INVOICE PROCESSING 5-2-2017	PNC BANK NA	KERN INTERNATIONAL	BUSINESS IMAGING SYSTEMS INC
	120S CENTRAL AVENUE CLAYTON MO 63105	3940 GANTZ RD STE A GROVE CITY OH 43123	13900 N HARVEY EDMOND OK 73013
TOTAL COST OF THE INVOICE PROCESSING SYSTEM:	PLEASE SEE A/P AD ADVANTAGE FEE SCHEDULE	PLEASE SEE MENU PRICING LIST	$9,000 + TRAVEL EXPENSES (BILLED AS INCURRED WITH RECEIPTS PROVIDED) FOR pov - ONSITE PROOF OF VALUE
REQUIRED DOCUMENTS			
NOTARIZED WORK AFFIDAVIT COMPLETED	Y	Y	Y
E-VERIFICATION DOCUMENTATION (Y/N):	Y	N	N
COPY OF INSURANCE PROVIDED	Y	Y	Y (EXPIRED ON 5-1-17)
TAX RECEIPTS OR NOTARIZED LETTER STATING NO REAL OR PERSONAL PROPERTY OWNED IN JEFFERSON COUNTY	Y	N	Y
COOPERATIVE BID FORM (Y/N)	Y	Y	Y
COOPERATIVE CONTACT INFO:	Y	Y	Y
COMPANY INFORMATION AND SIGNATURE	Y	Y	Y
BID DEPOSIT REQUIRED	N/A	N/A	
COMMENTS:	PLEASE SEE ATTACHED FOR MORE INFORMATION	PLEASE SEE ATTACHED FOR MORE INFORMATION	PLEASE SEE ATTACHED FOR MORE INFORMATION

JEFFERSON COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
729 MAPLE ST / PO BOX 100 HILLSBORO MO 63050

WWW.JEFFCOMO.ORG

BID #: 17-0034

Request for Proposal: **INVOICE PROCESSING** **Date Issued: 3-30-2017**

PROPOSALS SHALL BE ACCEPTED UNTIL: **TUESDAY, MAY 2, 2017,** AT 2:00 P.M. LOCAL TIME.

Specification Contact:

RANDY MULLER
Department of Information Technology
636-797-5592
rmuller@jeffcomo.org

Contract Contact:

VICKIE PRATT
Department of Administrative Services
636-797-5380

SAMPLE ENVELOPE

Mail (3) Three Complete Copies With Vendor And Proposal Information As Shown In Sample:

VENDOR NAME

VENDOR ADDRESS

CONTACT NUMBER

DEPARTMENT OF THE COUNTY CLERK

JEFFERSON COUNTY MISSOURI

729 MAPLE ST / PO BOX 100

HILLSBORO MO 63050-0100

SEALED PROPOSAL: (PROPOSAL *NAME*)

Contract Term:
upon approval by the County Council and County Executive

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Proposal, if accepted, will constitute an Agreement* and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

Vendor Information:

PNC Bank NA
Company Name

Tara O'Sullivan
Authorized Agent (Print)

120 S Central Avenue
Address

Tara O'Sullivan
Signature

Clayton MO 63105
City/State/Zip Code

Treasury Management Officer
Title

314 898 1221
Telephone #

5/1/17
Date

22-1146430
Tax ID #

tara.osullivan@pnc.com
E-mail

877-329-2303
Fax #

As stated in our legal exceptions, neither party will be legally bound to enter into a contract unless and until a definitive agreement for the Services has been negotiated and signed by both parties

SPECIFICATIONS

Invoice Processing Specifications

Specifications	Y/N	Comments
Vendor Specifications:		
The Vendor must provide a "fixed monthly cost" for the SaaS platform with NO limit on "user licenses.	Y	PNC offers a rather simplistic pricing model for proposed A/P Advantage solution. There are only two price points associated with the service: per invoice and a one-time implementation fee. Please see Appendix A: Pricing Schedule for pricing based on 2015 provided invoice level of 14,116.
The Vendor must provide a secure, private and dedicated server for Jefferson County.	N	Servers are not dedicated to one particular customer. Partitions and security measures are in place to facilitate a logical separation between customer data
The Vendor must guarantee that no comingling of data with other companies.	Y	Partitions and security measures are in place to facilitate a logical separation between customer data
The Vendor must have 24-7 customer service	N	AP Advantage customers have access to a dedicated account manager during regular business hours, in addition to a customer service mail box to report issues during off hours.
The Vendor must have complete production services. These services must include: Scanning, indexing, data-entry, document storage, PO Box management, email forwarding, eFax forwarding, SFPT access, etc.	Y	PNC can provide this vendor specification.
The Vendor must have only on-site production personnel – no outsourcing of data-entry.	Y	All imaging and data entry sites are owned and operated by PNC.
The Vendor must be able to set-up and manage the Jefferson County PO Box at a location close to the vendor's production facility.	Y	To support the centralization of paper invoice receipt, Jefferson County would establish a PO Box at the Boston Post Office. The Boston Post Office, during the last Phoenix Hecht Postal survey (October 2010), has been identified as the optimum location to minimize mail float (for clients that have a national vendor base).

		Vendors will be asked to send invoices directly to the PO Box designated to Jefferson County; automation is used to sort these invoices to the designated bin, which is associated with the PO Box. The Boston Lockbox, at this time, picks-up mail three (3) time daily (1:00 am – 6:45 am – 2:30 pm). These pick-ups are schedule to coincide with mail sweeps, which expedites the delivery and processing of invoices. Upon receipt of mail, the Boston Lockbox staff is responsible for tracking the number of envelopes received from the Boston Post Office. The mail is counted and opened using the Bell and Howell Mail slicer/counter, and distributed to an operator to support the extraction process and manual review of contents. Email and Faxed invoices are also received at the lock box from the vendors and prepped for capture. Non-invoice documents such as credit or debit memos, check requests, expense reports, statements, etc… are scanned and delivered electronically in A/P Advantage however, they do not appear in workflow. Other items such as catalogues, checks, or promotional materials are out-sorted and forwarded to a company designate.
The Vendor must have an assigned Project Manager dedicated to the Jefferson County implementation.	Y	**Dedicated PNC Client Services Support Team** • AP Automation Consultant – Anthony Ai • AP Automation Implementation Manager – Charlee Brindza • AP Account Manager • Technology Representative
The Vendor must have a primary and secondary contact assigned to Jefferson County.	Y	**Assigned Relationship Team** • Relationship Manager: Jonathan Casiano • Treasury Management Officer: Tara O'Sullivan

		• Treasury Management Sales Associate: Christina Rocco
The Vendor must have project personnel onsite at Jefferson County to determine the system design and implementation.	Y	PNC can provide this vendor specification.

The Vendor must have ability to store hardcopy documents on-site for 90 days or an agreed upon timeframe.	N	The paper invoices are stored on-site for 45 days, to support any request for the original document, and then shredded on-site.
We add vendors quite often so specify how and when you want the new vendors sent to you.	Y	Based upon the implementation strategy, a complete file of the vendor master will be uploaded. Subsequent Add/Change/Deletes of the vendor master provided to PNC through nightly scheduled jobs to update AP Advantage. If vendor information cannot be validated against the respective Vendor Master File, the new vendor invoices are routed for Accounts Payable Review and respective vendor set-up.
The Vendor must agree to give all electronic images of documents in an image file to Jefferson County upon their request.	Y	PNC can assist with this request. It is outside the standard offering and can require customization covered in the pricing proposal.
The Vendor must be SSAE 16 Type II Certified	Y	PNC requires technology vendors to be SSAE 16 certified annually. This is part of a larger Vendor Management process due diligence performed annually by PNC. BancTec is SSAE 16 certified.
The vendor must allow for Jefferson County physical visits to both the production facility and the server farm.	Y	PNC allows tours of our invoice processing facility during all shifts including nights and weekends. Appointments can be arranged through your Treasury Management Officer.
General for System:		
The system must be offered in a Software as a Service "SaaS" platform".	Y	A/P Advantage is a SaaS (Software as a Service) solution which means there are no IT costs to purchase, install and maintain hardware and software to

		process invoices. The solution is highly configurable and does not require programming to be setup for new clients. The unique capability for a client to design the business rules and workflow to meet their business requirements without costly programming or IT resources creates tremendous value. A/P Advantage provides a Vendor Portal for vendor self-service. The web enabled portal allows vendors to check the status of an invoice instead of calling Accounts Payable. The portal is utilized for vendors to respond to invoice questions or disputes. It provides the capability for the vendor to respond to disputes and re-submit invoices from the portal.
The system must be able to provide scanning from a remote site AND provide production scanning services.	Y	PNC can provide this vendor specification.
The system must be able to provide indexing from a remote site AND provide production scanning services.	Y	PNC can provide this vendor specification.
The system must be able to store the image of a purchase order, invoice, and check images.	Y	PNC can assist with this request. It is outside the standard offering and can require customization covered in the pricing proposal.
The system must be able to accept a file of Purchase order and check images that will be stored along with the associated Invoice. Please specify how you would like to receive the images. Email, FTP, etc.	Y	PNC can assist with this request. It is outside the standard offering and can require customization covered in the pricing proposal.

