COUNTY OF EL DORADO
Procurement & Contracts
ATTN: Purchasing Agent
330 Fair Lane
Placerville, CA 95667

REQUEST FOR PROPOSAL #12-918-049
DUE: 3:00 PM – May 21, 2012
Sealed Proposals must be clearly marked on the outside of the package with:
"RFP #12-918-049 MAILROOM DO NOT OPEN"

Purchasing Agent

FINANCIAL, PAYROLL, AND HUMAN RESOURCES MANAGEMENT SYSTEM AND IMPLEMENTATION SERVICES

The County of El Dorado, through its Office of Procurement and Contracts, also referred to as "County"), is requesting proposals for the provision and implementation of a new integrated financial/payroll/human resources system.

This request for proposal (RFP) defines the scope of services and outlines the requirements that must be met by Proposers interested in providing such services. Proposers shall carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP or otherwise available, and shall become fully aware of the nature and the conditions to be encountered in performing the service. **Proposers are advised to read all sections of this RFP prior to submitting a proposal.**

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Notice to Proposers

The Procurement and Contracts Division does not mail out hard copy letters advising participating Proposers of RFP results. For RPF results, please visit our website at:

http://edcapps.edcgov.us/contracts/bidresults.asp

Part 1 – Project Background

1.1 Introduction

El Dorado County is located in Northern California and is bordered by Sacramento, Placer, Amador and Alpine counties in California, and Douglas County, Nevada. The two incorporated cities in El Dorado County are Placerville and South Lake Tahoe. In the 2010 census, El Dorado County's population was determined to be 181,058. The County's workforce consists of 1,764 allocated positions across 23 departments. The County's overall budget for FY 2011-12 is approximately $402 million, and the County operates on a fiscal year beginning July 1st and ending June 30th.

The current project scope includes the following areas: general ledger, budget preparation, accounts payable, purchasing, fixed assets, inventory, accounts receivable, project accounting, grants accounting, human resources, and payroll. The County may choose not to implement specific modules if it deems that those modules do not meet its needs or if it needs to reduce the scope for cost and risk control purposes.

The County strongly encourages proposal submittals from ERP software companies with integrated products, and asks that these firms choose an implementation partner with proven experience in public sector installations.

Throughout the County departments, there are numerous legacy system weaknesses and cumbersome processes that provide incentive for the purchase of a new, state-of-the-art system. However, from a global perspective, a few key requirements have emerged as the drivers for such a purchase. The County has identified the following as their key strategic requirements for a new financial system:

- On-line Query Functionality
- Flexible Reporting Capabilities
- Ability to Track Detail
- Paper-less Transaction Processing
- Intuitive / Ease in Navigation
- Ability to Forecast, and Perform Analysis Across Fiscal Years
- De-centralized Input
- Ability to Respond to Change / System Flexibility

1.2 Guidelines

By virtue of submitting a proposal, interested parties are acknowledging:

1.2.1 This RFP is a request for software and implementation services. As such, proposals from implementation firms alone or software firms without an implementation mechanism will not be considered. Except in the case where software firms also perform implementation services, they are expected to partner with a firm certified to implement their software.

1.2.2 The software firm will be considered the primary point of contact for the selection process. However, the County may sign joint or separate licensing and implementation services agreements. The County reserves the right to use this RFP to choose a software firm only and later release a different RFP to select an implementation partner.

1.2.3 The County reserves the right to reject any or all proposals if it determines that select proposals are not responsive to the RFP or if the proposals themselves are judged not to be in the best interests of the County. The County reserves the right to negotiate with any or all proposers regarding their proposals and also reserves the right to select the firm representing the proposal, which in the judgment of the County best accomplishes the desired results. The County reserves the right to reconsider any proposal submitted at any phase of the procurement. It also reserves the right to meet with firms at any time to gather additional information. Furthermore, the County reserves the right to delete or add functionality (i.e., modules) up until the final contract signing.

1.2.4 This procurement involves negotiated software and professional services contracts. It is anticipated that after the County elevates firms through the evaluation process, negotiations will take place on costs as well as other items that mitigate the County's risk. The County will consider all costs and business terms to be negotiable and not artificially constrained by internal corporate policies. Firms that contend that they lack flexibility because of their corporate policy on a particular negotiation item will face a significant disadvantage and may not be elevated to the final negotiation phase. The County reserves the right to proceed directly to contract negotiations if a single software and services proposal is deemed to be in the best interests of the County.

1.2.5 The County requires that licenses for a hosted or on-premise solution be "perpetual" (i.e., the County purchases and retains the license to use software forever) and of a "fixed" price nature (i.e., license fees, maintenance, and support cost schedule for first five years are presented).

1.2.6 Proposals on implementation services are expected to be on <u>a "not-to-exceed" basis</u> where the County compensates firms on the basis of hours and expenses incurred up to a ceiling amount. If there is a "residual" amount at the end of the project (difference between total implementation contract amount and actual total costs), the County will retain the difference by simply not spending the funds. By contrast, if the implementation cost ceiling is exceeded, firms finish the work at no additional compensation, unless the County does not meet specific assumptions. The County reserves the right to ask firms during negotiations to resubmit proposals on either a fixed basis or a combination of fixed and not-to-exceed basis.

1.2.7 Proposals must include all modules that the County needs to attain the functionality stated in the detailed functional requirements spreadsheets in this RFP. Furthermore, all consulting hours needed to deliver the functional requirements, including work effort related to customization, configuration, and reporting, must be included in the cost proposal.

1.2.8 Vendors may provide alternate proposals based upon the architectural design of the system, i.e., hosted, on-premise, or Software as a Service (SAAS). Vendors must provide a complete proposal (Refer to Section 3.1) for each architecture type.

1.2.9 All firms submitting proposals agree that their pricing is valid for a minimum of one year after proposal submittal to the County.

1.2.10 All firms hereby certify that they have carefully examined all of the documents for the project, have carefully and thoroughly reviewed this RFP, and understand the nature and scope of the work to be done; and that this proposal is based upon the terms, specifications, requirements, and conditions of the RFP. The bidders further agree that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.

1.2.11 Firms certify that this proposal is submitted without collusion, fraud or misrepresentation as to other proposers, so that all proposals for the project will result from free, open and competitive proposing among all participants.

1.2.12 In an effort to maintain fairness in the process, all inquiries concerning this procurement are to be directed only to the County's Proposal Contact, as outlined in Section 2.1 of this RFP. The decision to choose a software and implementation services vendor is solely that of the County. Attempts to contact the County Board or County employees to influence the procurement decision may lead to immediate elimination from further consideration.

1.2.13 This RFP does not commit the County to award nor does it constitute an offer of employment or a contract for services. Costs incurred in the submission of this proposal, or in making necessary studies or designs for the preparation thereof, are the responsibility of the proposers. Further, no reimbursable cost may be incurred in the anticipation of award. Proposals containing elaborate artwork, expensive paper and binding, and expensive visual or other presentations are neither necessary nor desired.

1.2.14 Any proposal received at the office designated in the solicitation after the exact time specified for receipt as outlined in Section 2.2 will not be considered. A proposer may withdraw their proposal at any time prior to the scheduled time for receipt of proposals either personally or by written request.

When responding to this RFP, follow all instructions carefully. Submit proposal contents according to the outline specified and submit all hard copy and electronic documents according to the instructions. Failure to follow these instructions may be considered an unresponsive proposal and may result in immediate elimination from further consideration.

1.3 Project Scope

The County of El Dorado is seeking proposals for a financial, payroll, and human resources management system including software, implementation services, training, maintenance and support, and (if applicable) technology infrastructure items (e.g., minor hardware, database licenses). The financial system shall be an integrated set of products that rely on a common database platform. The system shall also be a proven solution at entities similar to the County.

The system proposed must support real-time processing of all transactions related to the County's financial affairs including, but not limited to:

- General Ledger / Budget Control / Treasury
- Budget Preparation
- Project Accounting
- Grant Accounting
- Accounts Payable
- Purchasing
- Accounts Receivable
- Human Resources
- Payroll
- Fixed Assets / Inventory
- Work Order Management
- Property Tax Administration

Other applications for future consideration include:

- Land Management
- Permitting
- Licensing
- Integrated GIS

Part 2 – General Submittal Requirements

2.1 Proposal Contact

This RFP is being issued by the Procurement and Contracts Office on behalf of the County of El Dorado. Thus, responses should be directed to the Procurement and Contracts Office, specifically to the Purchasing Agent, as outlined in Section 2.2. Proposers are specifically directed NOT to contact any County personnel for meetings, conferences or technical discussions that are related to this RFP other than specified herein. Unauthorized contact of any County personnel will likely be cause for rejection of the proposer's RFP response.

All communications regarding this RFP shall be directed to the County's Proposal Contact via email.

Proposal Contact: Sue Hennike
Principal Administrative Analyst
sue.hennike@edcgov.us

2.2 Proposal Submittal

Proposers must submit one (1) original, **signed** hard copy and nine (9) digital (CD-ROM) copies of their proposal in Microsoft Office format, along with any addenda, in a sealed envelope or container, clearly marked **"RFP #12-918-049 – MAILROOM DO NOT OPEN"**, **no later than 3:00 PM – May 21, 2012** to:

County of El Dorado
Procurement and Contracts
330 Fair Lane
Placerville, CA 95667

A Proposer may withdraw its final proposal at any time **prior** to the opening deadline date and time by submitting a written request for its withdrawal to the County Purchasing Agent, signed by an authorized agent of the firm. Proposers may thereafter submit a new or modified proposal **prior** to the opening deadline date and time. Modifications offered in any manner, oral or written, will not be considered.

Proposers submitting less than the required number of copies of their proposal will be rejected and considered "non-responsive." Proposals received beyond the deadline will not be considered, and will be returned unopened.

It is the responsibility of the Proposer to assure that the proposal is received in the Procurement & Contracts Division prior to the proposal opening deadline date and time. Proposals received beyond the proposal opening deadline will not be accepted and will be returned unopened. The time stamp clock located in the office of the Procurement and Contracts Division will serve as the official time clock.

2.3 Tentative Schedule

April 9, 2012	RFP Release Date
April 23, 2012	Vendors' Questions Due
May 7, 2012	Responses to Questions Posted
May 21, 2012	Proposals Due
June, July, August, 2012	Discovery Sessions, Vendor Demonstrations
September, 2012	Vendor Selection

2.4 Proposers' Questions

Questions regarding this RFP must be submitted in writing to the Procurement and Contracts Office and must be received no later than **5:00 p.m. – on April 23, 2012**. All envelopes or containers must be clearly labeled **"RFP #12-918-049 – QUESTION"** for convenience purposes. Envelopes or containers not clearly labeled may be overlooked and not responded to. Questions will **not** be accepted by telephone, facsimile (fax), electronically, or orally. The County reserves the right to decline a response to any question if, in the County's assessment, the information cannot be obtained and shared with all potential organizations in a timely manner. A summary of the questions submitted, including responses deemed relevant and appropriate by the County, will be posted on the Procurement and Contracts website on or about **May 7, 2012.**

All inquiries shall be submitted by U.S. mail to:

Procurement and Contracts
330 Fair Lane
Placerville, California 95667
RFP #12-918-049 – Question

Proposers are cautioned that they are not to rely upon any oral statements that they may have obtained. Proposers shall direct all inquiries to the County RFP Contact and shall not contact any other department staff directly regarding any matter related to this Request for Proposal.

2.5 Public Records Act

All proposals shall become public information at the conclusion of the selection process, with the exception of those portions of a proposal that are identified at the time of submittal by the Proposer as trade secrets and/or which are deemed by the County as not being public documents that must disclosed under the Public Records Act, or other appropriate statutes and regulations. Pricing and service elements of the successful proposal will not be considered proprietary information. Proprietary information shall be submitted in a separate sealed envelope clearly labeled as proprietary with the RFP number on the outside of the envelope. All materials submitted in response to this Request for Proposal shall become the property of the County and will not be returned.

2.6 Valid Offer

Proposals shall remain valid for one year from the due date. The County reserves the right to negotiate with the successful Proposer any additional terms or conditions not contained in their proposal which are in the best interest of the County or to otherwise revise the scope of this RFP.

This RFP does not constitute a contract or an offer of employment. The cost of preparation of proposals shall be the obligation of the Proposer. All proposals, whether accepted or rejected, shall become the property of the County and will not be returned. Unnecessarily elaborate responses, enclosures and specialized binding are not desired, and may be construed as an indication of Proposer's lack of cost consciousness.

2.7 County's Rights

The County reserves the right to:

- Request clarification of any submitted information
- Waive any informalities or irregularities in any qualification statement
- Not enter into any agreement
- Not select any consultant
- Cancel this process at any time
- Amend this process at any time
- To award more than one contract if it is in the best interest of the County
- Interview consultants prior to award
- To request additional information during an interview

2.8 El Dorado County Web Site Requirements

It is the bidder's responsibility to monitor the County's website for possible addenda to this bid to inform him/herself of the most current specifications, terms, and conditions, and to submit his/her bid in accordance with the original bid requirements and all addenda. All available bids and related addenda can be found at:

http://edcapps.edcgov.us/contracts/invite.asp

Failure of bidder to obtain this information shall not relieve him/her of the requirements contained therein. Those bidders not acknowledging and returning Addenda as required will not be considered and will be rejected as "non-responsive."

2.9 Business License Requirement

It is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070. Contact the Tax Collector's Office at 360 Fair Lane, Placerville, CA 95667, or phone (530) 621-5800, for further information. El Dorado County is an equal opportunity employer (EOE). Minorities, females, and handicapped are encouraged to participate (M/F/H).

It is not a requirement to possess a County business license at the time of proposal submittal. Successful Proposers may be required to possess a County business license to award contract.

Part 3 – Detailed Submittal Requirements

3.1 Proposal Format

In order to facilitate the analysis of responses to this RFP, firms are required to prepare their proposals in accordance with the instructions outlined in this part. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the vendor's capabilities to satisfy the requirements of the RFP. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled.

Proposers are required to follow the outline below when preparing their proposals:

Section	Title
	Title Page
	Letter of Transmittal
	Table of Contents
1.0	Executive Summary
2.0	Scope of Services
3.0	Company Background
4.0	Proposed Application Software and Computing Environment
5.0	Third-Party Products
6.0	Implementation Plan
7.0	Staffing Plan
8.0	Training
9.0	Maintenance and Support Program
10.0	Responses to Functional / Technical Requirements
11.0	Client References
12.0	Cost Proposal
13.0	Hardware and Database Requirements
14.0	Exceptions to the RFP
15.0	Sample Documents

Instructions relative to each part of the response to this RFP are defined in the remainder of this section.

3.2 Executive Summary

(Proposal Section 1.0) This part of the response to the RFP should be limited to a brief narrative highlighting the vendor's proposal. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel. This section should not include cost quotations. Note that the executive summary should identify the primary contact for the software vendor.

3.3 Scope of Services

(Proposal Section 2.0) This section of the vendor's proposal should include a general discussion of the vendor's understanding of the "overall" project and a summary of the products being proposed.

3.4 Company Background

(Proposal Section 3.0) Vendor must provide the following information about its company to enable the County to evaluate the Vendor's stability and ability to support the commitments set forth in response to the RFP. The County, at its option, may require a vendor to provide additional support and/or clarify requested information. This section should be addressed for both the proposed software vendor and implementation firm.

Firms should include the following in responding to this section:

- Length of time that the company has been in business.
- A brief description of the company size and organizational structure.
- Experience vendor has had in the public sector (including length of time and identification of clients), particularly with California public sector entities.
- Most recent audited financial statements.
- Listing of public sector customers with California customers listed first. The number of users should also be included.
- Any material (including letters of support or endorsement from clients) indicative of the vendor's capabilities.

3.5 Proposed Application Software and Computing Environment

(Proposal Section 4.0) The vendor must present, in detail, features and capabilities of the proposed application software. Utilize the information provided in Exhibit "A" when completing this section. Responses should be provided in succinct narrative form (at least one paragraph per item). Please respond separately to each of the items, below:

3.5.1 (Proposal Section 4-A) Modular Integration. What proposed modules are fully integrated (part of the base software) into the main ERP application? What are the proposed third-party applications? If there are proposed third-party applications, how are they integrated into the main ERP application (i.e., Does the third-party application share security definitions and similar menu structures?) What processes are handled in “real-time”? What processes require batch processes?

3.5.2 (Proposal Section 4-B) System Performance. The majority of the application users will normally use the system between 8:00 AM and 5:00 PM, five days a week. There are times when weekend and evening access is required. Benchmarks and proposer responses shall specifically indicate if there are periods when the system is unavailable and/or if performance/response will be severely degraded due to other concurrent processes. In discussion regarding systems performance, vendor should provide any recommendations for warehousing or query database requirements necessary to meet acceptable performance standards.

3.5.3 (Proposal Section 4-C) Technology Architecture. Vendors may provide alternate proposals based upon the architectural design of the system, i.e., hosted, on-premise, or Software as a Service (SAAS). Vendors must provide a complete proposal for each architecture type (requirements are specified in Appendix B).

3.5.4 (Proposal Section 4-D) Reliance on Best Business Practices/Degree of Process Reengineering Imposed or Required. What types of best business practices are built into the software? How is the software designed for government operations in particular?

3.5.5 (Proposal Section 4-E) Workflow Capabilities. How does workflow (electronic routing of documents) in your system work? How are workflow rules established? How does workflow interface with Google Mail and Microsoft Active Directory Services (ADS)?

3.5.6 (Proposal Section 4-G) Administration/Development Toolsets. What application toolsets are included with the software? What unique programming requirements are there? What tools are available to customize the software (e.g., add fields, create new tables, change menus, etc.)?

3.5.7 (Proposal Section 4-H) Security. What security tools are included with the software? How do restrictions to the following work: administrative tool access; application access; menu access; record access; field access; and querying/reporting access? What is included in the user security profile? How is the security profile defined?

3.5.8 (Proposal Section 4-I) Upgrade tools. What is the upgrade frequency? How are patches and fixes deployed? How are patches and fixes applied? How are upgrades applied? What happens to software customizations (e.g., user-defined tables and fields) during the upgrade? How many versions of the software does your company support?

3.5.9 (Proposal Section 4-J) Reporting and Analysis Tools. What reporting tools are available? Are there any interfaces to Microsoft Office? Do the same security definitions apply to the reporting tools as established in the main ERP software?

