record information.							
PERMITS	17.184	AUTOMATIC REMINDERS - Ability to set automatic reminders/notifications based on plan review phases (e.g. preliminary plan review date, expected date of completion, etc.).							

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PERMITS	17.185	CONDITIONS OF APPROVAL							
PERMITS	17.186	SPECIAL CONDITIONS - Ability to note any restrictions or special conditions established by reviewing departments as a prerequisite within the permit process.							
PERMITS	17.187	STANDARD CONDITIONS - Ability to set up standard conditions of approval by permit type.							
PERMITS	17.188	CHECKLIST COMPLIANCE - Ability for system to force all conditions of approval to be met and checked off before user is allowed to mark a task complete.							
PERMITS	17.189	CHECKLIST OVERRIDE - Ability for users with appropriate access rights to override checklist tasks and allow a task to be marked complete.							
PERMITS	17.190	CHECKBOX - Allow conditions of approval "completed" check box.							
PERMITS	17.191	CHECKBOX - Allow conditions of approval "reviewed" check box.							
PERMITS	17.192	TRACKING - Track conditions of approval "completed by whom".							
PERMITS	17.193	TRACKING - Track conditions of approval "reviewed by whom".							
PERMITS	17.194	TRACKING - Track conditions of approval completed by "date and time".							
PERMITS	17.195	TRACKING - Track conditions of approval "reviewed" by date and time.							
PERMITS	17.196	DIGITAL SIGNATURE FOR CONDITION FORM - Ability to have customer sign permit condition form with digital signature pad at the counter.							
PERMITS	17.197	FEES							
PERMITS	17.198	UNLIMITED FEES AND TYPES - Provide for calculation of standard fees with effective dates using Agency-provided formulas or tables.							
PERMITS	17.199	FEE SCHEDULE EFFECTIVE DATE - Ability to effective date fee schedules in advance.							
PERMITS	17.200	FEES AND CREDITS - Track fees charged, refunds, and credits issued by customers, permits, parcel, project, etc.							
PERMITS	17.201	ACCOUNT INFORMATION - Ability to view applicant payment history (e.g., balances, credits, etc.).							
PERMITS	17.202	WAIVE FEES - Ability to waive or override any standard/default fees by supervisor with proper security control.							
PERMITS	17.203	AUTO-CALCULATE FEES - Calculate standard planning fees using Agency-defined criteria in a table structure.							
PERMITS	17.204	BILLABLE TIME - Ability to track task time by person and generate hourly fees due.							

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PERMITS	17.205	DEPOSITS							
PERMITS	17.206	DEPOSIT CREDITS/REFUNDS - Ability allow specific authorized users to generate a credit for hours billed.							
PERMITS	17.207	DEPOSIT CREDITS/REFUNDS - Ability to credit back draw-downs and expenses to the developer's deposit (e.g., collected newspaper notification fee by mistake)							
PERMITS	17.208	REFUNDABLE DEPOSITS - Ability to track deposits and refunds including conditions and sign-offs of refund and maintain a real-time permit fees balance.							
PERMITS	17.209	NOTIFICATIONS							
PERMITS	17.210	NOTIFICATION METHODS - Notification methods, (with primary and secondary designations) include:							
PERMITS	17.211	▪ E-mail							
PERMITS	17.212	▪ Online Citizen Access Portal Updates							
PERMITS	17.213	▪ Mail (e.g., Word-formatted letters)							
PERMITS	17.214	▪ Fax from system.							
PERMITS	17.215	AUTO EMAIL CONTACT TYPES BY STATUS -Ability to automatically generate email notices to contact types by status (e.g., owner and applicant for permit approval, developer when permit status is temporary certificate of occupancy, etc.)							
PERMITS	17.216	AUTO EMAIL CONTACT TYPES BY APPLICATION STEP -Ability to automatically generate email notices to contact types by application steps in an agency-defined process.							
PERMITS	17.217	NOTIFICATION/ALERTS STAFF REVIEW - Ability for staff to review systems generated notification to applicants prior to issuing.							
PERMITS	17.218	NOTIFICATION LETTERS - Ability to generate 30, 75, or 90 day expiration notification letter for a permit applicant.							
PERMITS	17.219	NOTIFICATION - Ability to generate a notification for a permit renewal applicant to apply 215 days prior to expiration (e.g., food service establishments are granted a 3-year permit).							
PERMITS	17.220	EMAIL NOTIFICATION LETTERS - Ability to email expiration notification letters.							
PERMITS	17.221	NOTIFICATIONS WITH ATTACHMENTS - Ability for standard notifications/letters/permits, certificates, etc., to print with pre-determined attachments (batch or on-demand).							
PERMITS	17.222	NOTIFICATION QUEUE - Ability to notify via queue when inspections are final approved for certificate of occupancy issuance.							

