County of Lassen
Auditor

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Memorandum

To: Chris Gallagher, Chairman
Board of Supervisors

From: Diana Wemple, Auditor

Date: April 10, 2018

Re: Request for Proposal for Enterprise Resource Planning System, Implementation and Support

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During the last year we started the process of discussing the need for a new software program that will cover Financial, Budget, Treasury Management, Payroll and Fixed Assets. During the Budget Hearings last summer, I informed the Board that the Payroll software program will no longer be supported after December 31, 2018, that the company would be closing their doors. I also informed the Board that our programmer for the County's General Ledger-Treasury Management program would be retiring in 2020. The General Ledger program is a legacy program, meaning it was custom built for Lassen County and Yolo County in the 1980's.

The Request for Proposal for Enterprise Resource Planning System is being finalized to be release on April 12, 2018, (a draft is attached). Once we have received the proposals in response to this request, we will have a better idea of what options are available and the costs. These systems are critical to the county government's operations and I urge the Board to give this request their full attention.

C-1

Request for Proposal (RFP)

For an

Enterprise Resource Planning (ERP) System

For

Lassen County

RFP#	
Release Date	
Pre-Proposal Conference	
Due Date	

Date:	April 12, 2018
Proposal Number:	XXX-XXX
Proposal title:	**RFP for ERP Solution and Implementation Services**
Proposals will be received until:	05/31/2017, 4:00 p.m., Pacific Time
For additional information, please contact:	Diana Wemple
Email Address:	dwemple@co.lassen.ca.us
Website for Proposal Information:	http://www.lassencounty.org

If you require additional information, you may contact Ms. Wemple at the email listed above.

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the vendor, (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this Request for Proposals and fully understands and accepts them unless specific variations have been expressly listed in his/her offer, (3) the offer is being submitted on behalf of the vendor in accordance with any terms and conditions set forth in this document, and (4) the vendor will accept any awards made to it
as a result of the offer submitted herein for a minimum of one hundred twenty calendar days following the date of submission.

PRINT OR TYPE YOUR INFORMATION

Name of Company: ______________________________ Fax: __________

Address: ________________ City/State: __________ Zip: __________

Contact Person: ____________ Title: ______________ Phone: ________

Authorized Representative's Signature: ____________________ Phone: ________

Printed Name: ____________ Title: ______________ Date: ________

Email Address: ________________

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Section A: RFP Introduction

A.1 Purpose of the RFP

With this Request for Proposals (RFP), Lassen County, CA desires to purchase for on site or hosted or otherwise acquire Rights to use an Enterprise Resource Planning (ERP) Solution that meets the requirements identified in this RFP. The County requires that any proposal for an ERP also include professional services necessary to implement the system and provide post-implementation support.

The functional scope for this project includes full General Ledger w/Budget Controls, Financials, Budget Preparation & Publishing, Accounts Receivable, Accounts Payable, Cash Management, Check Reconciliation, Fixed Assets, Project and Grant Accounting, Purchasing & Contract Management, Human Resources, Payroll and Benefits Administration. The project will serve the entire County of Lassen Government "County", Funds, which include departments and enterprise funds within the County government. (The entire group of participants will be referred to as "County" unless specified otherwise.) The County currently uses Advance Data Systems (Payroll), GenLed (home grown legacy system for finance & cash management) and Bassets (fixed assets) as its ERP systems, but the programs will not be supported after 2018 and 2020 respectively. The County expects to begin implementation the summer of 2018 for Payroll and Human Resources followed by Financial, Budgeting and Cash Management and Fixed Assets in 2019/2020. Payroll must be implemented and running prior to the end of 2018, but the county does not have a deadline for the completion of the implementation for Financial, Budgeting and Cash Management and Fixed Assets. Vendors interested in proposing should propose a schedule that implements the system efficiently. ***All vendors should know that during the time period between implementing Payroll and the rest for the ERP, there will be a need for an interface developed to upload payroll to the County's current General Ledger.***

A.2 About the County Organization

Lassen County was formed on April 2, 1864 from parts of Plumas and Shasta counties following the two-day conflict known as the Sagebrush War, also called the Roop County War that started on February 15, 1863. Due to uncertainties over the California border, the area that is now Lassen County was part of the unofficial Nataqua Territory and Roop County, Nevada during the late 1850s and early 1860s.
The County encompasses an estimated 4,720 square miles and is located approximately 80 miles northwest of Reno Nevada. The County's year-round population is approximately 34,000. County services include: police protection (sheriff's office), jail, Juvenile Detention Facility, social services, library, road & bridge, planning and engineering, building inspection, agricultural, airports, animal control, Alcohol and Drug, Cemeteries/parks, fleet maintenance, building & grounds maintenance, human services for youth, family and seniors, public health, property valuations, tax collections, coroner and general administrative services.

Lassen County operates under a commission-manager form of government. The Board of Supervisors is the governing body of Lassen County and consist of five members elected (elected for a four year term) from specific Districts in the County. County Auditor, County Assessor, County Clerk/Recorder, County Sheriff/Coroner, Superintendent of Schools, District Attorney and Treasurer/Tax Collector are elected officials with a term of four years. The Board appoints all boards and commissions and appoints the County Administrator Officer and County Counsel. The County Administrator Officer is the administrative head of the government and is responsible for the administration and execution of all affairs of the County.

Background Statistics

Background Summary	
Current Population	34,895
Operating Budget	$25 Million
Approximate Number of Employees (FTE)	(430 with temps)
Fiscal Year	July 1 - June 30
Number of Full-Time Employees (County Government)	405

A.3 Project Background

The County currently uses a home grown legacy system for a majority of the functions in scope for this project. Unfortunately the software will not be supported and will be retired. The County is currently interested in looking at alternative solutions to meet the County's complex needs.

The future solution must be able to meet the County's functional and technical requirements. To facilitate implementation, the County has chosen customization on its future system and interfaces. For this project, interface is required for Schools, State and Federal programs (including California Welfare programs), and cash interfaces and potential future programs.

Representatives from the primary government will serve on the implementation team. The Auditor will oversee the project scope and budget as well as assist the county project team in making policy decisions. A project manager from the Auditor's office will provide the day-to-day management and will report to the Committee. County implementation team members represent the various business functions within the county. Subject matter experts from each of the County's departments will support the project team.

A.4 Notice to Vendors

Failure to carefully read and understand this RFP may cause the proposal to be out of compliance, rejected by the County, or legally obligate the Vendor to provide more than they may realize. Information obtained by the Vendor from any officer, agent or employee of the County shall not affect the risks or obligations assumed by the Vendor or relieve the Vendor from fulfilling any of the RFP conditions or any subsequent contract conditions. Only the format described in the RFP and the attachments included with this RFP will be accepted as compliant for the submitted proposal. Failure to completely fill out all the required attachments may result in disqualification.

A.5 Conditions

A.5.1 Vendors shall make all investigations necessary to thoroughly inform themselves regarding this proposal. No plea of ignorance by the Vendor of conditions that exist or that may hereafter exist as a result of failure to fulfill the requirements of the County or the compensation to the Vendor.

A.5.2 In the event that multiple firms collaborate to submit a joint proposal, the proposal must identify one firm as the primary contact. This primary contact will be the primary point of contact throughout the procurement process and will be held responsible for the overall implementation of all partners included in the joint proposal.

A.5.3 All third-party solutions proposed as part of a joint proposal are subject to the same requirements of this RFP, unless otherwise stated.

A.5.4 Implementation pricing must be submitted on a deliverable and "milestone" basis. For implementation services under a milestone arrangement, the County compensates the vendor a fixed amount for the completion of major milestones. Vendors are to provide all work effort and assumptions used to calculate the fixed fee for each deliverable and milestone. The scope of the project will be defined by the statement of work and detailed functional requirements, included as Attachment 11 (Cost). All firms submitting proposals are encouraged to submit the most competitive proposal possible as the failure to do so may lead to elimination prior to software demonstrations.

A.5.5 This RFP, its general provisions, and the terms and conditions identified in Section D shall be incorporated in any agreement resulting from this solicitation, and the RFP and its terms and conditions, plus attachments shall control unless the Agreement expressly provides otherwise.

A.5.6 All proposals and any subsequent clarification or response to the County's questions shall be valid for a minimum of 120 days from date of the quote.

A.5.7 Vendors are advised that all County contracts are subject to all applicable requirements contained in the County's Purchasing Policies and state and federal statutes. When conflicts arise between the Solicitation and these legal documents, the highest authority will prevail.

A.5.8 Vendors are required to state exactly what they intend to furnish to the County via this Solicitation and must indicate any variances to the terms, conditions, and specifications of this Solicitation no matter how slight. If variations are not stated in the Vendor's offer, it shall be construed that the Vendor's offer fully complies with all conditions identified in this Solicitation.

A.6 County Rights Reserved

A.6.1 The County reserves the right to select the proposal(s), which in its sole judgment best meets the need of the County. The lowest proposed cost will not be the sole criterion for recommending the contract award.

A.6.2 The County reserves the right to award multiple contracts from this RFP.

A.6.3 The County reserves the right to reject any or all proposals and to waive technicalities and informalities when such waiver is determined by the County to be in the County's best interest.

A.6.4 The County may modify this RFP by issuance of one or more written addenda. Addenda will be posted on the County's Proposal Website (See Section A.8)

A.6.5 The County reserves the right to meet with select Vendors at any time to gather additional information. Furthermore, the County reserves the right to remove or add functionality (i.e. modules, components, and/or services) until the final contract signing.

A.6.6 This RFP does not commit the County to award a contract. All proposals submitted in response to this RFP become the property of the County and public records, and as such, may be subject to public review.

A.6.7 The County shall not be liable for any pre-contractual expenses incurred by prospective vendors, including but not limited to costs incurred in the preparation or submission of proposals. The County shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

A.6.8 During the performance of this Agreement, CONTRACTOR shall not unlawfully discriminate against any employee of the CONTRACTOR or of the COUNTY or applicant for employment or for services or any member of the public because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age or sex. CONTRACTOR shall ensure that in the provision of services under this Agreement, its employees and applicants for employment and any member of the public are free from such discrimination. CONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.). The applicable regulations of the Fair Employment Housing Commission implementing Government Code Section 12900, set forth in Chapter 5, Division 4 of Title 2 of the California Code of Regulations are incorporated into this Agreement by reference and made a part hereof as if set forth in full. CONTRACTOR shall also abide by the Federal Civil Rights Act of 1964 and all amendments thereto, and all administrative rules and regulation issued pursuant to said Act CONTRACTOR shall give written notice of its obligations under this clause to any labor agreement. CONTRACTOR shall include the non-discrimination and compliance provision of this paragraph in all subcontracts to perform work under this Agreement.

A.6.9 The Vendor, by affixing its signature to this Solicitation, certifies that its offer is made without previous understanding, agreement, or connection with any persons, firms or corporations making an offer for the same items, or with the County. The Vendor also certifies that its Offer is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. To insure integrity of the County's public procurement process, all Vendors are hereby placed on notice that any and all Vendors who falsify the certifications required in conjunction with this section will be prosecuted to the fullest extent of the law.

A.6.10 The County shall not be under any requirement to complete the evaluation for this RFP by any specific date and reserves the right to suspend or postpone the evaluation process should the need arise due to budget constraints, time constraints or other factors as directed by the County.

A.7 Communication Regarding this RFP

All communication from prospective Vendors regarding this RFP must be in writing by email to the address listed in section A.8 of this RFP. Communication by telephone or in person will not be accepted.

Attempts by or on behalf of a prospective or existing vendor to contact or to influence any member of the selection committee, any member of the Board or any employee of the County with regard to the to this RFP may lead to elimination of that vendor from further consideration.

A.8 Inquiries and Requests for Clarification

A.8.1 In an effort to maintain fairness in the process, inquiries concerning this procurement, including questions related to technical issues are to be directed, through email, to the following contact. Questions over the phone will not be accepted:

> ***Contact: Diana Wemple***
> *Title*: Auditor
> ***Email***: dwemple@co.lassen.ca.us
> ***Phone:*** 530-251-8236 (no phone inquiries accepted)
> ***Fax:*** 530-251-2664

A.8.2 All questions concerning the RFP must reference the RFP page number, and section heading. Questions will be answered and posted to the County's website in the form of addenda to the RFP. All addenda will be posted to the County's website: http://www.lassencounty.org/government/resources

A.8.3 Inquiries or requests for clarification submitted prior to the deadline listed under Task 1 of Section A.10 (Procurement Schedule) will be addressed at the pre-proposal vendor conference. Additional inquires or requests for clarification will be accepted until the deadline listed under Task 4 of Section A.10 (RFP Introduction).

A.8.4 Proposals may be changed or withdrawn prior to the deadline for proposals. All such changes and withdrawals must be submitted in writing and received by the County prior to the deadline for proposals. After the deadline for proposals, no change in prices or other provisions prejudicial to the interest of the County or fair competition shall be permitted.

A.9 Pre-Proposal Conference

A pre-proposal vendor conference will be scheduled for each vendor separately on date described in Section A.10 (Task 3) by phone or web. Attendance at the pre-proposal conference is not mandatory, please register by emailing ***dwemple@co.lassen.ca.us***, if you plan on participating. Vendors intending to participate in the pre-proposal conference should request meeting access information when registering. Answers to questions submitted prior to the conference and answers to all questions asked at the pre-proposal meeting will be officially answered by addendum after all meetings have been completed.***dwemple@co.lassen.ca.us***, if you plan on participating. Vendors intending to participate in the pre-proposal conference should request meeting access information when registering. Answers to questions submitted prior to the conference and answers to all questions asked at the pre-proposal meeting will be officially answered by addendum after all meetings have been completed.

A.10 Procurement Schedule

The expected procurement schedule is listed below. The County reserves the right to change the procurement schedule. If changes are made, Vendors will be notified by the County in the form of an addendum to this RFP, emailed directly to all registered Vendors and posted on http://www.lassencounty.org/government/resources

Procurement Schedule		
Task	Date	Description
1	4/12/18	RFP Released
2	4/27/18	Deadline for requests for clarification prior to pre-proposal conference - 4:00 PM
3	5/4/18	Pre-proposal conference – as scheduled
4	5/10/18	Last day to accept questions and requests for clarification on the RFP - 4:00 PM
5	5/18/18	Answers to submitted questions provided
6	5/31/18	Proposals due – 4:00 PM
7	6/6/18	Up to three Vendors elevated and notified for software demonstrations (if needed)
8	Week of June 11th	Software demonstrations and Implementation Presentations
9	June 19, 2018	Elevate and notify finalist Vendor
11	7/13/18	Complete contract negotiations and Statement of Work (SOW)
12	July 24, 2018	Award of contract by Board
13	August 2018	Implementation Begins

A.10.1 Software demonstrations and implementation presentations will be held on-site at County facilities and can cover all functional areas listed in this RFP. The County expects to elevate up to three (3) vendors for demonstrations. Demonstrations will address software functionality and implementation services. It is preferred that the key implementation team members that will be assigned to the project be present at the demonstration and lead the presentation about any implementation topics. To avoid unnecessary delays, the County expects that Vendors will be available for software demonstrations and on-site Discovery sessions on the dates identified on the procurement schedule (Section A.10). Vendors that cannot demonstrate their software during the dates identified by the County may be eliminated. The agenda and software demonstration scripts will be distributed to Vendors that have been short-listed for software demonstrations at the time of notification. The County reserves the right to change the dates as needed.

A.10.2 Discovery sessions will consist of an additional on-site meeting with elevated Vendors to focus on implementation issues. After software demonstrations, it is expected the County will elevate either one (1) or two (2) proposals. Each elevated proposal team will receive a Request for Clarification (RFC) letter that will ask Vendors to clarify any necessary parts of the initial proposal. In addition, the RFC letter will identify a schedule for the on-site Discovery session that will include a detailed discussion of implementation issues. It is the expectation of the County that all key project team members will be available for the on-site Discovery sessions.

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A.11 Evaluation Criteria

The County 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 then elevate a certain number of Vendors to compete in the next level. Vendors not previously elevated may be elevated on a later date.

The sole purpose of the proposal evaluation process is to determine which solution best meets the County's needs. The evaluation process is not meant to imply that one Vendor is superior to any other, but rather that the selected Vendor can provide and has proposed the best software and implementation approach for the County's current and future needs based on the information available and the County's best efforts of determination.

The proposal evaluation criteria, which will be developed by the County prior to opening of proposals, should be viewed as standards that measure how well a Vendor's approach meets the desired requirements and needs of the County. The criteria that will be used to evaluate proposals may include, but are not limited to the following:

- Cost, either as purchase price for software, services and annual support if it is a server-based system or as a subscription cost if it is a hosted system.
- Response to all schedules
- Software Demonstrations
- Implementation Approach
- Past Experience with Similar Organizations and References
- Proposed Integration to Other Modules / Systems in RFP Scope (Interfaces)
- Technical Compatibility
- Overall Understanding of the County's Needs and Project Risk Mitigation
- Project Management Approach
- Compliance with Contract Terms and Conditions

The County reserves the right to determine the suitability of proposals on the basis of any or all of these criteria or other criteria not included in the above list. The County's evaluation team will then make a recommendation to be approved by the County's steering committee to elevate proposals for software demonstrations, discovery, and final contract negotiations.

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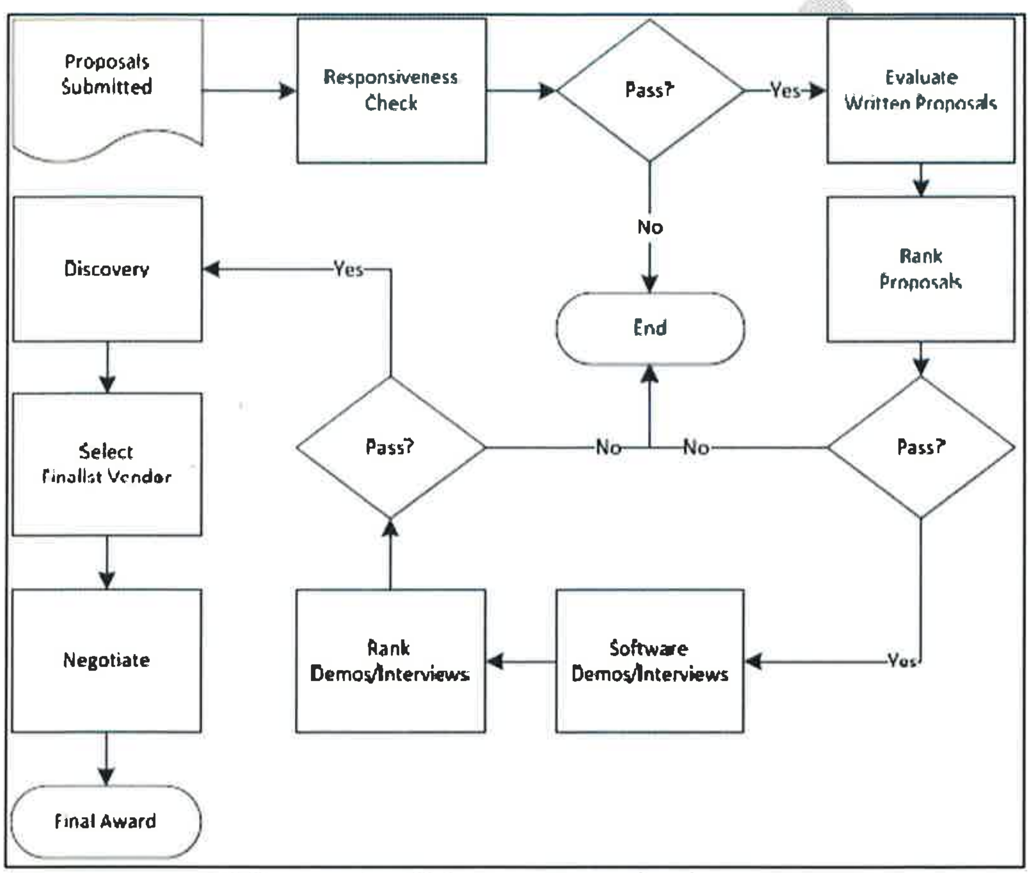
A.12 Evaluation Process Summary

The County will follow the evaluation steps summarized below:

Figure 3- County Selection Process

A.12.1 Evaluation Steps:



· Proposal Opening: Proposal submittals shall be received and publicly opened. Only the names of Respondents will be read at this time.