The system must allow access to the image documents through a web enabled device.	Y	PNC can provide this vendor specification.
The system must be able to identify vendors who offer early pay discounts and prioritize those invoices to be paid. A vendor file will be sent that will specify the terms of a vendor. Updates to the vendor file will also need to be sent as new vendors are added.	Y	A/P Advantage has the ability to either use standard terms/ discount provided from the company's Vendor Master file or terms that are extracted from the invoice. Based on the due date displayed in a field, or a report provided to the user, the designated company signer could review terms to analyze the urgency and expedite an invoice that needs to be approved quicker. If the invoice displays the

		discount to be taken, A/P Advantage can capture the data in an extraction field. Ultimate payment decisioning would be controlled within the respective company ERP system.
The system must be able to identify and process the three different types of invoices: 1. Purchase Order Invoices 2. Contracts Invoices 3. Other (Utility type of invoices)	**Y**	PNC can provide this vendor specification.
The system must be able to create line item records that will be sent to Jefferson County Financial system in the format that our Financial System requires.	**Y**	Fully approved invoices and matched PO's will be exported nightly to the customer ERP for voucher creation. All G/L coding lines will be exported as part of this file. PNC send this file in a standard format and an XML file. Any customization to this file can be discussed and can require customization covered in the pricing proposal.
The system must have the ability to 'time stamp' every in-bound invoice.	**Y**	PNC can provide this vendor specification.
The system must provide an automated invoice approval platform automatically routing invoices to the designated approvers.	**Y**	A/P Advantage provides a fully configurable web-based workflow solution for the receipt, routing, review, exception management, and approval of incoming invoices. PNC will work with the user to better understand processing flow, approval hierarchies, and other critical elements of the invoice approval processes to ensure that we provide a solution that is tailored to your specific needs. Based on your specific requirements, A/P Advantage will assign all incoming documents to a workflow. As the document/invoice routing process begins, the approval chain is in full view based on the various designated approval roles. For more information, please view our attached Approval Workflow Structure.

The system must have the ability to allow Jefferson County to upload invoices directly into the system from any location.	N	Invoices can be emailed to the PNC lock box from any location.
The system must have the ability to allow Jefferson County personnel to be able to "index invoice header information" remotely if needed.	Y	Invoices can also be manually added directly into the system and the user can manually capture the header information if the role they are assigned to is granted this permission.
The system must have secure automated invoice archiving platform included in solution.	Y	PNC's standard image retention period is 7 years. Physical documents are retained for 30 days in the event that a document must be re-scanned or physically retrieved for legal or other purposes. At the end of the 7th year, PNC reserves the right to remove those images and corresponding data from the active system.
The archive platform must have the ability to import and export Excel spreadsheets.	Y	A/P Advantage can export report data into Excel.

The system must have the ability to add at any time additional data bases requested by Jefferson County such as: W9's Human Resources Employee files General Ledgers Sales Orders Contracts All additional databases must be configured and maintained by vendor and vendor must have the ability to scan and index any/all requested hardcopy documents.	Y	PNC can assist with this request. It is outside the standard offering and can require customization covered in the pricing proposal.
The system must be able to archive electronic documents for 7 years.	Y	PNC can provide this vendor specification.

Vendor Portal:		
The system must provide the capability of a web portal for vendor to access to see the status of their invoices. Example: a. Has the invoice been paid? b. Has the invoice been processed into the system? c. View all invoices processed for a period of time	**Y**	A/P Advantage provides a self-service vendor portal for your vendors. Capabilities include the ability to submit invoices, track processing and payment status and collaborate on exception items.
Security:		
The system must provide different levels of security. 1. Invoice editor and approvers 2. Authorized personnel for deleting an invoice 3. Specific invoices can only be viewed by authorized personnel for a department. 4. No department should be able to see other invoices except for their own invoices other than System Administrators and Accounts Payable personnel. Department can be determined by the accounting number in the Purchase order.	**Y**	PNC Business units are required to follow the corporate business resiliency program to ensure the mitigation of associated risks related to business interruption. The business service-specific program needs to meet the following minimum criteria: • A risk assessment is conducted by the business owner for each business service. • A plan for recovering supporting minimal critical services is developed by the business owner and reviewed annually. • Testing is conducted by the business owner to ensure recover capabilities are met and maintained. PNC has a network of lockboxes across the country, and each location has at least one fully functional stand-alone system. Critical system, client and transactional information are backed up daily. In the event of a site going down, a hot alternative processing site could be leveraged to handle additional invoice volume. Imaging processes would be deployed to all running servers, allowing data to continue to flow. These backup procedures would allow the platform to continue without interruption during a system or site failure.

The System must have the ability to "encrypt" all images resident on the server.	**Y**	PNC can provide this vendor specification.

Dashboard:		
A dashboard must be available for management to see the aging of outstanding invoices.	Y	A/P Advantage has reports that allow invoices to be tracked by many data elements such as status, due date and invoice date.
Reports: (Not all inclusive)		
An aging report of invoices not paid will be available.	Y	A/P Advantage provides very flexible and easy-to-use reporting interface which allows users to create a wide-range of reports based upon the data elements defined during the Customer Specification Document process.
The system must be capable of providing search criteria on a vendor name, invoice date, purchase order date, check date, or any combination of these. All dates would be a date range selection.	Y	PNC can provide this vendor specification.
The system must be able to produce a report on what a vendor has been paid for a date range.	Y	PNC can provide this vendor specification.
The system must be able to produce a report that will show the total paid to all vendors for a date range.	Y	PNC can provide this vendor specification.
The system must be capable of providing a search on invoice then display the image of that invoice along with an image the Purchase order and check number.	Y	PNC can assist with this request. It is outside the standard offering and can require customization covered in the pricing proposal
The system must be able to automatically generate graphical reports pulled from data within the system.	N	A/P Advantage provides very flexible and easy-to-use reporting interface which allows users to create a wide-range of reports based upon the data elements defined during the Customer Specification Document process.
Invoice Processing:		
Three types of Invoices:		
1. Purchase order related invoice	Y	PNC can provide this vendor specification.
2. Contract	Y	PNC can provide this vendor specification.

3. Other (Utilities)	**Y**	PNC can provide this vendor specification.
Purchase order related invoices		

Jefferson County will notify the vendors to start sending all PURCHASE ORDER related invoices to the mail box.	**Y**	PNC can provide this vendor specification.
There will always be vendor invoices sent to the county and not to the new mail box. Specify how you would want the file sent from the county.	**Y**	Invoices that are received by the county can be forwarded on to PNC through regular mail and also via E-mail.
If requested, a Purchase Order data file will be sent to the vendor every day as many times as necessary. Specify your preference on the interval : Specify how you want the file sent. Email, FTP, etc. Format of the file will be done once the RFP is awarded.	**Y**	File specifications are reviewed during configuration. To facilitate PO matching we ask that you send a file of valid PO's and a delivery file daily to update AP Advantage.
Three Way Line item matching must be done. Invoice, Purchase order, receipt	**Y**	AP Advantage facilitates PO matching by validating the PO line to the Delivery to the header level of the invoice.
Before an invoice line item can be paid, there must be matching purchase order and receipt line items.	**Y**	PNC can provide this vendor specification.
Usually a purchase order sent to the system before the invoice but not always. There may be times when the system will have the purchase order and invoice but no receipt. The system must be able to handle these types of occurrences.	**Y**	PNC can provide this vendor specification.

If any of the components, Purchase order or receipt, are not in the system, the invoice is saved in an outstanding invoice file until all components arrive. Once all components are in the system, then the invoice is passed on to the line item matching process.	Y	Tolerances for price or quantity variances are set at the company level. Invoices will remain in the hold que until the rematch timeframe has expired. Upon expiration the invoice will then move to the responsible purchaser or a PO role assigned for manual matching

Line Item Processing: The quantity on the Purchase order, receipt, and the invoice must match or be within in a specified amount.	Y	AP Advantage facilitates PO matching by validating the PO line to the Delivery to the header level of the invoice.
The amount on the Purchase Order, receipt, and the invoice at the line item level must match or be within in standard tolerance.	Y	AP Advantage facilitates PO matching by validating the PO line to the Delivery to the header level of the invoice.
The Purchase order invoice tolerances will apply to only purchase orders invoices.	Y	PNC can provide this vendor specification.
Any invoice line item that cannot be paid that does not fulfill the three match will be put into an error file to be reviewed, corrected then approved for processing by Jefferson County Accounts Payable Department.	Y	PNC can provide this vendor specification.
Even if the invoice line item does not fall within the tolerances but Accounts Payable approved the invoice to be paid, the system must be able to process the invoice for payment ignoring the business rules for matching.	Y	PNC can provide this vendor specification.
An invoice can be deleted from the system if specified by authorized personnel. (Security level issue)	Y	PNC can provide this vendor specification.

A file will be generated in the format as specified by our Financial System so that we can import the paid invoices into our Accounts Payable System. An alternative to a file could be an API into the financial system. Please specify how your system will work.	Y	Fully approved invoices and matched PO's will be exported nightly to the customer ERP for voucher creation. All G/L coding lines will be exported as part of this file. PNC sends this file in a standard format and an XML file. Any customization to this file can be discussed and can require customization covered in the pricing proposal.
The System will have to be configured to process shipping charges based on specific business rules.	Y	PNC can provide this vendor specification.
Contract Invoices		The Contract Management module monitors the negotiated terms and conditions of your supplier contracts and agreements. Users can also create new contracts to match against incoming invoices that may be able to enhance straight-through process rates if there is a match. This module is best used to create, track and match recurring payments associated with contracts.
On an agreed to schedule all CONTRACT Invoices will be sent to the vendor. Specify how you would want the file sent from Jefferson County.	Y	PNC would design a solution during documentation to address this.