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PERMITS	17.223	BATCH PRINT PERMIT EXPIRATION NOTICES - Ability to print permit expiration notices in batch for mailing 30 days before expiration.							

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PERMITS	17.224	ALERTS							
PERMITS	17.225	UNLIMITED ALERTS - Ability to place unlimited number of alerts per parcel.							
PERMITS	17.226	FLASH ALERTS - Ability to flash alerts by address (e.g., outstanding code enforcement violations).							
PERMITS	17.227	EXPIRED LICENSE - Ability for the system to automatically provide the user an alert when entering an application for a contractor that has an expired license.							
PERMITS	17.228	PRINTING							
PERMITS	17.229	AGENCY-DEFINED PERMIT LAYOUT - Ability to create an Agency-defined permit layout.							
PERMITS	17.230	PRINT NOTES ON PERMIT - Allow notes from plan review and general application to be flagged to print on the permit.							
PERMITS	17.231	FINAL EDITS - Perform editing prior to printing notices/letters for such items as all fees paid, all permits final, etc..							
PERMITS	17.232	PRINT CERTIFICATES - Allow Agency to define type of certificate to print (e.g., Certificate of Completion vs. Certificate of Occupancy).							
PERMITS	17.233	PRINT AND ATTACH - Ability to simultaneously print and attach a document to a permit record.							
PERMITS	17.234	REPORTING							
PERMITS	17.235	SEARCH FUNCTIONS - Allow for search and retrieval of a permit or application data using any combination of:							
PERMITS	17.236	▪ Job Address							
PERMITS	17.237	▪ Parcel number							
PERMITS	17.238	▪ Lot number							
PERMITS	17.239	▪ Associated names (applicant, property owner, contractor, architect)							
PERMITS	17.240	▪ Associated mailing addresses (applicant, property owner, contractor, architect)							
PERMITS	17.241	▪ Associated phone numbers (applicant, property owner, contractor, architect)							
PERMITS	17.242	▪ Contractor license no.							
PERMITS	17.243	▪ Contractor business license no.							
PERMITS	17.244	▪ Type of application							
PERMITS	17.245	▪ Receipt No.							
PERMITS	17.246	▪ Application date							
PERMITS	17.247	▪ Permit issuance date							
PERMITS	17.248	▪ Application status							
PERMITS	17.249	▪ Responsible department							

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PERMITS	17.250	▪ Various Wild Card search							
PERMITS	17.251	▪ Partial word searches							
PERMITS	17.252	▪ Ability to search by owner name or business common name (e.g., Walgreens or Home Owners Association) and see all associated permits.							
PERMITS	17.253	STATISTICAL PERMIT REPORTS - Statistical reports of permits issued by a Agency-defined date range.							
PERMITS	17.254	STATISTICAL APPLICATION REPORTS - Statistical reports of the types of applications submitted by agency-defined date range.							
PERMITS	17.255	PERMIT EXPIRATION REPORT - Permit expiration reports with option to print letters for expiring permits.							
PERMITS	17.256	OPEN INSPECTIONS REPORT - Report that lists all open inspections by Agency-defined date range by assigned inspector.							
PERMITS	17.257	PERMIT FEE REPORT - Provides permit fee reports by daily receipts.							
PERMITS	17.258	TIME PERIOD REPORTS - Provide reports by any time period (e.g., specific date to specific date).							
PERMITS	17.259	PDF FORMAT - Ability to save reports in PDF format.							
PERMITS	17.260	SUMMARY REPORT - Ability to generate a summary of applied and issued permits per month, comparing current month to same time previous year, year to date permits, and annual totals							
PERMITS	17.261	MONTHLY PERMITS ISSUED REPORT - Ability to generate a detailed list all permits issued for the month.							
PERMITS	17.262	REVENUE EXPENSES REPORT - Monthly revenue/expense report (fees minus contract review/inspections costs)							
PERMITS	17.263	ELECTRONICALLY SUBMITTED PLANS - Ability to report on the number of electronically submitted plans.							