· Compliance: A preliminary evaluation by the County shall determine whether each received proposal is complete and compliant with the all instructions and/or submittal requirements in the RFP. Any proposals that are incomplete or that do not comply with the instructions and/or submittal terms and conditions may be rejected and excluded from further consideration. Vendor proposals, which are compliant, are advanced to the written evaluation stage.

· Written Evaluation. The County will evaluate Vendor's written proposals according to the criteria outlined in Section A.11 (Evaluation Criteria). The highest ranked Vendor proposals will advance to the Software Demonstration/Interview Stage.

· Software Demonstrations/Interviews. Vendors that are advanced to this stage will be required to provide on-site software demonstrations to County Evaluators. The County will also interview key Vendor staff to be assigned to the project. The demonstrations and interviews will be conducted in accordance to Section A.10.1. The County will evaluate vendor demonstrations and interviews. Highest ranked Vendor proposals will advance to the Discovery stage.

· Discovery. Vendors advanced to this stage will be asked to make a second on-site presentation to discuss the details of the implementation strategy. The process will run in accordance with Section A.10.2.

· Negotiations. Upon satisfactory completion of the Discovery process, the County will select a finalist vendor to complete software and implementation negotiations. If third-party software is involved, the County may elect to negotiate with these vendors first. The primary vendor will be expected to assist with negotiations. The final contract award recommendation will be made to the County Board of Supervisors for approval.

· Contract Award. Upon approval by the Board of Supervisors, the County Administrative Officer will award the contract upon signing it.

A.13 Proposal Submission Instructions

A.13.1 Proposals are to be submitted in sealed packages by **05/31/2018 at 4:00 PM Pacific time.** Late submissions will not be accepted.

Submittal Address:
Attention: Regina Schaap
Lassen County Administration
221 Roop Street, Suite 4
Susanville, California, 96130

A.13.2 Failure to comply with the requirements of this RFP may result in disqualification. Proposals received subsequent to the time and date specified above will not be considered. Please note the following as part of the submittal process.

A.13.3 Signature of the proposal by the Vendor constitutes acceptance by the Vendor of terms, conditions, and requirements set forth herein.

A.13.4 Vendors are required to submit TWO (2) hard copies and TWO (2) electronic copies (on memory stick) of the proposal in a sealed package that is clearly labeled with the Vendor's company name, RFP Name, and contact information. Hard copies of the technical proposal must include a submittal letter signed by an authorized agent of each firm involved in the proposal. The letter should include appropriate contact information for each firm.

A.13.5 Emailed and faxed proposals will not be accepted.

A.13.6 Use Attachment 1 (RFP Submittal Checklist) to ensure that all required documents, forms, and attachments have been completed and submitted as instructed. By submitting a proposal, the Vendor is providing a guarantee to the County that, if chosen, it will be able to provide the proposed products and services during the period discussed in the RFP. Upon submission, all proposals shall be treated as confidential documents until the selection process is completed. All proposals and supporting documents become public information after an award has been made and are available for public inspection by the general public in accordance with State of California public records statutes. Vendors shall give specific attention to identify clearly those portions of its response that it considers confidential, proprietary commercial information or trade secrets. Respondents are advised that, upon request for this information from a third party, the County will be required to make a determination whether the information can be disclosed.

A.13.7 In the event that a Vendor desires to claim portions of its proposal exempt from disclosure, it is incumbent upon the Vendor to clearly identify those portions with the word "Confidential" printed on the top of each page for which such privilege is claimed. Examples of confidential materials include trade secrets and financial statements. Each page shall be clearly marked and readily separable from the proposal in order to facilitate public inspection of the non-confidential portion of the proposal. The County will consider a Vendor's request for exemptions from disclosure; however, the County will make its decision based upon applicable laws. An assertion, by a Vendor that the entire proposal, or large portions, is exempt from disclosure will not be honored. Prices, makes and models or catalog numbers of the items offered, deliverables, and terms of payment shall be publicly available regardless of any designation to the contrary.

A.14 Organization of Proposal

The proposal must be organized into major sections defined in Section B. Specific instructions for each section are provided in Section B of this RFP. Any required attachments must be included in the proper section as indicated by the instructions.

A.15 Format of Electronic Submission

Vendors must provide electronic copies of all files on a USB memory stick using the following file formats. Attachments not listed in the table below do not have a required file format and may be supplied in either the original file format or PDF.

RFP Section	Attachment/Document	Required File Format
E.8	Attachment 8 (Functional Requirements	Microsoft Excel (.xls or .xlsx)
E.9	Attachment 9 (Interfaces)	Microsoft Excel (.xls or .xlsx)
E.10	Attachment 10 (Conversions	Microsoft Excel (.xls or .xlsx)
E.11	Attachment 11 (Costs)	Microsoft Excel (.xls or .xlsx)

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Section B: Detailed Submittal Requirements

So that competing proposals can be compared equally, Vendors must assemble their proposals in strict adherence to the submittal requirements identified in this section and following the formats required by Section A.14. Failure to follow all proposal organizational requirements may result in disqualification. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposed products and services to satisfy the requirements of the RFP. Attention should be given to accuracy, completeness, relevance and clarity of content. Proposals must address the sections and be presented in the same order.

B.1 Executive Summary and Introductory Materials

(Proposal Section 1.0) The introductory material should include a title page with the RFP name, name of the vendor, address, telephone number, the date, a Letter of Transmittal, and a Table of Contents. The executive summary should be limited to a brief narrative (less than 3 pages) summarizing the proposal.

B.1.1 Complete Attachment 1 (RFP Submittal Checklist)
B.1.2 Complete Attachment 2 (Vendor Statement)

B.2 Scope of Services

(Proposal Section 2.0) This section of the proposal should include a general discussion of the Vendor's overall understanding of the project and the scope of work proposed including the following:

B.2.1 Complete Attachment 3 (Scope of Proposal)

B.2.2 Complete Attachment 4 (Company Background)

B.2.3 Complete Attachment 5 (References)

B,2.4 Complete Attachment 6 (Technical Specification)

B.2.5 Complete Attachment 7 (Maintenance and Support)

B.2.6 Provide a statement about whether the primary Vendor's contract will/will not encompass the third-party product/service (if proposed) and/or whether the County will have to contract on its own for the product/service (if proposed).

B.2.7 If software is to be hosted, provide a statement as to where it will be hosted, (i.e. city and state)

B.2.8 List and describe all proposed software products that will be delivered as part of the project. If the software is sold by module, the Vendor must explicitly state the software module name and versions that are being proposed.

- All functional requirements that are responded to with a positive response (anything except "N") are considered to be in scope. Proposed software and any necessary services required to meet the requirements of the RFP or implement the proposed software should be included in the proposal.

B.3 Functional and Technology Requirements

(Proposal Section 3.0) This section describes the software and implementation scope of the overall project and the requirements for each functional area. Responses to the functional requirements should be completed to identify the capability of the software, the scope of the implementation plus if the requirement will be include under the scope of any proposed support agreement. Responses to the functional requirements shall use the following response codes:

Submit Attachment 8 (Functional Requirements)

- Failure to provide some requirements or excluding some requirements from scope will NOT eliminate the Vendor from contention. The County will evaluate the proposal as a whole including price/value comparisons when evaluating proposals.

- The requirements responses submitted will become part of the agreement. Vendors are expected to warrant both software and implementation of all positive responses (every response except "N" and "I").

- The County will clarify any requirements with the response of "I" during software demonstrations. Immediately following software demonstrations, Vendors would be expected to re-submit Attachment 8 (Functional Requirements).

- For requirements, responses other than "N" or "I" Vendors must indicate the module or product

Functional Requirements Responses	
Column E: Available Responses	
Y	Requirement Met and Proposed (Standard features in the generally available (product)
Y-ND	Requirement Met and Proposed (Features that are not offered as a generally available product or require custom development)
N	Requirement Not Met with Proposal
I	Need More Information/Discussion
Column J: Available Responses (if (Y-ND Selected in Column E)	
F	Feature Schedule for Future Release in Generally Available Software
E	Feature Developed as Enhancement for this Project
Column F: Available Responses	
S	Requirement and Feature Supported by Software Developer
TPS	Requirement and Feature Supported by Third Party
NS	Requirement and Feature Not Supported

that is required to meet the requirement.

- For requirement responses other than "N" or "I" Vendors must indicate the phase of the project that the functionality will be implemented.

- All responses which are marked Y, or Y-ND will be considered to be included in the scope, and the cost proposal and all other information submitted in this proposal should reflect this. Furthermore, the module necessary to perform that functionality must be included in the scope and cost of this proposal.

- Vendors must be ready to demonstrate any requirements listed as "Y" during software demos.
- For functionality that is not currently available and not available for viewing at a demo, but that will be in scope for the project either as generally available features in a future release or as a customization, modification, or enhancement specific for this project, Vendors should indicated a response code of Y-ND and answer column J.

- Vendors are also required to respond if the feature will be supported in the product as part of the proposed maintenance and support offering and the proposed provider of support. Support services shall include technical support, patches and upgrades that accommodate the requirement, and helpdesk support for the requirement.

B.3.1 Identify any licenses, hardware, or other products not included in this proposal that would be required to operate any of the proposed solutions contained in this proposal.

B.3.2 Describe the technical environment necessary for the proposed solution by completing Attachment 6 (Technical Specifications) for the proposed primary software and for each third-party software solution (if applicable).

B.3.3 Describe the proposed maintenance and support for each proposed software solution by completing Attachment 7 (Maintenance and Support).

B.4 Interfaces

(Proposal Section 5.0) The County has provided anticipated interfaces in Attachment 9 (Interfaces).

Vendors should indicate their plan for the interfaces using the key presented below. If additional interfaces are proposed, please add them to the form and indicate how they will be implemented using the same key.

Item	Response	Response Description
Interface Plan	Permanent, Temporary, Go-Away	Permanent – permanent interface, even after the completed ERP solution is installed. Temporary – interface that is only required during

		Implementation. Go-Away – interface that is no longer required as a result of the new ERP solution.
Type of Solution	C,P	C - Configurable Solution P - Customized developed program
Estimated Consulting Hours	Number of Hours	Include the number of estimated consulting work hours to complete the interface.
Included in Price	Y,N	Indicate with a Yes or No whether or not the interface is in included in the price.
Type of Support	S TPS NS	S - Requirement and Feature Supported by Software Developer TPS - Requirement and Feature Supported by Third Party NS - Requirement and Feature Not Supported
Comments	Text	Include any comments or assumptions relevant to those answers above.

B.5 Conversions

(Proposal Section 6.0) Vendors must provide responses to the conversion requirements (Attachment 10 (Conversions). If additional items to be converted are proposed, please add them to the spreadsheet. The following answer key shall be used when responding to the conversion requirements.

Item	Response	Description
Agree	Y/N	Respondents should identify whether or not your firm agrees that this item needs to be converted.
Included in Price	Y/N	If your firm agrees that this item needs to be converted, indicate with a Yes or No whether or not your firm's work effort to complete the conversion is included in the pricing schedule.
Estimated Consulting Hours	Number of Hours	Include the number of estimated consulting work hours to complete the conversion.
Comments	Text	Include any comments or assumptions relevant to the answers above.

B.6 Implementation Plan

(Proposal Section 8.0) This section should describe the proposed implementation plan. Vendors should reference Section C.6 for listing of likely County resources devoted to this project.

B.6.1 Provide a detailed plan for implementing the proposed system. This information must include:

- Proposed phasing for roll-out of proposed system
- Explanation of advantages AND risks associated with this plan

B.6.2 Explain the proposed plan for implementation. This information must include:

- Description of implementation tasks and activities
- Description of key deliverables, including how they relate to the implementation approach and activities. *Please note the required deliverables listed in Section C.*

B.6.3 Explain the proposed vendor staffing for the project including:

- How many staff will the vendor have assigned to the project
- Approximate dedication to the project of each resource and approximate time work will be completed on-site vs. off-site
- Major roles and responsibilities for each resource

B.6.4 Explain proposed project management services including:

- Role of the vendor project manager
- Use of project collaboration site
- Expected role of the County project manager
- On-Site presence of Vendor project manager
- Proposed quality assurance procedures

B.6.5 Explain the expected County staffing for the project including:

- Assumed participation in the project (average portion of FTE). This should include all time spent working on the project (including time spent with and without vendor consultants)
- Assumptions about prior skills / competencies of resources
- Refer to Section C.6 of the RFP for project staffing assumptions.

B.6.6 Provide an overview of proposed training plan/strategy, specifying how and when training is to be delivered for both on-site and off-site training and web training services for the core project team, end users, and technology personnel (if required).

- Explain any roles and responsibilities the County is expected to provide for the training effort including (but not limited to) training coordination, training material development, training delivery, documentation, etc.

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B.7 Exceptions to the RFP

(Proposal Section 6.0) All requested information in this RFP should be supplied. Vendors may take exception to certain requirements in this RFP. All exceptions shall be identified clearly in this section, with a written explanation of the exception and an alternate proposal (if applicable). The County, at its sole discretion, may reject any exceptions or specifications within the proposal.

To avoid the scenario where the County is unable to negotiate successfully with its finalist vendor, any material exceptions to the RFP including those to the terms and conditions listed in Section D will be clarified prior to elevation for software demonstrations.

B.8 Sample Documents

(Proposal Section 7.0) Vendors should include sample copies of the following documents.

B.8.1 Sample software license agreements for all proposed software. The sample agreement should contain a completed ordering document based upon the proposed software.

B.8.2 Sample Implementation Services Agreement

B.8.3 Sample Project Plan

B.8.4 Sample of, or excerpt from a business process assessment / system design document / workflow map.

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B.9 Price Proposal

(Proposal Section 10.0) - Vendors should submit their price proposal according to the format provided in Attachment 11 (Cost) to this RFP.

B.9.1 Identify major milestones as part of the project. It is required that costs will be invoiced upon completion of major milestones. Please provide a schedule of all payments necessary to complete the proposed scope in schedule 6. Please note: the County will be assessing a 10% retainage fee for each milestone payment. The retainage will be released upon Final Acceptance of the system.

B.9.2 Complete and submit Attachment 11 (Cost)

- It is important that Vendors use the format presented in this RFP even if an additional format is provided. Attachment 11 (Cost) should include total price for all software, services, and additional costs to acquire all software and services referenced in the proposal, including third party prices. If third party products or services are included, do not provide separate version of Attachment 11 (Cost) for each third-party product.

- **All pricing must be submitted as fixed by milestone. Costs listed as "to-be-determined" or "estimated" will not be scored.**

- All service costs must be provided on a task or completion basis with costs assigned to each milestone, deliverable and/or task. Vendors are required to fill in deliverables and tasks under the provided headers (project initial knowledge transfer, process analysis/system design, system build, testing, training, and closure) Additional detail may be provided to further explain deliverable/task costs.

- Vendors should include all software modules and state any limitations on module use. If no limitations are listed, the County will consider that pricing is based on full enterprise wide access for the County.

- **Vendors must submit implementation costs as fully loaded rates that include all necessary travel or other expenses.** By submitting a proposal, all Vendors acknowledge that all pricing (including travel) must be a fixed fee or included in the implementation milestones.

- Vendors offering both purchased and hosted solutions should submit a separate Attachment 11 for each solution.

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Section C: Scope of Project

C.1 Project Scope – Software

The project scope for procurement and implementation of software solutions is briefly described in the chart below. Specific functionality within each category listed below is more thoroughly described in Attachment 8 (Functional Requirements).

Functional Scope	
Financials/Purchasing	Human Resources/Payroll
· General Ledger/Budget Control · Accounts Payable · Accounts Receivable · Budget Preparation/Publishing · Fixed Assets · Project and Grant Accounting · Cash Management · Check Reconciliation · Contracts Management · Purchasing · Technology	Benefits · Human Resources · Payroll · Benefits Management · Time Entry

C.2 Functional Vision

The County's functional concept for the future solution is listed below.

Organizational Design

- The County desires a future system that can support the primary government as well as the business type activities simultaneously.
- The primary government uses modified accrual accounting. The business-type activities use modified and full accrual accounting.
- The primary government and each of the business-type activities should have their own security rules as well as business process rules.
- The system should be flexible to accommodate sharing of data (i.e., financial reporting, grant accounting, etc.)

- The system should be able to accommodate shared services so that business-type activities can leverage processes being managed by the primary government.

Accounts Payable

· The County will need to maintain a central vendor database for all business-type activities.

· Each Department will be responsible for matching goods and services and providing supporting documentation (preferably electronic) to the accounts payable transaction.

· Authorized payments will be approved at the department level and by the Auditor and processed centrally.

Accounts Receivable

· Each of the County's departments will maintain highly unique receivables systems such as patient billing and tax systems. The scope for this project will only cover miscellaneous accounts receivable.

· Unique receivables systems will send summary revenue data to the central general ledger only.

Budget Control, Budget Preparation, Budget Publishing

· The County Administration will manage budget controls.

· Budget preparation will be completed centrally; meaning, a central budget office will initiate the budget process. Departments will submit their budget requests online. Budget negotiation results will be stored as budget versions. The budget will be approved centrally.

· The County currently has the California State Budget format in Crystal Reports and will need to be able to interface budget information with the Crystal Report.

Capital Assets

· Capital assets will be acquired (or put into service) by the primary government and they will be responsible for maintaining asset records and running depreciation.

· Assets for both the primary government and the business-type activates will be inventoried at year-end in the government-wide financial report.

Human Resources

· All County Departments will follow the County Human Resources policies.

· Applicant tracking (or Talent Acquisition) will be online. The County HR department will assist with the hiring process for all departments.

· Each Department will be responsible for selecting new candidates (as long as they follow the County HR policy)

· Performance evaluations, discipline, and grievances will also be handled by the individual Department in coordination with the HR department.

- Each individual Department will responsible for terminating or separating employees. The County could also separate the employee through the County Human Resources Department.

Grant Accounting

- The future solution will maintain central data about grants.

- The County Departments will be free to pursue their own grants; however, they will be required to get Board of Supervisor approval and budget approval. After a grant has been awarded, the department will be responsible for entering the accounting information. A central accounting authority would post the central record.

- Grant activity will be tracked by each Department and each Department will be responsible for reporting activity to the grant sponsor.

- At year-end, grants will be reconciled to the government-wide reporting.

Payroll

- Payroll will continue to be managed by the primary government.

- All primary government departments and business type activity units will be utilizing the central ERP time entry system.

- Payroll checks and direct deposit will be issued centrally.

- Payroll vendors will be paid centrally.

Project Accounting

- The primary government will set up all projects and departments can manage their projects independently.

- The central ERP system should track the activity throughout the year so that government-wide financial reporting for projects is achievable throughout the year and at the end of the fiscal year

Purchasing

- All County Departments and the business-type activities processes follow a central purchasing policy.

- To enjoy economies of scale, the County should have the flexibility to combine purchase orders from the business-type activities and the primary government for leveraging discounts.

- Each Department will be responsible for receiving goods and services.

Contract Management, Purchase Orders and Encumbrances

- The County's purchasing policy requires preauthorization and bidding on major purchases and contracts. The county uses Purchase Orders for one time purchases, Standing Purchase Orders for long terms price agreements and orders, and Contracts to authorize services and payment of services.

· The County encumbers costs associated with Purchase Orders, Standing Purchase Orders and Contracts to assure funds are available to payment.

· The County also monitors all contracts for compliance and tracks expenditures for each contract to assure the total actual payments do not exceed the maximum amount authorized.

Cash Management

· The County's general ledger system currently maintains separate chart of accounts for the Treasurer allowing the treasurer to track funds balances and balance to the bank account. The auditor's office and the treasurer's office balance cash monthly to assure all activity is accounted for in both systems. All entries are processed by the auditor's office who posts them into the general ledger, which creates a batch cash entry to be posted on the treasurer's system.

· The County's cash management system allows for the tracking the investments for the investment pool. The county invests and manages funds for the School district, College district and JPAs and Special Districts who keep their funds in the county.

· The County's cash management system allows for the apportioning of interest quarterly.

Check Reconciliation

· The County's warrant reconciliation system currently allows for positive pay to be uploaded to the bank after each check run.

· The County's warrant reconciliation system allows to daily approval of all checks presented to the bank and for immediate rejection of checks being processed by the bank in error or fraudulent checks. This includes checks processed by the college and district schools who upload their own positive pay files.

C.3 Project Scope – Implementation Services

The County is aware of the level of effort required for an ERP implementation and has extensive experience implementing ERP and other enterprise systems. The County also understands the importance of a disciplined implementation that includes services for project management, system design and documentation, testing, and training. The County also desires a project where implementation consultants will help configure the ultimate solution. Proposals utilizing a remote "homework" method where consultants simply train users on how to configure the software will not be viewed favorably. The County expects the consultants to train the County on best practices and not just simple configuration of the software.