Since it is not possible for the Vendor to determine which invoices are related to a contract, all contract invoices will be sent to Jefferson County to identify which contract they are associated. Please specify how you will need contract number specified on these contracts. Example: Use a batch header page before the group of invoices.	Y	PNC would design a solution during documentation to address this
Since it is not possible for the vendor to determine which contract a receipt applies, Jefferson county will have to indicate on the receipt the contract number. Please specify how you will need contract number specified on these contracts.	Y	PNC would design a solution during documentation to address this.

Since the contract does not have line items listed, the only matching that can be done is to verify that the invoice line item was received. Once this match has taken place, the process goes to the next step. If there is no receipt in the system, the invoice goes into an outstanding invoice file until the receipt is processed.	Y	PNC can provide this vendor specification.
Next, the system must be able to accumulate dollar amount of the invoices assigned to a contract. The system must check the contract balance before processing a contract invoice. If the line item on the invoice is more than the balance remaining on the contract, the invoice line item and remaining line items will not be processed. The invoice line item and the remaining invoices will go into the invoice error file for Jefferson County Accounts Payable Department to correct.	Y	The Contract Module can address this request.

Any invoice line item that cannot be paid because it exceeds the balance of the contract will be put into an error file to be reviewed, corrected then approved for processing by Jefferson County Accounts Payable Department.	Y	PNC can provide this vendor specification.
Even if the invoice line item has exceeded the contract balance, but Accounts Payable approved the invoice to be paid, the system must be able to process the invoice for payment ignoring the business rules for contract invoices.	Y	PNC can provide this vendor specification.
An invoice can be deleted from the system if specified by authorized personnel. (Security level issue)	Y	PNC can provide this vendor specification.

A paid invoice file will be generated in the format as specified by our Financial System so that we can import the paid invoices into our Accounts Payable System. An alternative to a file could be an API into the financial system. Please specify how your system will work.	Y	Approved invoices and matched PO will be sent to the ERP in a nightly file to create the voucher in the ERP.
The System will have to be configured to process shipping charges based on specific business rules.	Y	PNC can provide this vendor specification.
Other Invoices:		
On an agreed to schedule all OTHER invoices will be sent to the vendor. Specify how you would want the file sent.	Y	As a best practice all Jefferson County invoices should be sent directly to the PNC lock box vial mail or email. The business rules designed during discovery will address how AP Advantage handles each type of invoices.
Other invoices are classified as being paid on a regular basis. There is no Purchase Order, Contract, or receipt related to these types of invoices. Therefore, there is no three way match for these invoices. They are considered utility type of invoices.	Y	PNC can provide this vendor specification.

If the system can identify a utility type of invoice, then the system will process the invoice line items without any further checking.	Y	PNC can provide this vendor specification.
If the system cannot identify a utility type of invoice, The invoices will be batched by Jefferson County and sent to the vendor on a regular schedule. Please specify how you will need these utility type of invoices identified for your system. Example: Use a batch header page before the group of invoices.	Y	As a best practice all Jefferson County invoices should be sent directly to the PNC lock box vial mail or email. The business rules designed during discovery will address how AP Advantage handles each type of invoices.

The system must be able to identify any significant differences from one month the next based on business rules. If the system does find a significant difference the line item will go into the invoice error file for Jefferson County to correct.	N	Business intelligence reports can be run show the differences among monthly utility invoices.
Any invoice line item that cannot be paid due to a significant amount difference will be put into an error file to be reviewed, corrected, and approved for processing by Jefferson County Accounts Payable Department.	N	PNC advises Jefferson County to utilize the business intelligence reports to identify the invoice line item error and handle the exception process internally.
Even if the invoice line item has exceeded significant differences, but Accounts Payable approved the invoice to be paid, the system must be able to process the invoice for payment ignoring the business rule.	N	PNC advises Jefferson County to utilize the business intelligence reports to identify the invoice line item error and handle the exception process internally.
An invoice can be deleted from the system if specified by authorized personnel. (Security level issue)	Y	PNC can provide this vendor specification.
An invoice paid file will be generated in the format as specified by our Financial System so that we can import the paid invoices into our Accounts Payable System. An alternative to a file could be an API into the financial system. Please specify how your system will work.	Y	Approved invoices and matched PO will be sent to the ERP in a nightly file to create the voucher in the ERP.
The System will have to be configured to process shipping charges based on specific business rules.	Y	PNC can provide this vendor specification.

TOTAL COST OF THE INVOICE PROCESSING SYSTEM Please see A/P Advantage Fee Schedule

Jefferson County, MO

A/P Advantage Fee Schedule

Invoice Imaging, Capture, and Workflow Services

Estimated Annual Invoice Volume: 14,116

Estimated Monthly Invoice Volume: 1,176

Fee Schedule	$Unit	Volume		Total
Implementation Fee - Workflow*	$ 1,250	12	$	15,000
Training Fee	$ -	4 days	$	-
Software Usage Fee	$ 1,000	1	$	1,000
Per Document	$ 1.30	1,176	$	1,529

Monthly Estimate	$	2,529
Year 1 Annualized	$	45,351
Year 1 Avg Price/Inv	$	3.21
Years 2+ Annualized	$	30,351
Years 2+ Avg Price/Inv	$	2.15

Product Setup includes:

1) Centralized Invoice receipt through PNC invoice processing center; indexing, scanning and archive
2) Email address established by PNC on customer behalf
3) Invoice data capture, up to 12 header fields
4) Non-Invoice (Correspondence) documents categorized and presented within the workflow
5) Automated AP Workflow for PO and non-PO invoices
6) Purchase order (PO) invoice matching
7) General ledger coding functionality supporting Account plus up to 8 GL Objects
8) Mobile Invoice approval
9) Contract module to facilitate recurring payments
10) XML file integration between AP Advantage and customer ERP and/or Purchasing system

Additional costs to the Product Setup if deemed applicable:

Additional Company Configuration	$ 10,000.00	1 company included in standard implementation
Header level fields >12 Fields	$ 0.05	first 12 fields included with standard implementation
Custom Development	$ 250.00	hourly rate
Non-Invoice Documents	'Correspondence' documents factored into per document tiers	

* Implementation fee includes standard solution and 120 consulting hours allotted for deployment Training, User Acceptance Testing support, and Post Implementation consulting support. Consulting hours required beyond the allotted 120 hours will be charged at the Professional Services rate noted above
* Implementation fee can be paid in one installment at transition to production environment or, in monthly installments over the course of the first 12 months of production
* SaaS software with unlimited seat licensing

JEFFERSON COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
729 MAPLE ST / PO BOX 100
HILLSBORO MO 63050
WWW.JEFFCOMO.ORG

BID #: 17-0034

Request for Proposal: **INVOICE PROCESSING**

Date Issued: 3-30-2017

PROPOSALS SHALL BE ACCEPTED UNTIL: TUESDAY, MAY 2, 2017, AT 2:00 P.M. LOCAL TIME.

Specification Contact:
RANDY MULLER
Department of Information Technology
636-797-5592
rmuller@jeffcomo.org

Contract Contact:
VICKIE PRATT
Department of Administrative Services
636-797-5380

Mail (3) Three Complete Copies With Vendor And Proposal Information As Shown In Sample:

SAMPLE ENVELOPE

VENDOR NAME	
VENDOR ADDRESS	
CONTACT NUMBER	**DEPARTMENT OF THE COUNTY CLERK**
	JEFFERSON COUNTY MISSOURI
	729 MAPLE ST / PO BOX 100
	HILLSBORO MO 63050-0100
SEALED PROPOSAL: (PROPOSAL NAME)	

Contract Term:
upon approval by the County Council and County Executive

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Proposal, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

Kern USA

Vendor Information:

Company Name	CHRIS L. COLLIER
	Authorized Agent (Print)
3940 Gantz Road, Suite A	
Address	*(signature)*
	Signature
Grove City, Ohio, 43123	Vice President, Director Kern EDGE
City/State/Zip Code	**Title**
614 317-2600	26-3735472
Telephone #	**Date** **Tax ID #**
Ccollier@kerninc.com	614 782-8257
E-mail	**Fax #**

SPECIFICATIONS

Invoice Processing Specifications

Specifications	Y/N	Comments
Vendor Specifications:		
The Vendor must provide a "fixed monthly cost" for the SaaS platform with NO limit on "user licenses.	Yes	The Kern EDGE platform's standard pricing is a fixed monthly cost for Software as a Service "SaaS". Unit cost if applicable are not covered in the monthly SaaS cost. There is no limit on User Licenses.
The Vendor must provide a secure, private and dedicated server for Jefferson County.	Yes	All Kern EDGE customers are assigned a private server located in a Tier 4 Server Farm (see Exhibit 1-A)
The Vendor must guarantee that no co-mingling of data with other companies.	Yes	All data is processed in a single instance. There is no comingling of customer data.
The Vendor must have 24-7 customer service	Yes	Kern EDGE offers complete 24x7 customer service, including escalation procedures. (see Exhibit 1-B)
The Vendor must have complete production services. These services must include: Scanning, indexing, data-entry, document storage, PO Box management, email forwarding, eFax forwarding, SFPT access, etc.	Yes	Kern EDGE provides all listed services. In addition, Kern EDGE has both a primary production facility and a secondary back-up production facility. (see Exhibit 1-C)
The Vendor must have only on-site production personnel – no outsourcing of data-entry.	Yes	Kern EDGE will not outsource any services, including data-entry. Jefferson County is invited to audit this requirement on-site at the Kern EDGE production facility.
The Vendor must be able to set-up and manage the Jefferson County PO Box at a location close to the vendor's production facility.	Yes	Kern EDGE will manage all task for the PO Box processing.
The Vendor must have an assigned Project Manager dedicated to the Jefferson County implementation.	Yes	Kern EDGE will provide both a primary and secondary Project Manager assigned to Jefferson County.
The Vendor must have a primary and secondary contact assigned to Jefferson County.	Yes	Kern EDGE will provide both a primary and secondary contact for Jefferson County.
The Vendor must have project personnel on-site at Jefferson County to determine the system design and implementation.	Yes	Kern EDGE will have multiple project personnel on-site at Jefferson County for design and implementation.