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PERMITS	17.264	INTEGRATION - INTERFACE							
PERMITS	17.265	ELECTRONIC PLAN SUBMITTAL - Ability to receive plan submittals electronically through the Agency's website.							
PERMITS	17.266	INTEGRATION - CASH RECEIPTS - Cash receipts should validate permit number, account number, fees, penalty amounts, and update customer balance.							
PERMITS	17.267	INTEGRATION - GENERAL LEDGER - The permits application must generate journal entry exports to the general ledger for any invoices generated and revenues received, including all fees and credits.							
PERMITS	17.268	INTEGRATION - ACCOUNTS RECEIVABLE - Integrate to the accounts receivable application to allow billing of permit and other permit-related fees.							
PERMITS	17.269	INTEGRATION - ACCOUNTS PAYABLE - Provide integration with accounts payable for deposit account refund payments.							
PERMITS	17.270	INTEGRATION - PARCEL/ADDRESS MANAGEMENT - Integrate in real time to Parcel/Address Management to retrieve historical information on inspections performed on the parcel or address.							
PERMITS	17.271	INTEGRATION - PARCEL/ADDRESS MANAGEMENT - The parcel/address management application should provide address, parcel, owner, and zoning information to the permit system.							
PERMITS	17.272	INTEGRATION - ESRI ARCGIS - Ability to interface to GIS mapping products that support ESRI formats, including ArcGIS (ESRI ArcMap: 10.5.1/ArcGIS Enterprise).							
PERMITS	17.273	INTEGRATION - ELECTRONIC DOCUMENT MANAGEMENT SYSTEM - System must integrate with Electronic Document Management System (To Be Determined) .							

Rock River Water Reclamation District - Enterprise Resource Planning Solution - Feature Function Requirements

Please input a "1" in the appropriate column to the right of the feature/function/capability statement. Further explanations, or information regarding 3rd party software and/or modification costs should also be provided in the comments column and Project Costs worksheet (Appendix G), if applicable. Each "non-title" row (?..000) should have only one "1". Blank rows will be scored as Not Available.

Legend:

Standard - Current	Available in current software release
Standard - Next Release	Guaranteed available in next release of software
Report Writer	Report Writer function through Standard Reports or Ad Hoc Report Writer
3rd-Party Application	Please estimate general cost estimates in comments not a quote, unless available due to your resell arrangement.
Custom Modification	Custom programming by vendor (not meant to be a set-up configuration that is standard process through implementation. Please estimate general costs in comments (not a quote).
Not Available	Not available in current or next release; interfaced/integrated third-party application or through custom modification.