The following requirements are expected to be used throughout the engagement:

C.3.1 Project Management Methodology

The County expects the Vendor to follow an industry standard implementation methodology. The Vendor must implement strong project management methodology practices that will enable the Vendor to conform to the proposed project delivery schedule.

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C.3.2 Reengineer Business Processes

The Vendor must make a sincere effort to propose business practice changes that can be brought to the County through the new software solution as well as practice improvements based on the functional requirements that may be associated with processes surrounding the use of the new software. The Vendor should provide recommendations on associated implications and recommendations to deal with the implications.

C.3.3 Leverage Standard Functionality

The Vendor must maximize the software's standard delivered functionality and look to finding creative ways to configure gaps between the County's requirements and the standard software instead of proposing customizations, unless absolutely warranted and cost-value justified. Any proposed customizations must be clearly identified and justified by the Vendor, then submitted to ERP's project team for consideration. No customizations to any software are to be made by the Vendor without written approval by the County's ERP Project Team.

C.3.4 Knowledge Transfer

For project work that involves County staff for knowledge sharing or transfer, the Vendor will conduct this project work on-site and will work closely with staff and assigned project personnel to ensure day-today project knowledge transfer on all functional, technical and change management aspects of the project as appropriate for the nature of the software and managed services solution under the Project Scope of Work.

C.3.5 Software Installation

The Vendor, working closely with the County Technology team, shall install all proposed software, and third-party software per relevant vendor installation requirements. The Vendor shall document all installation procedures, test results and operating procedures to maintain and update with fixes, patches and upgrades. Following the installation, the Vendor technical team shall continue to own, monitor and tune the environments, throughout the duration of the implementation, until the proposed and implemented solution is accepted at the end of the post-production period.

C.4 Project Scope – Implementation Deliverables

To ensure quality throughout the implementation, the County's project will include, at a minimum, the following deliverables. The County recognizes that each Vendor may have their own implementation methodology to implement ERP; but it is the responsibility of the Vendor to map their implementation methodology with the specified project's requirements and tailor the proposed methodology to comply with the task, activity and deliverable requirements as described under this section. Each deliverable will be the responsibility of the vendor and will be formally presented to the County for review and sign off. For projects with multiple phases, the County expects each phase to contain each deliverable (unless noted)

1) **Comprehensive Project Plan** – Detailed listing of tasks for the entire project that includes the following for each task: due date, responsibility, predecessors. Tasks to include on the project

plan will include all implementation activity, deadlines, milestones, sign offs, review periods, and deliverables.

2) **Technical Infrastructure Design and Implementation Plan** – Design for each of the production and non-production environments proposed by the Vendor, containing at a minimum detailed information on:

   (a) Methodology, tools, procedures, activities, and services for infrastructure installation, configuration and change
   (b) Recommendations/determination of any physical upgrades to County's current systems
   (c) Hardware specifications, sizing and capacity planning
   (d) Software bill of materials including system software, application software, middleware and databases
   (e) Security infrastructure
   (f) Network and connectivity
   (g) Performance characteristics
   (h) Availability, flexibility, and growth requirements.

3) **System Design Document** – Work product that identifies both the business process decisions as well as system configuration decisions for each in scope business process and system feature.

4) **Testing Scripts** – Test scripts based on the functional requirements and system design document that require successfully completion of each item in scope (functional requirements) and the setup of the system (system configuration).

5) **Training Documentation** – Complete system manual for how to use the configured system

6) **Cutover Plan** – Complete list of activities required for Go-Live.

C.5 Project Schedule

The County has no schedule restrictions; but is interested in moving off the existing support agreement quickly, efficiently, and safely. The County is looking to vendors to recommend the best practice rollout strategy for the proposed solution. When recommending the rollout strategy and schedule, Vendors should describe the reasons for their recommendations and clearly identify any implementation assumptions.

C.6 Project Staffing

The County will make every effort to staff the project appropriately and understands that staffing a project is important to its success. The following table lists resources that the County expects to be available for the project, their applicable areas of knowledge/assumed roles in the project, and the maximum participation levels in the project.

County Staff Participation	
Assumed Role	**Maximum Participation (FTE)**
Project Manager	.50
Finance Project Team	.50
HR/Payroll Team	.50
Technology Lead	.50

C.7 Statement of Work

The County will require the development of a detailed statement of work, including a high-level project plan, prior to contract signing. The statement of work will include and describe at least the following and may include additional items the County deems necessary:

- Project scope
- Project milestones
- Project deliverables
- High level project schedule (listing of phases and go-live dates)
- Project resources
- Project roles and responsibilities
- Project change control procedures

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C.8 Number of Users

It is difficult for the County to envision exactly who will use the system as implementation of the system will result in a major change in the way that the County does business. Vendors should plan to have all County departments with access to the system for several users to enter transactions. The following user counts identify expected users within each functional area. Additional users may be required for extra help and Vendors should plan to provide sufficient system access for the County to fully implement their desired business processes. Proposals should include services to complete implementation and any appropriate training to prepare all County staff for using the system. (Note: Employees are counted in multiple columns).

County Users		
Type of User	Estimated Number of Users	Estimated Number of Power Users
Financials	40	10
HR/Payroll	30	5
Budgeting	30	5
Purchasing	30	5
Technical/Administrative Users	5	5
Treasurer	5	5

C.9 Current Applications

The following applications are used by the County for major business functions. Information about their replacement or interface is provided for the Vendor's convenience. The County intends to discuss the future use of these applications during software demonstrations and contract negotiations.

Current Applications			
Functionality	Application	Primary Owner/(s)	In Scope for Replacement
Finance/Budget/ AP	GenLed (in house)	Auditor	Yes
Payroll	ADS	Auditor	Yes
Human Resources	People TRAC	Human Resources	Yes
Property Tax Collection/Distribution	Crest	Treasurer	No
Cash Management	GenLed (in house)	Treasurer/Auditor	Yes
Deposit Permitting	GenLed (in house)	Treasurer/Auditor	Yes
Accounts Receivable	various		Yes
Fixed Assets	Bassets	Auditor	Yes
Check Reconciliatoin	GenLed (in house)	Treasurer/Auditor	Yes

Section D: Contract Terms and Conditions

Below are important contract terms and conditions that the County expects to be part of an agreement with the finalist Vendor(s). Please indicate your willingness to comply with each condition by noting any exceptions per the instructions in section B.8 of this RFP. Contract terms in the final agreement should include but will not be limited to those listed below. The County will carefully evaluate any exceptions to the terms and conditions listed below.

D.1 Key Personnel

The County requires assurances as to the consistency and quality of vendor staffing for its project. Key points of the County's key personnel provision include:

D.1.1 The County shall have the ability to interview and approve key personnel proposed by the vendor.

D.1.2 The County shall have the right to dismiss key personnel from the project.

D.1.3 Vendor key personnel may not be removed from the project without the County's approval.

D.2 Implied and Express Warranty

The Vendor will expressly warrant that the proposed and implemented system will conform in all material respects to the in scope requirements and specifications as stated in this RFP including the functional requirements in Attachment 8 (Functional Requirements) for a period no less than 12 months after final acceptance. The rights and remedies provided herein are in addition to and do not limit any rights afforded to the County by any other clause of this proposal.

D.3 System Acceptance

For purposes of acceptance of the system (or portions thereof), the County intends to use a two-staged acceptance procedure for each phase and for the entire project. Key points include:

D.3.1 "Conditional Acceptance" will occur at or prior to go-live. The County will have up to forty-five (45) days to test the system ("pre-live testing") before going live.

D.3.2 The County will have a 90-day period after Conditional Acceptance to "live test" the system. Live testing is the County's opportunity to verify that the system complies with the functional requirements and any other written specifications delivered to the County by the vendor during the course of the project.

D.3.3 If after the live testing the system performs in accordance with the system specifications (including the design document and functional requirements), the County will issue "Final Acceptance." The 90-day time frame for Final Acceptance shall be extended if problems are found in the live test. Specifically, the County expects to document the date the problem is found and the date it is certified as fixed. The acceptance period would pause when issues are reported and would restart on the date the problem is certified as fixed. The warranty period shall begin at the time of Final Acceptance.

D.4 Delivery of the Project Plan

The project plan is to be delivered within a contractually specified timeframe after contract signing. Delay or failure to complete in a timely manner in this regard will result in the assessment of liquidated damages up to $1,000 per day.

D.5 Prohibitions on Public Contract for Services

1. The Vendor shall not knowingly employ or contract with an illegal alien to perform work under the Contract; or enter into a contract with a subcontractor that fails to certify to the successful Vendor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under the Contract.

2. The Vendor shall verify or attempt to verify through participation in the Basic Pilot Verification program, as administered by the United States Department of Homeland Security, that the Vendor does not employ any illegal aliens. If the successful Vendor is not accepted into the Basic Pilot Verification Program prior to entering into the Contract, the successful Vendor shall apply to participate in the Program every three months until the successful Vendor is accepted or the Contract has been completed, whichever is earlier. Information on applying for the Basic Pilot Verification Program can be found at: https://www.vis-dhs.com\employerregistration

3. The Vendor shall not use the Basic Pilot Verification Program procedures to undertake pre-employment screening of job applicants while the Contract is being performed.
(a) If the Vendor obtains actual knowledge that a subcontractor performing work under the Contract knowingly employs or contracts with an illegal alien, the Vendor shall be required to:
i. Notify the subcontractor and the County within three days that the Vendor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and
ii. Terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to (3)(a)(i) of this Contract, the subcontractor does not stop employing or contracting with the illegal alien; except that the Vendor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien. (b) The Vendor shall comply with any reasonable request by the Department of Labor and Employment made in the course of an investigation that the department is undertaking pursuant to its authority.

4. If the Vendor fails to comply with any requirement of this section, the County may terminate the Contract for breach and the Vendor shall be liable for actual and consequential damages.

D.6 Termination

1. The County may, by written notice to the Vendor, terminate the contract if the Vendor has been found to have failed to provide products or perform services in a manner satisfactory to the County as per Contract specifications, including delivery as specified. The date of termination shall be stated in the notice. The County shall be the sole judge of non-performance.

2. The County may cancel the contract upon thirty days written notice for reason other than cause. This may include the County's inability to continue with the contract due to the elimination or reduction of funding.

D.7 Non-Appropriation of Funds

The financial obligations of the County as set forth herein after the current fiscal year are contingent upon funds for the purpose being appropriated, budgeted and otherwise available.

D.8 Indemnification and Insurance

Contractor shall indemnify and hold harmless the County from and against all claims, damages, losses, and expenses arising out of or resulting from acts or omissions of the Contractor, Contractor's subcontractors or otherwise arising out of the performance of services by Contractor. No later than seven days after execution of this Agreement, Contractor shall provide the County with certificates of insurance evidencing the types and amounts of insurance specified below:

1. Workers' Compensation Insurance coverage for all of CONTRACTOR=s employees and other persons for whom CONTRACTOR is responsible to provide such insurance coverage, as provided by Division 4 and 4.5 of the California Labor Code.

2.1 Comprehensive general liability insurance including comprehensive public liability insurance with minimum coverage of One Million Dollars ($1,000,000) per occurrence and with not less than One Million Dollars ($1,000,000) aggregate; CONTRACTOR shall insure both COUNTY and CONTRACTOR against any liability arising under or related to this Agreement.

2.2 During the term of this Agreement, CONTRACTOR shall maintain in full force and effect a policy of professional errors and omissions insurance with policy limits of not less than One Million Dollars ($1,000,000) per incident and One Million Dollars ($1,000,000) annual aggregate, with deductible or self-insured portion not to exceed Two Thousand Five Hundred Dollars ($2,500).

3. Comprehensive automobile liability insurance with minimum coverage of Five Hundred Thousand Dollars ($500,000) per occurrence and with not less than Five Hundred Thousand Dollars ($500,000) on reserve in the aggregate, with combined single limit including owned, non-owned and hired vehicles.

The limits of insurance herein shall not limit the liability of the CONTRACTOR hereunder.

Insurance coverage shall not be reduced below the limits described above or cancelled without County's written approval of such reduction or cancellation. Reduction, cancellation or termination of insurance coverage, or failure to obtain insurance coverage, without the County's written approval shall constitute a material breach of the Agreement and shall automatically terminate the Agreement. Contractor shall require that any of its agents or subcontractors who enter upon the County's premises shall maintain like insurance. Certificates of such insurance, of agents and subcontractors, shall be provided to the County upon request. With regard to all insurance, such insurance shall:

1. Be primary insurance to the full limits of liability herein before stated and, should County have other valid insurance, County insurance shall be excess insurance only; and

2. Not cancelled without thirty (30) days prior written notice to the County.

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Section E: Attachments

E.1 Attachment 1 (RFP Submittal Checklist)

Submittal Checklist		
Section	Item	Submitted
E.2	Attachment 2 (Vendor Statement)	
E.3	Attachment 3 (Scope of Proposal)	
E.4	Attachment 4 (Company Background)	
E.5	Attachment 5 (Reference Form)	
E.6	Attachment 6 (Technical Specifications)	
E.7	Attachment 7 (Maintenance and Support)	
E.8	Attachment 8 (Functional Requirements)	
E.9	Attachment 9 (Interfaces)	
E.10	Attachment 10 (Conversions)	
E.11	Attachment 11 (Cost)	

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E.2 Attachment 2 (Vendor Statement)

PROPOSAL FORM
ERP Solution and Implementation Services

VENDOR'S STATEMENT

I have read and fully understand all the special conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said special conditions as stated or implied. In consideration of the above statement, the following proposal is hereby submitted.

One time Cost:

______________________________ $__________________________

Written Amount Amount

Annual Cost for______years:

______________________________ $__________________________

Written Amount Amount

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

Addenda #__________________ Addenda #__________________

If None, Please write NONE.

Company Name	Date
Address	Signature
City, State, Zip	Printed Name

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_______________	_______________
County	Title
_______________	_______________
Telephone	Fax
_______________	
E-mail Address	

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E.3 Attachment 3 (Scope of Proposal)

Identify the scope of the proposal and if the proposal contains software and services for each scope option. Scope options are defined in the RFP in section A and Section C.

Software and Implementation Services:

Primary Software Firm ____________________

Software Product Proposed ____________________ Version ____________

Primary Implementation Firm ____________________

Third Party Products/Services

- Third Party Products/Services Proposed
- No Third Party Products/Services Proposed

Firm ____________________ *Purpose* ____________________

Firm ____________________ *Purpose* ____________________

Firm ____________________ *Purpose* ____________________

Name of Individual / Firm Submitting Proposal:

____

Signature of Vendor:

____

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E.4 Attachment 4 (Company Background)

Complete one form for each firm included in the proposal.

Company Background	
Company Name:	
Location of corporate headquarters:	
Vendor Experience	
# of years in business:	
# of years providing systems/services to public sector:	
Customer Base:	
# of clients using proposed software/services	
Last five most recent contracts	
# of other public sector clients in California	
List all clients in California	
Market Focus:	
Identify other industries that your solution serves	
User Group:	
Identify national and regional user groups	
Explain the purpose and function of user groups	
If not Primary Vendor	
# of past projects partnering with primary Vendor	
Official Partnership status/certification (if applicable)	
About the Company	
Number of Total Employees:	
Number of Employees Providing Implementation Services (if applicable)	
Number of Employees Supporting Product (Maintenance and Support) (if applicable)	
Number of Employees Dedicated to Product Development (if applicable)	

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E.5 Attachment 5 (Reference Form)

Please provide at least five (5) references for past projects that include products and services similar to those proposed for this RFP. Please use the following format in submitting references

GENERAL BACKGROUND

Name of Client:____

Project Manager/Contact:____________________Title:____________________

Phone:________________________E-mail:________________________

Software Program/Version:____________________________________

Summary of Project:____

____

____

Number of Employees: __________Size of Operating Budget:____________________

PROJECT SCOPE

Please indicate (Circle) functionality installed:

Financials Human Resources Purchasing Payroll

TECHNOLOGY INFORMATION

Server Platform: Database Platform: Desktop Platform:

IMPLEMENTATION INFORMATION

Project Duration: ____

Initial Go-Live:____

Describe Role on Project:______________________________________

____

____

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Project Challenges: ____

____

____

____

Major Accomplishments: ____

____

____

____

____

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E.6 Attachment 6 (Technical Specifications)

Technical Specifications	
Infrastructure	
Optimal and minimum network requirements	
Optimal and minimum database requirements	
Optimal and minimum application server Requirements	
Optimal and minimum database server Requirements	
Optimal and minimum desktop (client) Requirements	
Is content delivered through a web browser (which browsers supported?)	
If client software is required to be installed on the desktop, describe the application	
Reporting	
Does the software come with a report writer? (Which one)	
Does the report writer utilize a separate database?	
Security	
What security tools are provided in software?	
Identify data encryption approach used	

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Does system support Active Directory?	
Does system support single sign on?	
System Administration	
Provide a list of all system administrator tools and their functions	
Provide benchmark statistics for proposed application. Benchmarks should be based on Microsoft Windows Servers and Microsoft Windows desktops	
How often are major upgrades released? How often are patches and fixes released?	

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E.7 Attachment 7 (Maintenance and Support)

Proposed Maintenance and Support	
Post-implementation Support:	
Days of on-site support after go-live	
Other on-site support after go-live (month-end, quarter-end, year-end, open enrollment, etc.)	
Telephone Support:	
Hours available (and time zone)	
Problem Reporting and Resolution Procedures	
Response time for various levels of severity	
User Groups:	
Local User Group	
User Group Members (number)	
Third Parties:	
Support provided for third party products?	
Upgrades/Patches:	
Upgrade Frequency (major and minor releases)	
How are upgrades delivered?	
Are upgrades required?	
How many versions are currently supported?	