3.6 Third-Party Products

(Proposal Section 5.0) To the extent that a third-party product is required to compensate for functionality that is absent in the solution, the vendor should explicitly state the name of any third-party products. For each third-party product there should be a statement outlining whether the vendor's contract will encompass the third-party product and/or whether the County will have to contract on its own for the product. The County prefers that the software vendor serve as the administrator for all third-party software contracts. Finally, the vendor should provide proof that they have access to the third-party software source code (own or in escrow) and that the vendor has the ability to provide long-term support for the third-party software components of their system.

3.7 Implementation Plan

(Proposal Section 6.0) The vendor must provide a detailed plan for implementing the proposed system. This information MUST include:

- Overview of project implementation methodology.
- Summary Workplan. The plan must include an estimated time frame for implementation by module. The detail MUST also include an estimate of work effort for customer and vendor in percentages (e.g., 50% customer effort; 50% vendor effort).
- Project organization chart (i.e., show government and vendor staff).

3.8 Staffing Plan

(Proposal Section 7.0) The vendor must provide a staffing plan, outlining both proposed consulting resources and County staffing requirements. Additionally, the plan must provide estimated hours by resource for each project month. As communicated in Section 3.7, the County will assume at least 50% of the implementation work effort.

3.9 Training

(Proposal Section 8.0) The vendor must provide a software training overview that includes:

- Class / Course Descriptions
- Technical Training on Proprietary Toolsets
- On-site Training Options
- Off-site Training Options
- Use of third-party training resources. Vendor should identify third party partners that provide training on the use of their application
- Recommended prerequisites for each class offering

3.10 Maintenance and Support Program

(Proposal Section 9.0) Specify the nature of any post-implementation and on-going support provided by the vendor including:

- Post-sales support
- Telephone support (include toll-free support hotline, hours of operation, availability of 24 x 7 hotline, etc.)
- Special plans defining “levels” of customer support (e.g., gold, silver, etc.)
- Delivery method of future upgrades and product enhancements including historical frequency of upgrades by module
- Availability of user groups
- Problem reporting and resolution procedures
- Bug fixes and patches
- Other support (e.g., on-site, remote dial-in, Web site access to patches, fixes and knowledge base)

3.11 Responses to Functional/Technical Requirements

(Proposal Section 10.0) Responses to the requirements listed in Exhibit “A” to this RFP must be provided in this section of the vendor’s proposal. Proposers are required to use the format provided and add explanatory details as necessary in the “Comments” column. The following answer key should be used when responding to the requirements Insert the correct code in the “Response” column:

F Fully Provided "Out-of-the-Box”

CO Configuration (no changes to underlying source code)

R Provided with Reporting Tool

TP Third Party Software Required

CU Custom Development Required (requiring changes to underlying source code)

NV Provided in the Very Next Version

NA Not Available

Note: Proposers must use only one code per requirement. Any requirement that is not answered utilizing a single code as outlined above will be treated as a negative/non-response. The selected software vendor must warrant that the proposed software will conform in all material respects to the requirements and specifications as stated in this RFP. That is, the detailed requirements as stated in this RFP will become part of the software license and implementation services agreements and will be warranted as such.

3.12 Client References

(Proposal Section 11.0) The County considers references for both the software and implementation firms to be important in its decision to award a contract. The County will not call firms to notify them that their references will be contacted. All references provided will be contacted by the County during the selection process.

The County will not work through a vendor's Reference Manager to complete a reference.

SOFTWARE FIRMS – Software firms should provide at least five (5) client references that are similar in size and complexity to this procurement and have utilized the proposed system in a comparable computing environment. (Reference forms are attached to this proposal, Exhibit “C”.) Submit references for fully completed (live) installations.

Note: If a proposer is submitting multiple proposals for alternate architecture types, it is not necessary to provide a full set of references for each architecture type; however, at least two (2) references for each architecture type must be included.

IMPLEMENTATION FIRMS – Implementation firms are also expected to provide five (5) references (unless already included in the references for software firms) for sites similar to this procurement where they have implemented the software being proposed. (Reference forms are attached to this proposal, Exhibit “C”.) References should be submitted where the implementation firm was the primary consultant and installer of the base software and for completed installations.

3.13 Cost Proposal

(Proposal Section 12.0) Proposers must submit an estimate of project costs. The vendor’s cost proposal must be presented in spreadsheet format and submitted in Microsoft Excel. The County reserves the right to contact firms on cost and scope clarification at any time throughout the selection process and negotiation process. The County is asking firms to estimate costs for all categories with the understanding that the firms may have to make assumptions. Such assumptions must be documented as part of the proposal. Failure to fully provide cost and work effort estimates is likely to lead to vendor elimination prior to software demonstrations.

The Cost Submission Spreadsheet shall include five (5) schedules, residing on separate worksheets within the spreadsheet, as follows:

Schedule 1: Summary
Schedule 2: Required/Recommended Hardware
Schedule 3: Licensing Fees*
Schedule 4: Professional Services
Schedule 5: Training Costs**
Schedule 6: Travel and Other Costs

If a proposer is submitting multiple proposals for alternate architecture types, a separate cost proposal, containing all of the above schedules must be submitted **for each architecture type**.

Note:
Pricing for licensing must be presented by module. The County reserves the right to purchase any combination of modules at the pricing presented in any

response to this RFP. An explanation/definition of the basis for pricing (i.e. concurrent users, named users, operating budget, etc.) must be provided.
**Proposers must document the specific training methodology and details.

3.14 Hardware and Database Requirements

(Proposal Section 13.0) Proposers must document required or optimum hardware and database associated with the proposed solution/applications. In addition, proposers should list additional software applications that they feel may be of benefit to the County (refer to Appendix B for current County Technical Specifications).

3.15 Exceptions to the RFP

(Proposal Section 14.0) All requested information in this RFP must be supplied. All exceptions shall be clearly identified in this section and written explanation shall include the scope of the exceptions, the ramifications of the exceptions for the County, and the description of the advantages or disadvantages to the County as a result of such exceptions. The County, at its sole discretion, may reject any exceptions or specifications within the proposal.

3.16 SAMPLE DOCUMENTS

(Proposal Section 15.0) To establish a complete and competitive proposal, firms must include sample copies of the following documents:

- Sample Software Licensing Agreement - Proposers shall provide a sample Software License, including all of their "standard" license agreement terms and conditions, with the understanding that all terms and conditions are negotiable. The County is not obligated to accept any terms and conditions presented by a proposer. Such agreements are to be provided for informational purposes only.
- Sample Implementation Services Agreement - Proposers shall provide a sample Services Agreement, including all of their "standard" terms and conditions, with the understanding that all terms and conditions are negotiable. The County is not obligated to accept the terms and conditions presented in this sample. Such agreements are to be provided for informational purposes only.
- Sample documentation (CD-ROM).

Part 4 – Evaluation Process

4.1 Evaluation Process

A County Evaluation Team will review all proposals received as part of a documented evaluation process. For each decision point in the process, the County will evaluate vendors according to specific criteria and will elevate a certain number of vendors to compete against each other. The proposals will be evaluated on the following criteria:

- Conformance with RFP guidelines and submittal requirements
- Compatibility with the County's desired current and future technology architecture, expertise, and future strategy/Responses to Technical Requirements
- Public Sector Experience and References
- Implementation Strategy and Plan
- Responses to Functional Business Requirements
- Compatibility with the County's desired terms and conditions
- Software Demonstrations and Implementation Interviews
- Cost of Software and Services
- Site Visits (Optional)

The County reserves the right to determine the suitability of proposals on the basis of all of these criteria.

The County will use a competitive process based upon elevating vendors from one phase to the next until a finalist is determined. The County recognizes that if a vendor fails to meet expectations during any part of the process, it reserves the right to proceed with the remaining vendors or to elevate a vendor that was not elevated before. The selection levels are described in the following sections.

4.1.1 Level 1 - Procurement Requirements Assessment

Criterion assessed during Level 1:

- Conformance with RFP guidelines and submittal requirements.

The first part of the elevation process is to validate the completeness of the proposal and ensure that all the RFP guidelines and submittal requirements are met. Incomplete or noncompliant RFPs may be disqualified.

4.1.2 Level 2 – Detailed Proposal Assessment

The County's Evaluation Team will conduct a detailed assessment of all proposals elevated to this Level.

Criteria evaluated in Level 2:

- Compatibility with the County's desired current and future technology architecture, expertise, and future strategy/ Responses to Technology Requirements.
    - Those vendors whose capabilities best coordinate with the technology strategy, knowledge of County IT staff, and architecture will be evaluated highly.
- Public Sector Experience and References
    - Vendors who have proven experience at public sector sites similar in scope, size and complexity to the County will provide higher confidence to County evaluators. References will not yet be called during this phase of the evaluation, but the quality of the clients provided as references will be analyzed. Vendors who provide clients with live implementations of the version of the software proposed to the County are the most desirable. The listing of all public sector clients provided in the RFP will also be used during this evaluation.
- Implementation Strategy and Plan
    - County evaluators will look for implementation methodologies and plans that are well suited for the County. This analysis will include staffing effort, staffing level, implementation schedule, team make-up (project managers, team leads, etc.), interface and data conversion estimates, training and change management strategies.
    - Responses to Functional Business Requirements The County will analyze the vendor's responses to the detailed business requirements.
- Cost
    - The individual components that comprise the total cost of the software implementation will be included in this portion of the evaluation. Cost of software licensing, hosting services, required hardware, implementation effort, training, travel, and maintenance and support will be analyzed.

No more than three vendors will advance to Level 3.

4.1.3 Level 3 - Demonstrations And Implementation Firm Interviews

The following criteria will be used to evaluate those vendors elevated for on-site software demonstrations and implementation firm interviews.

- Software Demonstrations and Implementation Interviews

  During the demonstrations and interviews, the County will assess the “look and feel” of the proposed software. Several of the other evaluation criteria will be clarified and refined, including the implementation strategy and plan, technology compatibility, ability to meet business requirements, and cost.

- Public Sector Experience and References

  The County will contact the vendor references. These references will be asked a series of questions regarding their satisfaction with the software and the performance of the implementation vendor.

- Site Visits (Optional)

  The County may choose to conduct site visits. If it does so, sites will be visited only if the software is in production

No more than two proposals will advance to Level 4.

4.1.4 Level 4 – “Discovery” Sessions

“Discovery” Sessions provide the opportunity for the County to reexamine software functionality and gather additional information on implementation and any other issues that are deemed important for the contracting process. Vendors elevated to Level 4 will be asked to respond in writing to issues and questions raised by the County at the software demonstrations and implementation interviews. In addition, the County may ask a vendor to update pricing based on discussions at demonstrations or comments to the proposals. Vendors may then be asked to attend Discovery Sessions on-site and explain their responses. Criteria evaluated during this Discovery phase include:

- Updated Implementation Strategy and Plan
- Updated Cost
- Compatibility with the County’s desired terms and conditions

Based on the Discovery Sessions and information that the vendor will provide shortly thereafter, a single vendor team will be identified as the finalist for contract negotiations. If a contract cannot be reached after a period of time deemed reasonable by the County, it reserves the right to contact any of the other vendors that have submitted bids and enter into negotiations with them.

4.1.5 Level 5 – Final Contract Negotiations

The finalist software vendor will work with the County staff to develop a software license agreement, a Statement of Work (SOW), and Implementation Services Agreement .The SOW will be attached to the services agreement. The functional and technical requirements spreadsheets will be attached to both the software license and the services agreement. The County's Standard Agreement for Services is attached as Exhibit "C".

Exhibit A – Functional Requirements

Functional Requirements are listed on the following pages. The table below indicates the appropriate code to be used in the "Response Code" field. To submit a question regarding any Functional Requirement, see Section 2.4 - Proposers' Questions, reference Functional Requirement, i.e., General System Requirement, with appropriate line number.

Exhibit A – Functional Requirements will also be available as a link on our website to download and fill-in on-line on before April 12, 2012.

http://edcapps.edcgov.us/contracts/invite.asp

Code Table		
F	Fully Provided "Out-of-the-Box"	
CO	Configuration (no changes to underlying source code)	
R	Provided with Reporting Tool	
TP	Third Party Software Required	If used, indicate Cost or No-Cost to County in Comments area
CU	Custom Development Required (requiring changes to underlying source code)	If used, indicate cost or no-cost to County in Comments area
NV	Provided in the Very Next Version	
NA	Not Available	

General System Requirements			
Line #	Functional Requirements	Response Code	Comments
	Integration and Architecture		
1	System has fully integrated suites/modules/applications (if not integrated, please specify which modules are not integrated).		
2	Software uses workflow to electronically route documents (and route/store approvals) across all:		
3	Suites		
4	Modules		
5	Applications		
6	System toolsets are available for the following:		
7	Workflow		
8	System security administration		
9	Report writing		
10	Query builder		
11	Add fields		
12	Rename fields		
13	Form or option designer		
14	System allows users to drill down into more detailed information.		
15	System is HIPAA compliant.		
16	System allows for digital signature technology and proper authentication procedure. Must include audit trail in accordance with current Federal and State Law and GAAP.		
17	System integrates with Microsoft ADS.		
18	System supports RFID tagging.		
	Attachment of Documents and Notes		
19	System allows attachment of documents (i.e., pdf, Excel, Word, jpeg).		
20	System allows users to attach documents to:		
21	Pages		
22	Fields		
23	Transactions		
24	System allows attachment of documents in all modules.		
25	Attachment of documents and notes has security capabilities (e.g., person B cannot delete an attachment that person A added).		
	Data Entry		
26	Allows complete validation and editing of data at the point of entry (online or batch).		
27	Allows data to be uploaded from Microsoft Excel or other applications (e.g., Access, Word).		

General System Requirements			
Line #	Functional Requirements	Response	Comments
28	Context-sensitive data entry and display (i.e., masking fields or screens for security purposes) (SSN, credit card number).		
	Security Capabilities		
29	The following sensitive/private data can be masked (hidden from user) during data entry:		
30	Tax numbers/ID		
31	Passwords		
32	Bank account information		
33	Credit card number		
34	Social security number		
35	Drivers license number		
36	Email		
37	Medical information		
38	Other data specified by State, Federal statutes		
39	System will mask sensitive information in self service modules (customer PIN numbers, etc.).		
40	All suites/modules/applications can be accessed with one universal sign-in or log-in.		
41	System supports Active Directory single sign-on.		
42	All data is encrypted when accessed via:		
43	Internet		
44	Intranet		
45	Disconnects or locks out user session during designated periods of inactivity.		
46	Supports multiple sessions within a given login ID.		
47	Provides security at the following levels:		
48	Enterprise		
49	Department/Agency		
50	Division		
51	Group		
52	Role		
53	Position		
54	Job function		
55	Person		
56	Security settings can be set for:		
57	Global		
58	Module		

General System Requirements			
Line #	Functional Requirements	Response	Comments
59	Screen and menu		
60	Query builder		
61	Report		
62	Record		
63	Field		
64	Element in chart of accounts (e.g., fund, projects, etc.)		
65	Attachment		
66	System administrator can set a user security profile to define a user's authorization to:		
67	Log on		
68	Add data		
69	Delete data		
70	Change data		
71	View data		
	Workflow		
72	Workflow is available in the following modules:		
73	General Ledger		
74	Budget		
75	Accounts Payable		
76	Accounts Receivable		
77	Project Accounting		
78	Grant Accounting		
79	Purchasing		
80	Fixed Assets		
81	Human Resources		
82	Applicant Tracking		
83	Benefits Administration		
84	Payroll		
85	Employee Self Service		
86	Timecard		
87	Cashiering		
88	Cash Management		
89	Security Set-up/New User Addition		
90	Workflow rules can be set by:		
91	User		
92	Role		

General System Requirements			
Line #	Functional Requirements	Response	Comments
93	Department		
94	Thresholds (above or below certain number, example: above 5,000)		
95	Percentage argument (% above or below, example: more than 5% more than PO amount)		
96	Account code		
97	Workflow assignments can be re-routed to different authorized approvers based upon availability.		
98	Workflow approvals can be re-routed to secondary approver if:		
99	Primary approver is out (example: on vacation)		
100	Primary approver does not respond in pre-defined period of time		
101	Event driven notification of process events, including e-mail and/or other web-based notification.		
102	Field driven notification of process events, including e-mail and/or other web-based notification (example: evaluations due in 30 days).		
103	Approve at a batch level but look at the detail for approval rules (example: approve a JE batch but look a the to/from accounts to route for approval).		
104	If multiple approvals are need at the same approval, level all must approve in order for the approval process to continue (example: PR coded with two different department numbers will require both dept heads approval) .		
105	If user is in two roles or levels in the approval process they only need to approve once.		
106	Workflow approval processes for:		
107	Purchasing process		
108	Time entry approval (e.g., sick leave request, vacation request)		
109	Accounts payable		
110	Budget review		
111	Grant approval		
112	Fixed asset disposal		
113	Inventory processing		
114	Hire process		
115	Permit approval		
116	Changes to data via self service		
117	Salary changes		
118	Benefits enrollment		
119	Workflow notification for:		
120	Warn users of upcoming expiration		
121	Notify managers of employee actions or transactions		

General System Requirements			
Line #	Functional Requirements	Response	Comments
122	Status change (employees position, etc.)		
123	Overdue work (purchase order not approved)		
	Audit Trail		
124	Provide an automated audit trail of system transactions.		
125	Record the following minimum data on all transactions:		
126	Type of change		
127	Operator ID		
128	Effective date of change		
129	Date		
130	Time		
131	Old value		
132	New value		
133	Transaction type		
134	Transaction ID		
135	Allow for free form text to be added.		
136	Ability to allow authorized users to define record retention periods, specific to individual record categories.		
137	Ability to ensure that all data is archived before being purged.		
	Dashboard		
138	Available upon log in (home-screen).		
139	Custom to role or user.		
140	Custom widgets (Favorites/Graphs/Lists) for:		
141	Budget		
142	Accounts Payable		
143	Human Resources		
144	Payroll		