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Inspections									
GENERAL INSPECTIONS									
Inspections	18.001	AGENCY-DEFINED FIELDS - Provide for "unlimited" Agency-defined fields based on inspection type. VENDOR: If limited, please explain in comments.							
Inspections	18.002	ATTACHMENTS - Ability to scan and/or attach files to the inspection record (e.g. plan, correction letter, photo, etc.).							
Inspections	18.003	UNLIMITED PUNCH LIST - Ability to setup unlimited inspection punch list fields by inspection type.							
Inspections	18.004	ASSOCIATE STANDARD COMMENTS TO INSPECTION TYPE - Ability for standard comments for inspection to be specific to the type of inspection being done.							
Inspections	18.005	INSPECTION SEQUENCES - Allow for the setup of Agency-defined inspections sequences for each application based on the type of work (e.g., foundation before framing).							
Inspections	18.006	ALTER INSPECTION SEQUENCES - Ability to alter inspection sequences for individual permits as required.							
Inspections	18.007	INSPECTORS WORK QUEUE - Ability for inspectors to work from a screen showing only their assigned inspections (i.e., queue).							
Inspections	18.008	INSPECTOR CALENDARS - Ability to view a Daily, Weekly, or Monthly calendar for an inspector.							
Inspections	18.009	DAILY CALENDAR COMPARISON - Ability to compare the daily calendars for multiple inspectors.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Inspections	18.010	GENERAL SCHEDULING							
Inspections	18.011	SCHEDULING - TIME CUTOFF - Ability for system to cut off daily inspection scheduling at "X:XX" time each day.							
Inspections	18.012	RECURRING INSPECTIONS - Ability to setup recurring business inspections.							
Inspections	18.013	FINAL INSPECTION APPROVAL - Ability to disallow final inspection to be scheduled if all other approvals are not completed and fees paid.							
Inspections	18.014	INSPECTION WINDOWS							
Inspections	18.015	ONE HOUR WINDOW - Ability to schedule an inspection into a one-hour time window.							
Inspections	18.016	AM/PM INSPECTION - Ability to automatically schedule inspections for an am or pm time window							
Inspections	18.017	AM/PM INSPECTION REQUEST - MULTIPLE WINDOWS - Ability to schedule inspections using 4 time windows (i.e., early am, late am, early pm, late pm).							
Inspections	18.018	INSPECTIONS REQUESTS - TIME WINDOWS - Ability to schedule inspection requests for specific time windows (e.g. 8:00am, 1:30pm).							
Inspections	18.019	ONLINE INSPECTION REQUESTS							
Inspections	18.020	ONLINE INSPECTION REQUESTS - Ability for customers to submit inspection requests online via a customer portal.							
Inspections	18.021	ONLINE CUSTOMER PROFILE - Ability to allow requester to save a profile in the system to allow for future use without having to re-enter required information (e.g., a contractor with multiple repeat business with the agency).							
Inspections	18.022	ONLINE INCOMPLETE APPLICATIONS SAVE - Ability to allow applicants to save the progress of their online requests in order to complete them at a later time.							
Inspections	18.023	INSPECTIONS BY PERMIT TYPE - Ability to identify which inspection types should be accessible by permit type.							
Inspections	18.024	INSPECTION CONFIRMATION NUMBER - Generate inspection confirmation number.							
Inspections	18.025	INSPECTION CONFIRMATION E-MAIL - Generate confirmation e-mail to inspection requestor.							
Inspections	18.026	ONLINE INSPECTION SCHEDULE CHECK - Allow citizens to view/check their scheduled inspection time window online.							
Inspections	18.027	ONLINE INSPECTION STATUS CHECK - Allow citizens to check the status (pass/fail) of an inspection from the Internet in real-time.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Inspections	18.028	FEES							
Inspections	18.029	INSPECTION HOURLY FEES - Ability to automatically calculate hourly fees for certain inspections.							
Inspections	18.030	INSPECTOR HOURLY RATES - Ability to have different hourly rates for different inspectors.							
Inspections	18.031	INSPECTOR HOURLY RATES - Ability to have different hourly rates for inspectors outside of standard working hours (e.g., overtime, holiday, weekends, etc.).							
Inspections	18.032	RE-INSPECTION FEES - Ability to manually apply a discretionary re-inspection fee after x number of inspections of the same type.							
Inspections	18.033	OVERRIDE RE-INSPECTION FEES - Allow Agency-defined re-inspection fees to be overridden by specified users.							
Inspections	18.034	BILLABLE TIME - Ability to track task time by person and generate hourly fees due.							
Inspections	18.035	TIME TRACKING							
Inspections	18.036	INSPECTION TIME TRACKING - Ability to track and report the following inspection date and time attributes							
Inspections	18.037	▪ Inspection Date							
Inspections	18.038	▪ Inspection Start Time							
Inspections	18.039	▪ Inspection Stop Time							
Inspections	18.040	▪ Inspection Total Time							
Inspections	18.041	MOBILE INSPECTIONS							
Inspections	18.042	FIELD INSPECTIONS - Ability to add inspections to a list that is retrievable by an inspector already in the field.							
Inspections	18.043	INSPECTION RESULTS COMMENTS / NOTES - Allow unlimited additional inspection notes, free text comments or result comments to be entered during inspection results entry.							
Inspections	18.044	INSPECTION SCHEDULING - Ability for an inspector to schedule an inspection or reinspection from the field.							
Inspections	18.045	VIEW PERMIT RECORD ATTACHMENTS - Ability to view attachments from the permit record while in the field.							
Inspections	18.046	VIEW ELECTRONIC PLANS - Ability to view electronic plans associated with a permit while in the field.							
Inspections	18.047	PUNCH LIST - FREE-FORM COMMENTS - Ability to enter unlimited inspector comments (free form punch list).							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Inspections	18.048	MOBILE PHOTO / DOCUMENT ATTACHING - Allow inspectors in the field to attach photos and documents to an inspection record in real-time using a laptops or other hand held devices such as smartphones or tablets.							
Inspections	18.049	MOBILE RESULTING - Allow inspectors in the field to result inspections in real-time using laptops or other hand held devices such as smartphones or tablets (e.g., iPads or Windows based tablets).							
Inspections	18.050	VIEW DETAILED PERMIT INFO - Ability to view detailed permit information from the field for any permit (e.g., Confirm if permit exists for suspicious construction, permit has been issued, inspections have been performed ,etc.) regardless if an inspection was scheduled for the permit.							
Inspections	18.051	OFFLINE MOBILE FUNCTIONALITY - Ability to support "Store-And-Go" functionality by saving transaction data locally when connectivity is lost and synchronizing the data once connectivity is restored.							
Inspections	18.052	PRINTING							
Inspections	18.053	INSPECTION RESULTS - Ability to print inspection results and comments, on location, using a mobile tablet or laptop to a wireless printer							
Inspections	18.054	GENERATE DOCUMENTS - Ability to generate documents from the field (e.g., correction notice).							
Inspections	18.055	EMAILS							
Inspections	18.056	EMAIL INSPECTION RESULTS - Ability to email inspection results and comments to the permit/project customer point of contact.							
Inspections	18.057	FINAL INSPECTION COMPLETED EMAIL - The system has the ability to automatically send an email to all personnel involved with a permit indicating that the final inspection has been completed.							