DRAFT

E.8 Attachment 8 (Functional Requirements)
(See Separate Excel Spreadsheet)

E.9 Attachment 9 (Interfaces)
(See Separate Excel Spreadsheet)

E.10 Attachment 10 (Conversions)
(See Separate Excel Spreadsheet)

E.11 Attachment 11 (Cost)
(See Separate Excel Spreadsheet)

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Lassen County, CA
Functional Requirements

Column E: Available Responses	
Y	Requirement Met and Proposed (Standard features in the generally available product)
Y-ND	Requirement Met and Proposed (Features that are not offered as a generally available product or require custom development)
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Req #	Function	Process	Requirement	Implementation Response
	General Ledger (GL)			
1	GL	General Requirements	Supports the following accounting views:	
2	GL	General Requirements	Cash	
3	GL	General Requirements	Modified Accrual	
4	GL	General Requirements	Full Accrual	
5	GL	General Requirements	System accommodates component units as separate business units within the County	
6	GL	General Requirements	System accommodates a unified chart of account to accommodate all business units	
7	GL	General Requirements	Uses independent hierarchies in the account structure to support different roll-ups (e.g. financial reporting, budget reporting, project accounting, grant reporting, departmental reporting, and contracts).	
8	GL	Chart of Accounts	System maintains the following for each account object:	
9	GL	Chart of Accounts	Short Description for report presentations	
10	GL	Chart of Accounts	Long Description with detailed description of account object	
11	GL	Chart of Accounts	Other user-defined data fields	
12	GL	Chart of Accounts	Major Object that the object belongs to	
13	GL	Chart of Accounts	System prevents accounts from being deleted if any activity is posted to them without proper security	
14	GL	Chart of Accounts	Segments of the Chart of Accounts can be grouped on a user-defined basis into multiple reporting hierarchies	
15	GL	Organizational Structure	Organizational elements within the Chart of Accounts supports the following organizational structures:	
16	GL	Organizational Structure	Fund	
17	GL	Organizational Structure	Fund Group and Fund Type	
18	GL	Organizational Structure	Function/Activity	
19	GL	Organizational Structure	Budget Unit	
20	GL	Organizational Structure	Department	
21	GL	Organizational Structure	Cost Center	
22	GL	Organizational Structure	Others as needed	
23	GL	Organizational Structure	System maintains transaction history so that data is reported based upon past organizational structures	
24	GL	Organizational Structure	System supports roll-up financial reporting based upon organization hierarchy	
25	GL	Journal Entry	Automated workflow is available for journal entry approvals	
26	GL	Journal Entry	Journal entries are posted:	
27	GL	Journal Entry	In real time	
28	GL	Journal Entry	In batch via spreadsheet upload	
29	GL	Journal Entry	When journal entries are posted, if there are cash accounts involved, a parallel document is written to the Cash Management system (unposted) using the translation table to convert the General Ledger account to the Cash Fund number.	
30	GL	Journal Entry	System automatically assigns journal entry numbers	
31	GL	Journal Entry	System does not allow duplicate journal entry numbers	
32	GL	Journal Entry	System supports multiple line items for journal entries (please indicate any limitations in the notes column)	
33	GL	Journal Entry	Journal entries record the source and date of the transaction (e.g., manual entry or automated entry from another module)	
34	GL	Journal Entry	Journal transactions can be entered and scheduled using effective dates (e.g., posting does not occur until effective date)	
35	GL	Journal Entry	Users can access chart of account data and select appropriate account during the journal entry process	
36	GL	Journal Entry	Users can check budget availability during a journal entry transaction	
37	GL	Journal Entry	System prevents users from entering unbalanced entries by fund	
38	GL	Journal Entry	System allows journal entries to be entered that will automatically generate cash offsets by fund	
39	GL	Journal Entry	Users can import journal entries from desktop applications (e.g., Microsoft Excel or Office 365)	
40	GL	Journal Entry	Imported transactions from desktop applications are validated using the same business rules as transactions made in the system	

Lassen County, CA
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Req #	Function	Process	Requirement	Implementation Response
41	GL	Journal Entry	Users can copy previous journal entry to create new journal entry	
42	GL	Journal Entry	Journal entries support "required" data fields and prevents transaction from posting until all "required" fields are completed	
43	GL	Journal Entry	System supports the use of a memo field for each journal entry (please provide system limitations in comments field)	
44	GL	Journal Entry	Users can attach files for documentation to journal entry	
45	GL	Journal Entry	Users can save journal entries that have not yet been posted or cleared for all validation errors online	
46	GL	Closing	System allows more than 12 accounting periods (please specify)	
47	GL	Closing	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)	
48	GL	Closing	Automatically rolls open encumbrances to the next fiscal year	
49	GL	Closing	System can generate reversal entries for any accrual and can post to a different fiscal year	
50	GL	Closing	System allows a closed period to be re-opened by a user with proper security and authority	
51	GL	Closing	System supports a soft close that allows posting of limited transactions to only authorized users	
52	GL	Budget Control	Budget control can be set to the following levels:	
53	GL	Budget Control	Off	
54	GL	Budget Control	Track (no control)	
55	GL	Budget Control	Warn (warn when budget is exceeded but do not stop transaction)	
56	GL	Budget Control	Stop (stops transactions that exceed budget)	
57	GL	Budget Control	All controls can be overridden by authorized users	
58	GL	Budget Control	System tracks encumbrances (purchase orders)	
59	GL	Budget Control	System tracks pre-encumbrances (purchase requisitions)	
60	GL	Budget Control	System calculates available budget as: Current budget - expenditures - encumbrances - pre-encumbrances	
61	GL	Budget Control	System controls budget for the annual appropriation by account or by distributing the appropriation amount into defined periods (example: budget control by month or year)	
62	GL	Budget Control	Budget check performed at the following levels:	
63	GL	Budget Control	Fund	
64	GL	Budget Control	Organizational structure	
65	GL	Budget Control	Project	
66	GL	Budget Control	Program	
67	GL	Budget Control	User-defined	
68	GL	Budget Control	Budget control warnings can include tolerance by percent (example: warn if transaction exceeds available funding by less than five percent, stop transaction if more than five percent)	
69	GL	Cost Allocation	Allocates costs based upon manual cost allocations and automated allocations (system generated)	
70	GL	Cost Allocation	System stores various allocation schedules that distribute indirect costs (by department)	
71	GL	Cost Allocation	System stores workload statistics or other metrics as method of distributing costs	
72	GL	Cost Allocation	System allocates costs based upon rules (e.g., OMB A-87 Rules, program reimbursement rules, or staff reported hours)	
73	GL	Financial Reporting	Produce the following financial reports on a consolidated or non-consolidated basis:	
74	GL	Financial Reporting	Budget variance report by user-specified date range	
75	GL	Financial Reporting	Detail or summary level both within and across departments	
76	GL	Financial Reporting	Trial balance by fund, grant, project, and cost center	
77	GL	Financial Reporting	Trial balance by project	
78	GL	Financial Reporting	Cash flow	
79	GL	Financial Reporting	Balance sheet	
80	GL	Financial Reporting	Detailed activity reports by fund, account, department, grant, or project	
81	GL	Financial Reporting	All CAFR financial schedules (list in comments column, which schedules are not available)	
82	GL	Financial Reporting	System will produce reports for any fiscal period, open or closed, e.g. month, quarter, year.	

Lassen County, CA
Functional Requirements

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Req #	Function	Process	Requirement	Implementation Response
83	Budget (BUD)			
84	BUD	General Requirements	Budget preparation solution uses chart of accounts from ERP general ledger	
85	BUD	General Requirements	Budget data is updated from ERP general ledger	
86	BUD	General Requirements	ERP ledgers are automatically updated by the budget preparation system	
87	BUD	Budget Requests	Budgets preparation system accommodates entering budget detail by:	
88	BUD	Budget Requests	Fund	
89	BUD	Budget Requests	Organizational Structure	
90	BUD	Budget Requests	Project	
91	BUD	Budget Requests	Revenue	
92	BUD	Budget Requests	Object / Line item	
93	BUD	Budget Requests	Budget requests support the following data:	
94	BUD	Budget Requests	Requested amount	
95	BUD	Budget Requests	Notes/Comments	
96	BUD	Budget Requests	Document attachments	
97	BUD	Budget Requests	Department mission statement	
98	BUD	Budget Requests	Department goals and objectives	
99	BUD	Budget Requests	Description of department	
100	BUD	Budget Requests	Cost drivers and budget assumptions	
101	BUD	Budget Requests	Calculated fields	
102	BUD	Budget Requests	System allows users to adjust budget version line items or summary totals by:	
103	BUD	Budget Requests	Percentage	
104	BUD	Budget Requests	Dollar amount	
105	BUD	Budget Requests	System calculates and budgets for dependent items based on other requests (example: benefit budgets calculated based on salary budget)	
106	BUD	Budget Requests	System allows departments to prioritize budget requests	
107	BUD	Budget Requests	Each department/user can create different versions of the budget request (please provide number of versions allowed in the comment field)	
108	BUD	Central Budget Preparation	System can create an initial budget for some departments or for all departments	
109	BUD	Central Budget Preparation	System can create a budget preparation worksheet with current year to date actual charges, current year adopted budget, and a three year actuals	
110	BUD	Central Budget Preparation	System can create a budget preparation worksheet containing:	
111	BUD	Central Budget Preparation	Current year to date actual charges	
112	BUD	Central Budget Preparation	Current year adopted budget, and a three year actuals	
113	BUD	Central Budget Preparation	Three year actuals	
114	BUD	Central Budget Preparation	Access to budget preparation system can be limited by:	
115	BUD	Central Budget Preparation	All users	
116	BUD	Central Budget Preparation	Budget Entity	
117	BUD	Central Budget Preparation	Department	
118	BUD	Central Budget Preparation	Position	
119	BUD	Central Budget Preparation	User	
120	BUD	Central Budget Preparation	Department worksheets are automatically rolled into organization-wide master budget	
121	BUD	Forecasting	System performs forecasts for:	
122	BUD	Forecasting	Expenditures	
123	BUD	Forecasting	Revenues	
124	BUD	Forecasting	Forecasts can be displayed by fiscal year	
125	BUD	Forecasting	Forecasts calculate any related expenditure (example: change to salary impacts benefits or retirement)	
126	BUD	Forecasting	System forecasts salary costs based upon the following:	
127	BUD	Forecasting	Positions	
128	BUD	Forecasting	Class codes	
129	BUD	Forecasting	Salaries	
130	BUD	Forecasting	Benefits	
131	BUD	Forecasting	Vacant/Filled positions	

Lassen County, CA
Functional Requirements

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Req #	Function	Process	Requirement	Implementation Response
132	BUD	Forecasting	Incumbent in position	
133	BUD	Budget Approval	System maintains history of the following budgets (please provide limitations in comments field):	
134	BUD	Budget Approval	Requested Budget	
135	BUD	Budget Approval	Adopted Budget	
136	BUD	Budget Approval	Final Budget	
137	BUD	Budget Approval	Revised Budget	
138	BUD	Capital Budgeting	Capital budgets are prepared by:	
139	BUD	Capital Budgeting	Project	
140	BUD	Capital Budgeting	Project detail (labor, materials, engineering, etc.)	
141	BUD	Capital Budgeting	Revenue Source	
142	BUD	Capital Budgeting	Department	
143	BUD	Capital Budgeting	Program	
144	BUD	Capital Budgeting	Project budgets created roll up to create department capital budget and overall County capital improvement plan	
145	BUD	Capital Budgeting	Capital budgets able to capture lifetime project budgets	
146	BUD	Position Budgeting	Tracks creation and deletion of positions during budget development	
147	BUD	Position Budgeting	The system calculates position costs based on the following user-defined criteria and assumptions:	
148	BUD	Position Budgeting	Incumbents salary	
149	BUD	Position Budgeting	Incumbents selected benefit plans (retirement, health, prescription, etc.)	
150	BUD	Position Budgeting	Service Increment (by anniversary date)	
151	BUD	Position Budgeting	Benefits costs are calculated for each position based on	
152	BUD	Position Budgeting	Current employees actual benefit selections	
153	BUD	Position Budgeting	Average benefit costs for unfilled positions (system calculates average)	
154	BUD	Position Budgeting	The system allows for the following operations (for projection purposes):	
155	BUD	Position Budgeting	Add or delete the number of authorized or budgeted positions	
156	BUD	Position Budgeting	Reclassification of positions	
157	BUD	Position Budgeting	Modification of the salary (for projection purposes), benefit and other information of a position	
158	BUD	Position Budgeting	Change in the number of authorized, budgeted full time equivalents per position title	
159	BUD	Position Budgeting	Budget system will update the HR after budget adoption with any changes made to budgeted positions, salary data, benefits, etc., with proper security	
160	BUD	Budget Adjustments	System allows departments to propose budget transfers within department authority with workflow approval	
161	BUD	Budget Adjustments	During budget amendment, provide reporting mechanism for inter-fund transfer balancing	
162	BUD	Budget Adjustments	System stores narrative justification for budget amendments for each amendment	
163	BUD	Budget Adjustments	System stores attachments for each budget amendment for each amendment	
164	BUD	Budget Adjustments	System validates and enforces rule that all budget amendments and transfers must balance	
165	BUD	Budget Adjustments	System provides funds availability check when entering budget amendments	
166	BUD	Budget Adjustments	Departments have visibility to track the approval status of each amendment request.	
167	BUD	Budget Adjustments	System tracks all budget changes including:	
168	BUD	Budget Adjustments	Type of change	
169	BUD	Budget Adjustments	Date/Time of change	
170	BUD	Budget Adjustments	Reason for change	
171	BUD	Budget Adjustments	Who requested the change	
172	BUD	Budget Adjustments	The original change request	
173	BUD	Budget Adjustments	Approver and Multiple Approvers	
174	BUD	Budget Publishing	Produces the following schedules for budget publishing:	
175	BUD	Budget Publishing	Listing and description of all appropriated funds	
176	BUD	Budget Publishing	Summary of major revenues and listing by type	
177	BUD	Budget Publishing	Summary of major expenses and listing by type	
178	BUD	Budget Publishing	Expenses listed by function, organizational unit, or program	

Lassen County, CA
Functional Requirements

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Req #	Function	Process	Requirement	Implementation Response
179	BUD	Budget Publishing	Prior year expenses compared to budgeted amounts	
180	BUD	Budget Publishing	Financial information for previous years	
181	BUD	Budget Publishing	Financial data on current debt	
182	BUD	Budget Publishing	Key dates in budget process	
183	BUD	Budget Publishing	Organization charts	
184	BUD	Budget Publishing	Personnel counts by department	
185	BUD	Budget Publishing	Produces the annual California State Controllers Schedules listed as follows:	
186	BUD	Budget Publishing	Schedule 1 - All Funds Summary	
187	BUD	Budget Publishing	Schedule 2 - Governmental Funds Summary	
188	BUD	Budget Publishing	Schedule 3 - Fund Balance - Governmental Funds	
189	BUD	Budget Publishing	Schedule 4 - Obligated Fund Balances - By Governmental Funds	
190	BUD	Budget Publishing	Schedule 5 - Summary of Additional Financing Sources by Source and Fund (Governmental Funds)	
191	BUD	Budget Publishing	Schedule 6 - Detail of Additional Financing Sources by Fund and Account (Governmental Funds)	
192	BUD	Budget Publishing	Schedule 7 - Summary of Financing Uses by Function and Fund (Governmental Funds)	
193	BUD	Budget Publishing	Schedule 8 - Detail of Financing Uses by Function, Activity and Budget Unit (Governmental Funds)	
194	BUD	Budget Publishing	Schedule 9 - Financing Sources and Uses by Budget Unit by Object (Governmental Funds)	
195	BUD	Budget Publishing	Schedule 10 - Operation of Internal Service Fund	
196	BUD	Budget Publishing	Schedule 11 - Operation of Enterprise Fund	
197	BUD	Budget Publishing	Schedule 12 - Special Districts and Other Agencies Summary - Non Enterprise	
198	BUD	Budget Publishing	Schedule 13 - Fund Balance - Special Districts and Other Agencies - Non Enterprise	
199	BUD	Budget Publishing	Schedule 14 - Special Districts and Other Agencies - Non Enterprise Obligated Fund Balances	
200	BUD	Budget Publishing	Schedule 15 - Special Districts and Other Agencies - Non Enterprise Financing Sources and Uses by Budget Unit by Object	
201	Accounts Payable (AP)			
202	AP	Vendor File Maintenance	Supports Parent/Child relationships for vendor records	
203	AP	Vendor File Maintenance	Maintains multiple location addresses for each vendor	
204	AP	Vendor File Maintenance	System can accommodate foreign addresses	
205	AP	Vendor File Maintenance	System identifies default payment remittance address	
206	AP	Vendor File Maintenance	System allows entering of "one-time" vendors with minimal information (example: refund payments)	
207	AP	Vendor File Maintenance	System identifies 1099 vendors	
208	AP	Vendor File Maintenance	System identifies MBE, women owned, veteran , and other user defined vendor categories	
209	AP	Vendor File Maintenance	System generates alerts when the following is entered:	
210	AP	Vendor File Maintenance	Duplicate names	
211	AP	Vendor File Maintenance	Duplicate tax identification numbers	
212	AP	Vendor File Maintenance	Duplicate addresses	
213	AP	Vendor File Maintenance	System allows vendors to set up alternate vendor for payment (example: payment received by bank rather than vendor)	
214	AP	Vendor File Maintenance	System allows placing all payments to vendor on hold	
215	AP	Vendor File Maintenance	System allows garnishment to invoices (example garnishment on attorney payment)	
216	AP	Vendor File Maintenance	Vendor file stores vendor payment preference (e.g., ACH, check, etc.)	
217	AP	Vendor File Maintenance	Vendor file stores discounted payment terms for vendor	
218	AP	Vendor File Maintenance	System tracks life to date reporting of vendor payments	
219	AP	Vendor File Maintenance	System tracks payment amounts and reports vendors necessary for EDD reporting to the State	
220	AP	Vendor File Maintenance	System generates State of California EDD report on demand	
221	AP	Vendor File Maintenance	System clears vendors EDD totals every calender year end	
222	AP	Invoice Processing	System allows entering of direct claims without purchase order.	

Lassen County, CA
Functional Requirements

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223	AP	Invoice Processing	System notifies user if an invoice number is a duplicate and allows user to review duplicate entry	
224	AP	Invoice Processing	System provides workflow approval path for:	
225	AP	Invoice Processing	Invoices from POs	
226	AP	Invoice Processing	Invoices without POs	
227	AP	Invoice Processing	System stores scanned image of invoice that is used for approval, including accepting invoices attached to an email (PDF document)	
228	AP	Invoice Processing	Supports partial payments (partial payment of invoice)	
229	AP	Invoice Processing	System allows splitting invoice to multiple accounts (please indicate limitations)	
230	AP	Invoice Processing	System allows splitting invoice into multiple fiscal years	
231	AP	Invoice Processing	System supports creation of template for recurring AP invoices with pre-defined account distribution	
232	AP	Invoice Processing	Invoice can be split by:	
233	AP	Invoice Processing	Dollar amount	
234	AP	Invoice Processing	Percentage	
235	AP	Invoice Processing	Line item	
236	AP	Invoice Processing	Portion of line item	
237	AP	Invoice Processing	Allows payment of multiple purchase orders from one invoice	
238	AP	Invoice Processing	Allow multiple invoices to be received and processed for one purchase order	
239	AP	Invoice Processing	System allows files to be attached in the system to the invoice (scanned image of invoice)	
240	AP	Invoice Processing	System automatically calculates and deducts any required Federal or State withholding per enacted tax codes	
241	AP	Credit/Debit Memo	System supports credit memos	
242	AP	Credit/Debit Memo	System will apply credit memos only to the extent that they do not produce a negative payment	
243	AP	Credit/Debit Memo	System tracks balance remaining on credit memo	
244	AP	Credit/Debit Memo	System can convert credit memo to accounts receivable invoice	
245	AP	Tax Processing	System correctly applies use tax to all eligible purchases (for out of state purchases)	
246	AP	Tax Processing	System allows user to override and correct tax amount	
247	AP	Tax Processing	Monitors cumulative payments to 1099 vendors	
248	AP	Tax Processing	On-demand 1099 form generation	
249	AP	Tax Processing	Collects necessary information for generation of Federal 1099s at year-end (both manually and per IRS approved file)	
250	AP	Tax Processing	System to print collected 1099 payments into appropriate reporting boxes, i.e., rent, non-employee compensation, etc.	
251	AP	Tax Processing	System can produce electronic file to send 1099 related forms to IRS	
252	AP	Tax Processing	Create the following forms and reports:	
253	AP	Tax Processing	1099 Form	
254	AP	Tax Processing	S form	
255	AP	Tax Processing	MISC. form	
256	AP	Tax Processing	INT form	
257	AP	Matching	Supports 3 way matching (purchase order, invoice, packing slip/receiving doc)	
258	AP	Matching	Matching occurs at:	
259	AP	Matching	Header/Summary level on PO/receiving document/invoice	
260	AP	Matching	Line item detail level	
261	AP	Modify Processed Invoice	Encumbrance against contracts are adjusted when chart of account code is changed by authorized user	
262	AP	Modify Processed Invoice	If a partial payment is made and authorized user changes the account, remaining encumbrance will be re-applied to the new account	
263	AP	Payment Process	System will pay vendors electronically (ACH, wire transfer, etc.) using standard NACHA formats.	
264	AP	Payment Process	The system prints checks according to the following timeframes:	
265	AP	Payment Process	Scheduled	
266	AP	Payment Process	On-demand	