The Vendor must have ability to store hardcopy documents on-site for 90 days or in agreed upon timeframe.	Yes	Kern EDGE will store hardcopy documents on site for up to 7 years.
We add vendors quite often so specify how and when you want the new vendors sent to you.	Yes	Kern EDGE will request a automated daily Vendor List to be sent via a CSV file at a predesignated time.
The Vendor must agree to give all electronic images of documents in an image file to Jefferson County upon their request.	Yes	Kern EDGE will supply Jefferson County in their native TIFF format or PDF upon request.
The Vendor must be SSAE 16 Type II Certified	Yes	Please see Exhibit 1-D.
The vendor must allow for Jefferson County physical visits to both the production facility and the server farm.	Yes	Jefferson County will be invited to tour both the Kern EDGE production facility and the server farm upon request.
General for System:		
The system must be offered in a Software as a Service "SaaS" platform".	Yes	There will be no software or hardware for Jefferson County to have to purchase. Kern EDGE will implement and maintain the Jefferson County Automated Invoice Approval System on a daily basis.
The system must be able to provide scanning from a remote site AND provide production scanning services.	Yes	The KERN EDGE system will be able to upload scanned images directly from Jefferson County or another remote location.
The system must be able to provide indexing from a remote site AND provide production scanning services.	Yes	The Kern EDGE system will include our EDGEport Remote Indexing Platform allowing Jefferson County to be able to index certain invoices/documents at their discretion.
The system must be able to store the image of a purchase order, invoice, and check images.	Yes	Please see Exhibit 1-E.
The system must be able to accept a file of Purchase order and check images that will be stored along with the associated Invoice. Please specify how you would like to receive the images. Email, FTP, etc.	Yes	Kern EDGE will be able to accept any/all image files. Kern EDGE can accept these files in a multitude of ways depending on which method is more flexible for Jefferson County to process. This includes, but is not limited to, email, FTP, etc.

The system must allow access to the image documents through a web enabled device.	Yes	The Kern EDGE system is web based.
The system must be able to identify vendors who offer early pay discounts and prioritize those invoices to be paid. A vendor file will be sent that will specify the terms of a vendor. Updates to the vendor file will also need to be sent as new vendors are added.	Yes	Kern EDGE will design the system interface to have a specific invoice "bucket" location where all early pay discount vendor invoices will be identified and uploaded into this bucket accordingly. Kern EDGE will cross reference the Vendor File to identify these invoices. (see Exhibit 1-F)

The system must be able to identify and process the three different types of invoices:
  1. Purchase Order Invoices
  2. Contracts Invoices
  3. Other (Utility type of invoices)
	Yes	Kern EDGE will identify all invoice types and process and upload these invoices into the system as per the Jefferson County invoice approval routing specifications.

The system must be able to create line item records that will be sent to Jefferson County Financial system in the format that our Financial System requires.	Yes	The Kern EDGE system will be able to process GL Line Item Distribution. (see Exhibit 1-G)
The system must have the ability to 'time stamp' every in-bound invoice.	Yes	Please see Exhibit 1-H.
The system must provide an automated invoice approval platform automatically routing invoices to the designated approvers.	Yes	Please see sample Accounts Payable Workflow Flowchart, Exhibit 1-I.
The system must have the ability to allow Jefferson County to upload invoices directly into the system from any location.	Yes	The Kern EDGE system will accommodate this requirement.
The system must have the ability to allow Jefferson County personnel to be able to "index invoice header information" remotely if needed.	Yes	The Kern EDGE system will have the EDGEport Remote Indexing Platform for Jefferson County personnel to index invoice header information if needed.
The system must have secure automated invoice archiving platform included in solution.	Yes	Once any/all invoices are processed through the approval function, the invoice image and historical data associated with who/what/when processed the invoice will automatically uploaded into the EDGEdock Archive Platform. (see Exhibit 1-J)
The archive platform must have the ability to import and export Excel spreadsheets.	Yes	The Kern EDGE system will have this ability. (see Exhibit 1-K)

The system must have the ability to add at any time additional data bases requested by Jefferson County such as: W9's Human Resources Employee files General Ledgers Sales Orders Contracts All additional databases must be configured and maintained by vendor and vendor must have the ability to scan and index any/all requested hardcopy documents.	Yes	The Kern EDGE system will have both the ability to add any/all additional databases, as well as provide any/all production and indexing services for the additional databases and will adhere to all the requirements and specifications as listed within this RFP and requested by Jefferson County. (see Exhibit 1-L)
The system must be able to archive electronic documents for 7 years.	Yes	All documents will be stored in the EDGEdock Archive Platform.
Vendor Portal:		

The system must provide the capability of a web portal for vendor to access to see the status of their invoices.
Example:
  a. Has the invoice been paid?
  b. Has the invoice been processed into the system?
  c. View all invoices processed for a period of time
	Yes	The Kern EDGE system will have this capability. (see Exhibit 1-M)

Security:		

The system must provide different levels of security.
  1. Invoice editor and approvers
  2. Authorized personnel for deleting an invoice
  3. Specific invoices can only be viewed by authorized personnel for a department.
  4. No department should be able to see other invoices except for their own invoices other than System Administrators and Accounts Payable personnel.
  5. Department can be determined by the accounting number in the
	Yes	The Kern EDGE system will be configured with a Managers Console Administrative Module allowing for all listed security levels. (see Exhibit 1-N)

Purchase order.		
The System must have the ability to 'encrypt" all images resident on the server.	Yes	See explanation in Exhibit 1-O
Dashboard:		
A dashboard must be available for management to see the aging of outstanding invoices.	Yes	All invoices input into the system will be time stamped when entered and will immediately begin the "invoice aging process". In addition, Kern EDGE can offer an "Escalation" function if requested (see Exhibit 1-P).
Reports: (Not all inclusive)		
An aging report of invoices not paid will be available.	Yes	See Exhibit 1-Q
The system must be capable of providing search criteria on a vendor name, invoice date, purchase order date, check date, or any combination of these. All dates would be a date range selection.	Yes	See Exhibit 1-Q
The system must be able to produce a report on what a vendor has been paid for a date range.	Yes	See Exhibit 1-Q
The system must be able to produce a report that will show the total paid to all vendors for a date range.	Yes	See Exhibit 1-Q
The system must be capable of providing a search on invoice then display the image of that invoice along with an image the Purchase order and check number.	Yes	See Exhibit 1-Q
The system must be able to automatically generate graphical reports pulled from data within the system.	Yes	See Exhibit 1-Q
Invoice Processing:		
Three types of Invoices:		
1. **Purchase order related invoice**	Yes	
2. **Contract**	Yes	
3. **Other (Utilities)**	Yes	
Purchase order related invoices	Yes	

Jefferson County will notify the vendors to start sending all PURCHASE ORDER related invoices to the mail box.	Yes	Kern EDGE production services will manage all in-bound invoices through the assigned PO Box.
There will always be vendor invoices sent to the county and not to the new mail box. Specify how you would want the file sent from the county.	Yes	Jefferson County will have the flexibility to send invoices to the Kern EDGE system via email, scanned directly into server, pick-up at county location, dropped onto an FTP site or UPS directly to Kern EDGE production facility.
If requested, a Purchase Order data file will be sent to the vendor every day as many times as necessary. Specify your preference on the interval : Specify how you want the file sent. Email, FTP, etc. Format of the file will be done once the RFP is awarded.	Yes	Kern EDGE would prefer the Purchase Order Data File be sent via email on a automated nightly basis. If it is determined later that a twice a day file is necessary, Kern EDGE will work with Jefferson County to implement this additional in-bound file.
Three Way Line item matching must be done. Invoice, Purchase order, receipt	Yes	Kern EDGE will provide this capability.
Before an invoice line item can be paid, there must be matching purchase order and receipt line items.	Yes	The Kern EDGE system will be designed to accommodate this requirement.
Usually a purchase order sent to the system before the invoice but not always. There may be times when the system will have the purchase order and invoice but no receipt. The system must be able to handle these types of occurrences.	Yes	The Kern EDGE system will be designed to accommodate this requirement.
If any of the components, Purchase order or receipt, are not in the system, the invoice is saved in an outstanding invoice file until all components arrive. Once all components are in the system, then the invoice is passed on to the line item matching process.	Yes	The Kern EDGE system will be designed to automatically route invoices into an "Exceptions Bucket" and resubmitted once the invoice has all required components.