General Ledger			
Line #	Functional Requirements	Response Code	Comments
	General Requirements		
1	Provides all procedural functions of a fund accounting system in conformity with GAAP and GASB accounting standards.		
2	Compliance with OMB A-87 standards.		
3	System supports encumbrance accounting.		
4	All subsidiary systems/ledgers (e.g., purchasing, A/P, A/R) integrate and post to the general ledger in real time.		
5	Supports the following basis of accounting:		
6	Cash		
7	Modified accrual		
8	Full accrual		
9	Transfers-out must be a unique expenditure type and transfers-in must be a unique revenue type.		
10	Stores the following non-financial data for each unique fund:		
11	Date established		
12	Source of revenue		
13	Acceptable uses		
14	Vendor name		
15	PO number		
16	Check number		
17	Description		
18	Date of last activity		
19	System allows transactions in multiple fiscal years (please define any limitations in the comments field).		
20	When working in multiple fiscal years the detail transactions are maintained for each year.		
21	System maintains detailed financial records for ten years.		
22	Provides warnings or alerts for available funds checking for non-budgeted accounts.		
23	System has the ability to assign transaction codes.		
24	Transaction code set up allows:		
25	Assignments of debits and credits to		
26	Chart of accounts		
27	General ledger/treasury accounts		

General Ledger			
Line #	Functional Requirements	Response	Comments
	Chart of Accounts Design		
28	Chart of accounts supports multiple reporting entities (e.g., primary government, component unit).		
29	Provides unlimited levels of structure for each segment of the chart of accounts. Please indicate any limits in the comments field.		
30	System permits the length of each chart of accounts segment data field to be at least 10 characters. Please list indicate any limits in the comments field.		
31	Provide for chart of account segments to have a short description of at least 50 alphanumeric characters. Please list any limitations in the comments field.		
32	Designates each general ledger account by the following account types:		
33	Asset		
34	Liability		
35	Fund equity		
36	Revenue		
37	Expenditure		
38	Statistical (non-financial)		
39	System contains the following indicators for accounts:		
40	Active (available for posting)		
41	Active (available for budget)		
42	Inactive (not available for posting)		
43	Inactive (not available for budget entry)		
44	Effective date (not available for posting until the effective date)		
45	Supports chart of account changes and maintains records of historical chart of accounts.		
46	Effective dating on active/inactive accounts that maintains all historical information for reporting purposes.		
47	System prevents accounts from being deleted if any activity is posted to them without proper security.		
48	Segments of the chart of accounts can be grouped on a user-defined basis into multiple reporting hierarchies.		
	Organizational Design		
49	Organizational elements within the chart of accounts supports the following organizational structures:		
50	Primary government (highest level of reporting)		
51	Component units		
52	Cost centers		
53	Departments		

General Ledger			
Line #	Functional Requirements	Response	Comments
54	Division		
55	Programs (cross-units)		
56	Activities		
57	System supports reorganizations:		
58	Restate or not restate history after a re-organization (as of date reporting)		
59	Supports multiple organizational structures concurrently for reporting purposes		
60	Organizational units can be grouped or ungrouped for reporting purposes		
	Journal Entry		
61	System assigns journal entry numbers:		
62	Automatically		
63	Manually		
64	System supports multiple line items for journal entries Please indicate any limitations in the Comments field.		
65	System shows the source of the transaction (e.g., manual entry or automated entry from another module).		
66	System shows the source of the transaction (e.g., manual entry or automated entry from an ancillary/outside system).		
67	Journal transactions can be entered and scheduled using effective dates (e.g., posting does not occur until effective date).		
68	Users can look up the following information on the screen as a reference during journal entry:		
69	General ledger accounts		
70	Budgetary accounts		
71	Project accounts		
72	Grant accounts		
73	Journal entries are posted:		
74	In real-time		
75	Batch		
76	Journal entries are validated against:		
77	Chart of account structure		
78	Pre-defined acceptable values for each field		
79	Users can import journal entries from desktop applications (e.g., Microsoft Excel).		
80	Users can enter journal entries as of a certain date (e.g., to allow back-dating).		
81	Imported transactions from desktop applications are validated using the same business rules as transactions made in the system.		
82	System allows creation of a journal entry from previously entered journal entry format (copy journal) by:		

General Ledger			
Line #	Functional Requirements	Response	Comments
83	Line item		
84	Entire journal entry		
85	System allows users to reverse journal entry with proper security and approvals.		
86	System supports auto reversals for accruals.		
87	Journal entries support "required" data fields and prevents transaction from posting until all "required" fields are completed.		
88	Supports recurring journal entries:		
89	With the same dollar value		
90	With varying dollar amounts		
91	Supports line item descriptions with unlimited text. Please list any limitations in the comments field.		
92	Users can create and process transactions against statistical and memo accounts in addition to financial accounts.		
93	Users can save journal entries that have not yet been posted or cleared for all validation errors online		
94	All journal entries balance prior to posting (hard error if entries not balanced, manual override of error with proper security authorization).		
	Interfund and Interdepartmental Vouchers		
95	Transfers within and between funds are balanced.		
96	Processes interfund transfers without having to generate a check.		
97	Tracks interfund transactions through “due to” and “due from” entries.		
98	Tracks interfund transactions through cash entries.		
99	Tracks interfund transactions through multi-year funds.		
100	Restricts inter-fund postings based upon security.		
	Interest Distribution		
101	System will allow for the distribution on interest income on pooled investments to each fund based on each fund's share of the total pooled cash balance.		
102	Subsidiary G/L Account to represent interest to be distributed.		
103	Method to accumulate a daily total for the pooled cash balance for each fund. At the end of the month, the accumulated daily total is used to calculate an average daily cash balance for the fund for the month.		
104	The interest will be distributed based on each fund's pro rata share of the total pooled cash balance.		
	Closing		
105	System accommodates a minimum of 13 periods List limitations in the Comments fields.		

General Ledger			
Line #	Functional Requirements	Response	Comments
106	Additional closing periods are available for year-end adjustments (i.e. 13th, 14th period). Please specify limitations in Comments field.		
107	Supports year-end processing at any point in time, as well as multiple times, after the end of the fiscal year (i.e., doesn't have to occur on last day or on any particular day).		
108	Closes encumbrances by:		
109	All encumbrances		
110	Individual encumbrances		
111	Groups of encumbrances		
112	Parameters to close all selected open purchase orders/encumbrances, and requisitions/pre-encumbrances, include:		
113	Dollar amount		
114	Age of encumbrance		
115	Purchase order type (example: blanket PO, purchase by item, etc.)		
116	Department		
117	Vendor		
118	System closes at end of period by:		
119	Fund		
120	Account		
121	Project		
122	Grant		
123	Organization (e.g., department)		
124	Accommodates soft and hard close.		
125	Maintains multiple fiscal years concurrently, which allows users to post transactions for a new fiscal year prior to closing the previous year.		
	Reports/Queries		
126	System allows department users to see available budget.		
127	System supports "as-of date" reporting.		
128	Produce the following financial reports:		
129	Budget variance report		
130	Detail or summary level		
131	Trial balance		
132	Budget vs. actual on a user defined time frame		
133	Fund balance report		
134	Balance sheet		
135	Income statement		

General Ledger			
Line #	Functional Requirements	Response	Comments
136	System produces the following CAFR reports:		
137	Government-Wide Statements:		
138	Statement of net assets		
139	Statement of activities		
140	Fund Financial Statements:		
141	Balance Sheet - Governmental Funds		
142	Reconciliation of balance sheet - governmental funds to statement of net assets		
143	Statement of revenues, expenditures, and changes in fund balances - Governmental Funds		
144	Reconciliation of the Statement of Revenue, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities		
145	Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual - General Fund		
146	Statement of Net Assets - Proprietary Funds		
147	Statement of Revenues, Expenses, and changes in net assets - proprietary funds		
148	Statement of cash flows - proprietary funds		
149	Daily Cash Balance of Funds for Interest Distribution		

Budgeting			
Line #	Functional Requirements	Response Code	Comments
	General Requirements		
1	Budget system uses the primary system's chart of accounts.		
2	Supports multi-year budgeting.		
3	System maintains the following budget and actuals data by period by:		
4	Current year		
5	Prior ten years		
6	Departments have the capability to develop:		
7	Summary budgets		
8	Detailed budgets		
9	Departments throughout the organization can access budget information with proper security to:		
10	View data		
11	Change data		
12	System supports import/export of budget data to/from external applications (e.g., Excel).		
13	Free form user defined text fields for budget justification.		
14	System allows budgeting for non-financial accounts (setting goals and targets for performance measures).		
	Budget Control		
15	System provides multiple levels of controls for the following types of budgets:		
16	Fund		
17	Department		
18	Division (should mirror the organizational structure in the G/L).		
19	Program		
20	Project		
21	Grant		
22	Account		
23	System provides the ability to allot each appropriation budget by the following periods (with flexibility based on account):		
24	Semi-Annual		
25	Quarter		
26	Month		
27	Percentage		
28	Allocation based on seasonal trend		

Line #	Functional Requirements	Response	Comments
	Budgeting		
29	System provides the ability to carry forward appropriation allotments to the next allotment period based on the funding source. Clarify within the current budget year.		
30	Individual appropriation budgetary control options in the system include:		
31	Hard - prevents transaction from processing without override approval		
32	Soft - provides warning message but allows transaction to process with override		
33	No control - allows transaction to process without warning		
	Budget Preparation		
34	Online budget request worksheet contains (used for budget prep):		
35	Current year budget		
36	Current year actuals projected		
37	Up to ten years actuals projected		
38	Historical previous budget data (original, amended, etc.)		
39	Online budget request worksheets contain dollar amounts and non financial statistics (performance goals and results).		
40	Budget preparation system accommodates the following:		
41	Fund budget		
42	Line item budget		
43	Program budget		
44	Project budget (multi-year)		
45	Grant budget		
46	Sponsor fiscal year		
47	Organization's fiscal year		
48	Department worksheets are automatically rolled into organization-wide master budget.		
49	Users can view prior year's line-item budget while entering new budget.		
50	Users can view prior 2 years line-item budget while entering new budget.		
51	Users can view actuals at detail and/or summary level while entering the new budget.		
52	Supports entering and viewing the following versions of the budget:		
53	Original request		
54	Department manager request		
55	Budget office request		
56	Executive level request		
57	Commission request		
58	Supports multiple versions of the budget with a final control version.		

Budgeting			
Line #	Functional Requirements	Response	Comments
59	System stores reason for budget version.		
60	System creates an initial version of the budget using the following:		
61	Zero balances in all accounts		
62	Text or any attachment (copy) from previous budget to any other budget version		
63	Current year's original budget		
64	Last year's budgeted total		
65	Last year's actuals		
66	Last year's amended		
67	Current year's actuals plus/minus a percentage		
68	Current year's budget plus/minus a percentage		
69	Projection based on percentage of last year's actual		
70	Projection based on estimated actuals from current year		
71	Users can flag one-time budget events.		
72	Forecasts can be saved.		
73	System allows users to adjust the base budget line items or summary totals by:		
74	Percentage		
75	Dollar amount		
76	System allows attaching non-financial data; for example: mission statements, performance measure (operational data), org charts, etc.		
77	System allows the user to copy formulas from one field to many cells.		
78	System compares budget versions to demonstrate changes that have been made between versions.		
79	Locks budget changes after specified date.		
80	System stores budget data for a minimum of ten years.		
	Salary Positions and Budgeting		
81	Provide the ability to track positions at multiple levels of authorization:		
82	Ordinance		
83	Budgeted		
84	Authorized		
85	Filled		
86	Vacant		
87	Identifies funding sources for positions (multiple funding sources).		
88	Provide the ability to track positions by different status:		
89	Active		
90	Frozen		

Budgeting			
Line #	Functional Requirements	Response	Comments
91	Held		
92	Unfunded		
93	System provides multiple types of positions, including but not limited to:		
94	Full-time		
95	Part-time		
96	Hourly		
97	Temporary (project/grant funded positions)		
98	Seasonal		
99	Contractual/At-Will		
100	Volunteer		
101	System allows for the cost of a position to be allocated to multiple segments of the Chart of Accounts (i.e., organizational codes, programs, projects, grants, etc.).		
102	System provides the ability to perform the following operations (for projection purposes) online with the proper security authorization:		
103	Add or delete the number of authorized, or budgeted positions		
104	Modify filled/vacant status (for projection purposes)		
	Analysis and Forecasting		
105	Forecast current year budget and actual (either on a line-by-line basis or on an entire budget) by multiple budget elements including:		
106	Straight line projection		
107	Percentage based on last year actual		
108	Last year actual or budget for the remainder of the current fiscal year		
109	Units (positions) or staffing levels		
110	Employee groups		
111	Characteristics of positions (e.g., longevity increases, step and grade increases, etc.)		
112	Personnel Costs		
113	Revenue		
114	Calculate position costs based on incumbent for the following assumptions:		
115	Service increment (by anniversary date)		
116	Full-time vs. part time		
117	Certifications (when certifications to be earned would be effective)		
118	Shift pay		
119	Health Insurance		

Budgeting			
Line #	Functional Requirements	Response	Comments
120	Other benefits including unemployment, deferred comp match, FICA, medicare, life and disability insurance, retirement (based on years of service), etc.		
121	Other earnings including longevity pay, education and post pay, bilingual pay, hazard duty pay, housing incentive, holiday pay, location differential, uniform allowance), etc.		
122	Calculates available dollars to forecast budget.		
123	Calculate position vacancy costs.		
124	System provides multiple calculation methodologies for salaries and benefits budget monitoring		
125	System can accommodate "what if" forecasting.		
126	System can accommodate "what if" forecasting for mass salary changes that includes all benefit calculations.		
127	System allows users to save multiple budget scenarios.		
128	System calculates long-term budget forecasts for 10 years.		
	Budget Maintenance and Monitoring		
129	Users can view the amount of funds remaining in the budget (i.e., amount budgeted, amount encumbered, amount spent, etc.).		
130	System stores narrative justification for budget adjustments at the departmental level.		
131	System track all budget changes including:		
132	Type of change		
133	Reason for change		
134	Who requested the change		
135	Approval date		
136	The original change request		
137	Amended vs. original		
	Budget Adjustments		
138	System allows transfers:		
139	Within a division		
140	Within a department		
141	Between divisions		
142	Between departments		
143	Between funds		
144	Lock out budget changes after specified date, but maintain ability to view those in progress.		

Budgeting			
Line #	**Functional Requirements**	**Response**	**Comments**
145	System supplies a method to load budget adjustments to multiple budgets (adopted budget, current budget w/transfers, etc.).		
146	Tracks all budget changes (transfers/amendments), type of change, and reason for change.		
	Reports/Queries		
147	Allows user to create footnotes and comments for budget publications.		
148	System provides the following reports with the ability to filter by fund/division/department:		
149	Original expenditure balance		
150	Beginning budget balance		
151	Beginning budget		
152	Amended budget		
153	County approved budget		
154	Encumbrances/pre-encumbrances		
155	Actuals expenditures		
156	Actuals revenues		
157	Transfers (in and out)		
158	Available expenditure budget balance		
159	Revenue surplus/deficit		
160	Monthly analysis report		
161	Year to date report		
162	Quarterly analysis report		
163	Generates a standard, configurable budget variance report (budget to amended to actuals).		
164	Provides reports/inquiries to review multiple versions of budget.		
165	Ability to report on financial and non-financial budget data.		

Cash Receipts			
Line #	Functional Requirements	Response Code	Comments
	General Requirements		
1	Interface cashiering module with the general ledger.		
2	The system downloads (by batch) automated cash receipts and collections data from remote sites.		
3	Ability to print receipts on multiple printers (one at POS and one in the kitchen, etc.).		
4	Allows to operate multiple cash drawers on a single register.		
5	The cash register operator must be validated by cash register and as an employee.		
6	A full audit trail will be provided for each cash register.		
7	Allows multiple cash register batches to be created or closed at any point in day.		
8	Automatically updates both the appropriate customer master file and the GL posting file with a single cash receipt or batch with the following information detailed:		
9	Reference ID or number		
10	Transaction types (sale, refund, account adjustment, etc.) (identify any limitations in the comments field)		
11	Payment type (cash, credit, etc.) (identify any limitations in the comments field)		
12	Date		
13	Payor		
14	Description		
15	Invoice number		
16	Amount detailed by cash, cashier's check, money order, credit card, debit card, electronic transfer or check		
17	Credit card number or debit card number, if applicable		
18	G/L organization		
19	Credit account(s) and amount(s) including project and sub-project accounts		
20	Debit account(s) and amount(s)		
21	Batch ID		
22	Accounts where billing occurred		
23	User defined receipt field (identify any character limitations in the comments field)		
24	Ability to re-post cash receipts set that may have been interrupted or posted in error.		
25	The system shall receive the following payment types:		

Cash Receipts			
Line #	Functional Requirements	Response	Comments
26	Cash		
27	Lock Box		
28	Check (personal, travelers, cashiers)		
29	Money orders		
30	Gift certificates		
31	Gift cards		
32	Check (personal, travelers, cashiers)		
33	Electronic transfers (EFTS), indicating destination		
34	Credit card		
35	Combination of above		
36	Direct debit (debit card)		
37	Other payment types (define limitations in the comments field)		
38	System accommodates user defined length of characters for storing check number. Please list maximum number of characters.		
39	The system shall inquire against pending transactions.		
40	Apply payments according to the following:		
41	Accept third-party billing		
42	Partial payments against individual line items on a receivable		
43	Partial payments against funds and/or accounts		
44	Overpayments against individual line items on a receivable		
45	Maintain open receivable until all items are satisfied.		
46	Provides the ability to handle short or overpayments.		
47	Maintains a user-definable table of revenue codes to facilitate uniform data entry and classify the transaction for posting.		
48	Find permit, business registrations, taxes, and license fees using bar code scanner.		
49	Ability to enter receipts in mass.		
	Point of Sale		
50	Provide the following cashiering functions:		
51	Generate receipt to payee		
52	Provide a deposit slip		
53	Generate electronic form of reporting		
54	Balance daily cash receipts to bank deposit		
55	Balance daily cash receipts by:		
56	Cashier		
57	Drawer		

Cash Receipts			
Line #	Functional Requirements	Response	Comments
58	General ledger code		
59	Automatically generate general ledger distribution entries needed to record receipts.		
60	Interface this module with the General Ledger.		
61	Interface to other administrative systems that collect (bill) revenue.		
62	System flags cash-only accounts at the point of sale.		
63	Look up the customer master file by:		
64	Customer name		
65	Customer number		
66	Invoice number		
67	Partial customer name		
68	Telephone number		
69	Physical/mailing address		
70	Email address		
71	Partial address		
72	Any other field in customer account		
73	Allows cashiers to view all outstanding payments on customer account.		
74	Allows cashiers to apply payments to more than one outstanding payment.		
75	Allows cashiers to collect partial payment.		
76	Allows cashiers to collect payment in multiple forms of payment (cash, check, credit, etc.).		
77	Check scanning capabilities.		
	Reports/Queries		
78	Produces report listing total of all transactions processed by cashier during shift.		
79	Produce an invoice listing based on posted and unposted data.		
80	Report by product code(s) and discount code(s).		
81	Report on unbilled charges.		
82	Provide a report by account of open receivables and account balances.		
83	Produce detailed and summary audit trails.		
84	Produce a report of detailed customer account information.		
85	Produce a receivable report by type.		
86	Flag payments received for which no match to an invoice has been determined (pre-payments, duplicates).		
87	Provide a cash receipts report by customer and account.		
88	Provide a cash receipts report by type of transaction.		
89	Generate a variance report for:		

Cash Receipts			
Line #	Functional Requirements	Response	Comments
90	Lists of receipts for daily cash deposits		
91	Cash receipts registers		
92	Cash journals		
93	Customer account adjustments		
94	Daily bank deposits		
95	Produce a daily, weekly and monthly report of revenues by type.		
96	Produce a revenue by customer report, on a user defined basis.		
97	List receivables written off.		
98	Account and report for cash receipts revenue.		
99	Prepare an aging report according to user defined categories (i.e., 30, 60, 90 days).		
100	Sort and display accounts receivable in a prescribed aging format.		
101	Produce a report of transactions by cashier:		
102	Cashier		
103	Drawer		
104	Date		
105	User defined time period		
106	Type of transaction		
107	Total dollar amount		
108	Dollar amount by payment type		
109	System provides ad hoc reporting capabilities.		
110	Provides reconciliation reports including a detailed receipt listing, receipt summary by revenue code, and receipt summary by account to provide totals to assist in cash and check balancing.		