Lassen County, CA
Functional Requirements

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Req #	Function	Process	Requirement	Implementation Response
267	AP	Payment Process	System supports the Secured Check Printer that the County currently has a Source Technologies ST-9530	
268	AP	Payment Process	System generates the Positive Pay file for the bank	
269	AP	Payment Process	The system can accommodate the flagging of an invoice for special action such as needing a remittance form to be sent with it or flag for pick up.	
270	AP	Payment Process	System sends electronic remittance advice for EFT payments to vendor through email	
271	AP	Payment Process	System combines multiple invoice payments onto one check (issue one check for multiple invoices in a single check run)	
272	AP	Payment Process	System itemizes invoices (including the vendor invoice number) on the remittance advice	
273	AP	Payment Process	System allows users to place a payment on hold	
274	AP	Void and Cancel	System allows user to cancel payment and system makes all correct accounting entries to reverse payment, including contract balances	
275	AP	Void and Cancel	System allows user to void check and re-issue replacement check	
276	AP	Void and Cancel	Allow users to place a "stop payment" on checks and automatically generate the appropriate general ledger transaction	
277	Check Reconciliation (CR)			
278	CR	General Requirements	System provides automated bank reconciliation features to compare system transactions with bank transactions and identifies errors	
279	CR	General Requirements	Different check types are tracked in the system (each are a different series number and each are separately reconciled):	
280	CR	General Requirements	General (fed from Accounts Payable)	
281	CR	General Requirements	Payroll (fed from Payroll)	
282	CR	General Requirements	Welfare (fed from several interface processes)	
283	CR	General Requirements	Schools and College (fed from several interface files)	
284	CR	Daily Paid Process	Daily paid process which matches checks from the bank against the 4 different check files (General, Payroll, Welfare and Schools/College) - Each type of check is a different check number series.	
285	CR	Daily Paid Process	Process matches check numbers and amounts, any unmatched are reported	
286	CR	Daily Paid Process	Matches update their respective check files with paid status and paid date (General, Payroll, Welfare, Schools)	
287	CR	Daily Paid Process	General checks are linked to the check detail to summarize the total paid by fund and then this total is posted as a transaction against the cash account in the General Ledger as a Journal Entry. This is also written as a transaction to the Cash Management system as a document (using the translation table to convert the General Ledger cash account to the Cash Management fund number).	
288	CR	Daily Paid Process	Payroll checks are posted to a single clearing account in General Ledger as part of the same Journal Entry and also as a transaction in Cash Management using the translation table.	
289	CR	Daily Paid Process	Welfare checks are posted to a single clearing account in General Ledger as part of the same Journal Entry and also as a transaction in Cash Management using the translation table.	
290	CR	Daily Paid Process	School checks are only posted to the Cash Management system by cash fund (School entries are not tracked in General Ledger).	
291	CR	Daily Paid Process	The end result of the daily paids, is that all the checks involved now show a paid date, a single Journal Entry has been created in General Ledger with one transaction per fund which is the cash offset to the paids, and one document has been created in Cash Management with one transaction per fund which is the cash offset to the paids usiing the cash fund number.	
292	CR	Check Reconciliation	System provides a way for entering the following actions against any of the four check types (and keeping a history of each action along with the date of that action on a check)	
293	CR	Check Reconciliation	Cancel (with sub-types of: wrong payee, wrong amount, duplicate payment, stale dated, printer error, fraud or department request)	
294	CR	Check Reconciliation	Paid	
295	CR	Check Reconciliation	Reject	
296	CR	Check Reconciliation	Reverse Cancel	
297	CR	Check Reconciliation	Reverse Reject	
298	CR	Check Reconciliation	Void	

Lassen County, CA
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Req #	Function	Process	Requirement	Implementation Response
299	CR	Check Reconciliation	System can create and link a Journal Entry when any of the above actions are entered	
300	CR	Stale Dating	System can automatically stale date any of the four check types on demand and create the action transactions for each check	
301	CR	Stale Dating	System can generate a journal entry for each stale dated check which reverses the paid action	
302	CR	Stale Dating	System can generate a report of checks that were stale dated	
303	CR	Monthly Reconciliation	Monthly Check Reconciliation summary report for each of the check types showing outstanding balance at the beginning of the period, monthly summaries by action then ending balance	
304	CR	Monthly Reconciliation	Monthly Check Reconciliation detail report for each of the check types showing outstanding balance at the beginning of the period, listing all checks by action and ending balance	
305	CR	Monthly Reconciliation	Monthly report showing any checks with multiple actions on file	
306	CR	Monthly Reconciliation	Generate a summary total by fund of outstanding checks as of the ending date of the period for balancing to General Ledger and Cash Management modules	
307	Cash Management (CM)			
308	CM	General Requirements	Cash Management requires a separate chart of accounts from the General Ledger. It has it's own fund structure which encompasses all funds tracked by the Treasurer. This includes County GL funds, School district funds and College funds.	
309	CM	General Requirements	System must allow a translation table which translates external accounts to cash funds by one of the following rules:	
310	CM	General Requirements	One General Ledger cash account to one Cash Management fund	
311	CM	General Requirements	One School District fund to one Cash Management fund	
312	CM	General Requirements	One College fund to one Cash Management fund	
313	CM	Chart of Accounts	System maintains the following for each cash fund:	
314	CM	Chart of Accounts	Short Description for report presentations	
315	CM	Chart of Accounts	Long Description with detailed description of cash fund	
316	CM	Chart of Accounts	Flag that specifies that this fund is part of the interest apportion pool	
317	CM	Chart of Accounts	Flag that specifies that this fund has specific investments that will determine the amount of the interest to be assigned	
318	CM	Chart of Accounts	Letter group which identifies this cash fund as part of a group of funds that will be reported together during the interest apportionment process	
319	CM	Chart of Accounts	General Ledger account to post interest to	
320	CM	Chart of Accounts	Other user-defined data fields	
321	CM	Document Entry	Documents are posted:	
322	CM	Document Entry	In real time	
323	CM	Document Entry	In batch via spreadsheet upload	
324	CM	Document Entry	System automatically assigns document numbers	
325	CM	Document Entry	System does not allow duplicate document numbers	
326	CM	Monthly Reconciliation	Generate a summary total by Cash Management fund of balances at the end of the period for balancing to General Ledger and Check Reconciliation modules	
327	CM	Monthly Reconciliation	Monthly report reconciling the totals from the Cash Management funds, the General Ledger cash accounts, and the Check Reconciliation outstanding checks	
328	CM	Investment Tracking	System maintains the following for each Investment:	
329	CM	Investment Tracking	Short Description for report presentations	
330	CM	Investment Tracking	Long Description with detailed description of investment	
331	CM	Investment Tracking	Purchase date, maturity date, Interest reset date and sold date for the investment	
332	CM	Investment Tracking	Interest rate, Price, Quantity, Investment Amount, Principal, Interest purchased, Interest expected for the investment	
333	CM	Investment Tracking	Flag that specifies if this investment is to be apportioned	
334	CM	Investment Tracking	Cash fund to post to if this investment is assigned to one fund and not the apportion pool of funds	
335	CM	Investment Tracking	Custip number of the investment	
336	CM	Investment Tracking	Other user-defined data fields	
337	CM	Investment Payment	System accepts entry of investment payment and adjustment entries.	

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Req #	Function	Process	Requirement	Implementation Response
338	CM	Interest Apportionment	System computes the apportionment total by totalling all the investment payments for the period for all the cash funds in the apportion pool and computes each cash funds portion of the total by computing the average balance for each fund for the period being apportioned. Any rounding amount will be applied to the General Fund.	
339	CM	Interest Apportionment	System accepts the total administrative fee for the period for all the cash funds in the apportion pool and computes each cash funds portion of the total by computing the average balance for each fund for the period being apportioned. Any rounding amount will be applied to the General Fund.	
340	CM	Interest Apportionment	System computes any investment payments for the period that are specifically assigned to one fund.	
341	CM	Interest Apportionment	System writes out history records for each cash fund that shows the period and how the interest amount and admin amount was computed.	
342	CM	Interest Apportionment	System generates supporting reports for the apportionment including a letter to each letter group showing all the cash funds that have that letter group associated with that cash fund	
343	CM	Interest Apportionment	System creates the General Ledger Journal Entry that reflects the interest apportionment amount for each cash fund posting to their interest accounts	
344	Accounts Receivable (AR)			
345	AR	General Requirements	System can generate on-demand accounts receivable aging report by fund and by sub-fund	
346	AR	Create a Receivable	Departments can use system to create bills for various charges	
347	AR	Create a Receivable	Departments can add internal notes (memo field) that does not appear on the invoice or bill	
348	AR	Create a Receivable	Departments can attach scanned documents to the invoice record	
349	AR	Create a Receivable	System accommodates recurring invoicing billing (quarterly)	
350	AR	Create a Receivable	System will alert / notify when recurring invoices are to be paid	
351	AR	Create a Receivable	Different receivable types have different business rules for:	
352	AR	Create a Receivable	Fee schedules	
353	AR	Create a Receivable	Penalties	
354	AR	Create a Receivable	Interest	
355	AR	Create a Receivable	Dunning (aging) procedures with option to generate late payment letters, etc.	
356	AR	Create a Receivable	Assigns invoice numbers:	
357	AR	Create a Receivable	Automatically	
358	AR	Create a Receivable	Manually	
359	AR	Create a Receivable	Prevents duplicate invoice numbers	
360	AR	Create a Receivable	System accommodates:	
361	AR	Create a Receivable	One-time invoices	
362	AR	Create a Receivable	Recurring invoices (regular invoices to occur at set dates or duration)	
363	AR	Create a Receivable	System allows recurring invoices to be set up to handle:	
364	AR	Create a Receivable	Invoices scheduled at set dates for same amount	
365	AR	Create a Receivable	Invoices scheduled at set dates for different amounts	
366	AR	Create a Receivable	Invoices that are not scheduled for same amount	
367	AR	Create a Receivable	System can copy recurring payment schedule to the next fiscal/calendar year	
368	AR	Create a Receivable	System allows invoices to be categorized by type (example: permit, building rent, etc.)	
369	AR	Create a Receivable	Establishes default account distributions for each type of receivable/invoice	
370	AR	Create a Receivable	System saves templates for generating invoices (different template for each receivable type)	
371	AR	Create a Receivable	System allows users to search for existing invoices by keyword, date, dollar amount, customer, department, and customer account number	
372	AR	Create a Receivable	Generate invoices for internal customers (Departments)	
373	AR	Create a Receivable	Internal billings create all necessary accounting entries automatically, even across funds	
374	AR	Create a Receivable	System generates account statements showing billing history, payments, and current charges	
375	AR	Create a Receivable	Provides user option to generate consolidated invoices for some or all customers with multiple accounts	
376	AR	Create a Receivable	Invoice prints with balance information	

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377	AR	Credit Balances	System supports credit balances on customer accounts	
378	AR	Credit Balances	System allows prepayments that create a credit balance	
379	AR	Credit Balances	System can apply credit balances to future invoices	
380	AR	Cash	Ability to mask fields (i.e., credit card number, social security, only last four of credit card number are visible)	
381	AR	Cash	Apply payments according to the following:	
382	AR	Cash	Partial payments against individual line items on a receivable	
383	AR	Cash	Partial payments against funds and/or accounts	
384	AR	Cash	Overpayments against individual line items on a receivable	
385	AR	Cash	Maintain open receivable until all items are satisfied	
386	AR	Cash Reports	Provide a cash receipts report by type of revenue	
387	AR	Cash Reports	Lists of receipts for daily cash deposits	
388	AR	Deposit Permits	Deposit Permit process that allows Departments to create deposits which would go to the Treasurer to collect the money, then would go to the Auditor for posting to the GL	
389	AR	Deposit Permits	Departments can enter build templates which would mimic their daily cash entries by account	
390	AR	Deposit Permits	Departments can use the templates to create a daily set of cash entries quickly	
391	AR	Deposit Permits	Department can also enter ad-hoc cash line items to append to the template entries	
392	AR	Deposit Permits	Departments can print a Deposit Permit document	
393	AR	Deposit Permits	Work flow provides for Department approval step after creating the daily cash entries	
394	AR	Deposit Permits	Treasurer can retrieve the deposit permit, validate the cash/checks/credit card entries and approve or reject the deposit permit back to the Department	
395	AR	Deposit Permits	Auditor can retrieve the deposit permit, validate the accounting information and either post the deposit permit or reject it back to the Treasurer	
396	AR	Deposit Permits	When deposit permits are posted, a parallel document is written to the Cash Management system (unposted) using the translation table to convert the General Ledger account to the Cash Fund number.	
397	AR	Deposit Permits	Provide a deposit permits in process report	
398	AR	AR Invoice Reporting	Ability to report on invoice status to include:	
399	AR	AR Invoice Reporting	open	
400	AR	AR Invoice Reporting	past due	
401	AR	AR Invoice Reporting	in collections	
402	AR	Dunning	Interest can be calculated and applied:	
403	AR	Dunning	Daily	
404	AR	Dunning	Monthly	
405	AR	Dunning	Quarterly	
406	AR	Dunning	Annually	
407	AR	Dunning	Penalties can be applied:	
408	AR	Dunning	As flat dollar amounts	
409	AR	Dunning	As percentage of original bills	
410	AR	Dunning	System permits write-off of bad debts with workflow approval	
411	AR	Dunning	System allows waivers of penalties with workflow approval	
412	AR	Dunning	System permits users to establish unique installment repayment schedules for an account.	
413	AR	Dunning	Provide for the automatic calculation of interest based on user defined interest rate and receivable category.	
414	AR	Dunning	Automatically generate dunning letter (s) based on passage of time (example: 30, 60, 90 days) by AR type	
415	AR	Dunning	System to generate letter, with appropriate collection amount, to collection agency after 90 days	
416	AR	Dunning	System can specify dunning letters by account, customer, project, or account type	
417	AR	Dunning	Automatically generate a "follow up" invoice for past due customers based on user defined date range or other user defined criteria (account, customer or project)	
418	AR	Dunning	System allows users to adjust penalties and fees applied to invoices with proper approvals (example: reduce penalties for special situation)	
419	AR	Dunning	The system provides all billing, aging, and tracking capabilities.	

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420	AR	Collections	System can accommodate collection fees:	
421	AR	Collections	By Percentage	
422	AR	Collections	By Dollar Amount	
423	AR	Collections	System allows user to assess a penalty for NSF checks	
424	Fixed Assets (FA)			
425	FA	General Requirements	System is used to track:	
426	FA	General Requirements	Capitalized items	
427	FA	General Requirements	Non-capitalized items	
428	FA	General Requirements	Identifies assets based on capitalization threshold (i.e. capitalization level can be $5,000)	
429	FA	General Requirements	Identifies assets from purchase order based on account code	
430	FA	General Requirements	System tracks donated assets (developer donated land and infrastructure)	
431	FA	General Requirements	System tracks and reports new assets	
432	FA	General Requirements	Flag an asset that's generated from a journal entry (reclassification of an asset).	
433	FA	Asset Tracking	Asset can have multiple account distributions	
434	FA	Asset Tracking	System must link component units (parent/child relationship) whereby each component maintains its own financial and historical information and depreciable life.	
435	FA	Asset Tracking	Parent and child assets can have multiple and different account distributions	
436	FA	Asset Tracking	Parent and child assets can be in different asset classes	
437	FA	Asset Tracking	System accommodates parent child relationships for assets	
438	FA	Asset Tracking	System maintains online maintenance history and cost information and warranty/service agreement information for assets	
439	FA	Asset Tracking	If a new asset record is replacement for a retired asset, the record references the old asset	
440	FA	Asset Tracking	Ability to report or search on disposed assets	
441	FA	Asset Tracking	Ability to report or search on donated assets	
442	FA	Asset Acquisition	Allows effective date posting for asset acquisition	
443	FA	Asset Acquisition	System assigns asset number(s) and references county asset tag	
444	FA	Asset Acquisition	System identifies potential capitalized assets within financial transactions by:	
445	FA	Asset Acquisition	Chart of Accounts	
446	FA	Asset Acquisition	Dollar	
447	FA	Asset Acquisition	Manually	
448	FA	Asset Acquisition	Commodity Code	
449	FA	Asset Acquisition	System is able to copy an asset record to create a similar asset record	
450	FA	Asset Acquisition	System allows uses to identify/classify costs as capitalized costs / non capitalized costs	
451	FA	Asset Acquisition	System can recognize fixed/capital assets when they are completed, regardless of whether the project has been completed/closed	
452	FA	Asset Modification	System can track improvements to the asset and keep a detailed record of specific improvements	
453	FA	Asset Modification	System can track decreases to the asset and keep a detailed record of specific decreases	
454	FA	Asset Retirement	Allows effective date posting for asset retirement	
455	FA	Asset Retirement	Tracks estimated useful life for asset	
456	FA	Asset Retirement	Flags asset when it is approaching the end of its useful life	
457	FA	Asset Retirement	System will 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 or contract forbids county from disposing)	
458	FA	Asset Retirement	System flags donated items during disposal. (donated items may need to go back to donor)	
459	FA	Asset Retirement	Audit trail on changes of location (maintain history of location change)	
460	FA	Asset Transfer	Allows effective date posting for asset transfer	
461	FA	Asset Transfer	Update records based on transfers within organizations.	
462	FA	Asset Transfer	System allows assets to be transferred between funds and automatically makes all necessary accounting entries	
463	FA	Asset Transfer	Assets that have been transferred maintain detailed history	
464	FA	Physical Count	System produces asset list by the following:	
465	FA	Physical Count	Fund	
466	FA	Physical Count	Location	

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467	FA	Physical Count	Department	
468	FA	Physical Count	Funding Source (e.g. federal grant)	
469	FA	Physical Count	Asset class	
470	FA	Physical Count	Asset number	
471	FA	Physical Count	Serial number of asset if appropriate	
472	FA	Depreciation	Automatically calculate depreciation in accordance with the depreciation method and convention designated for an asset	
473	FA	Depreciation	Accumulated depreciation will be broken out by asset classification / function	
474	FA	Depreciation	Maintains multiple asset basis values for each asset if desired, utilizing industry-standard depreciation methods	
475	FA	Depreciation	Automatically charge depreciation to multiple chart of accounts for split-ownership assets	
476	FA	Depreciation	System allows for changing the following and will automatically recalculate depreciation expense in accordance with such changes (with proper authorization):	
477	FA	Depreciation	Asset useful life	
478	FA	Depreciation	Value basis	
479	FA	Depreciation	Salvage value	
480	FA	Depreciation	System prevents the depreciating of an asset's value below zero	
481	FA	Depreciation	Depreciation calculated at end of year	
482	FA	Depreciation	Depreciation calculated by user-defined timeframe (any point in time)	
483	FA	Depreciation	Supports mid-month convention for acquisitions	
484	FA	Depreciation	System can designate assets as non-depreciable (i.e., land, assets not in use)	
485	Purchasing (PUR)			
486	PUR	General Requirements	The system allows users to search for the current status of a purchasing transactions at any point in the "procurement chain" i.e. workflow and display the user requested information.	
487	PUR	General Requirements	The system allows user to attach multiple files/documents to requisitions or purchase orders. (MS Excel files, MS Word, PDF, standard objects, Image Now, CAD drawing, design drawings, etc.)	
488	PUR	General Requirements	The system allows users to set required workflow approval levels for all purchasing documents based on:	
489	PUR	General Requirements	Dollar value	
490	PUR	General Requirements	Commodity code/number	
491	PUR	General Requirements	User or role	
492	PUR	General Requirements	Other user-defined criteria	
493	PUR	Vendor Performance	The system tracks vendor performance including:	
494	PUR	Vendor Performance	On-time delivery	
495	PUR	Vendor Performance	Accuracy of order	
496	PUR	Vendor Performance	Percent of damaged	
497	PUR	Vendor Performance	Invoicing problems	
498	PUR	Vendor Performance	Number of complaints	
499	PUR	Vendor Performance	Responsiveness in resolving conflicts	
500	PUR	Vendor Performance	Allow vendors to be flagged as "debarred" or "not to do business with", etc.	
501	PUR	Vendor Self-Service	Vendors are required to submit certain data when registering (example: W-9, contact info, payment information, etc.)	
502	PUR	Vendor Self-Service	Vendor self-service transactions require County approval prior to posting	
503	PUR	Vendor Self-Service	Vendor self service capabilities allows vendors to perform the following actions:	
504	PUR	Vendor Self-Service	Register with County	
505	PUR	Vendor Self-Service	Change address	
506	PUR	Vendor Self-Service	Update email address	
507	PUR	Vendor Self-Service	Identify appropriate email address or addresses for purchase orders, bids, other notifications, etc.	
508	PUR	Vendor Self-Service	Add alternate address and all information for alternate site	
509	PUR	Vendor Self-Service	Confirm vendor certification category	
510	PUR	Vendor Self-Service	Indicate type of work offered	