Line Item Processing: The quantity on the Purchase order, receipt, and the invoice must match or be within in a specified amount.	Yes	The Kern EDGE system will be able to match the purchase order line item quantity with the invoice line item quantity with the receipt line quantity. Any invoice that does not match, will be flagged as an Exception for Review.
The amount on the Purchase Order, receipt, and the invoice at the line item level must match or be within in standard tolerance.	Yes	The Kern EDGE system will be able to match the purchase order line item amount with the invoice line item amount with the receipt line amount. Any invoice that does not match, will be flagged as an Exception for Review.
The Purchase order invoice tolerances will apply to only purchase orders invoices.	Yes	The Kern EDGE system will be designed to accommodate this requirement.
Any invoice line item that cannot be paid that does not fulfill the three match will be put into an error file to be reviewed, corrected then approved for processing by Jefferson County Accounts Payable Department.	Yes	The Kern EDGE system will be designed to automatically route these invoices into an "Exceptions Bucket" allowing for Jefferson County to follow-up on.
Even if the invoice line item does not fall within the tolerances but Accounts Payable approved the invoice to be paid, the system must be able to process the invoice for payment ignoring the business rules for matching.	Yes	The Kern EDGE system will give the ability for designated users types to overwrite an exception and Manually approve an invoice.
An invoice can be deleted from the system if specified by authorized personnel. (Security level issue)	Yes	The Kern EDGE system will give the ability for designated users types to delete individual invoices.
A file will be generated in the format as specified by our Financial System so that we can import the paid invoices into our Accounts Payable System. An alternative to a file could be an API into the financial system. Please specify how your system will work.	Yes	The Kern EDGE system can be adaptable to either an API into the financial system, or can employ web services if preferred.
The System will have to be configured to process shipping charges based on specific business rules.	Yes	The Kern EDGE system can be configured to capture shipping charges and cross reference these charges against the PO file for freight status.
Contract Invoices		
On an agreed to schedule all CONTRACT Invoices will be sent to the vendor.	Yes	The Kern EDGE system will be able to accommodate this requirement.

Specify how you would want the file sent from Jefferson County.	Yes	Email, FTP, direct scan, CSV file are all acceptable formats.
Since it is not possible for the Vendor to determine which invoices are related to a contract, all contract invoices will be sent to Jefferson County to identify which contract they are associated. Please specify how you will need contract number specified on these contracts. Example: Use a batch header page before the group of invoices.	Yes	A batch header page with the contract # specified on it is acceptable for the system. An additional option is to have the contract # written on the in-bound invoice.
Since it is not possible for the vendor to determine which contract a receipt applies, Jefferson county will have to indicate on the receipt the contract number. Please specify how you will need contract number specified on these contracts.	Yes	A batch header page is acceptable. The same process can be applied as listed in the above question.
Since the contract does not have line items listed, the only matching that can be done is to verify that the invoice line item was received. Once this match has taken place, the process goes to the next step. If there is no receipt in the system, the invoice goes into an outstanding invoice file until the receipt is processed.	Yes	The Kern EDGE system will be designed with an Exceptions Bucket to accommodate this requirement.
Next, the system must be able to accumulate dollar amount of the invoices assigned to a contract. The system must check the contract balance before processing a contract invoice. If the line item on the invoice is more than the balance remaining on the contract, the invoice line item and remaining line items will not be processed. The invoice line item and the remaining invoices will go into the invoice error file for Jefferson County Accounts Payable	Yes	The Kern EDGE system can be designed to accommodate these requirements. PLEASE NOTE – Web Services will be required to provide this functionality.

Department to correct.		
Any invoice line item that cannot be paid because it exceeds the balance of the contract will be put into an error file to be reviewed, corrected then approved for processing by Jefferson County Accounts Payable Department.	Yes	The Kern EDGE system will be configured with an Exceptions Bucket and these invoices will be routed accordingly. The processor will have the ability to manually approve the invoice at this time.
Even if the invoice line item has exceeded the contract balance, but Accounts Payable approved the invoice to be paid, the system must be able to process the invoice for payment ignoring the business rules for contract invoices.	Yes	The Kern EDGE system will be configured with an Exception Bucket and these invoices will be routed accordingly. The processor will have the ability to manually approve the invoice at this time.
An invoice can be deleted from the system if specified by authorized personnel. (Security level issue)	Yes	The Kern EDGE system will give the ability for designated users types to delete individual invoices.
A paid invoice file will be generated in the format as specified by our Financial System so that we can import the paid invoices into our Accounts Payable System. An alternative to a file could be an API into the financial system. Please specify how your system will work.	Yes	The Kern EDGE system can be configured with an API or web services to accommodate this functionality.
The System will have to be configured to process shipping charges based on specific business rules.	Yes	The Kern EDGE system will capture shipping charges and cross reference these charges against the PO file for freight status.
Other Invoices:		
On an agreed to schedule all OTHER invoices will be sent to the vendor. Specify how you would want the file sent.	Yes	Email, CSV, FTP or scan directly into the server are all acceptable formats.
Other invoices are classified as being paid on a regular basis. There is no Purchase Order, Contract, or receipt related to these types of invoices. Therefore, there is no three way match for these invoices.	Yes	The Kern EDGE system will be able to automatically send out approvals for non-PO invoices through the Vendor Rules of the system.

They are considered utility type of invoices.		
	Yes	
If the system can identify a utility type of invoice, then the system will process the invoice line items without any further checking.		
If the system cannot identify a utility type of invoice, The invoices will be batched by Jefferson County and sent to the vendor on a regular schedule. Please specify how you will need these utility type of invoices identified for your system. Example: Use a batch header page before the group of invoices.	Yes	Answer for above question and this question: The Kern EDGE system will cross reference the vendor file to identify the utility type invoices. If the utility type invoices are not identified in the vendor file, a batch process is acceptable with a header page indicating utility type invoices.
The system must be able to identify any significant differences from one month the next based on business rules. If the system does find a significant difference the line item will go into the invoice error file for Jefferson County to correct.	Yes	The Kern EDGE system will be designed to set tolerances and will be able to red flag a significant difference. Jefferson County will need to set these tolerances based on your own historical references. If a significant difference is flagged, the invoice will be routed into the Exceptions Bucket.
Any invoice line item that cannot be paid due to a significant amount difference will be put into an error file to be reviewed, corrected, and approved for processing by Jefferson County Accounts Payable Department.	Yes	Jefferson County processors will be able to conduct required adjustments by reviewing the invoice from the Exceptions Bucket.
Even if the invoice line item has exceeded significant differences, but Accounts Payable approved the invoice to be paid, the system must be able to process the invoice for payment ignoring the business rule.	Yes	Jefferson County processors will have the ability to re-route the invoice within the system for approval.
An invoice can be deleted from the system if specified by authorized personnel. (Security level issue)	Yes	The Kern EDGE system will provide this capability.
An invoice paid file will be generated in the		

format as specified by our Financial System so that we can import the paid invoices into our Accounts Payable System. An alternative to a file could be an API into the financial system. Please specify how your system will work.	Yes	The Kern EDGE system will be able to accommodate either functionality. In the case of a direct Application Program Interface, "API", Kern will implement the EDGEsync module to accomplish this functionality.
The System will have to be configured to process shipping charges based on specific business rules.	Yes	The Kern EDGE system will be configured to accomplish this requirement. Jefferson County will need to supply the specific business rules requirements during the "Design Phase"

Please see Menu Pricing List on Next Page

TOTAL COST OF THE INVOICE PROCESSING SYSTEM $_____

Invoice Processing Pricing Schedule

EDGEline Automated Invoice Approval Workflow
One Time Set-up - $9,500.00
Monthly Software as a Service - $1,350.00
Price Includes: Application Program Interface, EDGEdock Document Retrieval
Archival Platform, Approval Rules Configuration, Unlimited User licenses

EDGEport Remote Indexing Platform
One Time Set-up - $950.00
Monthly Software as a Service - $500.00

EDGEline Automated Invoice Approval with Web Services
One Time Set-up - $19,500.00
Monthly Software as a Service - $1,500.00
Price Includes: EDGEdock Document Retrieval Archival Platform, Approval Rules
Configuration, Unlimited User Licenses

Vendor Portal
One Time Set-up - $3,500.00
Monthly Software as a Service - $500.00

Unit Cost:

Per Image Manually Scanned - $.09
Per Image Electronically Uploaded - $.04
Per Invoice Header Field Indexed - $.07
Document Preparation & Audit - $29.50 per hour
Pick-up & Delivery -   TBD
Custom Programming (if applicable) - $275.00 per hour
NOTE – Custom Programming is not applicable during all initial system
development, testing, implementation. Hourly charge is applicable only after
system acceptance and request is determined to be out of the original "scope of
work".

System Deliverable – Kern EDGE will have a "go live" date for testing and
acceptance by Jefferson County 45 working days after signed contract date.