Purchasing			
Line #	Functional Requirements	Response	Comments
	General Requirements	**Code**	
1	System to maintain history and relationships for all bid, requisition, invoice, check, POs, and receiving documents.		
2	Supports parent/child relations for projects and sub-projects. List any limitations in the comments field.		
3	Allow vendor numbers, purchase requisition numbers, contract numbers, bid numbers, and purchase order numbers to be assigned:		
4	Manually		
5	Automatically		
6	Modify some fields on requisitions with appropriate security and/or workflow (some changes may not require workflow approval).		
7	System to classify one-time vendors with limited required data entry.		
8	Deactivate vendor separately from purchasing process and A/P process (e.g., don't want to buy from vendor again, but still have outstanding invoice to be paid).		
9	Warning or block if over budget.		
	Requisitions		
10	Customer file is linked with A/P vendor file.		
11	System allows user to copy existing PR to create a new one.		
12	Split items on a requisition in multiple bids or POs.		
13	Combine multiple requisitions into one PO.		
14	Maintain the following data elements in respect to procurement transactions:		
15	Requested by		
16	System will handle multiple pay calculations: (Please provide how many types of pay calculations the system will handle in the comment field.)		
17	Scheduled delivery dates		
18	Shipping address		
19	Delivery instructions (i.e., pick-up, ship to, other)		
20	Vendor contact person		
21	Requisition number		
22	Vendor name & address		
23	Ability to perform vendor roll-up (e.g., affiliates, brother-sister)		
24	Vendor number		
25	Vendor history (e.g., name change, acquisitions, mergers)		
26	Vendor Quote #		

Purchasing			
Line #	Functional Requirements	Response	Comments
27	Comment (text) field (please identify character limitations in the comments field)		
28	Expiration date of PO (deliver by date)		
29	Maintain the following "line item" data elements in respect to procurement transactions:		
30	Commodity information		
31	Quantity requested		
32	Unit of measure		
33	System supports multiple State of CA retirement plans (please identify any limitations in the comments field).		
34	System supports multiple deferred comp plans. Please identify any limitations in the comments field.		
35	Extended price		
36	Social Security number		
37	Account code		
38	Freight/shipping charges		
39	Stores #		
40	Fixed asset #		
41	Specifications/terms		
42	Social Security number		
43	Calculate discounts by item or by total order on the requisition.		
44	Enter zero amounts (no charge items).		
45	Enter negative amounts (credits).		
46	Create requisition templates for frequently-ordered items.		
47	Capture multiple ship-to addresses on one requisition.		
48	System to flag/alert if non-sufficient funds.		
49	System will support a hard stop of any purchasing transaction with non sufficient funds (with override).		
50	System will support a soft stop of any purchasing transaction with non sufficient funds.		
51	Create a bid from a requisition.		
52	Track vendors in the bid or quote process without establishing them as vendors in the vendor file.		
53	Generates an invoice with sufficient and flexible text area to adequately describe services provided-customized invoice process. Please provide any character limitations in the comments field.		
54	Dollar amount		

Purchasing			
Line #	Functional Requirements	Response	Comments
55	Vendors requesting copy of RFP/bid		
56	Vendor response (submitted proposals)		
57	Attachment of files for vendor response		
58	Date		
59	Bid number		
60	RFP number		
61	Project title		
	Vendor File		
62	Purchasing and A/P share same vendor file.		
63	Store the following vendor information:		
64	Vendor name		
65	System supports multiple line items for journal entries Please indicate any limitations in the comments field.		
66	Vendor category (e.g., attorneys, plumbers, etc.)		
67	Individual name (first, middle, last)		
68	Corporation/company name		
69	"Doing Business As" name		
70	Vendor number		
71	Multiple addresses (e.g., bid, orders, remit to, etc.)		
72	Vendor e-mail and web site information		
73	Contact person(s)		
74	Federal Tax Identification Number (TIN)		
75	Tax ID status/W-9 information		
76	Phone and fax number(s)		
77	Preferred contact method		
78	Minority status/type business indicators:		
79	Minority		
80	Woman		
81	Small Business Enterprise (SBE)		
82	Disadvantaged		
83	Certification status of minority type		
84	Other user-defined categories		
85	Last date vendor utilized		
86	Active/Inactive status (based on date last utilized)		
87	Parent/child relationships		
88	Payment methods		

Purchasing			
Line #	Functional Requirements	Response	Comments
89	Type of company (e.g., corporation, partnership, etc.)		
90	Business license #		
91	Commodities/services offered (per user defined list)		
92	Standard payment terms		
93	Problem vendor flag		
94	Associated memo field with the problem vendor indicator		
95	Preferred vendor flag		
96	Associated memo field with the preferred vendor Indicator		
97	Vendor-on-hold flag (e.g., litigation, payment dispute, etc.)		
98	Free form comments (Please identify any character limitations in the comment field)		
99	Tax ID and Social Security number		
100	Search the vendor file by any vendor data field (e.g., vendor name, address, phone number, etc.) and by 'wildcard' terms.		
101	Maintain pricing information, quantity breaks, freight terms and shipping information for each vendor.		
102	Track the details of vendor performance including complaints and resolution.		
103	System allows users to merge two vendors and maintain history (i.e., duplicate vendor, one vendor buys another).		
	Bid and Quote Processing		
104	Ability to support the following types of bids: advertised sealed bids, phone and fax quotes and written requests for proposals (information) and quotations.		
105	Ability to access and update the vendor tables from within the bid/quote process with proper security.		
106	Ability to develop bid/quote documents directly out of requisitions.		
107	Ability to create bid mailing lists of vendors by specific commodities/services.		
108	System accommodates a minimum of 13 periods. List limitations in the comments fields.		
109	Additional closing periods are available for year-end adjustments (i.e. 13th, 14th period). Please specify limitations in comments field.		
110	Ability to provide a facility for standard and prototype bids with any number of associated vendors.		
111	Ability to track Bid/RFP by awards, dollar amounts, vendor responses, buyer, and commodity.		
112	Ability to track bid list / file by commodity code.		
113	Ability to track vendor bid list by vendor history, past awards, bid responses, and new vendors.		

Purchasing			
Line #	**Functional Requirements**	**Response**	**Comments**
114	Ability to maintain an accumulated bid history (including both bids awarded and not awarded) for each vendor in the system.		
115	Ability to tie all bids (even those not awarded) to an associated project budget.		
116	Ability to enter budgeted amount for a bid.		
117	Ability to track bid addenda (before opening and award).		
118	Ability to post award information on our website.		
119	Ability to produce documents for mailing to potential vendors/bidders (i.e., bid documents, addenda).		
	Contract Administration		
120	System validates purchase orders against contract for appropriate:		
121	Date		
122	Dollar amount		
123	Chart of account structure		
124	Track multiple contracts per vendor.		
125	Track milestones and/or deliverables for contract.		
126	Record and calculate retention amounts by:		
127	Deliverable/task		
128	Social Security number		
129	Dollar amount		
130	System allows existing contracts to be modified by changing:		
131	Increase contract value		
132	Decrease contract value		
133	End date		
134	Contract milestones		
135	Vendor contact information		
136	System tracks change orders to contract.		
137	System allows for user defined percentage variance of originally approved contract.		
138	System will generate workflow notification when defined variance threshold is reached.		
139	Search for a contract by account, vendor, and/or description.		
140	Support various contract periods, including multiple year contracts (i.e., those that span fiscal and/or calendar years).		
141	Encumber only a portion of a contract or purchase order based on fiscal year.		
142	Create a workflow notification for contract expiration dates.		
143	Encumber entire value of contract.		

Purchasing			
Line #	Functional Requirements	Response	Comments
144	Store and maintain contract historical information, including but not limited, to the following details:		
145	Vendor information		
146	Commodity information		
147	Bid number		
148	Contract number		
149	Contract administrator's name, phone, fax numbers and email		
150	Component unit		
151	Milestones		
152	Start/end and extension dates		
153	Expiration dates		
154	Multiple approval dates (commission approval)		
155	Status (text reference field)		
156	Payment schedule & adjustments		
157	Retainage		
158	Insurance information		
159	Contingency amounts by % of contract or flat dollar amount		
160	Other user defined items		
161	Retainage calculations can be defined by:		
162	Date (age of contract)		
163	Percent complete		
	Purchase Orders		
164	Original requisitioner stored on PO.		
165	Allow any field associated with PO to be printed on PO (user defined based on user and type of purchase).		
166	System allows creation of purchase order:		
167	Directly (with proper security)		
168	From an existing bid or requisition		
169	Unit price field can accommodate $99,999,999,999.9999 (including 4 to right of the decimal). Please list limitations in comments field.		
170	Carry over open purchase orders to the following fiscal year.		
171	Closes purchase orders by either closing:		
172	All purchase orders		
173	Select purchase orders		
174	Criteria to select open purchase orders for close at end of year includes:		
175	Dollar amount		

Purchasing			
Line #	Functional Requirements	Response	Comments
176	Age of encumbrance		
177	Purchase order type (i.e., blanket PO, purchase by item, etc.)		
178	Date		
179	Vendor		
180	G/L acct # number range		
181	Ability to roll encumbrances at year end.		
182	Accommodate blanket purchase orders.		
183	Reprint hard copy of purchase orders and change orders when required.		
184	Identify hard copy reprints as duplicates.		
185	Accommodate change orders to existing POs.		
186	Accommodate tolerances of either percentages or dollar amounts (if PO value is exceeded).		
187	Require approval for change orders over a user-defined percentage of the original amount.		
	Receiving		
188	Identify orders that have not been received after a user-specified period of time.		
189	Record receiving document to include:		
190	Receiving staff		
191	Date and time		
192	Complete		
193	Partial		
194	Damaged		
195	Supports 2 way matching (purchase order, invoice).		
196	Supports 3 way matching (purchase order, packing slip, invoice) with override.		
197	Will support 2, 3 way matching for user defined PO categories.		
198	System to track and identify any under/over shipments.		
199	System to accommodate partial receipts.		
	Reports/Queries		
200	Produce report summarizing contract activity (present and past) by vendor.		
201	Report on dollars spent per contract.		
202	Report by active and inactive vendors.		
203	Open requisition/PO report by: date, range of dates, vendor, account, commodity code, department.		
204	Bid report by: date, range of dates, vendor, account, commodity code, department.		
205	Produce a receipt/invoice variance report.		

Purchasing			
Line #	Functional Requirements	Response	Comments
206	Produce a report of outstanding encumbrances for an effective date that reconciles to general ledger.		
207	Report listing all MBE/WBE/DBE/SBE activity.		
208	Track or report on unreceived merchandise.		
209	Track or report on damaged merchandise.		
210	Exception report of insufficient funds.		
211	Commodity utilization.		

Accounts Receivable			
Line #	Functional Requirements	Response Code	Comments
	General Requirements		
1	Assign invoice numbers:		
2	Supports parent/child relations for projects and sub-projects. List any limitations in the comments field.		
3	Automatically		
4	System allows invoices to be categorized by type (e.g., rentals, etc.).		
5	Establishes default account distributions for each type of receivable.		
6	Supports electronic fund transfer from bank for customer payments.		
7	System automatically applies penalties based upon system-defined rules or criteria.		
8	Deactivate vendor separately from purchasing process and A/P process (e.g., don't want to buy from vendor again, but still have outstanding invoice to be paid).		
9	Ability to handle credits across receivable types.		
	Customer File		
10	Customer file is linked with A/P vendor file.		
11	Customer file is linked with purchasing vendor file.		
12	Record the following customer information:		
13	Last account activity		
14	Multiple contact names		
15	Contact email address		
16	System will handle multiple pay calculations: (Please provide how many types of pay calculations the system will handle in the comment field.)		
17	Multiple phone number (e.g., office, cell, fax, etc.)		
18	Multiple addresses		
19	Balance due		
20	Last payment amount		
21	Payment history		
22	Payment arrangements		
23	Average number of days to pay		
24	Customer type		
25	Notes/comments (miscellaneous additional information)		
26	Date customer was added		
27	Deposit Requirements (system deposit information must include type deposit, date of deposit, amount, receipt number, check number, and refund date)		
28	Other user defined fields		

Accounts Receivable			
Line #	Functional Requirements	Response	Comments
29	Audit trail of all changes to customer file (changed from, date/time stamp, user that changed record).		
30	System masks sensitive customer information e.g., Social Security Number information, credit card information, etc.).		
	Invoices		
31	Accommodates:		
32	System supports multiple State of CA retirement plans (please identify any limitations in the comments field).		
33	System supports multiple deferred comp plans. Please identify any limitations in the comments field.		
34	System saves templates for generating invoices.		
35	Social Security number		
36	System allows users to adjust penalties and fees applied to invoices with proper security authorization.		
37	Generate account statements for the following:		
38	Organizational/summary detail		
39	Specific account types		
40	Range of accounts within a department		
41	Social Security number		
42	Delinquent accounts		
43	Customers with debit/credit balances		
44	Other user defined criteria		
45	Generate consolidated statements for customers with multiple accounts.		
46	System maintains detail of unbilled charges.		
47	Reprints a duplicate invoice.		
48	Reprints invoices and statements after corrections are made.		
49	Stores multiple dunning messages templates.		
50	Automatically generate dunning letters based on passage of time (e.g., 30, 60, 90 days).		
51	Users can write off small discrepancies between the amount due and the amount received with proper security.		
52	Generates an invoice with sufficient and flexible text area to adequately describe services provided-customized invoice process. Please provide any character limitations in the comments field.		
	Receipts/Point of Sale (POS)		
53	Apply customer payments to multiple charges.		
54	Accommodate the following transactions for payment:		

Accounts Receivable			
Line #	Functional Requirements	Response	Comments
55	Cash		
56	Lock box		
57	Gift certificates		
58	Gift cards		
59	Credit card		
60	Direct debit (debit card)		
61	Purchasing and A/P share same vendor file.		
62	Electronic transfers (EFTS), indicating destination		
63	Combination of above		
64	System supports multiple line items for journal entries Please indicate any limitations in the comments field.		
65	Provide the following cashiering functions:		
66	Generate receipt to payee		
67	Provide a deposit slip		
68	Balance daily cash receipts to bank deposit		
69	Option to print a receipt without the balance (mask)		
70	Balance daily cash receipts by:		
71	Drawer		
72	Cashier		
73	General ledger code		
74	Ability to search daily transactions by dollar amount.		
75	Automatically generate general ledger distribution entries needed to record receipts.		
76	Interface to other administrative systems that create receivables.		
77	Look up the customer master file by:		
78	Customer name		
79	Customer number		
80	Invoice number		
81	Customer Social Security Number (last 4 digits)		
82	Partial customer name		
83	Telephone number		
84	Physical/mailing Address		
85	Email address		
86	Payment history (30/60/90 aging, etc.)		
87	Allows cashiers to view all outstanding payments on customer account.		
88	Allows cashiers to apply payments to more than one outstanding payment.		

Accounts Receivable			
Line #	Functional Requirements	Response	Comments
89	Allows cashiers to apply credits on customer accounts (over tender payment).		
90	Allows cashiers to collect partial payment.		
91	Identify partial payments made on customer accounts (i.e., initial balance, amounts paid, remaining balance).		
92	Allows cashiers to collect payment in multiple forms of payment (cash, check, credit, etc.).		
	Collections		
93	System can accommodate collection fees.		
94	System can consolidate multiple receivables into one collection action.		
	Reports/Queries		
95	Generate a report by user/department/category for:		
96	Tax ID and Social Security number		
97	Cash register journals		
98	Provide a cash receipts report by customer and account.		
99	Provide a cash receipts report by type of transaction.		

