

“Clearinghouse” Requirements Estimate

This document provides a high level estimate of what may be required to achieve a central “clearinghouse.” While this document directly contemplates the robust one-stop “clearinghouse” of Option 2, it indirectly applies to the simple “clearinghouse” of Option 1 in that the requirements of Option 1 are a subset of Option 2. This document is incomplete and intended simply to stimulate discussion.

1. General

- Customer refers to the Streamlined Sales Tax Governing Board.
- Contractor refers to the software development team.
- In-person meetings will be held at the customer’s site and the customer will provide necessary presentation equipment and conference rooms.

2. Programming Languages and Platforms

- A. The selection of programming language and target platform will have an effect on the cost and development time. Estimates are based on the use of mainstream technologies such as Linux, Microsoft Server, Microsoft SQL Server, MySQL Enterprise Cluster, Windows Azure, or Amazon EC2, S2, or RDS.

3. Design Phase

- A. The contract will work with the customer to develop use case documentation and business rules. This process will not exceed 3 calendar months and 720 billable hours.
- B. A static content web site will be developed that contains information about the services provided. The contractor is expected to employ the services of professional web site designers, graphics artists, and writers in the completion of this task. In the advent of a dispute over the esthetic quality of the web site, the customer may cancel remaining work on this task. The canceled work will not exceed 70% of the total hours or cost contracted for this task.
- C. The contractor will provide three layout and graphic options and present these options at an in-person meeting. Two rounds of review and revisions are included in this estimate. Additional revisions will be billed at 80 hours each and additional in-person meeting will be billed at a flat rate of rate of \$2,000 per contractor staff person attending. In all cases, the contractor will consider this task complete after 10 business days from the initial presentation.
- D. The contractor will provide mockups of the following screens, along with edits and validations:

- S0: Home, the default information page.
- S1. User logon.
- S2. Registration.
- S3. Retrieve lost password.
- S4. Update registration information.
- S5. Change password.
- S6. Tax rate calculator.
- S7. Taxability lookup
- S8. Manual sales tax entry.
- S9. Sales transactions.
- S10. Tax filing history.
- S11. Tax filing detail.
- S12. Make payment.
- S13. Payment confirmation.
- S14. Payment history.
- S15. EFT setup.
- S16. EFT setup confirmation.
- S17. Test deck upload.
- S18. Test deck run results.

The contractor will present these mockups at an in-person meeting. Two rounds of review and revisions are included in this estimate.

- E. The contractor will provide a technical instruction manual for use of the URL rate lookup service. Two rounds of review and revisions are included in this estimate. In all cases, the contractor will consider this task complete 15 business days after the manual is provided to the customer.
- F. The contractor will provide a technical instruction manual for use of the web service rate lookup service. Two rounds of review and revisions are included in this estimate. In all cases, the contractor will consider this task complete 15 business days after the manual is provided to the customer.
- G. The contractor will provide a user manual for use of the manual sale entry functions. Two rounds of review and revisions are included in this estimate. In all cases, the contractor will consider this task complete 15 business days after the manual is provided to the customer.

4. Content Web Site

- A. The contractor will develop a static content web site containing a default information page (screen S0), a FAQ, the instruction manuals created in the design phase, and placeholders for customer developed content as identified in

task 3B. Customer developed content will be included verbatim in the content web site within 3 business days of the request.

5. Registration & User Management

- A. The application will include functionality to allow SST participants to register for use of the rate lookup service (screen S2). The registration process will include verification of the user's email address. A unique code will be generated for use with the rate lookup services.
- B. Registered users returning to the application will logon with the user name and password created during registration (screen S1). After 3 failed logon attempts, the user's IP address will not be allowed to logon for a period of 15 minutes.
- C. Authenticated users will have the option to change their registration information (screen S4). Any change to their email address will be validated.
- D. Authenticated users will have the option to change their password (screen S5). Passwords must be a minimum of 8 characters long.
- E. Users can request that their password be sent to their email address (screen S3).

6. Rates & Boundaries

- A. The contractor will create an automated process to download the rates and boundary files from the SST web site and update the application's database with any changes. The process will record the result of each run and send an email notification in the event of an error.

7. Taxability matrix

- A. Taxability decision.
- B. Screen S7.

8. Sales tax

- A. The contractor will develop application functionality to allow authenticated users to manually enter sales (screen S8).
- B. The contractor will develop a URI based address standardization, rate calculation, and sales entry service. Address standardization will be performed by a USPS approved API.

- C. The contractor will develop a web service based address standardization, rate calculation, and sales entry service. Address standardization will be performed by a USPS approved API.
- D. The contractor will develop application functionality to allow non-authenticated users to lookup tax rates by address.
- E. The contractor will develop application functionality to allow authenticated users to view sales recorded by the system (screen S9).
- F. The contractor will develop application functionality to allow authenticated users to upload sales tax transactions.

9. Test deck processing

- A. The contractor will develop application functionality to allow the customer and state representatives to test the address standardization and rate lookup features (screens S17 and S18).

10. Tax reporting

- A. The contractor will develop an automated process to transmit SST returns to the states. This process will be written in such a way as to minimize manual intervention to recover from failures. The process will record the result of each run and send an email notification in the event of an error.
- B. Users registered for EFT debit will received an email notification one day prior to sweeping funds.
- C. Tax returns will not be transmitted until funds have been received from the users.
- D. The contractor will develop application functionality to allow users to view tax returns and tax return detail (screens S10 and S11).

11. Payments

- A. The contractor will develop application functionality to allow authenticated users to pay using a third party processor such as Official Payments (screens S12 and S13).
- B. The contractor will develop application functionality to allow authenticated users to register for EFT debit (screens S15 and S16).
- C. The contractor will develop application functionality to allow authenticated users to view their payment transactions.

- D. The contractor will develop an automated process to initiate and track ACH debit payments. The process will record the result of each run and send an email notification in the event of an error.

12. Documentation

- A. Prior to providing modules for customer testing, the contractor will create and/or update the following documentation.
 - a. UI designs with business rules, edits, and validations.
 - b. TBD

13. Testing.