BIDDERS INITIALS → GC

JEFFERSON COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
729 MAPLE ST / PO BOX 100
HILLSBORO MO 63050
WWW.JEFFCOMO.ORG

BID #: 17-0034

Request for Proposal: **INVOICE PROCESSING**

Date Issued: **3-30-2017**

PROPOSALS SHALL BE ACCEPTED UNTIL: **TUESDAY, MAY 2, 2017,** AT 2:00 P.M. LOCAL TIME.

Specification Contact:	**RANDY MULLER** Department of Information Technology 636-797-5592 rmuller@jeffcomo.org
Contract Contact:	**VICKIE PRATT** Department of Administrative Services 636-797-5380

Mail (3) Three Complete Copies With Vendor And Proposal Information As Shown In Sample:

SAMPLE ENVELOPE

VENDOR NAME
VENDOR ADDRESS
CONTACT NUMBER   **DEPARTMENT OF THE COUNTY CLERK** **JEFFERSON COUNTY MISSOURI** **729 MAPLE ST / PO BOX 100** **HILLSBORO MO 63050-0100**
SEALED PROPOSAL: (PROPOSAL *NAME*)

Contract Term:

upon approval by the County Council and County Executive

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Proposal, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

Vendor Information:

Business Imaging Systems, Inc	Jason McManus
Company Name	**Authorized Agent (Print)**
13900 N. Harvey	*Jason McManus*
Address	**Signature**
Edmond, OK 73013	Vice President of Advanced Technology and Solutions
City/State/Zip Code	**Title**
405-418-4001	05/01/2017 731494116
Telephone #	**Date** **Tax ID #**
jmcmanus@bisok.com	405-507-1025
E-mail	**Fax #**

TABLE OF CONTENTS:

REQUIRED DOCUMENTS

1. Current and valid Certificate of Insurance or binder showing required insurance coverage must be provided with each bid.
   (County must be added as additional insured if awarded)

2a. Proof that Bidder does not owe delinquent real or personal property in Jefferson County (tax receipts for past 3 years)
   Obtain receipts at http://jeffersonmo.devnetwedge.com

Or

2b. A notarized affidavit, on company letterhead stating that the applicant does not own any real or personal property in Jefferson County, Missouri.

3. A Notarized affidavit of work authorization and current business entity status with E-verification documentation (pages 9 & 10).

4. Agreement to be executed by the County upon approval by the County Council and County Executive (Bidder is required to complete company information and execute signature).

5. Cooperative Bid Form (last page)

6. All pages of the Invitation for Bid/Request for Proposal must be used when submitting your bid/proposal response along with initialing each page with the bid/proposal. Additional information may be included separately.

7. Bid deposits/bonds must be in the exact amount as stipulated in the bid. (if required)

*BIDS MAYBE REJECTED IF REQUIRED DOCUMENTATION IS NOT INCLUDED OR COMPLETED AT DISCRETION OF THE COUNTY

SPECIFICATIONS

Invoice Processing Specifications

Specifications	Y/N	Comments
Vendor Specifications:		
1. The Vendor must provide a "fixed monthly cost" for the SaaS platform with NO limit on "user licenses.	Y	During the Onsite "POV" Proof of Value, BIS and Jefferson County will work through the best pricing model for both companies. A fixed monthly cost is an option.
2. The Vendor must provide a secure, private and dedicated server for Jefferson County.	Y	A secure, private and dedicated server will be provided for Jefferson County
3. The Vendor must guarantee that no co-mingling of data with other companies.	Y	BIS will guarantee that there will be no co-mingling of data with other companies.
4. The Vendor must have 24-7 customer service	Y	This is an option with our platinum program and priced separately upon award of bid and further information
5. The Vendor must have complete production services. These services must include: Scanning, indexing, data-entry, document storage, PO Box management, email forwarding, eFax forwarding, SFPT access, etc.	Y	At the BIS headquarters, scanning, indexing, data entry, document storage, PO Box management, email forwarding and SFTP access all align with our services offered in the Records Conversion Bureau.
6. The Vendor must have only on-site production personnel – no outsourcing of data-entry.	Y	BIS proudly believes in supporting jobs within the United States, 100% of this project will be completed in the United States. BIS never outsources any piece of our extraction or conversion jobs overseas.
7. The Vendor must be able to set-up and manage the Jefferson County PO Box at a location close to the vendor's production facility.	Y	Upon award of the bid to BIS, we will secure a PO Box within 5 miles of the BIS Headquarters in Edmond, Oklahoma.
8. The Vendor must have an assigned Project Manager dedicated to the Jefferson County implementation.	Y	Upon successful award of the Jefferson County bid, BIS will assign a Project Manager to oversee the implementation.
9. The Vendor must have a primary and secondary contact assigned to Jefferson County.	Y	Contact: Shaun Garrison Phone: (325) 370-8129 Email: sgarrison@bisok.com Contact: Avis Bray Phone: (405) 473-2847 Email: abray@bisok.com
10. The Vendor must have project personnel on-site at Jefferson County to determine the system design and implementation.	Y	BIS will provide a complete project analysis and design both onsite and offsite, upon successful award of the bid.

11. The Vendor must have ability to store hardcopy documents on-site for 90 days or an agreed upon timeframe.	Y	BIS will store documents at the BIS headquarters office for 90 days post scanning.
12. We add vendors quite often so specify how and when you want the new vendors sent to you.	Y	New Vendor files can be uploaded to an STFP site dedicated to Jefferson County. Format for these files will be determined and agreed to by Jefferson County and BIS.
13. The Vendor must agree to give all electronic images of documents in an image file to Jefferson County upon their request.	Y	BIS can/will export all documents and metadata upon request
14. The Vendor must be SSAE 16 Type II Certified	Y	BIS has SOC 2 Type II Certification, a higher level certification than requested.
15.The vendor must allow for Jefferson County physical visits to both the production facility and the server farm.	Y	Jefferson County is invited to visit our Central Processing Facility located in Edmond, OK. Contact Shaun Garrison to schedule a time for a tour.
General for System:		
16. The system must be offered in a Software as a Service "SaaS" platform".	Y	Solution is offered as SaaS.
17. The system must be able to provide scanning from a remote site AND provide production scanning services.	Y	Remote site scanning is supported.
18. The system must be able to provide indexing from a remote site AND provide production scanning services.	Y	Remote site indexing is supported
19. The system must be able to store the image of a purchase order, invoice, and check images.	Y	Images will be stored in ApplicationXtender
20. The system must be able to accept a file of Purchase order and check images that will be stored along with the associated Invoice. Please specify how you would like to receive the images. Email, FTP, etc.	Y	The Grooper product can accept a print stream, separate the component documents, index the documents based on values positionally or contextually extracted from the document, and archive each document within AX. This is the conventional method of archiving documents that originate within a client organization and are produced by an ERP system.

21. The system must allow access to the image documents through a web enabled device.	Y	A web based client is provided with the solution.
22. The system must be able to identify vendors who offer early pay discounts and prioritize those invoices to be paid. 23. A vendor file will be sent that will specify the terms of a vendor. 24. Updates to the vendor file will also need to be sent as new vendors are added.	Requires further evaluation	As long as access is provided to vendor information within the ERP, workflow applications can identify discount information. Many A/P workflow applications capture this information in order to present the most urgent transactions, specifically those with discounts, at the top of the processing list. We need to determine whether the BIS applications, specifically Grooper and Workflow, will have direct, read-only access to the ERP (although this may come in the form of views created specifically for this purpose).If direct access, whether via tables or views, is granted, there would be no reason to have to periodically transmit a vendor file (or, updates to a vendor file).

25. The system must be able to identify and process the three different types of invoices:
    1. Purchase Order Invoices
    2. Contracts Invoices
    3. Other (Utility type of invoices)
		The A/P workflow application can be developed with logic that processes the three types of invoices differently. This includes different routing provisions, different validations, different approval limits, and different interactions with the ERP. We need to be able to distinguish the 3 types of invoices. In practice, the presence of a PO Number on the face of an invoice designates a PO-based invoice. But the RFP itself indicates that there is no implicit way of distinguishing Contract and Utility invoices. Writing a contract number by hand on the face of the invoice will not normally be sufficient to satisfy scanning algorithms that use OCR; an alternative might be placing a sticker containing the contract number, either in text or bar-code format, on the face of the invoice before it is scanned. Grooper would be able to identify the sticker and classify the document appropriately.

26. The system must be able to create line item records that will be sent to Jefferson County Financial system in the format that our Financial System requires.	Y	Normally, A/P workflow applications send information on approved invoices to an ERP, many of whom have built-in capabilities to receive approved invoices from external sources. For PO-based invoices, workflow normally transmits invoice header information along with line item data that is reconciled with the invoice and posted receipts. For non-PO invoices, the application usually transmits header data along with the expense (G/L) distribution of the invoice.
27. The system must have the ability to 'time stamp' every in-bound invoice.	Y	Time stamps can be added to every in-bound invoice.
28. The system must provide an automated invoice approval platform automatically routing invoices to the designated approvers.	Y	Routing is built into every good Workflow platform, and the AX Workflow product carried by BIS is no exception. That being said, every A/P system is different, and routing is one element that is almost always unique to a system. BIS precedes its workflow development with a system design effort, which must be approved before actual development begins, to identify those characteristics of the A/P invoice approval process that are specific to each client.
29. The system must have the ability to allow Jefferson County to upload invoices directly into the system from any location.	Y	Adding documents directly into the system from any location is supported.
30. The system must have the ability to allow Jefferson County personnel to be able to "index invoice header information" remotely if needed.	Y	Remote site indexing is supported.
31. The system must have secure automated invoice archiving platform included in solution.	Y	The repository is a secured automated document archiving solution.
32.The archive platform must have the ability to import and export Excel spreadsheets.	Y	All Microsoft Office formats, including Excel are supported.