Accounts Payable			
Line #	Functional Requirements	Response Code	Comments
	General Requirements		
1	Schedule invoices for payment based on invoice date.		
2	Supports parent/child relations for projects and sub-projects. List any limitations in the comments field.		
3	Supports purchasing card transactions.		
4	**Vendor Data**		
5	A/P shares vendor file with purchasing.		
6	A/P vendors are linked to A/R customers.		
7	Supports parent/child relationships for vendor records.		
8	Deactivate vendor separately from purchasing process and A/P process (e.g., don't want to buy from vendor again, but still have outstanding invoice to be paid).		
9	Contains field for "country" (e.g., Canadian vendors).		
10	Flags vendor records as “one-time” vendors.		
11	Customer file is linked with A/P vendor file.		
12	System generates alerts when the following is entered:		
13	Duplicate names		
14	Duplicate tax IDs (with override capabilities with reason)		
15	Duplicate addresses		
16	Duplicate invoices (with override capabilities with reason)		
17	System will handle multiple pay calculations: (Please provide how many types of pay calculations the system will handle in the comment field.)		
18	Accommodates user defined vendor categories (e.g., minority business enterprises, small business enterprise, problem vendors, etc.).		
19	System allows vendors to set up alternate vendor for payment (example: payment received by bank rather than vendor).		
	Invoice Processing		
20	System allows notes or comments to be posted to an invoice.		
21	Uses two-way matching process before processing invoice with override.		
22	Uses three-way matching process (purchase order/receiving document/invoice) before processing invoice with override.		
23	Two and three-way matching process based on system defined thresholds by:		
24	Percentage (i.e. - don't allow if invoice is over 10% of PO) with override		
25	Dollar		
26	User, with proper security, can override the three-way match.		
27	System supports account distribution by line item.		

Accounts Payable			
Line #	Functional Requirements	Response	Comments
28	System allows prepayment of invoices.		
29	System allows for grouping of vendors for payments on specified dates (e.g., employee reimbursements).		
30	System supports:		
31	Credit memos		
32	Debit memos		
33	System supports multiple State of CA retirement plans (please identify any limitations in the comments field).		
34	System supports multiple deferred comp plans. Please identify any limitations in the comments field.		
35	Users are notified when a credit memo exceeds the payment voucher amount.		
36	Social Security number		
37	System supports net payments (balance between a receivable and a payable for a vendor).		
38	System allows users to place a payment on hold.		
39	System records reason for placement of hold.		
40	System allows zero balance transactions or negative balance transactions (apply coupons, free merchandise).		
	IRS Reporting Requirements Processing		
41	Social Security number		
42	Provides on-demand 1099 form generation (example: real estate acquisitions).		
43	Collects necessary information for generation of Federal 1099s at year-end (both manually and per IRS approved file).		
44	System automatically recognizes/flags missing tax ID numbers.		
45	System produces a trial 1099 report before final run.		
46	System prints collected 1099 payments into appropriate reporting boxes (i.e., rent, non-employee compensation, etc.).		
47	Generates a trial 1099 system for verification before actually generating the forms.		
48	Corrects 1099 information in the system, reprints the 1099 form(s), and produces a correction file for the IRS.		
49	System can produce electronic file to send 1099-related forms to IRS.		
	Check Processing		
50	Accommodates the following:		
51	Generates an invoice with sufficient and flexible text area to adequately describe services provided-customized invoice process. Please provide any character limitations in the comments field.		

Accounts Payable			
Line #	Functional Requirements	Response	Comments
52	MICR encoding		
53	Bank approved bar codes		
54	Electronic signatures		
55	Prints checks according to the following timeframes:		
56	Scheduled		
57	On-demand		
58	Accommodates retainage.		
59	Allows user to enter a message for one specific vendor which appears on that specific check stub. Please enter any character limitations in the comments field.		
60	Supports the use of multiple banks with multiple accounts for both checks and EFTs.		
61	Purchasing and A/P share same vendor file.		
62	Itemizes the invoices (including the vendor invoice number) on the remittance advice.		
63	Sorts checks and prints according to user defined criteria (e.g., petty cash requires that separate checks be created even if they are part of the same check run).		
64	System supports multiple line items for journal entries Please indicate any limitations in the comments field.		
65	Designate checks for special handling and specify priority in printing cycle.		
66	System accommodates escheatment process.		
67	Prevents the printing or producing of blank, negative, or zero amount issuances on a regular check run.		
68	Prevents the printing of issuances with no payee specified, with override.		
69	Issue/print a blank check on demand, with proper security rights.		
70	Generate a replacement check within the same payment cycle.		
71	Reprint checks in case of a printer jam or when check stock runs out.		
	Bank Reconciliation		
72	Produce electronic files containing:		
73	Detail of checks		
74	Automated Clearing House (ACH) items		
75	Produce a file containing all rejected:		
76	Checks		
77	ACH items		
78	Deposit reconciliation transactions		
79	System will flag outstanding checks that are stale, based on user defined time frame (180 days, 280 days, etc.).		

Accounts Payable			
Line #	Functional Requirements	Response	Comments
80	Deletes selected check, ACH items, and deposits the following information on the error suspense file using appropriate security controls:		
81	Check		
82	ACH items		
83	Deposit information		
84	When payment is cancelled, the system automatically generates general ledger transactions to reverse all associated accounting distributions in the appropriate accounting period.		
85	Perform on-line bank reconciliation based upon electronic file (daily or monthly data) sent by various banks.		
86	System supports positive pay.		
	Reports/Queries		
87	Track and analyze anticipated cash requirements for disbursements.		
88	Produce the following reports and sort by department/division:		
89	Summary payment report by vendor (for a user determined time period)		
90	List of 1099 vendors and reports by tax category		
91	Check register		
92	Check register of checks above a user defined dollar amount		
93	Invoices outstanding by department, project, or work order (expensed but not paid)		
94	Track electronic payments by vendor and product type/commodity code (e.g., p-card, credit card)		
95	Vendor history by account number		
96	Tax ID and Social Security number		
97	A/P transaction history by vendor category		
98	Monthly expenditures report by fund		
99	Monthly check reconciliation reports of manual transaction by fund and check type		
100	Monthly report that show the total amount as well as the number of outstanding checks by fund		
101	Reconciliation activity report showing all the daily on-line update activity in the system		
102	Status of a check (e.g., outstanding, voided, cancelled, stale-dated, paid, etc.)		
103	Aging Reports		

Inventory Management			
Item #	Functional Requirements	Response	Comments
	General Requirements	**Code**	
1	Accommodates multiple warehouses.		
2	Supports parent/child relations for projects and sub-projects. List any limitations in the comments field.		
3	Maintains and tracks the following information for inventory items:		
4	By organizational unit (department/office)		
5	By warehouse for multiple warehousing		
6	Item description (short)		
7	Text description (long)		
8	Deactivate vendor separately from purchasing process and A/P process (e.g., don't want to buy from vendor again, but still have outstanding invoice to be paid).		
9	Unit of measure for:		
10	Purchase		
11	Customer file is linked with A/P vendor file.		
12	Unit cost		
13	Actual price		
14	Bulk cost		
15	Average price (calculated value)		
16	Vendor number		
17	System will handle multiple pay calculations: (Please provide how many types of pay calculations the system will handle in the comment field.)		
18	Min-max points		
19	Quantity on hand		
20	Quantity on order		
21	Quantity received on orders		
22	Quantity on back-order		
23	Ordered year-to-date		
24	Received year-to-date		
25	Issued current period		
26	Issued year-to-date		
27	Item number		
28	Warranty term		
29	Location		
30	Component items list (e.g., subtitles of a series of books)		

Inventory Management			
Item #	Functional Requirements	Response	Comments
31	Text field for miscellaneous entry		
32	Hazardous Materials		
33	Updates stock item data and maintains all the specific data for:		
34	System supports multiple State of CA retirement plans (please identify any limitations in the comments field).		
35	System supports multiple deferred comp plans. Please identify any limitations in the comments field.		
36	Returns to supplier		
37	Social Security number		
38	Transfers		
39	Receipts		
40	Requisitions		
41	Employee number (of requestor)		
42	Backorders		
43	Social Security number		
44	Issuance of inventory		
45	Surplus / junk / spoiled items		
46	Recalls		
47	Other user defined items		
48	System must review returns or adjustments documents in real-time.		
49	System must review, in real-time, inventory after returns or adjustments.		
50	Provides on-line stock catalogs.		
51	Reads catalog data from the following sources:		
52	Online catalogs		
53	Electronic files		
54	Generates an invoice with sufficient and flexible text area to adequately describe services provided-customized invoice process. Please provide any character limitations in the comments field.		
55	System allows users to merge multiple inventory items to a new or existing inventory item with an audit trail.		
56	Images can be attached to inventory items in the system.		
57	System can accommodate items with zero dollar value and/or zero quantity.		
58	System must provide a multi-level location structure including:		
59	Building		
60	Room		
61	Desk		

Item #	Functional Requirements	Response	Comments
Inventory Management			
62	Warehouse (multiple warehouses)		
63	Storage area (e.g., 2nd floor NW quadrant)		
64	Purchasing and A/P share same vendor file.		
65	Bin		
66	Shelf		
67	System supports multiple line items for journal entries. Please indicate any limitations in the comments field.		
68	Cart		
69	Vehicle (e.g. van, etc.)		
70	Required environmental conditions for the specific location		
71	Other fields as defined by users		
72	System allocates purchases and stock to the following:		
73	Departments		
74	Warehouses		
75	Section of warehouse		
76	Cost center		
77	User-defined category		
78	System indicates stock on hand for each location.		
79	System indicates stock on hand for multiple locations.		
80	System records transfer of inventory stock among locations.		
81	System must allow users to specify uniform mark-up or overhead costs for inventory item.		
82	System allows users to specify and/or override a mark-up or overhead cost for an item.		
83	System provides the following inventory costing methods:		
84	Actual cost		
85	Moving average		
86	Last in first out (LIFO)		
87	First in first out (FIFO)		
88	Replacement		
89	User-defined costing methods		
90	System creates issue tickets automatically with appropriate approval, based on electronic supply requisitions.		
91	System reserves stock items for specific projects or work orders.		
92	System processes partial pick/issue tickets of reserved items while keeping the remaining balance of items on reserve.		

Inventory Management			
Item #	Functional Requirements	Response	Comments
93	System generates trip/delivery tickets.		
94	System can place a cap on the quantity of an item that can be issued to a requestor during a specified time period.		
95	System can place a cap on the dollar amount of an item that can be issued to a requestor during a specified time period.		
96	System compares stock items received to open requests for stock items to determine which requests (i.e., backorders) may be filled.		
97	System provides an automatic reorder process for all or selected stock items, including electronic request and approval (integration with Purchasing module).		
98	System tracks item usage.		
99	User can define, by item, the variables used in determining reorder points and reorder quantities.		
100	System allows manual overrides of reorder points and reorder quantities.		
101	Tax ID and Social Security number		
	Physical Inventory		
102	System can freeze inventory to prevent inventory action within the building.		
103	System provides cycle count scheduling.		
104	Inventory counts from the worksheets are entered into the system by:		
105	Manually		
106	Bar code		
107	System automatically interfaces with the general ledger for physical inventory adjustments with appropriate workflow approval and security.		
	Reports/Queries		
108	System produces the following reports by user selected criteria:		
109	System accommodates a minimum of 13 periods. List limitations in the comments fields.		
110	Additional closing periods are available for year-end adjustments (i.e. 13th, 14th period). Please specify limitations in comments field.		
111	Inventory status report		
112	Usage year-to-date		
113	Receiving activity by receiver		
114	Inventory history by usage/date range		
115	Backorders		
116	System can create physical inventory reports, including the following:		
117	Exception report of quantity variances		
118	Physical inventory discrepancy report		
119	System can create report detailing inventory use by department.		

Fixed Assets			
Line #	Functional Requirements	Response	Comments
	General Requirements	**Code**	
1	System tracks:		
2	Supports parent/child relations for projects and sub-projects. List any limitations in the comments field.		
3	Non-capitalized items		
4	System tracks donated assets (i.e., developer donated land and infrastructure).		
5	System must identify fixed asset, based upon:		
6	G/L, account code		
7	Serial number		
8	Deactivate vendor separately from purchasing process and A/P process (e.g., don't want to buy from vendor again, but still have outstanding invoice to be paid).		
9	Fund		
10	Class		
11	Customer file is linked with A/P vendor file.		
12	Project / Program		
13	Department / Division / Section		
14	Building / Facility		
15	Cost		
16	Funding Source:		
17	System will handle multiple pay calculations: (Please provide how many types of pay calculations the system will handle in the comment field.)		
18	Bond		
19	Lease		
20	Other user defined		
21	Primary contact person (custodian of the asset)		
22	System can attach electronic documents (including photos, CAD, etc.) to an asset record. Please identify any file format limitations in the comments field.		
23	Tracks information for assets with shared ownership (shared with other agencies).		
24	Track percentage of asset owned for shared assets that can be different for each asset (e.g., 35%/65%).		
25	System supports identification of equipment with:		
26	Asset ID tag		

Fixed Assets			
Line #	Functional Requirements	Response	Comments
27	Date driven workflow notification upon a specific expiration date (leases, grants, warranties, etc.).		
	Asset Additions and Maintenance		
28	System tracks the following categories of assets:		
29	Land		
30	Buildings		
31	Improvements		
32	Equipment		
33	System supports multiple State of CA retirement plans (please identify any limitations in the comments field).		
34	System supports multiple deferred comp plans. Please identify any limitations in the comments field.		
35	Capitalized leases		
36	Social Security number		
37	Easement/ROW		
38	Building components (paint/doors/windows, etc.)		
39	Infrastructure		
40	Software licenses		
41	Other user defined asset types (please identify any limitations in the comments field)		
42	Social Security number		
43	System specify the location of an asset by:		
44	Building and room number		
45	Address		
46	Parcel number		
47	Legal description		
48	Warehouse		
49	Contact information for asset custodian		
50	System assigns asset number(s):		
51	Automatically		
52	Manually		
53	Generates an invoice with sufficient and flexible text area to adequately describe services provided-customized invoice process. Please provide any character limitations in the comments field.		
54	Project number		
55	Asset number		
56	User defined fields		

Fixed Assets			
Line #	Functional Requirements	Response	Comments
57	Chart of account distribution		
58	Organization		
59	Department		
60	Asset acquisition date		
61	In-service date		
62	Asset condition		
63	Purchasing and A/P share same vendor file.		
64	Asset status (e.g., fully depreciated)		
65	Unit cost/value		
66	System supports multiple line items for journal entries Please indicate any limitations in the comments field.		
67	Trade-in credit		
68	Vendor number, name		
69	Asset descriptive information		
70	Manufacturer number, name		
71	Model year		
72	Model number		
73	Serial number		
74	Employee name for employee to whom asset is assigned (if applicable)		
75	Employee number for employee to whom asset is assigned (if applicable)		
76	Hazardous materials		
77	Warranty/maintenance information		
78	Maintenance company		
79	Disposal information		
80	Lease asset information (if applicable)		
81	Estimated useful life		
82	Replacement cost (this field can be updated, as needed, by users)		
83	Depreciation schedule (method and life)		
84	Depreciation convention (beginning of month, half-year, mid-month, etc.)		
85	Disposal limitations (grant prohibits sale or sale proceeds go to funding agency)		
86	Free-form notes field (identify any character limitations)		
87	Asset can have multiple account distributions.		
88	System must link component units (parent/child relationship) whereby each component maintains its own financial and historical information.		
89	System allows addition and maintenance of assets obtained through non-expenditure transactions (e.g., gifts, donations, eminent domain).		

Fixed Assets			
Line #	Functional Requirements	Response	Comments
90	System is able to copy an asset record to create a similar asset record.		
91	System records insurance information including:		
92	Insurance company name		
93	Insurance company address		
94	Insurable value		
95	Policy number		
96	Insurance Segment number		
97	Policy period (term)		
98	Type(s) of coverage		
99	Amount of coverage		
100	Tax ID and Social Security number		
101	Contents description		
102	Premium		
103	Other user-defined fields		
104	System allows transfer of fixed assets, including partial transfers, within or between locations/organizations at the individual asset level.		
105	System allows assets to be transferred from one fund to another.		
106	Ability to select individual "child" assets to transfer.		
107	Assets that have been transferred maintain detailed history.		
	Asset Disposition, Retirement, and Theft		
108	System records the following information related to disposals, partial disposals, trade-ins, missing, lost, or stolen assets:		
109	System accommodates a minimum of 13 periods List limitations in the comments fields.		
110	Additional closing periods are available for year-end adjustments (i.e. 13th, 14th period). Please specify limitations in comments field.		
111	Date of occurrence or date first noticed missing		
112	Description of circumstances surrounding the disappearance/disposition		
113	Steps taken to locate item		
114	Disposal date		
115	Disposal amount		
116	Disposal method		
117	Original cost		
118	Accumulated deprecation		
119	Book value		
120	Disposal type:		

Fixed Assets			
Line #	Functional Requirements	Response	Comments
121	Surplus		
122	Unusable		
123	Sold		
124	Other (user defined field)		
125	Proceeds, if any		
126	Like-kind exchange		
127	Tracks estimated useful life for asset.		
128	Ability to dispose asset by asset component.		
129	Ability to dispose asset by individual "child".		
130	Social Security number		
131	System can flag assets with disposal restrictions and display the restriction message for user handling (e.g., federal grant items that must be returned to the federal government).		
132	System flags donated items during disposal. (Donated items may need to go back to grantor.)		
	Depreciation		
133	System provides the following depreciation functionality:		
134	Provides depreciation schedules on fixed assets		
135	Automatically calculates depreciation in accordance with the depreciation method and convention designated for an asset		
136	Maintains multiple asset basis values for each asset if desired, utilizing industry-standard depreciation methods		
137	Automatically charges depreciation to multiple chart of accounts for split-ownership assets		
138	System allows for changing the following and will automatically recalculate depreciation expense in accordance with such changes (with proper authorization):		
139	Asset useful life		
140	Value basis		
141	Salvage value		
142	Depreciation method		
143	Disposal (retroactive date)		
144	System can simulate depreciation calculations for user defined time periods for the following without being required to post the results (please explain any time period limitations):		
145	Individual assets		
146	Groups of assets		

Fixed Assets			
Line #	Functional Requirements	Response	Comments
147	System supports multiple depreciation methods including:		
148	Straight line		
149	Declining balance		
150	System prevents the depreciating of an asset's value below zero.		
151	Depreciation calculated at:		
152	Beginning of month		
153	Half-year		
154	Mid-month		
155	Other user defined criteria		
156	Depreciation methods can be changed for an asset or group of assets, to depreciate the assets for the balance of the asset's useful life.		
157	System can designate some assets as non-depreciable (i.e., land).		
	Capital Projects		
158	System is able to identify/record all capitalizable costs associated with the construction or purchase/acquisition of an asset.		
159	System captures activity/costs incrementally resulting from several government departments working concurrently on a project.		
160	System can recognize fixed/capital assets when they are completed, regardless of whether the project has been completed.		
161	Integration with Purchasing and Project/Grant Accounting module to capture costs for constructed assets.		
162	**Asset Warranties and Service**		
163	System maintains online maintenance history and warranty/service agreement information for assets.		
164	System records and tracks regular/preventive maintenance performed on selected assets.		
	Reports/Queries		
165	Ability to search asset record by alpha or 'wildcard' criteria.		
166	System produces a physical Inventory Report.		