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511	PUR	Vendor Self-Service	Contact information (phone, web, email)	
512	PUR	Vendor Self-Service	User defined fields . Please state limitations	
513	PUR	Vendor Self-Service	Submit bids electronically	
514	PUR	Vendor Self-Service	Vendors view the following through vendor self service:	
515	PUR	Vendor Self-Service	Open purchase orders	
516	PUR	Vendor Self-Service	Active Solicitations, RFP, RFQ, RFI, etc.	
517	PUR	Vendor Self-Service	Status of quotes/bids/proposals submitted (link to final tabulation results, etc.)	
518	PUR	Vendor Self-Service	Status of invoice payments	
519	PUR	Vendor Self-Service	Ability to see purchase order payments and balances	
520	PUR	Vendor Self-Service	Messages between supplier and County buyer	
521	PUR	Vendor Self-Service	Active contracts	
522	PUR	Requisitions	Ability to provide for multiple lines of input per individual requisition.	
523	PUR	Requisitions	Automatically assigns requisition number	
524	PUR	Requisitions	Ability to perform the following requisition functions, with the appropriate security:	
525	PUR	Requisitions	Inquiry	
526	PUR	Requisitions	Add	
527	PUR	Requisitions	Change	
528	PUR	Requisitions	Cancel	
529	PUR	Requisitions	Delete	
530	PUR	Requisitions	System archive of purged procurement documents	
531	PUR	Requisitions	System allows $0.00 dollar items	
532	PUR	Requisitions	Notes can be entered on requisition that flow through system, and appear on purchase order	
533	PUR	Requisitions	Notes can be entered at header and line item level on requisition that approver can see	
534	PUR	Requisitions	Accommodates splitting of requisitions by:	
535	PUR	Requisitions	Percentage	
536	PUR	Requisitions	Dollar amount	
537	PUR	Requisitions	Allows line items to be copied and replicated	
538	PUR	Requisitions	Allows purchase requisition templates to be created for routine purchases	
539	PUR	Requisitions	System routes purchase requisition for approval abased upon:	
540	PUR	Requisitions	Total dollar amount	
541	PUR	Requisitions	Chart of Accounts	
542	PUR	Requisitions	Account information on line item	
543	PUR	Requisitions	Commodity code	
544	PUR	Requisitions	Requesting department	
545	PUR	Requisitions	Requesting user	
546	PUR	Requisitions	Type of purchase (emergency)	
547	PUR	Requisitions	System provides audit trail for approved/declined requisitions, including date/time stamp	
548	PUR	Requisitions	System notifies requisitioner when requisitions have been rejected	
549	PUR	Requisitions	System allows requisitioner to check on status of workflow approval	
550	PUR	Requisitions	System can automatically assign to approver based on:	
551	PUR	Requisitions	Commodity code	
552	PUR	Requisitions	Dollar amount	
553	PUR	Requisitions	Department	
554	PUR	Requisitions	Availability of buyer	
555	PUR	Requisitions	Approver can designate alternate approver in the case of absence	
556	PUR	Requisitions	System allows users to cancel requisition before it is approved	
557	PUR	Requisitions	Approver can choose to cancel entire requisition or just individual line items	
558	PUR	Requisitions	Cancelled requisitions or cancelled requisition line items release pre-encumbrance	
559	PUR	Bid/Quote	Vendors can submit bids through vendor portal	
560	PUR	Bid/Quote	Vendors self-register to be eligible to submit bids	
561	PUR	Contract Administration	Supports multi-vendor contracts	

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562	PUR	Contract Administration	System allows option of encumbering value of contract or not encumbering	
563	PUR	Contract Administration	Allow $0.00 items on a master contract.	
564	PUR	Contract Administration	System allows encumbrances to be split across multiple fiscal years	
565	PUR	Contract Administration	System can apply purchase orders/requisitions against contracts or blanket purchase orders	
566	PUR	Contract Administration	System tracks multiple contracts per vendor	
567	PUR	Contract Administration	System allows users to attach files to contract	
568	PUR	Contract Administration	Tracks historical changes to a contract	
569	PUR	Contract Administration	System allows for drill down to show all purchase orders, requisitions, payment and vendor detail associated with contract	
570	PUR	Purchase Order	Ability to create a purchase order directly (no purchase requisition)	
571	PUR	Purchase Order	Ability to create a purchase order from an existing requisition	
572	PUR	Purchase Order	Ability to merge multiple requisitions into single PO to be sent to vendor	
573	PUR	Purchase Order	Purchase order number is assigned automatically	
574	PUR	Purchase Order	System restricts unauthorized users from accessing blanket purchase order	
575	PUR	Purchase Order	System restricts unauthorized users from accessing and editing purchase order	
576	PUR	Purchase Order	Creation of purchase order releases pre-encumbrance from purchase requisition and creates encumbrance	
577	PUR	Purchase Order	System allows users to track the approval status for the purchase order	
578	PUR	Purchase Order	Auto-approval of purchase order based on predetermined set of criteria	
579	PUR	Purchase Order	System provides notification to requester when purchase order is created or rejected	
580	PUR	Purchase Order	System allows purchase orders to be re-printed or re-sent	
581	PUR	Purchase Order	Supports electronic (on-line) or e-mail capabilities for purchase orders and other vendor/procurement functions.	
582	PUR	Purchase Order	System identifies revised purchase orders and indicates all changes that have been made	
583	PUR	Change Order	Any open purchase order can be modified by an authorized user by change order	
584	PUR	Change Order	System tracks history regarding purchase order changes	
585	PUR	Change Order	Change orders require workflow approval	
586	PUR	Change Order	Change order identifies information that was on purchase order	
587	PUR	Change Order	System identifies revised purchase orders and indicates all changes that have been made	
588	PUR	Receiving	At receipt, the following information is recorded:	
589	PUR	Receiving	Purchase order number	
590	PUR	Receiving	Receiving staff person ID	
591	PUR	Receiving	Date and time	
592	PUR	Receiving	Damaged	
593	PUR	Receiving	Full receipt / partial receipt	
594	PUR	Receiving	Quantity / amount received	
595	PUR	Receiving	Acknowledgement of receipt done either by:	
596	PUR	Receiving	Entire purchase order	
597	PUR	Receiving	Each line item individually	
598	PUR	Receiving	Partial receipt of each individual line item	
599	PUR	Receiving	Receiver can record incorrect quantities (over/under the purchase order quantity, early/late shipments).	
600	PUR	Receiving	Partial receipt or partial payment of purchase order releases partial encumbrance	
601	PUR	Receiving	Receiver or other user has option on partial receipt to close remaining amount of purchase order	
602	Projects & Grants (P&G)			
603	P&G	Project Planning	Supports multi year projects	
604	P&G	Create Projects	System allows project numbers to be assigned manually	
605	P&G	Create Projects	Maintains the following general financial project information:	
606	P&G	Create Projects	Fully funded	
607	P&G	Create Projects	Partially funded	
608	P&G	Create Projects	Non-funded	
609	P&G	Create Projects	Projects can be created with the following:	

Lassen County, CA
Functional Requirements

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Req #	Function	Process	Requirement	Implementation Response
610	P&G	Create Projects	Phases	
611	P&G	Create Projects	Milestones	
612	P&G	Create Projects	Work Breakdown Structure	
613	P&G	Create Projects	Planned Project start date	
614	P&G	Create Projects	Actual project start date	
615	P&G	Create Projects	Start date for phase (for determining eligible expenditures)	
616	P&G	Create Projects	End date for phase (for determining eligible expenditures)	
617	P&G	Create Projects	Planned project completion date	
618	P&G	Create Projects	Actual project completion date	
619	P&G	Create Projects	Substantial completion date	
620	P&G	Create Projects	Projects are linked/attached to:	
621	P&G	Create Projects	Fixed Assets	
622	P&G	Create Projects	Grants	
623	P&G	Create Projects	Contracts/ Purchasing Module	
624	P&G	Create Projects	Other projects	
625	P&G	Create Projects	Projects identify source of revenue (funding)	
626	P&G	Create Projects	Projects can have multiple sources of revenue	
627	P&G	Create Projects	Projects can have the following status:	
628	P&G	Create Projects	Active	
629	P&G	Create Projects	Inactive	
630	P&G	Create Projects	Pending (Cannot post financial transactions)	
631	P&G	Create Projects	Closed (Cannot post financial transactions)	
632	P&G	Create Projects	Closed with future effective date	
633	P&G	Develop Project Budget	Accommodates multiple fiscal year schedules (projects can be budgeted and tracked across more than one fiscal year)	
634	P&G	Develop Project Budget	Project budgets can be entered and displayed by:	
635	P&G	Develop Project Budget	Fiscal / Calendar Year	
636	P&G	Develop Project Budget	Entire Life of Project (multi-Year)	
637	P&G	Develop Project Budget	Project budgets can be controlled by the following elements:	
638	P&G	Develop Project Budget	Fiscal / Calendar year	
639	P&G	Develop Project Budget	Sponsor fiscal year	
640	P&G	Develop Project Budget	Funding source budget year	
641	P&G	Develop Project Budget	Department (if multiple departments on the same project)	
642	P&G	Develop Project Budget	Entire project	
643	P&G	Activity Tracking	System reports the following status about project activity:	
644	P&G	Activity Tracking	Percent Complete	
645	P&G	Activity Tracking	Expenditures (from purchasing module)	
646	P&G	Activity Tracking	Direct payments (not through purchasing)	
647	P&G	Activity Tracking	Hours for Project (direct hours) - from time and attendance module and work order systems	
648	P&G	Activity Tracking	Salary Costs (direct costs)	
649	P&G	Activity Tracking	Overhead costs (indirect costs) with ability to manually override overhead allocation	
650	P&G	Activity Tracking	In kind matches	
651	P&G	Activity Tracking	Revenues	
652	P&G	Activity Tracking	Equipment costs	
653	P&G	Activity Tracking	Material costs and quantities	
654	P&G	Activity Tracking	Contractor costs/professional services	
655	P&G	Activity Tracking	System identifies eligible expenses for reimbursement based on criteria identified for each project	
656	P&G	Project Revenue Tracking	System allows revenue source to be split across multiple projects	
657	P&G	Project Revenue Tracking	System can assign multiple revenues sources to be used for single project	
658	P&G	Project Revenue Tracking	System allows multiple revenue sources to be split across multiple projects (each project has multiple sources)	

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659	P&G	Project Close	Prevents deletion of a project or project account which has activity associated with it	
660	P&G	Project Close	Closes project using effective dating	
661	P&G	Project Close	Updates the following types of accounts during a close:	
662	P&G	Project Close	Capital Asset Records	
663	P&G	Project Close	General Ledger Accounts	
664	P&G	Project Close	Close of projects does not lose detailed history of project	
665	P&G	Project Close	Allow soft close to project that doesn't allow new expenditures but does allow final cost adjustments	
666	P&G	Project Capitalization	Transfers construction-in-progress accounts to fixed asset accounts at project close or completion	
667	P&G	Project Capitalization	One project can be converted into multiple assets	
668	P&G	Project Capitalization	System allows users to determine what costs should be capitalized	
669	P&G	Grant General Requirements	Supports grants by department, multi-department, or County-wide	
670	P&G	Grant General Requirements	Tracks the following types of grants:	
671	P&G	Grant General Requirements	Application (not sure if grant has been awarded)	
672	P&G	Grant General Requirements	Pending (awarded, but not executed)	
673	P&G	Grant General Requirements	Active	
674	P&G	Grant General Requirements	Inactive	
675	P&G	Grant General Requirements	Closed	
676	P&G	Grant General Requirements	Allow user to update, with security, the grant dates (change close date)	
677	P&G	Grant Award and Set up	Contract or award documents can be attached to the grant	
678	P&G	Grant Award and Set up	System allows for parent/child relationships on grants	
679	P&G	Grant Award and Set up	System allows dividing grant into multiple sub grants	
680	P&G	Grant Award and Set up	System assigns grant numbers manually	
681	P&G	Grant Award and Set up	System prevents the duplication of system issued grant numbers	
682	P&G	Grant Award and Set up	Grant budgets can be set up for:	
683	P&G	Grant Award and Set up	Total grant	
684	P&G	Grant Award and Set up	Grant phase	
685	P&G	Grant Award and Set up	Monthly / Quarterly	
686	P&G	Grant Award and Set up	Fiscal year	
687	P&G	Grant Award and Set up	Multiple years	
688	P&G	Grant Award and Set up	Grantor fiscal year	
689	P&G	Grant Award and Set up	System supports multiple projects attached to a single grant, or multiple grants supporting a single project	
690	P&G	Grant Award and Set up	System allows creating milestones/phases within a grant	
691	P&G	Grant Award and Set up	System tracks the following:	
692	P&G	Grant Award and Set up	Grant Compliance Information	
693	P&G	Grant Award and Set up	Eligible expenditures	
694	P&G	Grant Award and Set up	Internal Project Manager/Grant Manager	
695	P&G	Grant Award and Set up	Eligibility dates	
696	P&G	Grant Activity Tracking	Tracks and reports grant activity by:	
697	P&G	Grant Activity Tracking	Active fiscal / calendar year and all years within the grant contract	
698	P&G	Grant Activity Tracking	Inception to date, life of grant (over multiple fiscal years)	
699	P&G	Grant Activity Tracking	Sponsor's/Grantor fiscal year	
700	P&G	Grant Activity Tracking	Type of grant	
701	P&G	Grant Activity Tracking	Grantor's contract Number	
702	P&G	Grant Activity Tracking	System will calculate source matches (e.g., Federal, State, Local, etc.)	
703	P&G	Grant Activity Tracking	Matches are based upon percentages	
704	P&G	Grant Activity Tracking	System tracks in-kind matches	
705	P&G	Grant Activity Tracking	System can track grants and matches that are tied to a position (e.g. public safety officers supported by a grant)	
706	P&G	Grant Activity Tracking	Drawdown order of matches can be defined	

Lassen County, CA
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Req #	Function	Process	Requirement	Implementation Response
707	P&G	Grant Activity Tracking	System can support grants that pay on date worked (i.e. can support grants where work is done in the previous year but paid in the current year)	
708	P&G	Grant Activity Tracking	System alerts when actual expenditures exceed grant terms (period, phase, expense category, etc.).	
709	P&G	Grant Activity Tracking	System alerts when actual revenues exceed grant terms (period, amount, etc.).	
710	P&G	Grant Activity Tracking	Prohibits processing of grant-related revenue and expenditure transactions outside of the grant service dates (with override capability based on security)	
711	P&G	Grant Activity Tracking	System separates out salaries vs. benefits for grant reimbursement	
712	P&G	Grant Activity Tracking	The system supports roll over the following from one grant year to the next for multi-year grants, until the grant expires:	
713	P&G	Grant Activity Tracking	Appropriations	
714	P&G	Grant Activity Tracking	Revenue sources	
715	P&G	Grant Activity Tracking	Encumbrances	
716	P&G	Grant Activity Tracking	Expenditures	
717	P&G	Grant Activity Tracking	Allows user override of automatic rollovers	
718	P&G	Grant Billing	Generates revenue/receivable transactions from grants expenditure data	
719	P&G	Grant Billing	System validates billing to ensure that grant billings do not exceed the reimbursable budget	
720	P&G	Grant Billing	Produces an invoice based on the direct and/or indirect costs	
721	P&G	Grant Billing	Reports and bills different types of costs for providing a service against revenue for that service such as:	
722	P&G	Grant Billing	Actual costs	
723	P&G	Grant Billing	Billable costs	
724	P&G	Grant Billing	Invoiced costs	
725	P&G	Grant Billing	System supports federal reimbursement billing (e.g. FEMA) where revenue is received multiple years after costs incurred	
726	P&G	Grant Sponsorship	System is used to track and report sub-recipients of grant	
727	P&G	Grant Sponsorship	System is used to track grants to other organizations	
728	Human Resources (HR)			
729	HR	General Requirements	System allows applicants to complete and submit applications & attachments online	
730	HR	General Requirements	Open positions or job announcements can be posted to the county website.	
731	HR	General Requirements	System to hold applications for one year (or other specified timeframe)	
732	HR	General Requirements	System to allow for County users to search applicants in the system by skill (s)	
733	HR	Job Announcement	Job announcements can be created to fill any	
734	HR	Job Announcement	Position	
735	HR	Job Announcement	Job Classification	
736	HR	Job Announcement	Information from job announcement comes from stored job classification or position	
737	HR	Job Announcement	Job announcement contains the following:	
738	HR	Job Announcement	Position Title	
739	HR	Job Announcement	Pay Grade	
740	HR	Job Announcement	Salary range	
741	HR	Job Announcement	Benefit (union) info	
742	HR	Job Announcement	Work schedule	
743	HR	Job Announcement	Position status (full time or part time)	
744	HR	Job Announcement	Position type (permanent, fixed term, seasonal)	
745	HR	Job Announcement	Pre-requisite experience	
746	HR	Job Announcement	Pre-requisite education	
747	HR	Job Announcement	Certifications	
748	HR	Job Announcement	Skills	
749	HR	Job Announcement	Shift information	
750	HR	Job Announcement	Physical requirements	
751	HR	Job Announcement	Pre-employment information (drug screening, background tests, etc.) by job class or position type	
752	HR	Job Announcement	Calendar of events for the hiring process (opening & closing dates)	

Lassen County, CA
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Req #	Function	Process	Requirement	Implementation Response
753	HR	Job Announcement	Contact person, mailing address, email address, and phone number	
754	HR	Job Announcement	Selected job announcement items can be removed from a job announcement by HR staff with appropriate authority and security	
755	HR	Job Announcement	Pre-requisite information shall be classified as either mandatory or desired	
756	HR	Job Announcement	System routes job announcement through workflow for proper approval prior to posting	
757	HR	Job Announcement	System to remove job postings (intranet or internet) after designated timeframe (remove after 15 days posted) (Auto-expire based on effective dating capabilities)	
758	HR	Job Announcement	System allows HR staff with appropriate security and authority to override any auto-expiration of job postings	
759	HR	Job Announcement	Hiring manager is able to check on status of job announcement (status or workflow status)	
760	HR	Job Announcement	System provides a viewable calendar of all open positions	
761	HR	Job Application	System supports different application template for:	
762	HR	Job Application	Volunteers	
763	HR	Job Application	Election workers	
764	HR	Job Application	Internal	
765	HR	Job Application	External	
766	HR	Job Application	Temporary / Interns	
767	HR	Job Application	Internal for Department only	
768	HR	Job Application	External for Department and public	
769	HR	Job Application	Job applications include:	
770	HR	Recruitment Plan	System allows staff to analyze minimum qualifications against the job classification characteristics and qualifications	
771	HR	Recruitment Plan	Users can query applicant pool for certain characteristics (e.g., certification).	
772	HR	Applicant Self-Service	System sends automatic notification when application is completed, submitted by applicant and received. Allows customization of notifications for different openings.	
773	HR	Applicant Self-Service	Users can upload files to web application (resume, certification, etc.)	
774	HR	Applicant Self-Service	System allows user to create profile and apply to multiple jobs without re-entering information	
775	HR	Applicant Self-Service	System stores basic information so that information doesn't need to be re-keyed including	
776	HR	Applicant Self-Service	Contact information	
777	HR	Applicant Self-Service	Personal information	
778	HR	Applicant Self-Service	Qualifications	
779	HR	Applicant Self-Service	Skills	
780	HR	Applicant Self-Service	Interested Positions	
781	HR	Applicant Self-Service	Prospective applicants can view status of job announcement	
782	HR	Applicant Self-Service	System identifies applicants that already have profiles (to prevent applicant from adding duplicate profile)	
783	HR	Applicant Self-Service	System provides notification for applicants not meeting key requirements (CDL, degree, etc.)	
784	HR	Applicant Tracking	System pre-screens applicants to determine eligibility based on key requirements	
785	HR	Applicant Tracking	System retains application for minimum of two year	
786	HR	Applicant Tracking	System tracks process for application	
787	HR	Applicant Tracking	System must have ability to rank applicants based upon:	
788	HR	Applicant Tracking	Scores obtained on selection procedures (interview, physical test, etc.)	
789	HR	Applicant Tracking	Weighted criteria	
790	HR	Applicant Tracking	System identifies qualified applicants even if applicant does not apply for specific position	
791	HR	Applicant Tracking	System identifies applicant as past or current employee	
792	HR	Applicant Tracking	System hides EEO information from users (age, gender, etc.)	
793	HR	Applicant Tracking	System only allows authorized users to view confidential information (criminal history, medical info, etc.)	
794	HR	Applicant Tracking	System will notify applicant when a position has been filled or pulled	
795	HR	Applicant Tracking	System will notify department when a position has been filled or pulled	
796	HR	Applicant Tracking	System notifies department when applicant status has changed (e.g. 'hired' or 'offer accepted' or 'declined')	