33. The system must have the ability to add at any time additional data bases requested by Jefferson County such as: W9's Human Resources Employee files General Ledgers Sales Orders Contracts All additional databases must be configured and maintained by vendor and vendor must have the ability to scan and index any/all requested hardcopy documents.	Y	(See item 20 as well.) Grooper can capture, index, and archive virtually any print stream produced by an ERP system.
34. The system must be able to archive electronic documents for 7 years.	Y	Documents can be archived indefinitely. In addition Retention Policies can be applied to documents.
Vendor Portal:		

35. The system must provide the capability of a web portal for vendor to access to see the status of their invoices.
Example:
  a. Has the invoice been paid?
  b. Has the invoice been processed into the system?
  c. View all invoices processed for a period of time
	Y	A vendor portal can be developed by both BIS and Jefferson County. The information requested in the question is typically provided by the ERP. BIS can provide links to all images and metadata that can then be viewed via the Vendor Portal

Security:		

36. The system must provide different levels of security.
  1. Invoice editor and approvers
  2. Authorized personnel for deleting an invoice
  3. Specific invoices can only be viewed by authorized personnel for a department.
  4. No department should be able to see other invoices except for their own invoices other than System Administrators and Accounts Payable personnel.
  5. Department can be determined by the accounting number in the
	Y	Security is configured utilizing Active Directory users and groups, in addition, Document Level Security can be applied that will enable specific invoices to be viewed by authorized personnel.

Purchase order.		
37. The System must have the ability to "encrypt" all images resident on the server.	Y	All documents are encrypted at rest
Dashboard:		
38. A dashboard must be available for management to see the aging of outstanding invoices.	Requires additional information	This is generally the responsibility of the ERP system. The objective of workflow applications is to process transactions as quickly as possible, and then export them to the ERP system. Good A/P workflow systems often retain the vast majority of their transactions for less than 48 hours.
Reports: (Not all inclusive)		
39. An aging report of invoices not paid will be available.	Requires additional information	This is normally found and executed within the ERP system.
40. The system must be capable of providing search criteria on a vendor name, invoice date, purchase order date, check date, or any combination of these. All dates would be a date range selection.	Requires additional information	This is normally found and executed within the ERP system.
41. The system must be able to produce a report on what a vendor has been paid for a date range.	Requires additional information	This is normally found and executed within the ERP system.
42. The system must be able to produce a report that will show the total paid to all vendors for a date range.	Requires additional information	This is normally found and executed within the ERP system.
43. The system must be capable of providing a search on invoice then display the image of that invoice along with an image the Purchase order and check number.	Y	This capability is implemented via the AX Connector product, which integrates external applications, usually ERP systems, with the AX document archive. The product retrieves and displays relevant documents from the archive based on the contents of a host application screen using a single "hot-key".
44. The system must be able to automatically generate graphical reports pulled from data within the system.	Y	Reports are provided that are out of the box. System is .Net based which allows for full customization of reports. BIS will work with Jefferson County to determine the scope of Reporting requirements.
Invoice Processing:		
Three types of Invoices:		
1. **Purchase order related invoice**		
2. **Contract**		
3. **Other (Utilities)**		
Purchase order related invoices		

45. Jefferson County will notify the vendors to start sending all PURCHASE ORDER related invoices to the mail box.	Y	Upon award of the bid, BIS will provide the lock box address so that Jefferson County will be able to notify all of their vendors.
46. There will always be vendor invoices sent to the county and not to the new mail box. Specify how you would want the file sent from the county.	Y	There are several solutions to this issue. One that is commonly used is to scan locally-received invoices into a network directory. Grooper would monitor the contents of this directory and import all images placed within.
47. If requested, a Purchase Order data file will be sent to the vendor every day as many times as necessary. Specify your preference on the interval : Specify how you want the file sent. Email, FTP, etc. Format of the file will be done once the RFP is awarded.	More information required	We need to first determine what access our applications have to your existing host application databases. If this access is provided, and usually read-only access to specifically-designed view structures is sufficient, then no file transmission needs to take place.
48. **Three Way Line item matching must be done.** Invoice, Purchase order, receipt	Y	#48 and 49: Our Grooper and A/P Workflow applications can support 3-way line item matching. Once matching has taken place, if additional routing or special processing is required, the transaction is normally sent to the workflow system.But in those cases in which a clean line-item reconciliation is sufficient to justify payment, Grooper can transmit the transaction directly to
49. Before an invoice line item can be paid, there must be matching purchase order and receipt line items.	Y	the ERP in a ready-for-payment state. This scenario delivers a truly stunning increase in productivity, because the invoice effectively travels from scanning to payment without being reviewed by any human eyes!
50. Usually a purchase order sent to the system before the invoice but not always. There may be times when the system will have the purchase order and invoice but no receipt. The system must be able to handle these types of occurrences.		Anomaly situations, such as the ones enumerated in questions 50, 51, 55, and 56, are normally sent to the workflow system for reconciliation by an A/P Specialist or the originator of the purchase order. One common occurrence is receipt of the invoice prior to receipt of the goods. When that takes place, workflow normally checks for receipts every night for a period of between 7-10 business days; when the receipts are logged, the invoice is then processed normally. This eliminates the obligation on the part of the A/P clerks to repeatedly verify whether goods have been received.
51. If any of the components, Purchase order or receipt, are not in the system, the invoice is saved in an outstanding invoice file until all components arrive. Once all components are in the system, then the invoice is passed on to the line item matching process.		Anomaly situations, such as the ones enumerated in questions 50, 51, 55, and 56, are normally sent to the workflow system for reconciliation by an A/P Specialist or the originator of the purchase order. One common occurrence is receipt of the invoice prior to receipt of the goods. When that takes place, workflow normally checks for receipts every night for a period of between 7-10 business days; when the receipts are logged, the invoice is then processed normally. This eliminates the obligation on the part of the A/P clerks to repeatedly verify whether goods have been received.

52. Line Item Processing: The quantity on the Purchase order, receipt, and the invoice must match or be within in a specified amount.	Y	#52, 53 and 54: The workflow system can be constructed with tolerance levels that conform to your organization's policies. In practice, these are set up as maintainable parameters so that if the tolerance policy is changed, no alternations are necessary to the underlying programs.
53. The amount on the Purchase Order, receipt, and the invoice at the line item level must match or be within in standard tolerance.	Y	#52, 53 and 54: The workflow system can be constructed with tolerance levels that conform to your organization's policies. In practice, these are set up as maintainable parameters so that if the tolerance policy is changed, no alternations are necessary to the underlying programs.
54. The Purchase order invoice tolerances will apply to only purchase orders invoices.	Y	#52, 53 and 54: The workflow system can be constructed with tolerance levels that conform to your organization's policies. In practice, these are set up as maintainable parameters so that if the tolerance policy is changed, no alternations are necessary to the underlying programs.
55. Any invoice line item that cannot be paid that does not fulfill the three match will be put into an error file to be reviewed, corrected then approved for processing by Jefferson County Accounts Payable Department.		Anomaly situations, such as the ones enumerated in questions 50, 51, 55, and 56, are normally sent to the workflow system for reconciliation by an A/P Specialist or the originator of the purchase order. One common occurrence is receipt of the invoice prior to receipt of the goods. When that takes place, workflow normally checks for receipts every night for a period of between 7-10 business days; when the receipts are logged, the invoice is then processed normally. This eliminates the obligation on the part of the A/P clerks to repeatedly verify whether goods have been received.
56. Even if the invoice line item does not fall within the tolerances but Accounts Payable approved the invoice to be paid, the system must be able to process the invoice for payment ignoring the business rules for matching.		Anomaly situations, such as the ones enumerated in questions 50, 51, 55, and 56, are normally sent to the workflow system for reconciliation by an A/P Specialist or the originator of the purchase order. One common occurrence is receipt of the invoice prior to receipt of the goods. When that takes place, workflow normally checks for receipts every night for a period of between 7-10 business days; when the receipts are logged, the invoice is then processed normally. This eliminates the obligation on the part of the A/P clerks to repeatedly verify whether goods have been received.
57. An invoice can be deleted from the system if specified by authorized personnel. (Security level issue)	Y	Supported via Security protocols within the repository. Can be integrated with Active Directory.
58. A file will be generated in the format as specified by our Financial System so that we can import the paid invoices into our Accounts Payable System. An alternative to a file could be an API into the financial system. Please specify how your system will work.	Need more information	Either method is acceptable to the workflow system, however most ERP systems have constructed sophisticated and robust capabilities to accept approved invoices from external sources. It has been our experience that most clients prefer to employ these existing, well-proven capabilities.
59. The System will have to be configured to process shipping charges based on specific business rules.	Y	Validation rules can be set for certain fields. The correct identification and processing of freight charges will be addressed during the design phase. Very often, freight charges can be recognized by Grooper (based on pre-defined keywords), and segregated from the general invoice as necessary.
Contract Invoices		
60.On an agreed to schedule all CONTRACT Invoices will be sent to the vendor.	Y	Upon award of the bid, BIS will work with Jefferson County to recieve all contract invoices.