Grants Management			
Line #	Functional Requirements	Response	Comments
	General Requirements	**Code**	
1	Tracks and reports grant activity by:		
2	Supports parent/child relations for projects and sub-projects. List any limitations in the comments field.		
3	Life of grant (over multiple fiscal years)		
4	Sponsor's/Grantor fiscal year		
5	Type of grant (State, Federal, Private, etc.)		
6	Grantor		
7	Supports multi-year funding allocation process that allows for expenditures or carry-over of prior year budget.		
8	Deactivate vendor separately from purchasing process and A/P process (e.g., don't want to buy from vendor again, but still have outstanding invoice to be paid).		
9	Ability to establish multiple sub-grants under a grant and track associated transactions.		
10	Ability to establish grant liquidation date.		
	Customer file is linked with A/P vendor file.		
11	Calculates indirect costs associated with any grant and to provide system generated entries:		
12	Per grant		
13	Per type of grant		
14	Tracks the following grant information:		
15	Grant budget(s) (original and amended)		
16	System will handle multiple pay calculations: (Please provide how many types of pay calculations the system will handle in the comment field.)		
17	Grant-to-date revenues		
18	Grant-to-date expenditures		
19	Unexpended balance		
20	In-kind products/services		
21	Special budget appropriations		
22	Carryover amounts from previous years		
23	Encumbrances		
24	Draw-down amounts		
25	% complete on grant		
26	Advances		
27	Match for grants (in-kind and $$)		

Grants Management			
Line #	Functional Requirements	Response	Comments
28	Grant transaction detail		
	Grant Applications		
29	Tracks the following grant application information:		
30	Grant number		
31	Grant name		
32	System supports multiple State of CA retirement plans (please identify any limitations in the comments field).		
33	System supports multiple deferred comp plans. Please identify any limitations in the comments field.		
34	Inactive (not available for budget entry)		
35	Social Security number		
36	Grantor contact name		
37	Grantor's email address and website, if applicable		
38	Grantor's mailing address		
39	Grantor's phone number		
40	Date application submitted		
41	Social Security number		
42	Original grant approval amount		
43	Grant budget		
44	Grant amendments		
45	Grant carryovers		
46	Grant fiscal calendar		
47	Grant beginning date		
48	Grant expiration date		
49	Letter of credit/draw-down		
50	Amounts of matching funds		
51	Responsible department (multiple)		
52	Generates an invoice with sufficient and flexible text area to adequately describe services provided-customized invoice process. Please provide any character limitations in the comments field.		
53	Reimbursement schedule		
54	Award date		
55	Letter of intent to award date		
56	Contract number		
57	Contract award number		
58	Approved contract date		

Line #	Functional Requirements	Response	Comments
Grants Management			
59	Original request amount		
60	Award amount		
61	Grant application declined flag		
62	Purchasing and A/P share same vendor file.		
63	Converts grant application information into new grant.		
64	Ability to attach grant documentation (application, board approval, etc.).		
	System supports multiple line items for journal entries. Please indicate any limitations in the comments field.		
65	Captures all financial grant activity through the general ledger.		
66	Tracks program compliance and financial compliance of the grant.		
67	Captures grant expenditures and revenues by:		
68	Funding source		
69	Multiple funding sources		
70	Grant project name		
71	Activity		
72	Program number		
73	General ledger account numbers		
74	Grant purchase orders and encumbrances		
75	Grant status codes		
76	Job		
77	Project		
78	Grantor		
79	Invoice		
80	Type of work (grant only applies to select activities that are part of project)		
81	CFDA number		
82	Supports unique match rates for grants (e.g., Personnel at 80% and Supplies at 25% for Grant 1, Personnel at 90% and Supplies at 40% for Grant 2):		
83	Grant		
84	Grant phase		
85	Individual object		
86	Group of objects		
87	Prohibits processing of grant-related expenditure transactions not within grant service dates (with soft or hard stops/override capability based on security).		
88	Allows processing of grant-related revenue transactions outside of the grant service dates (with override capability based on security).		

Grants Management			
Line #	Functional Requirements	Response	Comments
89	Accesses details of salary costs associated with a specific grant, on an hourly or partial hour basis.		
90	System has ability to break out salaries vs. benefits for grant reimbursement.		
91	Produce a reimbursement check for unexpended grant funds.		
92	Generates hard-copy reimbursement requests to sponsor agencies from expenditure data.		
93	Generates revenue/receivable transactions from grants expenditure data.		
94	Records as a memo entry the ‘in-kind’ value (e.g., non-cash match) as part of grant activity.		
95	Prompts or alerts users to recognize (realize) grant revenues after grant expenditures have been recorded for a user-specified period of time (weekly, monthly, etc.).		
96	Links receipt of revenue to grant.		
97	Allows distributed users the ability to enter grant expenditures on line.		
98	Tax ID and Social Security number		
99	System allows carryover funding to be set up as a new grant.		
100	Monitors progress of grant expenditures/revenues against original grant contract information.		
	Grant Reimbursements		
101	Establish reimbursable budgets for:		
102	Total grant		
103	Grant phase		
104	Monthly / Quarterly		
105	Reimbursable budgets control expenditures that are available for grant billing, with override with proper security.		
106	Provides a real-time edit to ensure that grant billings do not exceed the reimbursable budget.		
107	System accommodates a minimum of 13 periods. List limitations in the comments fields.		
108	Additional closing periods are available for year-end adjustments (i.e. 13th, 14th period). Please specify limitations in comments field.		
109	Calculates the percentage of outstanding revenue due for an expense incurred through a grant.		
110	Links revenue to associated expenditure amounts.		
111	Reports different types costs for providing a service against revenue for that service such as:		
112	Actual costs		

Grants Management			
Line #	Functional Requirements	Response	Comments
113	Billable costs		
114	Invoiced costs		
115	Accumulates total costs without regard to the funding source and then bills each funding source according to the user defined percentage.		
	Reports/Queries		
116	Maintains and provides report for history for all grants.		
117	Provides notification for grant reporting dates.		
118	Provides notification for upcoming grant due dates.		
119	Provides the following reports:		
120	Expenditures and revenues		
121	Sources of revenues		
122	Reimbursed costs		
123	Budget vs. actual costs		
124	Grant budget vs. actual report		
125	Encumbrance report		
126	Supports financial report preparation for grants (i.e., monthly, quarterly, and annual federal reporting requirements, state reporting requirements, calendar year, seasonal, multi-year).		
127	Social Security number		

Project Accounting			
Line #	Functional Requirements	Response	Comments
	General Requirements	**Code**	
1	Supports multiple-year projects.		
2	Supports parent/child relations for projects and sub-projects. List any limitations in the comments field.		
3	Projects can be established across funds and departments.		
4	Allocates direct and indirect costs to projects.		
5	Projects are linked to:		
6	Purchase orders		
7	Fixed assets		
8	Deactivate vendor separately from purchasing process and A/P process (e.g., don't want to buy from vendor again, but still have outstanding invoice to be paid).		
9	Work orders		
10	Contracts		
11	Customer file is linked with A/P vendor file.		
12	Ensures that project billings do not exceed the reimbursable budget with an override capability based on security.		
13	System contains project budget forecasting capabilities.		
14	Projects and project phases have the following status:		
15	Active		
16	Inactive		
17	System will handle multiple pay calculations: (Please provide how many types of pay calculations the system will handle in the comment field.)		
18	Closed (Cannot post financial transactions)		
19	Construction in progress (CIP)		
20	Projects can track the following:		
21	Expenditures (from purchasing module)		
22	Hours for project (direct hours) - from time and attendance module		
23	Salary costs (direct costs)		
24	Overhead costs		
25	Donated items		
26	In kind matches		
27	Revenues		
28	Equipment costs		
29	Material costs and quantities		

Project Accounting			
Line #	Functional Requirements	Response	Comments
30	Supplies from inventory		
31	Contractor costs/professional services		
32	FEMA requirements		
33	Expenditures for project can be identified as capitalized expenses.		
34	System supports multiple State of CA retirement plans (please identify any limitations in the comments field).		
	System supports multiple deferred comp plans. Please identify any limitations in the comments field.		
35	Maintains the following general financial project information:		
36	Social Security number		
37	Encumbrances		
38	Expenditures		
39	Receivables		
40	Revenues		
41	Penalties		
42	Social Security number		
43	Amendments/change orders		
44	Project budgets can be controlled by the following elements:		
45	Fiscal year		
46	Sponsor fiscal year		
47	Funding source budget year		
48	Department		
49	Phase		
50	Tracks the following dates:		
51	Planned start date		
52	Actual start date		
53	Generates an invoice with sufficient and flexible text area to adequately describe services provided-customized invoice process. Please provide any character limitations in the comments field.		
54	Planned completion date		
55	Actual completion date		
	Project Close		
56	Users can carry forward or not carry forward fiscal year appropriations at year-end for multi-year projects.		
57	Prevents deletion of a project account which still has an available balance for spending until the project is closed out.		
58	Allows for multiple user defined closure dates.		

Project Accounting			
Line #	Functional Requirements	Response	Comments
59	Partially close a project (capitalize portion of closed project).		
60	System provides ability to attach project close-out form.		
61	System provides an automated procedure to purge and archive data for closed projects.		
62	Purchasing and A/P share same vendor file.		
63	Updates the following types of accounts during a close:		
64	Assets		
65	System supports multiple line items for journal entries Please indicate any limitations in the comments field.		
66	Expenditures		
67	Automatically transfers construction-in-progress accounts to fixed asset accounts at project close or completion.		
	Reports/Queries		
68	Produce variance reports by project.		
69	Provide report for any current or completed project listing expenditures by:		
70	Funding source (bond, grant, etc.)		
71	Funding source by department/division		
72	Type (fixed asset, component, construction, design, etc.)		
73	Vendor/contractor		
74	Month		
75	Year-to-date		
76	Inception to date		
77	Fiscal year		
78	Multiple fiscal years		
79	Project close report		

Payroll			
Line #	Functional Requirements	Response	Comments
	General Requirements	**Code**	
1	System will handle all aspects of Fair Labor Standards Act (FLSA).		
2	Supports parent/child relations for projects and sub-projects. List any limitations in the comments field.		
3	Exempt pay codes		
4	Non-exempt pay codes		
5	System will accept and process multiple Standard Hours (average annual hours per pay period). This must be 5-7 minimum.		
6	The system will calculate normal shift regular time, holiday & leave hourly pay rates.		
7	System allows multiple overtime types.		
8	Deactivate vendor separately from purchasing process and A/P process (e.g., don't want to buy from vendor again, but still have outstanding invoice to be paid).		
9	System will maintain recurring pay types including:		
10	Set a fixed and calculated amount (allowances)		
11	Customer file is linked with A/P vendor file.		
12	System will support generating additional pay based on circumstances as follows:		
13	Duties performed (e.g., "acting director" pay, temporary assignment pay)		
14	Skills, certificates		
15	System will calculate differential pay rates (e.g., hazardous duty, disasters) and shift differentials.		
16	System will maintain multiple pay groups.		
17	System will handle multiple pay calculations: (Please provide how many types of pay calculations the system will handle in the comment field.)		
18	Regular		
19	OT		
20	Comp. time		
21	Straight time		
22	Part time holiday		
23	System will handle different work schedules (i.e., administrative staff, temporary help).		
24	System will track extra help and part time work hours and notify departments when limits are approached.		
25	System allows flexible work schedules, such as 8, 10, 12, 24 hour work days.		
26	System will maintain multiple earnings types.		

Payroll			
Line #	Functional Requirements	Response	Comments
27	System will accommodate flexible overtime rates (straight time versus a user-defined factor).		
28	System will accommodate multiple accrual leave schedules/balances per employee.		
29	System will handle the payout for accumulated balances at retirement based on user-defined formula and different classifications.		
30	System will handle the payout for accumulated balances at separation based on user-defined formula and different classifications.		
31	System will handle miscellaneous incentive and award programs (flat amount, percentage, amount).		
32	System will automatically apply retroactive pay calculation.		
33	Retro pay will automatically correct:		
34	Salaries		
35	System supports multiple State of CA retirement plans (please identify any limitations in the comments field).		
36	System supports multiple deferred comp plans. Please identify any limitations in the comments field.		
37	Garnishments		
38	Social Security number		
39	Monthly		
40	Semi-monthly		
41	Bi-weekly		
42	Off cycle (on demand)		
43	System will process all types of wage and pending wage attachments including liens, levies, garnishments, child support, etc., from any State and all Federal wage attachments with automatic calculation of disposable earnings.		
44	Social Security number		
45	System will track flexible spending accounts (FSA) for multiple years and plans and permit overlaps.		
46	System will track HSA (Health Savings Accounts) and provide the taxable/non-taxable information.		
47	System will post current pay period wages to year-to-date and fiscal-to-date file.		
48	System will set any pay code and any deduction code to be a specific tax inclusive or specific tax exclusive.		
49	Ability to freeze leave based on user request (FMLA/Probationary).		
50	System will have the ability to interface with the California Public Employees' Retirement System (CalPERS).		

Payroll			
Line #	Functional Requirements	Response	Comments
	Salary Administration		
51	Tracks the following data within each salary schedule:		
52	Step		
53	Grade		
54	Percent of base		
55	Generates an invoice with sufficient and flexible text area to adequately describe services provided-customized invoice process. Please provide any character limitations in the comments field.		
56	Minimum		
57	Maximum		
58	Midpoint		
59	Provides the following data for additional pay items:		
60	Pay code		
61	Calculation method (%, flat rate, etc.)		
62	Amount (fixed amount, %, etc.)		
63	Calculation frequency (every pay period, monthly, on anniversary date, or user-specified date etc.)		
64	Taxable (Federal, State, FICA, and retirement according to multiple plans etc.)		
65	Purchasing and A/P share same vendor file.		
66	System will track pre-determined salary ranges by position.		
67	Maintains effective dates for salary data to allow for future pay adjustments.		
68	System supports multiple line items for journal entries. Please indicate any limitations in the comments field.		
69	Provides salary data for user defined employee groups.		
70	Automatically recalculates salary due to personnel actions such as promotions, demotions, etc.		
71	Supports mass pay transactions based on any field held within the database (e.g., travel allowances).		
72	System will perform mass salary changes to:		
73	All employees		
74	Group of employees		
75	Salary schedules		
76	Mass salary changes validated against maximum salary for position.		
77	System will allow pay rate changes based on different user-defined criteria (e.g., service years, longevity, etc.).		
78	System will record historical information for all changes.		
	Deductions, Garnishments, and Special Pays		

Payroll			
Line #	**Functional Requirements**	**Response**	**Comments**
79	Allow one-time deduction and earnings overrides.		
80	System will maintain multiple deduction types.		
81	Automatic calculations of retroactive deductions.		
82	System will pay Benefit providers for which deductions are taken through Accounts Payable (e.g., paying benefit providers).		
83	Additional lump sum withholding (W-4).		
84	System will alert and track for employees with net pay less than benefit deductions.		
85	System will process multiple garnishments per employee and assign pre-defined priorities.		
86	System will apply garnishments to multiple vendors.		
87	System will accommodate up to ten garnishments and automatically calculate that maximum percentage of total pay is not exceeded.		
88	System will set cap for garnishments and voluntary deductions so that a certain total amount is not exceeded.		
89	System will create a special deduction and apply to a single group of employees.		
90	System can exclude certain employees from Medicare deduction.		
91	System can exclude certain employees from Social Security deduction.		
92	System accommodates deductions either on a pre-tax or post-tax basis defined per deduction.		
93	System will prioritize garnishments/deductions.		
	Payroll Processing		
94	System will process pay for one employee with multiple jobs and employee will receive one paycheck.		
95	System will run pay, deduction, withheld taxes, and net pay calculations as a "proof" run for review prior to final pay run.		
96	System will cut special or immediate (on-demand) checks.		
97	System will allow individuals to forward Direct Deposit (to multiple accounts).		
98	System will print leave taken in hours or days and leave remaining on paychecks and advices on all leave categories.		
	Reports/Queries		
99	Tax ID and Social Security number		
100	Fiscal year		
101	Calendar year		
102	Policy year (e.g., worker's compensation)		
103	User-defined		
104	Produce edit reports of all payroll adjustments.		

Payroll			
Line #	Functional Requirements	Response	Comments
105	System will produce W-2s (and to reprint single W-2).		
106	System will store W-2s for a minimum of five years.		
107	System will produce quarterly Form 941 report (IRS).		
108	System will produce a report showing FICA wages, by individual and in total.		
109	System accommodates a minimum of 13 periods. List limitations in the comments fields.		
110	Additional closing periods are available for year-end adjustments (i.e. 13th, 14th period). Please specify limitations in comments field.		
111	System will create a payroll accrual report.		
112	Provides Worker's Compensation Reporting: by Department, total payroll compensation, rate, premium pay and overtime pay.		
113	System will allow for date range queries by employee.		
114	System will produce a payroll variance report.		
115	System will produce a sick and vacation leave benefit cost report by hours and value.		