Lassen County, CA
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797	HR	Applicant Tracking	System to track the history of employee or applicants application history (track the number of jobs an applicant has applied for, by dept.)	
798	HR	Applicant Tracking	System to track the history of applicants application history including the reason they weren't hired or didn't proceed in the application process (not hired, failed test)	
799	HR	Applicant Tracking	System to track all activities related to the application process (hired, failed, jobs applied to, etc.)	
800	HR	Eligibility Lists	System allows users to manually add to or remove applicants from eligibility lists	
801	HR	Eligibility Lists	Date for add/remove (used for civil service only)	
802	HR	Eligibility Lists	Reason for adding/removing applicant from eligibility list (includes use of County-specific reason codes)	
803	HR	Eligibility Lists	System allows for administration of separate eligibility lists for each job classification	
804	HR	Eligibility Lists	System allows user override of system generated eligibility list	
805	HR	Eligibility Lists	Departments are only allowed to view certified names on eligibility list and schedule interviews	
806	HR	Eligibility Lists	System allows the names (and other user specified information) of the applicants to be masked - only view application number	
807	HR	Eligibility Lists	System manages rolling eligibility lists (list stays active but applicant drops off list after set period of time)	
808	HR	Eligibility Lists	System maintains multiple eligibility lists for each classification including:	
809	HR	Eligibility Lists	Main list	
810	HR	Eligibility Lists	Alternate lists (lay-off /promotional list for priority hiring)	
811	HR	EEO Reporting	System tracks all EEO information	
812	HR	EEO Reporting	System hides EEO information from recruiting managers during recruitment	
813	HR	General Requirements	System will assign and maintain employee number from applicant through rehire/separation	
814	HR	General Requirements	System allows documents to be scanned and attached to:	
815	HR	General Requirements	Employee records	
816	HR	General Requirements	Personnel transactions	
817	HR	Employee Records	System calculates and tracks the following seniority information:	
818	HR	Employee Records	Time employed by county	
819	HR	Employee Records	Time in employment status	
820	HR	Employee Records	Time in position	
821	HR	Employee Records	System to track certification expiration dates - track trainings	
822	HR	Employee Records	System to provide alert on certification and/or training expiration dates	
823	HR	Employee Records	System tracks probationary period for new employees and promoted employees	
824	HR	Employee Records	System allows HR extension of probationary period, and tracks number of extensions given, and the number of days of each extension	
825	HR	Employee Records	System records equipment issued to each employee such as:	
826	HR	Employee Records	Items that would need to be returned upon termination based on department	
827	HR	Employee Records	Items that have been issued to employee (example: uniform) based on department	
828	HR	Employee Records	System tracks different types of employees:	
829	HR	Employee Records	Full-time	
830	HR	Employee Records	Part-time	
831	HR	Employee Records	Part-time Benefit Eligible	
832	HR	Employee Records	Seasonal	
833	HR	Employee Records	Retirees	
834	HR	Employee Records	Paid Interns	
835	HR	Employee Records	Non-Paid Interns	
836	HR	Employee Records	Exempt	
837	HR	Employee Records	Non-exempt	
838	HR	Employee Records	Contract employees	
839	HR	Employee Records	Volunteers	
840	HR	Employee Records	Paid on-call (fire fighters)	
841	HR	Employee Records	Elected Official	

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842	HR	Personnel Actions	All personnel actions can be effective dated forward or backward	
843	HR	Personnel Actions	System maintains history of all personnel actions	
844	HR	Personnel Actions	System supports multiple types of personnel actions each with pre-defined business rules, including:	
845	HR	Personnel Actions	New hire	
846	HR	Personnel Actions	Separation	
847	HR	Personnel Actions	Retirement	
848	HR	Personnel Actions	Change of Address/Phone	
849	HR	Personnel Actions	Leave Of Absence (LOA)	
850	HR	Personnel Actions	Promotion	
851	HR	Personnel Actions	Demotion	
852	HR	Personnel Actions	Transfer	
853	HR	Personnel Actions	Salary change	
854	HR	Personnel Actions	Status Change (including permanent to fixed term or vice-versa)	
855	HR	Personnel Actions	Shift Change	
856	HR	Personnel Actions	Name change	
857	HR	Personnel Actions	Reclassification	
858	HR	Personnel Actions	Each personnel action type can have different workflow approval type	
859	HR	Personnel Actions	System allows multiple personnel actions, including changes to salary, in one day	
860	HR	Personnel Actions	Upon approval of the personnel action, changes are automatically made to the employee record.	
861	HR	Personnel Actions	Supporting documentation can be scanned in and attached to the transaction record.	
862	HR	New Hire	System tracks completion of important tasks in hiring process (on boarding checklist).	
863	HR	New Hire	System generates a checklist for new employees of required forms and activities with due dates	
864	HR	New Hire	Hiring process checklist can be different for each:	
865	HR	New Hire	Department	
866	HR	New Hire	Employee Group (union)	
867	HR	New Hire	Job classification	
868	HR	New Hire	Other / Temporary Employee / Contract employees	
869	HR	New Hire	System automatically populates the employee record with the applicant's information upon hire.	
870	HR	New Hire	System automatically updates training history upon completion of new employee orientation	
871	HR	New Hire	Provides on-line completion and auto processing (including workflow approval) of W-4 form to payroll.	
872	HR	Separation	Upon separation, workflow notifies all appropriate departments (example: HR, Payroll, IT) of employee separation - Upon hire as well?	
873	HR	Employee Self Service	System provides web interface for employees to make changes to the following:	
874	HR	Employee Self Service	Demographic and Contact information (e.g., address, phone, emergency contact)	
875	HR	Employee Self Service	Form requests (leave request forms, FMLA requests, reprints of W-2's or paystubs, etc.)	
876	HR	Employee Self Service	Bank information (routing number and account number) with workflow approval	
877	HR	Employee Self Service	Tax/deduction information (W-4 updates, charitable donations, etc.)	
878	HR	Employee Self Service	Request leave	
879	HR	Employee Self Service	System provides web interface for employees to inquire on:	
880	HR	Employee Self Service	leave balances	
881	HR	Employee Self Service	view pay stub	
882	HR	Employee Self Service	inquiry to past w-2	
883	HR	Employee Self Service	personnel actions history	
884	HR	Employee Self Service	HR department can specify which changes made by employees via the self-service module are routed to the appropriate supervisor for review and/or approval via workflow for notification	
885	HR	Employee Self Service	When change requires documentation to be submitted, the system notifies employee that further action is required and change won't occur until that occurs	

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886	HR	Employee Self Service	System provide FAQs and tutorials/training to help employees use self service capabilities	
887	HR	Performance Evaluation	System tracks:	
888	HR	Performance Evaluation	Annual evaluation	
889	HR	Performance Evaluation	Probationary period evaluation	
890	HR	Performance Evaluation	Mid-Year evaluations (monthly, quarterly, etc.)	
891	HR	Performance Evaluation	Evaluations are based on pay rate (e.g. If an employee is hired at the bottom 10% of the pay range, they get a review in 6 months).	
892	HR	Performance Evaluation	System tracks performance evaluation questions and evaluations (scores) for each question	
893	HR	Performance Evaluation	System accommodates scoring of criteria on evaluation using:	
894	HR	Performance Evaluation	Numeric scale	
895	HR	Performance Evaluation	Categorical Scale (bad, ok, good)	
896	HR	Performance Evaluation	System allows attachment of documents to performance evaluations	
897	HR	Performance Evaluation	System can use different performance evaluation forms for:	
898	HR	Performance Evaluation	Managerial employees vs. non managerial employees	
899	HR	Performance Evaluation	Job class	
900	HR	Performance Evaluation	Position	
901	HR	Performance Evaluation	Department	
902		Performance Evaluation	System to show prior evaluations	
903	HR	Performance Evaluation	System tracks performance improvement plans for employees that includes:	
904	HR	Performance Evaluation	Areas for improvement	
905	HR	Performance Evaluation	Short term goals	
906	HR	Performance Evaluation	Long term goals	
907	HR	Performance Evaluation	Length of improvement plan	
908	HR	Performance Evaluation	Follow up dates for evaluations	
909	HR	Performance Evaluation	System reminders to managers & employees of evaluation due dates via email. Reminders increase with anniversary date get closer & is over due	
910	HR	Performance Evaluation	Managers have access to run anniversary date reports	
911	HR	Employee Relations	History of all grievances, and disciplinary actions stored in the system	
912	HR	Employee Relations	Flag all employees with pending disciplinary actions	
913	HR	Employee Relations	System facilitates a multi-step grievance tracking process	
914	HR	Employee Relations	Grievances have to be approved by union first	
915	HR	Employee Relations	System allows users to enter notes and track all grievances	
916	HR	Employee Relations	System allows attachment of documents to grievance	
917	HR	General Requirements	Provide history on all reorganizations	
918	HR	General Requirements	History of transactions and records are carried with the reorganization	
919	HR	General Requirements	Ability to establish effective dates for organizational structures.	
920	HR	General Requirements	Position Control maintains all budgeted and authorized positions.	
921	HR	General Requirements	Maintains an unlimited number of positions.	
922	HR	General Requirements	Provides for history of all changes to positions.	
923	HR	General Requirements	Maintains a chronological history of authorized positions and incumbents by position.	
924	HR	General Requirements	Employees can be in multiple positions with different pay rates for each position	
925	HR	General Requirements	Positions are assigned to job classifications	
926	HR	General Requirements	Job classifications or positions can be grouped by exempt/non-exempt	
927	HR	General Requirements	System requires each employee to be placed in a position	
928	HR	General Requirements	System can set Full time, Part-time, and FTE limit for position	
929	HR	General Requirements	System prevents budget approved position limit counts from being exceeded without proper approval for:	
930	HR	General Requirements	Full time	
931	HR	General Requirements	FTE counts, including part-time FTE's	
932	HR	Position Budgeting	Tracks and reports all budgeted positions.	
933	HR	Position Budgeting	System can track unfunded and unbudgeted positions	
934	HR	Position Budgeting	System to track authorized, budgeted, filled positions	

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Functional Requirements

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Req #	Function	Process	Requirement	Implementation Response
935	HR	Position Budgeting	Tracks and reports incumbents by position, departments, status and report FTE's.	
936	HR	Position Budgeting	Tracks and reports vacant positions.	
937	HR	Position Budgeting	Ability to validate position allocation against valid funding source or budget code.	
938	HR	Position Budgeting	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.)	
939	HR	Position Budgeting	Allows the assignment of an employee to multiple positions across organizational boundaries or funds.	
940	HR	Position Budgeting	Provides workflow that routes position change requests to designated staff members for approval.	
941	HR	Position Budgeting	Tracks a position based on authorization for creating position.	
942	HR	Position Budgeting	Identifies the following position budget status:	
943	HR	Position Budgeting	Budgeted	
944	HR	Position Budgeting	Filled	
945	HR	Position Budgeting	Proposed	
946	HR	Position Budgeting	Vacant	
947	HR	Reporting	Advanced & Flexible HR/Payroll/Benefit reporting functions	
948	HR	Reporting	ACA Compliance reporting	
949	Payroll (PAY)			
950	PAY	Salary Administration	Base rate can be recorded in the following ways:	
951	PAY	Salary Administration	Per year	
952	PAY	Salary Administration	Per hour	
953	PAY	Salary Administration	Per month (current)	
954	PAY	Salary Administration	System to allow processing of multiple payrolls per week (provide limitations to the number or runs that can be processed per week)	
955	PAY	Salary Administration	Rates can be stored to 4 decimal places	
956	PAY	Salary Administration	System will perform mass salary changes to:	
957	PAY	Salary Administration	Base amounts	
958	PAY	Salary Administration	Longevity steps	
959	PAY	Deductions and Garnishments	System allows for deduction calculations to accommodate the following types of deductions:	
960	PAY	Deductions and Garnishments	Pre-Tax:	
961	PAY	Deductions and Garnishments	Federal	
962	PAY	Deductions and Garnishments	State	
963	PAY	Deductions and Garnishments	Post-Tax:	
964	PAY	Deductions and Garnishments	Federal	
965	PAY	Deductions and Garnishments	State	
966	PAY	Deductions and Garnishments	Imputed Income:	
967	PAY	Deductions and Garnishments	Federal	
968	PAY	Deductions and Garnishments	State	
969	PAY	Deductions and Garnishments	System accommodates deductions based upon:	
970	PAY	Deductions and Garnishments	Declining balances	
971	PAY	Deductions and Garnishments	Flat amount	
972	PAY	Deductions and Garnishments	Percent of gross	
973	PAY	Deductions and Garnishments	Percent of net	
974	PAY	Deductions and Garnishments	Percent of taxable gross	
975	PAY	Deductions and Garnishments	Percent of eligible pay	
976	PAY	Deductions and Garnishments	Percentage of any combination of salary and age (e.g., life insurance)	
977	PAY	Deductions and Garnishments	Percentage of regular pay	
978	PAY	Deductions and Garnishments	Percentage of multiple pay types	
979	PAY	Deductions and Garnishments	Combination of above (base rate and a percentage - union dues)	
980	PAY	Deductions and Garnishments	System accommodates credit union deductions and union due deductions	
981	PAY	Deductions and Garnishments	System accommodates the following deduction frequencies:	

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Req #	Function	Process	Requirement	Implementation Response
982	PAY	Deductions and Garnishments	One time only	
983	PAY	Deductions and Garnishments	Every pay period	
984	PAY	Deductions and Garnishments	First Pay of the Month	
985	PAY	Deductions and Garnishments	Second Pay of the Month	
986	PAY	Deductions and Garnishments	Third Pay of the Month	
987	PAY	Deductions and Garnishments	Select any combination of the above	
988	PAY	Deductions and Garnishments	Off cycle pay	
989	PAY	Deductions and Garnishments	System tracks effective dated start and stop dates for benefit deductions	
990	PAY	Deductions and Garnishments	System will adjust deduction when the following is (not) reached:	
991	PAY	Deductions and Garnishments	Minimums	
992	PAY	Deductions and Garnishments	Maximums	
993	PAY	Deductions and Garnishments	Month to date maximum	
994	PAY	Deductions and Garnishments	Life to Date maximums	
995	PAY	Deductions and Garnishments	Year to Date maximums	
996	PAY	Deductions and Garnishments	System will maintain arrears for employees with deductions and garnishments greater than compensation	
997	PAY	Deductions and Garnishments	System will alert and track for employees with net pay less than benefit deductions	
998	PAY	Deductions and Garnishments	System will apply garnishments to multiple vendors	
999	PAY	Deductions and Garnishments	System will set cap for garnishments and voluntary deductions so that a certain total amount is not exceeded.	
1000	PAY	Deductions and Garnishments	Deductions and garnishments can be prioritized	
1001	PAY	Travel and Expense	System to track and pay employee travel expense reimbursements	
1002	PAY	Travel and Expense	System to allow employee travel reimbursements to be paid via their paycheck or accounts payable. Then have the system calculate the reimbursements that won't be taxed.	
1003	PAY	Special Pay	System calculates add-to-pays and special pay amounts:	
1004	PAY	Special Pay	Every pay period	
1005	PAY	Special Pay	Monthly (example: car allowance)	
1006	PAY	Special Pay	Quarterly	
1007	PAY	Special Pay	Semi-annually	
1008	PAY	Special Pay	Annual (based on contract dates) (please identify any limitations in the number annual add-to-pay and special pay amounts)	
1009	PAY	Special Pay	Other user-defined	
1010	PAY	Special Pay	System supports certain allowances (i.e., uniform) based on the number of hours that are worked.	
1011	PAY	Special Pay	Uniform allowance are based on the number of hours worked per pay period (the uniform allowance will change each pay period)	
1012	PAY	Special Pay	Special pay changes can be applied in the following ways:	
1013	PAY	Special Pay	Percent of salary amount (base plus other special pays)	
1014	PAY	Special Pay	Percentage of base	
1015	PAY	Special Pay	Flat amount increase to base per month	
1016	PAY	Special Pay	Special rate for hour	
1017	PAY	Special Pay	Shift differential pay applied to:	
1018	PAY	Special Pay	All hours worked in shift	
1019	PAY	Special Pay	Only select hours occurring during shift differential period	
1020	PAY	Special Pay	Shift differential pay calculated as	
1021	PAY	Special Pay	by pay rate or step	
1022	PAY	Special Pay	Flat amount increase to base pay	
1023	PAY	Special Pay	System automatically applies imputed income for employees receiving non-cash benefits	
1024	PAY	Special Pay	System allows authorized users to adjust imputed income for employees receiving non-cash benefits	
1025	PAY	Acting Pay	System accommodates acting pay for different rates or hours based on bargaining agreement	
1026	PAY	Acting Pay	Per hour increase to hourly rate for hours worked in acting position	
1027	PAY	Acting Pay	Flat amount increase to pay period for time worked in acting position	

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Functional Requirements

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1028	PAY	Processing	System accommodates the following payroll cycles:	
1029	PAY	Processing	Bi-weekly	
1030	PAY	Processing	Monthly	
1031	PAY	Processing	Off cycle (on demand)	
1032	PAY	Processing	Bi-Monthly	
1033	PAY	Processing	System will cut special or immediate (on-demand) checks.	
1034	PAY	Processing	System allows posting new adjustments/corrections for a prior period for tax reporting	
1035	PAY	Processing	System will print the following paychecks and advices on all leave categories:	
1036	PAY	Processing	Accrual rate	
1037	PAY	Processing	Accrual Balance	
1038	PAY	Processing	Leave taken in hours	
1039	PAY	Processing	Leave taken in days	
1040	PAY	Processing	Employer paid amounts for benefits	
1041	PAY	Processing	Per pay period	
1042	PAY	Processing	YTD	
1043	PAY	Calculations	System calculates all pay from timesheet data applying all applicable:	
1044	PAY	Calculations	Base pay	
1045	PAY	Calculations	Special pay	
1046	PAY	Calculations	Deductions/Garnishments	
1047	PAY	Calculations	Overtime	
1048	PAY	Calculations	Other adjustments to pay	
1049	PAY	Calculations	Overtime rate applied to	
1050	PAY	Calculations	System correctly calculates pre and post tax deductions	
1051	PAY	Calculations	System to accommodate different holiday pays for each bargaining unit (20 hrs, 21 hrs, 24)	
1052	PAY	Calculations	System to apply an extra 50% of hour worked for each person working on a holiday, working on a work exchange	
1053	PAY	Retroactive Pay	Retro pay will automatically correct:	
1054	PAY	Retroactive Pay	Salaries	
1055	PAY	Retroactive Pay	Tax deductions (additional income tax withheld)	
1056	PAY	Retroactive Pay	Benefit deductions	
1057	PAY	Retroactive Pay	Garnishments	
1058	PAY	Retroactive Pay	FLSA Calculations (Overtime)	
1059	PAY	Retroactive Pay	Leave balances	
1060	PAY	Retroactive Pay	System accommodates multiple compound retro pay adjustments	
1061	PAY	Retroactive Pay	System will retain previous salary and hours and days worked data and effective dates for use when calculating retroactive pay adjustments	
1062	PAY	Check Printing	System supports positive pay for payroll checks	
1063	PAY	Check Printing	System supports positive pay for vendor checks	
1064	PAY	Check Printing	System supports direct deposit for payroll	
1065	PAY	Check Printing	System produces electronic files to send to bank for direct deposit	
1066	PAY	Check Printing	System produces electronic file to multiple banks for direct deposit	
1067	PAY	Check Printing	System allows broadcast messages which appears on all check stubs	
1068	PAY	Check Printing	System allows broadcast messages which appears on check stubs for a defined group	
1069	PAY	Self Service	Employees can use self service to view:	
1070	PAY	Self Service	Compensation package	
1071	PAY	Self Service	W-2, including history	
1072	PAY	Self Service	W-4	
1073	PAY	Self Service	Pay stub	
1074	PAY	Self Service	Payment history	
1075	PAY	Self Service	Leave balances	
1076	PAY	Self Service	Employees use self service to perform following actions:	
1077	PAY	Self Service	Make changes to withholding (W-4)	