61. Specify how you would want the file sent from Jefferson County.	Y	Files can be uploaded to an FTP/SFTP site, or can have a dedicated email box monitored.
62. Since it is not possible for the Vendor to determine which invoices are related to a contract, all contract invoices will be sent to Jefferson County to identify which contract they are associated. Please specify how you will need contract number specified on these contracts. Example: Use a batch header page before the group of invoices.	Y	The A/P workflow application can be developed with logic that processes the three types of invoices differently. This includes different routing provisions, different validations, different approval limits, and different interactions with the ERP. We need to be able to distinguish the 3 types of invoices. In practice, the presence of a PO Number on the face of an invoice designates a PO-based invoice. But the RFP itself indicates that there is no implicit way of distinguishing Contract and Utility invoices. Writing a contract number by hand on the face of the invoice will not normally be sufficient to satisfy scanning algorithms that use OCR; an alternative might be placing a sticker containing the contract number, either in text or bar-code format, on the face of the invoice before it is scanned. Grooper would be able to identify the sticker and classify the document appropriately.
63. Since it is not possible for the vendor to determine which contract a receipt applies, Jefferson county will have to indicate on the receipt the contract number. Please specify how you will need contract number specified on these contracts.	Need more information	#63-67: We need to learn more about the existing contract management system before recommending an optimal solution. In practice, as long as the BIS applications are granted read-only access to relevant tables within the host application, then both Grooper and Workflow can be provided with validation logic to check for all possible anomaly conditions.
64. Since the contract does not have line items listed, the only matching that can be done is to verify that the invoice line item was received. Once this match has taken place, the process goes to the next step. If there is no receipt in the system, the invoice goes into an outstanding invoice file until the receipt is processed.	Need more information	#63-67: We need to learn more about the existing contract management system before recommending an optimal solution. In practice, as long as the BIS applications are granted read-only access to relevant tables within the host application, then both Grooper and Workflow can be provided with validation logic to check for all possible anomaly conditions.
65. Next, the system must be able to accumulate dollar amount of the invoices assigned to a contract. The system must check the contract balance before processing a contract invoice. If the line item on the invoice is more than the balance remaining on the contract, the invoice line item and remaining line items will not be processed. The invoice line item and the remaining invoices will go into the invoice error file for Jefferson County Accounts Payable	Need more information	#63-67: We need to learn more about the existing contract management system before recommending an optimal solution. In practice, as long as the BIS applications are granted read-only access to relevant tables within the host application, then both Grooper and Workflow can be provided with validation logic to check for all possible anomaly conditions.

Department to correct.		
66. Any invoice line item that cannot be paid because it exceeds the balance of the contract will be put into an error file to be reviewed, corrected then approved for processing by Jefferson County Accounts Payable Department.	Need more information	#63-67: We need to learn more about the existing contract management system before recommending an optimal solution. In practice, as long as the BIS applications are granted read-only access to relevant tables within the host application, then both Grooper and Workflow can be provided with validation logic to check for all possible anomaly conditions.
67. Even if the invoice line item has exceeded the contract balance, but Accounts Payable approved the invoice to be paid, the system must be able to process the invoice for payment ignoring the business rules for contract invoices.	Need more information	#63-67: We need to learn more about the existing contract management system before recommending an optimal solution. In practice, as long as the BIS applications are granted read-only access to relevant tables within the host application, then both Grooper and Workflow can be provided with validation logic to check for all possible anomaly conditions.
68. An invoice can be deleted from the system if specified by authorized personnel. (Security level issue)	Y	Supported via Security protocols within the repository. Can be integrated with Active Directory
69. A paid invoice file will be generated in the format as specified by our Financial System so that we can import the paid invoices into our Accounts Payable System. An alternative to a file could be an API into the financial system. Please specify how your system will work.	Need more information	Normally, Grooper and/or Workflow send information to the host applications enumerating invoices that have been approved for payment. The host application is responsible for producing checks and reports. (See also the response to question 58.)
70. The System will have to be configured to process shipping charges based on specific business rules.	Y	The correct identification and processing of freight charges will be addressed during the design phase. Very often, freight charges can be recognized by Grooper (based on pre-defined keywords), and segregated from the general invoice as necessary.
Other Invoices:		
71. On an agreed to schedule all OTHER invoices will be sent to the vendor. Specify how you would want the file sent.	Y	Files can be uploaded to an FTP/SFTP site, or can have a dedicated email box monitored
72. Other invoices are classified as being paid on a regular basis. There is no Purchase Order, Contract, or receipt related to these types of invoices. Therefore, there is no three way match for these invoices.	Need more information	#72-74 Unless there is a specific characteristic that defined utility invoices, such as a restricted set of vendors, then the applications would likely interpret any invoice that (a) does not contain a PO Number and (b) does not have some form of contract indicator as a utility (or "Other") invoice. If the above algorithm is not sufficient, there are additional alternatives. For example, utility invoices can be placed within a special folder and imported by Grooper, who would classify them appropriately.

They are considered utility type of invoices.		
73. If the system can identify a utility type of invoice, then the system will process the invoice line items without any further checking.	Need more information	#72-74 Unless there is a specific characteristic that defined utility invoices, such as a restricted set of vendors, then the applications would likely interpret any invoice that (a) does not contain a PO Number and (b) does not have some form of contract indicator as a utility (or "Other") invoice. If the above algorithm is not sufficient, there are additional alternatives. For example, utility invoices can be placed within a special folder and imported by Grooper, who would classify them appropriately.
74. If the system cannot identify a utility type of invoice, The invoices will be batched by Jefferson County and sent to the vendor on a regular schedule. Please specify how you will need these utility type of invoices identified for your system. Example: Use a batch header page before the group of invoices.	Need more information	#72-74 Unless there is a specific characteristic that defined utility invoices, such as a restricted set of vendors, then the applications would likely interpret any invoice that (a) does not contain a PO Number and (b) does not have some form of contract indicator as a utility (or "Other") invoice. If the above algorithm is not sufficient, there are additional alternatives. For example, utility invoices can be placed within a special folder and imported by Grooper, who would classify them appropriately.
75. The system must be able to identify any significant differences from one month the next based on business rules. If the system does find a significant difference the line item will go into the invoice error file for Jefferson County to correct.	Y	#75-77: Given access to vendor billing and payment history, this form of validation can be easily developed. In practice, the transaction would be sidetracked within workflow for attention by an A/P Specialist or A/P Supervisor.
76. Any invoice line item that cannot be paid due to a significant amount difference will be put into an error file to be reviewed, corrected, and approved for processing by Jefferson County Accounts Payable Department.	Y	#75-77: Given access to vendor billing and payment history, this form of validation can be easily developed. In practice, the transaction would be sidetracked within workflow for attention by an A/P Specialist or A/P Supervisor.
77. Even if the invoice line item has exceeded significant differences, but Accounts Payable approved the invoice to be paid, the system must be able to process the invoice for payment ignoring the business rule.	Y	#75-77: Given access to vendor billing and payment history, this form of validation can be easily developed. In practice, the transaction would be sidetracked within workflow for attention by an A/P Specialist or A/P Supervisor.
78. An invoice can be deleted from the system if specified by authorized personnel. (Security level issue)	Y	Supported via Security protocols within the repository. Can be integrated with Active Directory
79.An invoice paid file will be generated in the		

format as specified by our Financial System so that we can import the paid invoices into our Accounts Payable System. An alternative to a file could be an API into the financial system. Please specify how your system will work.		This report can be generated out of the Repository after all work items have met their Worklfow lifecycle. Normally, Grooper and/or Workflow send information to the host applications enumerating invoices that have been approved for payment. The host application is responsible for producing checks and reports. (See also the response to question 58.)
80.The System will have to be configured to process shipping charges based on specific business rules.	Y	The correct identification and processing of freight charges will be addressed during the design phase. Very often, freight charges can be recognized by Grooper (based on pre-defined keywords), and segregated from the general invoice as necessary.

TOTAL COST OF THE INVOICE PROCESSING SYSTEM $ _____

$9,000.00 + Travel Expenses (billed as incurred with receipts provided) for the "POV" - Onsite Proof of Value

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this _____ day of _____2017:

Business Imaging Systems, Inc
Company Name

County of Jefferson, State of Missouri

Jason McManus
Signature

Jason McManus
Print

Kenneth B. Waller County Executive

Company Address:_____

13900 N Harvey, Edmond, OK 73013

Phone: 405-418-4001

I hereby certify under section 50.660 RSMo., there is either: (1) a balance of funds, otherwise unencumbered, to the credit of the appropriation to which the obligation contained herein is chargeable, and a cash balance otherwise unencumbered, in the treasury, to the credit of the funds from which payment is to be made, each sufficient to meet the obligation contained herein; or (2) bonds or taxes have been authorized by vote of the people and there is a sufficient unencumbered amount of the bonds yet to be sold or of the taxes levied and yet to be collected to meet the obligation in case there is not a sufficient unencumbered cash balance in the treasury.

_____
County Auditor

APPROVED AS TO FORM

_____
County Counselor