Human Resources			
Line #	Functional Requirements	Response Code	Comments
	General Requirements		
1	System will maintain employee number from applicant through retirement.		
2	Supports parent/child relations for projects and sub-projects. List any limitations in the comments field.		
3	Effective dating employee transactions (e.g., add employee, remove employee, promote, etc.).		
4	Interface with applicant tracking module to facilitate the full hire to termination process.		
	Employee Data		
5	The system should have the ability to maintain at least the following minimum information on the Employee's Master File:		
6	Employee name		
7	Deactivate vendor separately from purchasing process and A/P process (e.g., don't want to buy from vendor again, but still have outstanding invoice to be paid).		
8	Employee number		
9	Social Security number		
10	Customer file is linked with A/P vendor file.		
11	Seniority date (tied to benefit rules)		
12	Multiple addresses		
13	Multiple telephone numbers		
14	Multiple email address		
15	Ethnicity		
16	System will handle multiple pay calculations: (Please provide how many types of pay calculations the system will handle in the comment field.)		
17	Original service/hire date		
18	Date in current position		
19	Rehire date(s)		
20	Retirement date		
21	Spouse and dependent information:		
22	Date of birth		
23	Social Security number		
24	Employee status (active, inactive, retired, laid off, FMLA status, terminated) using predefined codes		
25	Current service/hire date		

Human Resources			
Line #	Functional Requirements	Response	Comments
26	Anniversary date		
27	Marital status		
28	Promotion dates		
29	Date for next performance evaluation		
30	Termination date		
31	Immigration status (form I-9)		
32	Termination reason		
33	System supports multiple State of CA retirement plans (please identify any limitations in the comments field).		
34	System supports multiple deferred comp plans. Please identify any limitations in the comments field.		
35	Drivers license number		
36	Insurance certificate		
37	Certifications/qualifications/skills		
38	User defined employee group		
39	System tracks information on non-employees:		
40	Volunteers		
41	Social Security number		
42	System will allow for probationary status types.		
	Position Control		
43	System provides ability to create and maintain job descriptions.		
44	All personnel transactions will be linked to position control such that position data is verified/updated at the completion of each transaction (new hire, termination, transfer, etc.).		
45	Position control database shall track all positions whether filled or vacant and be able to describe the positions as part-time, full-time, etc.		
46	System fully integrates with personnel actions (e.g., a new employee could not be hired until system verifies that an authorized position is, or will be, vacant at effective date of hire.).		
47	System integrates with budget process to provide costs including benefits of current and proposed positions, including vacancies.		
48	System will “freeze” positions (revoke authorization to hire) at different levels based on user definable parameters.		
49	System allows the assignment of an employee to multiple positions across organizational boundaries.		
50	Allows overfilling of a position with appropriate authorization (i.e., provide overlap between employee leaving and coming).		

Human Resources			
Line #	**Functional Requirements**	**Response**	**Comments**
51	Generates an invoice with sufficient and flexible text area to adequately describe services provided-customized invoice process. Please provide any character limitations in the comments field.		
52	System tracks a position based on authorization for creating position.		
53	System identifies the following position status (by total, employee group classification, department or facility location):		
54	Budgeted		
55	Allocated		
56	Encumbered		
57	Vacant		
58	Position information stores "reports to" information.		
59	Supports organizational hierarchy.		
	Position Data		
60	Purchasing and A/P share same vendor file.		
61	Position number		
62	Position name		
63	System supports multiple line items for journal entries. Please indicate any limitations in the comments field.		
64	EEO class and function		
65	Position description		
66	Salary schedules step, grade		
67	FTE		
68	Job class (for workers comp)		
69	Required certifications		
70	Work schedule		
71	User defined		
	Performance Evaluations		
72	Ability to attach unlimited performance evaluations to the employee record.		
73	Ability to accommodate various performance evaluation schedules (e.g., every 6 months, annual, etc.).		
74	Ability to track evaluation completions and overdue status.		
	Ability to create evaluations and modify fields and scoring as necessary to meet County and MOU mandates.		
	Personnel Action		
75	Sort personnel action forms by type of action.		
76	Support the following Personnel Action types:		
77	New hire		

Human Resources			
Line #	Functional Requirements	Response	Comments
78	Authorization to hire		
79	Separation		
80	Re-hire		
81	Change of address/phone		
82	Promotion		
83	Demotion		
84	Transfer		
85	Re-classification		
86	Salary/rate change		
87	Status change		
88	Position title change (non-promotion)		
89	User defined personnel action types		
	Disciplinary Action		
90	System accommodates and tracks multiple grievance procedures based upon type of employee (i.e., administration, firefighter, police officer, management).		
91	System records historical disciplinary action by:		
92	Employee		
93	Tax ID and Social Security number		
94	Type of incident		
95	Type of follow-up action taken		
96	System tracks all disciplinary complaints, investigations, and actions:		
97	Letters of reprimand		
98	Warnings		
99	Suspensions with pay		
100	Suspensions without pay		
101	Discharge		
102	User defined disciplinary action types		
103	Employee number		
104	Budget unit (department, division, section)		
105	Issue (e.g. insubordination)		
106	Proposed discipline (e.g. letter of reprimand, suspension, demotion and termination)		
107	Date discipline was received		
108	Date the final discipline will take place		
109	Classification name and number		
110	Person who administered the discipline		

Human Resources			
Line #	**Functional Requirements**	**Response**	**Comments**
111	Work location		
112	Supervisor's name		
113	Appealed		
114	User defined disciplinary action		
115	System accommodates a minimum of 13 periods. List limitations in the comments fields.		
116	Additional closing periods are available for year-end adjustments (i.e. 13th, 14th period). Please specify limitations in comments field.		
117	System will provide historical information for all disciplinary actions.		
118	System will track litigation details related to a disciplinary action.		
119	System will flag an employee record, once terminated, preventing them from reapplying.		
	Performance Appraisals		
120	System will track performance appraisal scores.		
	Training		
121	Track training courses and certifications for each employee.		
	Social Security Number		
122	System will maintain and track information on each filed claim:		
123	Claimants name and information		
124	Employee department/division		
125	Date claim received		
126	Police and/or incident report number		
127	Location of incident/accident		
128	Injury		
129	Date of injury		
130	Physician of choice		
131	Date Employee received claim form		
132	Date supervisor received claim form from employee		
133	Open and close dates		
134	Return to duty date		
135	System tracks costs of workers compensation benefits paid to and on behalf of an employee.		
136	System will track loss time hours by employee.		
137	System will flag if claim is eligible for OSHA Log 300 filing.		
138	System will track different types of claims including: incident only, medical only claim, loss time claim.		

Human Resources			
Line #	Functional Requirements	Response	Comments
139	System will keep a record of change to type of claims.		
140	System will track claim status, including number and types of claims.		
141	System maintains employee injury information such as physician's name.		
142	System tracks TORT for non employees (e.g., customers, volunteers, etc).		
143	4850 tracking.		
	Drug and Alcohol Testing		
144	System will maintain and track test dates and results on:		
145	Pre-employment testing		
146	Random testing		
147	Reasonable suspicion/cause		
148	Post accident		
149	Return to duty		
150	Follow-up		
151	Other user defined fields		
	Reports/Queries		
152	System produces the following reports:		
153	Employee certifications		
154	Workers compensation claims		
155	System allows users to query employees using any field in employee record.		

Time and Attendance			
Line #	Functional Requirements	Response	Comments
	General Requirements	**Code**	
1	System allows employees to enter time in any of the following methods:		
2	Supports parent/child relations for projects and sub-projects. List any limitations in the comments field.		
3	Exception based time entry - employee has default entry and only enters if different than default		
4	Employees can enter time against:		
5	Accounts		
6	Projects		
7	Grants		
8	Deactivate vendor separately from purchasing process and A/P process (e.g., don't want to buy from vendor again, but still have outstanding invoice to be paid).		
9	Accommodates the following leave types:		
10	Sick		
11	Customer file is linked with A/P vendor file.		
12	Comp		
13	Holiday		
14	Personal		
15	Bereavement		
16	Military		
17	System will handle multiple pay calculations: (Please provide how many types of pay calculations the system will handle in the comment field.)		
18	Open holidays		
19	Floating holidays		
20	Leave without pay (LWOP)		
21	Family and Medical Leave Act (FMLA)		
22	Sick leave pool		
23	Workers comp		
24	Workers comp subsidy		
25	Injury leave		
26	Admin leave		
27	Training leave		
28	Ability to add other user-defined leave types		
29	System allows employees to "bank" holidays.		

Time and Attendance			
Line #	Functional Requirements	Response	Comments
30	System allows employees to donate leave to another employee (converted to value of recipient).		
31	System must have ability to enter hours worked for some positions and to automatically pay salaried employees.		
32	System can record time to reflect different work assignments (multiple funds).		
33	Allows limits to be set for certain types of leave, and will not allow transaction entry if limits are exceeded.		
34	System supports multiple State of CA retirement plans (please identify any limitations in the comments field).		
35	System supports multiple deferred comp plans. Please identify any limitations in the comments field.		
36	System must have ability to generate holiday schedules and automatically updates eligible employee time and attendance records.		
37	Social Security number		
38	System must have ability to specify when each type of leave is calculated (by pay period, by month, or other user defined interval.)		
39	System must have ability to validate against leave accrued prior to usage and payment to ensure appropriate balance is available.		
40	System must have ability to provide flexible workflow for review and approval of timesheets.		
	Time Entry		
41	Employees can enter time by:		
42	Social Security number		
43	Start time, end time		
44	Account - Filtered list (general ledger, job ledger, grant, project, or activity code)		
45	System allows employees to enter time at remote locations using a web browser.		
46	Allows employees with multiple positions to specify which position to charge for time.		
47	System allows supervisors to edit project, grant, or activity codes entered on employees timesheets.		
48	Audit trail on changes to timesheet.		
49	Accumulate time for entered projects.		
50	Allows for entry of time by day and shift, and also has the capability to enter at the summary level (e.g., pay period totals).		
	Reports/Queries		
51	System can view and print a summary of employees' hours worked for the pay period by the following criteria:		

Time and Attendance			
Line #	Functional Requirements	Response	Comments
52	Generates an invoice with sufficient and flexible text area to adequately describe services provided-customized invoice process. Please provide any character limitations in the comments field.		
53	Job code		

Applicant Tracking			
Line #	Functional Requirements	Response Code	Comments
	General Requirements		
1	System allows applicants to complete and submit forms via the Internet.		
2	Supports parent/child relations for projects and sub-projects. List any limitations in the comments field.		
3	System provides the applicant the ability to view application status (e.g., application received, interview pending, application being reviewed by department, etc.).		
4	System allows applicant to upload electronic files (resume, certifications, etc.).		
5	Integration with NeoGov.		
	Applicant File		
6	System must have ability to maintain the following information about job applicants with history:		
7	Deactivate vendor separately from purchasing process and A/P process (e.g., don't want to buy from vendor again, but still have outstanding invoice to be paid).		
8	Date of updates		
9	Status (complete or incomplete)		
10	Customer file is linked with A/P vendor file		
11	Primary address		
12	Home phone		
13	Work or other phone number		
14	E-mail address		
15	Position(s) applied/referred for		
16	System will handle multiple pay calculations (Please provide how many types of pay calculations the system will handle in the comment field.)		
17	Date of birth		
18	Social Security number		
19	Gender		
20	File attachments (e.g., resumes)		
21	Education including:		
22	Degree(s) earned - data for each degree		
23	Year of graduation		
24	School		
25	Criminal background information		
26	Preferred location		

Applicant Tracking			
Line #	**Functional Requirements**	**Response**	**Comments**
27	Work schedule		
28	Certifications/Licenses, including:		
29	Type		
30	Validity period		
31	License/certification number		
32	Results of required tests		
33	Date(s) and results of drug and alcohol screening		
34	System supports multiple State of CA retirement plans (please identify any limitations in the comments field).		
35	System supports multiple deferred comp plans. Please identify any limitations in the comments field.		
36	Applicants can register and maintain profile in system.		
37	System allows internal and external applicants.		
38	System will notify application reviewer if applicant is internal or external.		
	Applicant Qualifications		
39	System allows staff to analyze minimum qualifications against the job classification characteristics and qualifications.		
40	System can match current employees based upon:		
41	Social Security number		
42	Certifications		
43	Education		
44	Other user defined qualifications		
45	Training		
46	Age (Minimum age requirement)		
47	System must have ability to query applicant pool for certain characteristics (e.g., course certification).		
	Hiring		
48	System must have ability to have applicant information automatically moved to employee record if hired.		
	Reports/Queries		
49	System must have the ability to search for applicant information by:		
50	Generates an invoice with sufficient and flexible text area to adequately describe services provided-customized invoice process. Please provide any character limitations in the comments field.		
51	Applicant ID		
52	Recruitment (examination) number		
53	Job classification		

Applicant Tracking			
Line #	Functional Requirements	Response	Comments
54	Education		
55	Experience		
56	EEO Reports:		
57	Aggregate		
58	Number of jobs applied for		

Benefit Administration			
Line #	Functional Requirements	Response Code	Comments
	Benefit Plan Administration		
1	System supports various types of benefit plans, including, but not limited to the following:		
2	Supports parent/child relations for projects and sub-projects. List any limitations in the comments field.		
3	Cafeteria plan		
4	Pre-tax and after-tax plans		
5	System will enroll various levels (i.e. Single, Employee and Children, Employee and Spouse, or Family).		
6	Medical with:		
7	PPO (multiple)		
8	Deactivate vendor separately from purchasing process and A/P process (e.g., don't want to buy from vendor again, but still have outstanding invoice to be paid).		
9	Waived participation		
10	Opt out (employee paid not to take insurance)		
11	Customer file is linked with A/P vendor file.		
12	Accidental death and dismemberment		
13	Supplemental life		
14	Dependent and spouse life		
15	Dental.		
16	Vision .		
17	System will handle multiple pay calculations: (Please provide how many types of pay calculations the system will handle in the comment field.)		
18	Health spending accounts.		
19	Long term disability.		
20	Short term disability.		
21	Retirement:		
22	State retirement plan(s)		
23	Deferred comp plan(s)		
24	Tax sheltered annuity		
25	Employee matching programs		
26	COBRA.		
27	Employee Assistance Program.		
28	Wellness.		

Benefit Administration			
Line #	Functional Requirements	Response	Comments
29	FMLA.		
30	Tuition reimbursement.		
31	Relocation allowance.		
32	Uniform allowance.		
33	System supports multiple versions of benefit plans.		
34	System supports multiple State of CA retirement plans (please identify any limitations in the comments field).		
35	System supports multiple deferred comp plans. Please identify any limitations in the comments field.		
36	Plan versions are processed based on effective date.		
37	Social Security number		
38	System tracks dependent and beneficiary information, including:		
39	Name		
40	Date of birth		
41	Effective date		
42	Address (if different than employee/retiree)		
43	Social Security number		
44	Relation (child, spouse, etc)		
45	Medicare eligible		
46	Student status		
	Benefit Plan Eligibility		
47	System maintains multiple eligibility dates for different benefit plans based on different rules.		
48	System supports different enrollment periods for union versus non-union staff and overlap in plan years.		
49	System should provide for processing the following benefits eligibility events:		
50	Establishment and maintenance of participant information		
51	Activation of coverage for participant, spouse, and non-spouse dependents		
52	Activation of coverage for survivors (former dependents of participants that are allowed to continue their benefits coverage)		
53	Generates an invoice with sufficient and flexible text area to adequately describe services provided-customized invoice process. Please provide any character limitations in the comments field.		
54	Initiation of COBRA processing when an individual’s coverage is terminated due to a COBRA qualifying event (system must be able to handle various reasons)		
55	Evidence of insurability		

Benefit Administration			
Line #	Functional Requirements	Response	Comments
56	Initiation of and return from leave without pay (LWOP, including military leave and FMLA) coordinated with sick leave balances		
57	New hires, re-hires, and transfers		
58	Terminating/retiring employees (permanent and temporary employees)		
59	Termination of coverage for participant, spouse and non-spouse dependents		
60	Participant transfers		
61	Medicare eligible		
62	System provides a chronological history of benefits elections.		
63	Purchasing and A/P share same vendor file.		
64	System will track initial COBRA payments.		
65	System will track COBRA duration.		
66	System supports multiple line items for journal entries. Please indicate any limitations in the comments field.		
67	System will track COBRA justification.		
	Benefit Plan Costs		
68	System will provide for the following financial processes associated with group benefits administration, including:		
69	Billing of departments and direct premium payers for costs of group benefits		
70	Refunds and adjustments of insurance premiums to employees taking into consideration pre- and after-tax contributions and retirement		
71	If a premium is refunded and it is pre-tax, then employer and employee taxes contribution are deducted from the refund		
72	If a premium is adjusted, employer and employee taxes and retirement contribution are deducted/added to the adjustment		
73	Receive manual payments for cost-share and/or COBRA for benefit plan members who do not receive a paycheck		
74	System will determine premium amount based on category of employment (e.g., administrative, police or firefighter)		
75	System will track 457, 401(k), Roth 401(k) participation and show percentage of gross income contributed		
76	Track multiple 457, 401(k), Roth 401(k) providers and allow elections		
77	Allow employees to split Employer retirement contribution between retirement and defined contribution plans based on IRS requirements, not to exceed the Federal 25% of total compensation cap		
78	System maintains premium or contribution rate history (employee and employer costs) on-line by:		
79	Plan		

Benefit Administration			
Line #	Functional Requirements	Response	Comments
80	Employee		
81	Provider		
82	Post retiree		
83	System tracks current and historical benefit costs including:		
84	Employer cost		
85	Employee cost		
86	Post employee		
87	Total premiums/contributions		
	Data Requirements		
88	System tracks the following key data on providers:		
89	Provider ID (vendor code)		
90	Full name		
91	Short name		
92	Address		
93	Primary contact name, job title, fax, and phone		
94	Service contact name, job title, fax, and phone		
95	Billing contact name, job title, fax, and phone		
96	Subscriber contact name, job title, fax, and phone		
97	Direct deposit banking data		
98	Tax ID and Social Security number		
99	History of changes (dates)		
100	Master group number and name		
101	System tracks the following data for benefit plans:		
102	Plan type		
103	Plan name/number		
104	Option code (e.g., retiree rehire)		
105	Retirement contribution rate		
106	Effective date		
107	Termination date of coverage		
108	System accommodates a minimum of 13 periods. List limitations in the comments fields.		
109	Additional closing periods are available for year-end adjustments (i.e. 13th, 14th period). Please specify limitations in comments field.		
110	Option semi-monthly amount		
111	Option bi-weekly amount		
112	System tracks the following key data for benefit packages:		

Benefit Administration			
Line #	Functional Requirements	Response	Comments
113	Deduction code		
114	Description		
115	Effective date		
116	Provider ID (vendor code)		
117	Plan code		
118	Calculation method (fixed, % gross, based on age, etc.)		
119	Frequency of deduction allowed		
120	Total plan cost		
121	Administration fee		
122	Standard vs. optional		
123	Other (user-defined)		
124	System tracks the beneficiary for each benefit:		
125	Name		
126	Relationship		
127	Date assigned		
128	Address (if different than employee/retiree)		
129	Social Security number		
130	Birth date		
131	Medicare eligible		
132	Allocation date		
133	Deferred compensation		
134	Section 457, 401 (k), Roth 401 (k)		
135	Section 125 plan (flexible benefit plans, deferred health insurance premiums)		
136	Retirement		
137	Life and supplemental life		
138	User-defined		

Self-Service Systems			
Line #	Functional Requirements	Response Code	Comments
	General Requirements		
1	Changes through self-service can be approved by staff via workflow.		
2	Supports parent/child relations for projects and sub-projects. List any limitations in the comments field.		
	Employee Self-Service		
3	Employees can access self-service page to:		
4	View paycheck		
5	Change address		
6	Change emergency contact information		
7	Deactivate vendor separately from purchasing process and A/P process (e.g., don't want to buy from vendor again, but still have outstanding invoice to be paid).		
8	Timecard		
9	Change benefits for major life event (marriage, child birth)		
10	Customer file is linked with A/P vendor file.		
11	Download W-2		
	Applicant Self-Service		
12	Applicant self-service allows users to create profile and apply for multiple positions.		
13	Self-service profile can be saved.		
	Vendor Self-Service		
14	System will handle multiple pay calculations: (Please provide how many types of pay calculations the system will handle in the comment field.)		
15	Register for vendor list		
16	Select services offered from NIGP or UNSPSC		

Exhibit B – Technical Specifications

System Configuration

Current Network

El Dorado County's current network design is based on a hub and spoke model. Currently El Dorado County has a 20 Meg connection out to the internet with all internal internet traffic going out through that pipe. El Dorado County has about 1600 computers throughout the county, approximately 75 Windows 2003/2008 file and print servers, and 50 Windows application servers. El Dorado County currently has a 100 Meg connections to all desktops with a 1 Gig backbone.