Application	Feature Number	Feature / Function / Capability	Standard - Current	Standard - Next	Report Writer	3rd-Party Application	Custom Modification	Not Available	Comments
Inspections	18.058	REPORTING							
Inspections	18.059	INSPECTIONS PERFORMED BY DATE RANGE - Ability to report on the type of inspections performed for a Agency-defined date range.							
Inspections	18.060	PASSED/FAILED INSPECTIONS BY PERMIT - Ability to report on all inspections that have passed and failed by permit.							
Inspections	18.061	REINSPECTION FEES BY PERMIT - Ability to report on all re-inspection fees by permit.							
Inspections	18.062	DAILY INSPECTION REQUEST LOG - Ability to generate a detailed list all inspection requests received for a given day.							
Inspections	18.063	STATISTICAL REPORTS - Statistical reports of types of inspections performed by Agency-defined date range.							
Inspections	18.064	STATISTICAL REPORTS - Statistical reports of inspector activity by Agency-defined date range.							
Inspections	18.065	INTEGRATION							
Inspections	18.066	INTEGRATION - PERMITTING - Integrate in real time to Permitting to schedule inspections and update inspection results to the permit.							
Inspections	18.067	INTEGRATION - PARCEL/ADDRESS MANAGEMENT - Integrate in real time to Parcel/Address Management to retrieve historical information on inspections performed on the parcel or address.							
Inspections	18.068	INTEGRATION - PARCEL/ADDRESS MANAGEMENT - The parcel/address management application should provide address, parcel, owner, and zoning information to the permit system.							
Inspections	18.069	INTEGRATION - ESRI ARCGIS - Ability to interface to GIS mapping products that support ESRI formats, including ArcGIS (10.5.1/ArcGIS Enterprise).							
Inspections	18.070	INTEGRATION - ELECTRONIC DOCUMENT MANAGEMENT SYSTEM - System must integrate with Electronic Document Management System (To Be Determined) .							

FOR REVIEW PURPOSES ONLY