Current System Configuration

The current financial, HR, Payroll system runs on an IBM Mainframe Z9. The Mainframe has a one 1 Gig connection to the backbone. El Dorado County's current financial, HR, Payroll system uses about 800 Gigs of disk space. Departments connect to different parts of the financial, Payroll, HR system through a telnet 3270 client, a terminal server connection with a Visual Basic front end, or various other interfaces.

El Dorado County has third party applications that will need to integrate with a solution, such as CUBS, NeoGov, Telestaff, and WorkTerra (these are examples of specific systems but not all inclusive). Integration of these third-party systems is imperative to the success of the implementation of a new system.

The applications outlined in this RFP will replace the applications currently operating as described above, as well as manual processes where automation is not currently utilized. The proposed applications will operate on the new system's environment. The desire is to have one enterprise solution be it Hosted, On Premises, or SAAS based that will serve all departments through one interface.

Hardware Information

For each type of proposed solution please identify the following:

On Premise Solution, Hosted, SAAS

Vendor must propose the required hardware configuration for a dedicated enterprise application server. Refer to the information regarding El Dorado County's current computer systems and network configurations. Estimated volumes of transactions and records should be referenced for proposing an adequate equipment configuration to accommodate the County's current and future record retention needs. Requested hardware must comply with the following:

a. Relational Database: El Dorado County would like the information system to be based on a stable and flexible relational database standard. This would allow non-technical users to benefit from the various tools these types of systems have to offer. Please describe how this is addressed with the system being proposed.

b. Operating System Software: Indicate any special security features (e.g., workstation security, function security, file security, etc.) provided by the operating system software. Describe backup and recovery methods built into the operating system software.

c. Minimum PC Requirements: Please include the minimum and recommended PC client workstation configurations necessary for all users requiring access to the systems. Include other client software (excluding Windows operating system and Microsoft Office products) to be loaded on the desktop. This should be clearly identified and included in the price proposal (no hidden costs).

Volume Description	**Current Estimated Annual Volumes**
Total County Population	181,058
Number of Parcels	107,410
Number of Funds	2,581
Number of G/L Chart of Account Numbers	1,847
Number of Employees	1,600
Number of Employment Applications	5,782
Number of Cash Receipts	10,300
Number of Payables	15,750
Estimated Concurrent Users	200
Estimated total User IDs	950
Number of Ad Hoc Report Writer Users	25

Exhibit C – Reference Form

Exhibit C – Reference Form will also be available as a link on our website to download and fill-in on-line on before April 12, 2012.

Reference # 1:

Company Name: ______________________________

Address: ______________________________

City, State, Zip: ______________________________

Contact Name: ______________________________

Title: ______________________________

Telephone: ______________________________

Email: ______________________________

Reference # 2:

Company Name: ______________________________

Address: ______________________________

City, State, Zip: ______________________________

Contact Name: ______________________________

Title: ______________________________

Telephone: ______________________________

Email: ______________________________

Reference # 3:

Company Name: ______________________________

Address: ______________________________

City, State, Zip: ______________________________

Contact Name: ______________________________

Title: ______________________________

Telephone: ______________________________

Email: ______________________________

Reference # 4:

Company Name: ______________________________

Address: ______________________________

City, State, Zip: ______________________________

Contact Name: ______________________________

Title: ______________________________

Telephone: ______________________________

Email: ______________________________

Reference # 5:

Company Name: ______________________________

Address: ______________________________

City, State, Zip: ______________________________

Contact Name: ______________________________

Title: ______________________________

Telephone: ______________________________

Email: ______________________________

Exhibit D – Sample Agreement for Services

SAMPLE ONLY

AGREEMENT FOR SERVICES #

THIS AGREEMENT made and entered by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County") and ____________________, a ________________, duly qualified to conduct business in the State of California, whose principal place of business is ____________________________________, and whose Agent for Service of Process is *Company name, physical address,* (hereinafter referred to as "Consultant");

R E C I T A L S

WHEREAS, County has determined that it is necessary to obtain a Consultant to provide ____; and

WHEREAS, Consultant has represented to County that it is specially trained, experienced, expert and competent to perform the special services required hereunder and County has determined to rely upon such representations; and

WHEREAS, it is the intent of the parties hereto that such services be in conformity with all applicable federal, state and local laws; and

WHEREAS, County has determined that the provision of these services provided by Consultant is in the public's best interest, and that these services are more economically and feasibly performed by outside independent Consultants as well as authorized by El Dorado County Charter, Section 210 (b) (6) and/or Government Code 31000;

NOW, THEREFORE, County and Consultant mutually agree as follows:

ARTICLE I
Scope of Services: Consultant agrees to furnish the personnel and equipment necessary to provide ____
____.

ARTICLE II
Term: This Agreement shall become effective upon final execution by both parties hereto and shall expire ________________.

ARTICLE III
Compensation for Services: For services provided herein, County agrees to pay Consultant monthly in arrears and within thirty (30) days following the County's receipt and approval of itemized invoice(s) identifying services rendered. For the purposes of this Agreement, the billing rate shall be ____. Total amount of this Agreement shall not exceed ___________________.

ARTICLE IV
Changes to Agreement: This Agreement may be amended by mutual consent of the parties hereto. Said amendments shall become effective only when in writing and fully executed by duly authorized officers of the parties hereto.

ARTICLE V
Consultant to County: It is understood that the services provided under this Agreement shall be prepared in and with cooperation from County and its staff. It is further agreed that in all matters pertaining to this Agreement, Consultant shall act as Consultant only to County and shall not act as Consultant to any other individual or entity affected by this Agreement nor provide information in any manner to any party outside of this Agreement that would conflict with Consultant's responsibilities to County during term hereof.

ARTICLE VI
Assignment and Delegation: Consultant is engaged by County for its unique qualifications and skills as well as those of its personnel. Consultant shall not subcontract, delegate or assign services to be provided, in whole or in part, to any other person or entity without prior written consent of County.

ARTICLE VII
Independent Consultant/Liability: Consultant is, and shall be at all times, deemed independent and shall be wholly responsible for the manner in which it performs services required by terms of this Agreement. Consultant exclusively assumes responsibility for acts of its employees, associates,

and subConsultants, if any are authorized herein, as they relate to services to be provided under this Agreement during the course and scope of their employment.

Consultant shall be responsible for performing the work under this Agreement in a safe, professional, skillful and workmanlike manner and shall be liable for its own negligence and negligent acts of its employees. County shall have no right of control over the manner in which work is to be done and shall, therefore, not be charged with responsibility of preventing risk to Consultant or its employees.

ARTICLE VIII
Fiscal Considerations: The parties to this Agreement recognize and acknowledge that County is a political subdivision of the State of California. As such, El Dorado County is subject to the provisions of Article XVI, Section 18 of the California Constitution and other similar fiscal and procurement laws and regulations and may not expend funds for products, equipment or services not budgeted in a given fiscal year. It is further understood that in the normal course of County business, County will adopt a proposed budget prior to a given fiscal year, but that the final adoption of a budget does not occur until after the beginning of the fiscal year.

Notwithstanding any other provision of this Agreement to the contrary, County shall give notice of cancellation of this Agreement in the event of adoption of a proposed budget that does not provide for funds for the services, products or equipment subject herein. Such notice shall become effective upon the adoption of a final budget which does not provide funding for this Agreement. Upon the effective date of such notice, this Agreement shall be automatically terminated and County released from any further liability hereunder.

In addition to the above, should the Board of Supervisors during the course of a given year for financial reasons reduce, or order a reduction, in the budget for any County department for which services were contracted to be performed, pursuant to this paragraph in the sole discretion of the County, this Agreement may be deemed to be canceled in its entirety subject to payment for services performed prior to cancellation.

ARTICLE IX
Default, Termination, and Cancellation:

A. Default: Upon the occurrence of any default of the provisions of this Agreement, a party shall give written notice of said default to the party in default (notice). If the party in default does not cure the default within ten (10) days of the date of notice (time to cure), then such party shall be in default. The time to cure may be extended at the discretion of the party giving notice. Any extension of time to cure must be in writing, prepared by the party in default for signature by the party giving notice and must specify the reason(s) for the extension and the date on which the extension of time to cure expires.

Notice given under this section shall specify the alleged default and the applicable Agreement provision and shall demand that the party in default perform the provisions of this Agreement within the applicable period of time. No such notice shall be deemed a termination of this Agreement unless the party giving notice so elects in this notice, or the party giving notice so elects in a subsequent written notice after the time to cure has expired. In the event of termination for default, County reserves the right to take over and complete the work by contract or by any other means.

B. Bankruptcy: This Agreement, at the option of the County, shall be terminable in the case of bankruptcy, voluntary or involuntary, or insolvency of Consultant.

C. Ceasing Performance: County may terminate this Agreement in the event Consultant ceases to operate as a business, or otherwise becomes unable to substantially perform any term or condition of this Agreement.

D. Termination or Cancellation without Cause: County may terminate this Agreement in whole or in part upon seven (7) calendar days written notice by County without cause. If such prior termination is effected, County will pay for satisfactory services rendered prior to the effective dates as set forth in the Notice of Termination provided to Consultant, and for such other services, which County may agree to in writing as necessary for contract resolution. In no event, however, shall County be obligated to pay more than the total amount of the contract. Upon receipt of a Notice of Termination, Consultant shall promptly discontinue all services affected, as of the effective date of termination set forth in such Notice of Termination, unless the notice directs otherwise.

ARTICLE X

Notice to Parties: All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage prepaid and return receipt requested. Notices to County shall be addressed as follows:

COUNTY OF EL DORADO
(Department Name)
(Address)
(City, State, Zip)
ATTN: (Name), (Title)

Or to such other location as the County directs.

With a carbon copy to:

COUNTY OF EL DORADO
CHIEF ADMINISTRATIVE OFFICE
PROCUREMENT AND CONTRACTS DIVISION
330 FAIR LANE
PLACERVILLE, CA 95667
ATTN: TERRI DALY, PURCHASING AGENT

Notices to Consultant shall be addressed as follows:

(Company Name)
(Address)
(City, State, Zip)
ATTN: (Name), (Title)

Or to such other location as the Consultant directs.

ARTICLE XI

Indemnity: The Consultant shall defend, indemnify, and hold the County harmless against and from any and all claims, suits, losses, damages and liability for damages of every name, kind and description, including attorneys fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, County employees, and the public, or damage to property, or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with the Consultant's services, operations, or performance hereunder, regardless of the existence or degree of fault or negligence on the part of the County, the Consultant, subConsultant(s) and employee(s) of any of these, except for the sole, or active negligence of the County, its officers and employees, or as expressly prescribed by statute. This duty of Consultant to indemnify and save County harmless includes the duties to defend set forth in California Civil Code Section 2778.

ARTICLE XII

Insurance: Consultant shall provide proof of a policy of insurance satisfactory to the El Dorado County Risk Manager and documentation evidencing that Consultant maintains insurance that meets the following requirements:

A. Full Workers' Compensation and Employers' Liability Insurance covering all employees of Consultant as required by law in the State of California.

B. Commercial General Liability Insurance of not less than $1,000,000.00 combined single limit per occurrence for bodily injury and property damage.

C. Automobile Liability Insurance of not less than $1,000,000.00 is required in the event motor vehicles are used by the Consultant in the performance of the Agreement.

D. In the event Consultant is a licensed professional, and is performing professional services under this Agreement, professional liability (for example, malpractice insurance) is required with a limit of liability of not less than $1,000,000.00 per occurrence.

E. Consultant shall furnish a certificate of insurance satisfactory to the El Dorado County Risk Manager as evidence that the insurance required above is being maintained.

F. The insurance will be issued by an insurance company acceptable to Risk Management, or be provided through partial or total self-insurance likewise acceptable to Risk Management.

G. Consultant agrees that the insurance required above shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, Consultant agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the Agreement, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of Risk Management and Consultant agrees that no work or services shall be performed prior to the giving of such approval. In the event the Consultant fails to keep in effect at all times insurance coverage as herein provided, County may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.

H. The certificate of insurance must include the following provisions stating that:

1. The insurer will not cancel the insured's coverage without thirty (30) days prior written notice to County, and;

2. The County of El Dorado, its officers, officials, employees, and volunteers are included as additional insured, but only insofar as the operations under this Agreement are concerned. This provision shall apply to the general liability policy.

I. The Consultant's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

J. Any deductibles or self-insured retentions must be declared to and approved by the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees, and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

K. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees or volunteers.

L. The insurance companies shall have no recourse against the County of El Dorado, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by any insurance company.

M. Consultant's obligations shall not be limited by the foregoing insurance requirements and shall survive expiration of this Agreement.

N. In the event Consultant cannot provide an occurrence policy, Consultant shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.

O. Certificate of insurance shall meet such additional standards as may be determined by the contracting County Department either independently or in consultation with Risk Management, as essential for the protection of the County.

ARTICLE XIII
Interest of Public Official: No official or employee of County who exercises any functions or responsibilities in review or approval of services to be provided by Consultant under this Agreement shall participate in or attempt to influence any decision relating to this Agreement which affects personal interest or interest of any corporation, partnership, or association in which he/she is directly or indirectly interested; nor shall any such official or employee of County have any interest, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE XIV
Interest of Consultant: Consultant covenants that Consultant presently has no personal interest or financial interest, and shall not acquire same in any manner or degree in either: 1) any other contract connected with or directly affected by the services to be performed by this Agreement; or, 2) any other entities connected with or directly affected by the services to be performed by this Agreement. Consultant further covenants that in the performance of this Agreement no person having any such interest shall be employed by Consultant.

ARTICLE XV
Conflict of Interest: The parties to this Agreement have read and are aware of the provisions of Government Code Section 1090 et seq. and Section 87100 relating to conflict of interest of public officers and employees. Consultant attests that it has no current business or financial relationship with any County employee(s) that would constitute a conflict of interest with provision of services under this contract and will not enter into any such business or financial relationship with any such employee(s) during the term of this Agreement. County represents that it is unaware of any financial or economic interest of any public officer of employee of Consultant relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement either party may immediately terminate this Agreement by giving written notice as detailed in the Article in the Agreement titled, “Default, Termination and Cancellation”.

ARTICLE XVI
California Residency (Form 590): All independent Consultants providing services to the County must file a State of California Form 590, certifying their California residency or, in the case of a corporation, certifying that they have a permanent place of business in California. The Consultant will be required to submit a Form 590 prior to execution of an Agreement <u>or</u> County shall withhold

seven (7) percent of each payment made to the Consultant during term of the Agreement. This requirement applies to any agreement/contract exceeding $1,500.00.

ARTICLE XVII

Taxpayer Identification Number (Form W-9): All independent Consultants or corporations providing services to the County must file a Department of the Treasury Internal Revenue Service Form W-9, certifying their Taxpayer Identification Number.

ARTICLE XVIII

County Business License: It is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070.

ARTICLE XIX

Administrator: The County Officer or employee with responsibility for administering this Agreement is <u>(name), (title), (department)</u>, or successor.

ARTICLE XX

Authorized Signatures: The parties to this Agreement represent that the undersigned individuals executing this Agreement on their respective behalf are fully authorized to do so by law or other appropriate instrument and to bind upon said parties to the obligations set forth herein.

ARTICLE XXI

Partial Invalidity: If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

ARTICLE XXII

Venue: Any dispute resolution action arising out of this Agreement, including, but not limited to, litigation, mediation, or arbitration, shall be brought in El Dorado County, California, and shall be resolved in accordance with the laws of the State of California.

ARTICLE XXIII

Entire Agreement: This document and the documents referred to herein or exhibits hereto are the entire Agreement between the parties and they incorporate or supersede all prior written or oral Agreements or understandings.

Requesting Contract Administrator Concurrence:

By: ____________________________ Dated: ______________________

Name
Title
Department

Requesting Department Head Concurrence:

By: ____________________________ Dated: ______________________

Name
Title
Department

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below.

- - C O U N T Y O F E L D O R A D O - -

Dated: ____________________

By: ______________________________
Chairman
Board of Supervisors

"County"

ATTEST:
Suzanne Allen de Sanchez, Clerk
of the Board of Supervisors

By: ________________________ Dated: ____________________
Deputy Clerk

- - C O N S U L T A N T - -

IF CORPORAITON, LLC, ETC.
(COMPANY NAME, INC.)
(A [NAME OF STATE] CORPORATION)
IF SOLE PROPRIETOR, ETC, DELETE THIS TEXT

By: ______________________________ Dated: ____________________
Name
Title
"Consultant"

By: ______________________________ Dated: ____________________
Corporate Secretary