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Req #	Function	Process	Requirement	Implementation Response
1078	PAY	Self Service	Direct deposit information	
1079	PAY	Self Service	W-2 election (printed or electronic)	
1080	PAY	Self Service	Deduction changes	
1081	PAY	Self Service	All changes made by employees via the self-service module is routed to the appropriate approver/supervisor for review and approval via workflow before the change is posted.	
1082	PAY	Reporting	System provides required tax reports for:	
1083	PAY	Reporting	Personal income Tax	
1084	PAY	Reporting	Disability Insurance	
1085	PAY	Reporting	Unemployment	
1086	Time Entry (TE)			
1087	TE	General Requirements	Time and attendance transactions, including leave requests, occur in real-time and update all appropriate records (e.g., leave balances).	
1088	TE	General Requirements	Accommodate entering and submitting time information:	
1089	TE	General Requirements	Daily	
1090	TE	General Requirements	Week	
1091	TE	General Requirements	Bi-Weekly (every two weeks)	
1092	TE	General Requirements	Employees can enter time by:	
1093	TE	General Requirements	Hours worked	
1094	TE	General Requirements	Start time / Stop time	
1095	TE	General Requirements	Exceptions to scheduled hours	
1096	TE	General Requirements	Hours worked entered in hours and hundredths of any hour (Example: 8.75 hours)	
1097	TE	General Requirements	System allows employees to enter comments for each shift worked	
1098	TE	General Requirements	System allows employees to enter time in any of the following methods:	
1099	TE	General Requirements	Enter detail of hours worked with proper account, grant, project, or activity code	
1100	TE	General Requirements	Exception based time entry - employee has default entry and only enters if different than default	
1101	TE	General Requirements	Time allocated to multiple accounts based on actual hours	
1102	TE	General Requirements	Time allocated to multiple accounts based on percentage. (example 50% in each department)	
1103	TE	General Requirements	Ability for employees to enter notes during time entry (add notes/comments related to time activity)	
1104	TE	General Requirements	Timesheet format and business rules set by chart of account and/or department	
1105	TE	General Requirements	System allows employees to enter time for future pay periods	
1106	TE	General Requirements	System can recognize and calculate leave balances when leave is both earned and used in the same pay period.	
1107	TE	General Requirements	System allows employees to self identify shift differentials or other special pay assignments on time sheet	
1108	TE	General Requirements	Allow supervisors to enter an employee's time	
1109	TE	Time Sheet Validation	System provides workflow for review and approval of timesheets	
1110	TE	Time Sheet Validation	System supports exception based workflow (alternate path) for approvals	
1111	TE	Time Sheet Validation	System supports multiple approvals for timesheets or individual timesheet	
1112	TE	Time Sheet Validation	System allows for the workflow approval of vacation or requests of time off	
1113	TE	Time Sheet Validation	System allows for timesheet level approval of leave (e.g. weather emergency where no leave request was submitted)	
1114	TE	Time Sheet Validation	System accommodates "Kelly" days (48 on / 96 off shifts)	
1115	TE	Time Sheet Validation	System to convert sleep time into hours of pay (3 or more hours of sleep is converted into 8 hours of pay)	
1116	TE	Time Sheet Validation	Business rules for timesheets can vary by employee type	
1117	TE	Time Sheet Validation	System maintains holiday schedule and automatically applies holiday pay rules and updates employee timesheet based on eligibility rules	
1118	TE	Time Sheet Validation	Accommodates multiple holiday schedules by employee group	
1119	TE	Time Sheet Validation	System to flag or prevent users from taking leave if they don't have the balance.	
1120	TE	Time Sheet Validation	System provides warning when submitting leave request or entering time on timesheet for leave if leave maximum is exceeded	
1121	TE	Time Sheet Validation	System prevents overtime from being earned by exempt employees	

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Functional Requirements

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1122	TE	Time Sheet Validation	Allows for the pay out hours at any time for specified accruals by bargaining unit. (Payout of 20 hrs. of comp-time)	
1123	TE	Time Sheet Validation	System to pay out previous year's balances are paid at rate earned (Police)	
1124	TE	Job Scheduling	System allows employees to pick up extra shifts outside of the job schedule	
1125	Benefits (BEN)			
1126	BEN	General Requirements	System maintains following benefit plans:	
1127	BEN	General Requirements	Medical	
1128	BEN	General Requirements	Dental	
1129	BEN	General Requirements	CRIPS – social security replacement plan	
1130	BEN	General Requirements	Flex Spending Medical	
1131	BEN	General Requirements	Flex Spending Dependent care	
1132	BEN	General Requirements	Retirement Plans	
1133	BEN	General Requirements	457 plans	
1134	BEN	General Requirements	Ancillary benefits (e.g., charitable deductions)	
1135	BEN	General Requirements	System supports -Health Savings System HSA contributions of either employee / employer or both	
1136	BEN	General Requirements	System maintains both employee and employer cost for each plan	
1137	BEN	Flex Spending	System tracks flex spending contributions by employee	
1138	BEN	Flex Spending	System to notify user of employees that separate employment that have a negative flex spending balance and have the system update the GL.	
1139	BEN	Flex Spending	System to notify user of employees that separate employment that have a flex spending balance and have the system update the GL.	
1140	BEN	Flex Spending	System to alert employee of their flex spending balance on x date.	
1141	BEN	Benefit Plan Eligibility	System automatically determines employee eligibility by:	
1142	BEN	Benefit Plan Eligibility	Employment status (full time, part time, retiree)	
1143	BEN	Benefit Plan Eligibility	Employee Type (management, non-management, bargaining group)	
1144	BEN	Benefit Plan Eligibility	Scheduled hours worked in the past (hours worked over a history timeframe)	
1145	BEN	Benefit Plan Eligibility	Scheduled hours worked (current)	
1146	BEN	Benefit Plan Eligibility	Job class or position	
1147	BEN	Benefit Plan Eligibility	Previous service	
1148	BEN	Benefit Plan Eligibility	System validates enrollment in benefits to ensure eligibility	
1149	BEN	Benefit Plan Eligibility	System to pause employee benefits when an employee goes on leave. Need system to track employee benefits deductions when they come back.	
1150	BEN	Benefit Plan Eligibility	System allows employees to make voluntary elections of additional benefit plans (with additional deductions)	
1151	BEN	Benefit Plan Eligibility	Employees eligible for benefits on Day 1 of employment for health	
1152	BEN	Benefit Plan Eligibility	Employees eligible for benefits immediately for health benefits upon change of benefits	
1153	BEN	Beneficiary and Dependent Tracking	System to allow employees to update beneficiary and dependent information via self-service -need a work flow approval because of documentation	
1154	BEN	Beneficiary and Dependent Tracking	System tracks history of all beneficiaries and dependents changes	
1155	BEN	Beneficiary and Dependent Tracking	System requires documentation for dependent and beneficiary changes	
1156	BEN	Benefit Plan Deductions	System allows benefit deductions to occur:	
1157	BEN	Benefit Plan Deductions	At the beginning of each month	
1158	BEN	Benefit Plan Deductions	For each pay period	
1159	BEN	Benefit Plan Deductions	1st pay period of the month	
1160	BEN	Benefit Plan Deductions	2nd pay period of the month	
1161	BEN	Benefit Plan Deductions	3rd pay period of the month	
1162	BEN	Benefit Plan Deductions	Deductions can be identified pre-tax	
1163	BEN	Benefit Plan Deductions	System supports deductions that have different user-defined levels of pre-tax status (example - retirement deductions are just FICA and Medicare taxable)	
1164	BEN	Benefit Plan Deductions	Deductions can be identified deferred tax	

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1165	BEN	Benefit Plan Deductions	System allows user to select each period individually (example: 1st and 2nd of month, but not 3rd.)	
1166		Benefit Plan Deductions	System to monitor and catch the max deduction amounts by plan and employee.	
1167	BEN	Benefit Plan Deductions	System allows users to identify which pay codes are included in calculation when deducting a percentage of pay including:	
1168	BEN	Benefit Plan Deductions	Base pay (hourly, bi-weekly, monthly, annually)	
1169	BEN	Benefit Plan Deductions	Add to pays	
1170	BEN	Benefit Plan Deductions	Special pays	
1171	BEN	Benefit Plan Deductions	Working out of grade pays	
1172	BEN	Benefit Plan Deductions	Other deductions and garnishments (each could be treated separately)	
1173	BEN	Benefit Plan Deductions	Taxable Benefits	
1174	BEN	Benefit Plan Deductions	Taxes	
1175	BEN	Benefit Plan Deductions	System automatically calculates retro-adjustments to benefits (e.g. back dating benefits effective beginning of the month)	
1176	BEN	Benefit Plan Deductions	System tracks maximum deduction amounts (for either fixed amounts or percentage of pay) and tracks deduction totals against maximum allowed	
1177	BEN	Benefit Plan Deductions	System allows ability to override maximum amounts for "catch up" provisions allowed by employee contract or state or federal law	
1178	BEN	Benefit Plan Deductions	System alerts users who are taking voluntary deduction near the max	
1179	BEN	Benefit Plan Deductions	System tracks accumulated payments across multiple plans when comparing against a maximum amount	
1180	BEN	Benefit Plan Deductions	System allows benefit premiums (deductions) to be calculated based on:	
1181	BEN	Benefit Plan Deductions	Benefit plan	
1182	BEN	Benefit Plan Deductions	Age / Birth date/SSN	
1183	BEN	Benefit Plan Deductions	Spouse and dependents	
1184	BEN	Benefit Plan Deductions	Salary max	
1185	BEN	Benefit Plan Deductions	Total salary for all positions held	
1186	BEN	COBRA Administration	System to flag when an employee has separated (or other COBRA eligible event) to send out the COBRA notice	
1187	BEN	COBRA Administration	System to track when COBRA notices were sent	
1188	BEN	COBRA Administration	System to manage the eligibility of the participant on COBRA (manage and track durations)	
1189	BEN	Open Enrollment	System determines employee eligibility and only offers eligible benefit packages to employees through self service (HR staff can override with proper security and authorization)	
1190	BEN	Open Enrollment	System capable of enforcing that all employees re-enroll during open enrollment	
1191	BEN	Open Enrollment	Employees can make changes to the following through self service:	
1192	BEN	Open Enrollment	Benefits elections	
1193	BEN	Open Enrollment	Beneficiaries	
1194	BEN	Open Enrollment	Add or change dependents (generates approval workflow including reminder of need for substantiating documentation)	
1195	BEN	Open Enrollment	Contact information (addresses) and prompt if all dependents' contact information should be updated (generates approval workflow)	
1196	BEN	Open Enrollment	Enter qualifying life changes (generates approval workflow including reminder of need for substantiating documentation if covered)	
1197	BEN	Open Enrollment	Add/update/remove dependent and spouse information (generates approval workflow including reminder of need for substantiating documentation)	
1198	BEN	Open Enrollment	System to allow for workflow approvals for open-enrollment elections	
1199	BEN	Open Enrollment	System to notify Third Party Administrators (delta dental, other carriers) when an election has been enrolled or changed, once approved via workflow	
1200	BEN	Open Enrollment	System allows employees to print confirmation of changes/enrollment through self service	
1201	BEN	Open Enrollment	System tracks history of changes made through self service (address, contact info, dependents, etc.)	
1202	BEN	Open Enrollment	Changes made through self service are routed through workflow for approval	
1203	BEN	Open Enrollment	Employees can view the following information through self service:	
1204	BEN	Open Enrollment	Current benefits (benefits eligible to employee, including covered dependents)	
1205	BEN	Open Enrollment	Benefit statements	

Lassen County, CA
Functional Requirements

Column E: Available Responses	
Y	Requirement Met and Proposed (Standard features in the generally available product)
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Column J: For Use Only if Y-ND is Selected in Column E	
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NS	Requirement and Feature Not Supported

Req #	Function	Process	Requirement	Implementation Response
1206	BEN	Open Enrollment	Self service provides employees a link to benefit provider or other web sites	
1207	BEN	Open Enrollment	Employees are able to attach documentation if necessary to benefit elections, dependent information, or qualifying life events (example: birth certificate)	
1208	Technology (TECH)			
1209	TECH	General Requirements	System Toolsets are available for the following: (specify name of toolset in comment field):	
1210	TECH	General Requirements	Workflow development	
1211	TECH	General Requirements	Security Administration	
1212	TECH	General Requirements	Report development	
1213	TECH	General Requirements	Audit Log (turn on / turn off)	
1214	TECH	General Requirements	Query development	
1215	TECH	General Requirements	Form development	
1216	TECH	General Requirements	Adding/changing fields	
1217	TECH	General Requirements	Change control (identify changes when updates are applied)	
1218	TECH	General Requirements	Scheduling of batch jobs	
1219	TECH	General Requirements	Data import/export	
1220	TECH	General Requirements	System documentation	
1221	TECH	General Requirements	Software release / patch tools	
1222	TECH	General Requirements	Content can be delivered to a mobile device (e.g., tablet or smartphone)	
1223	TECH	General Requirements	Data for transactions can be entered froma mobile device	
1224	TECH	General Requirements	Workflow approvals can made from a mobile device	
1225	TECH	Database	Proposed System runs on Microsoft SQL Server (indicate versions in comments column)	
1226	TECH	Database	Supports the following additions to the database:	
1227	TECH	Database	Ability to create new tables	
1228	TECH	Database	Ability to create new fields	
1229	TECH	Records Retention	System accommodates the following record retention processes:	
1230	TECH	Records Retention	Retains records by record type	
1231	TECH	Records Retention	Deletes the record and any referenced metadata at the end of retention period	
1232	TECH	Records Retention	Does not delete record and any referenced metadata without user approval.	
1233	TECH	Data Entry	Allows complete validation and editing of data at the point of entry (on-line or batch)	
1234	TECH	Data Entry	Allows data to be uploaded or downloaded from/to Microsoft Office products.	
1235	TECH	Data Entry	All imported information is validated using same business rules as if information was manually keyed	
1236	TECH	Data Entry	System tracks source of information	
1237	TECH	Data Entry	System uses context-sensitive data entry and display (i.e. Masking fields or screens for security purposes) (SS#, Credit Card #, VIN#)	
1238	TECH	Data Entry	System provides/allows the following for easier data entry:	
1239	TECH	Data Entry	Template based entry for common entries (over multiple screens)	
1240	TECH	Data Entry	Batch entry (process multiple entries at one time)	
1241	TECH	Data Entry	Copy existing records to create new ones	
1242	TECH	Data Entry	System allows any field to be designated as required	
1243	TECH	Data Entry	System makes fields required based on content in other fields	
1244	TECH	Attachments and Notes	System allows attachment of documents (e.g., PDF, Excel, Word, JPEG) to transactions	
1245	TECH	Attachments and Notes	System allows attached documents to be stored directly in system (i.e. BLOB)	
1246	TECH	Attachments and Notes	System provides an indicator to inform user that there is an attachment	
1247	TECH	Security	System uses role based security where security roles are tied to:	
1248	TECH	Security	Positions	
1249	TECH	Security	Users	
1250	TECH	Security	Security profiles can be assigned to provide access/permission based on:	
1251	TECH	Security	User	
1252	TECH	Security	Role	
1253	TECH	Security	Position	
1254	TECH	Security	Job Function	
1255	TECH	Security	Group of users, roles, or positions	

Lassen County, CA
Functional Requirements

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NS	Requirement and Feature Not Supported

Req #	Function	Process	Requirement	Implementation Response
1256	TECH	Security	Security settings can be set for:	
1257	TECH	Security	Module	
1258	TECH	Security	Screen and menu	
1259	TECH	Security	Report	
1260	TECH	Security	Process/Transaction	
1261	TECH	Security	Record	
1262	TECH	Security	Field	
1263	TECH	Security	System identifies potential internal control issues (e.g., same user with access to initiate and approve transactions)	
1264	TECH	Security	Security integrates with Active Directory	
1265	TECH	Security	Security integrates with Exchange for email and calendaring	
1266	TECH	Security	Sensitive/private data can be masked (hidden from user) during data entry	
1267	TECH	Security	All data has capability of being encrypted when stored	
1268	TECH	Security	All data is encrypted when accessed via:	
1269	TECH	Security	Internet	
1270	TECH	Security	Intranet	
1271	TECH	Security	Portable device (i.e., Smart Phone or tablet)	
1272	TECH	Security	Disconnects or locks out user session during designated periods of inactivity	
1273	TECH	Security	System to lock out or disconnect a user after a specified number of invalid login attempts.	
1274	TECH	Security	System support strong passwords (combination of letters, numbers, and symbols)	
1275	TECH	Security	Prevents users from using same password	
1276	TECH	Security	System to require users to change their password after a specified length of time.	
1277	TECH	Security	System administrator can set a role based security profile to define a user's authorization to:	
1278	TECH	Security	Log on	
1279	TECH	Security	Log on Times - for example, certain positions can be prevented from access after midnight	
1280	TECH	Security	Add data	
1281	TECH	Security	Delete data	
1282	TECH	Security	Change data	
1283	TECH	Security	View data	
1284	TECH	Security	Change fields / add fields	
1285	TECH	Workflow	Workflow (electronic approval) is available for (list any limitations in the comments column):	
1286	TECH	Workflow	All functional modules	
1287	TECH	Workflow	All technology modules	
1288	TECH	Workflow	All functional transactions	
1289	TECH	Workflow	All proposed third party software functions	
1290	TECH	Workflow	Workflow can be routed to the following for approval:	
1291	TECH	Workflow	User	
1292	TECH	Workflow	Role	
1293	TECH	Workflow	Position	
1294	TECH	Workflow	Alternate or Backup Position	
1295	TECH	Workflow	Supervisor / Organizational Hierarchy	
1296	TECH	Workflow	Workflow approval can be:	
1297	TECH	Workflow	Sequential (person B can't approve before person A)	
1298	TECH	Workflow	Concurrent (person A and person B can approve at the same time - approval from both required)	
1299	TECH	Workflow	Group approval (approval required from person A or person B -or anyone with similar role)	
1300	TECH	Workflow	Can be rerouted on an ad hoc basis by workflow administrator	
1301	TECH	Workflow	Approver notified of workflow items through:	
1302	TECH	Workflow	Email	

Lassen County, CA
Functional Requirements

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Req #	Function	Process	Requirement	Implementation Response
1303	TECH	Workflow	Email with direct link to system where approval action is required	
1304	TECH	Workflow	System notification through dashboard/work list	
1305	TECH	Workflow	Approver can perform the following actions during workflow process:	
1306	TECH	Workflow	Approve	
1307	TECH	Workflow	Deny	
1308	TECH	Workflow	On Hold	
1309	TECH	Workflow	Send back	
1310	TECH	Workflow	Forward to additional approver/reviewer	
1311	TECH	Workflow	Enter notes to be seen by requestor	
1312	TECH	Workflow	Enter notes to be seen by subsequent approvers/reviewers	
1313	TECH	Workflow	Original requestor can view status of workflow approval path	
1314	TECH	Workflow	System records date and time of when approval reaches approver and when approver approves requisition	
1315	TECH	Workflow	Workflow assignments can be re-routed to different authorized approvers based upon availability without having to re-initiate the workflow from the beginning	
1316	TECH	Workflow	Workflow approvals can be re-routed to secondary approver without having to re-initiate the workflow from the beginning if:	
1317	TECH	Workflow	Primary approver is out (example: on vacation, sick)	
1318	TECH	Workflow	Primary approver does not respond in pre-defined period of time	
1319	TECH	Help	System contains help features to guide users though transactions	
1320	TECH	Help	System allows users (with security access) to change text of help to make help text specific to business processes	
1321	TECH	Audit Tracking	System creates audit log that tracks all:	
1322	TECH	Audit Tracking	Changes to existing record	
1323	TECH	Audit Tracking	New record	
1324	TECH	Audit Tracking	Deletion of existing record	
1325	TECH	Audit Tracking	Audit log tracks the following information	
1326	TECH	Audit Tracking	User making change	
1327	TECH	Audit Tracking	Time	
1328	TECH	Audit Tracking	Date	
1329	TECH	Audit Tracking	Old value	
1330	TECH	Audit Tracking	New value	
1331	TECH	Audit Tracking	Audit log can be turned on / turned off by business process	
1332	TECH	Reporting	System allows ad-hoc query on any field in system	
1333	TECH	Reporting	Queries can be saved	
1334	TECH	Reporting	Saved queries and reports are only accessible by users with appropriate security (i.e. access to the data fields used by the query or report).	
1335	TECH	Reporting	System provides dash boarding tools to present data	
1336	TECH	Purge/Archive	System allows users to select information to purge by:	
1337	TECH	Purge/Archive	Type of transaction	
1338	TECH	Purge/Archive	Type of record	
1339	TECH	Purge/Archive	Date	
1340	TECH	Purge/Archive	Financial transactions by type after user-defined number of years	
1341	TECH	Purge/Archive	System can flag any records and hold for audit or litigation and prevent deletion	

Lassen County, CA
Interfaces

Permanent	System cannot be replaced by ERP. Permanent interface is required
Temporary	System must temporarily exist during implementation
Go-Away	System is replaced

C	Configurable Solution
P	Customized developed program

S	Requirement and Feature Supported by Software Developer
TPS	Requirement and Feature Supported by Third Party
NS	Requirement and Feature Not Supported

				Vendor Response Section					
				(1)	(2)	(3)	(4)	(5)	(6)
NO.	Main Application	Interface Description	Inbound, Outbound or Both	Interface Plan	Type of Solution	Consultant Work Effort (in hours)	Included in Price?	Type of Support	Comments
1	Daily Paid Process	US Bank file containing all the cleared and paid checks for a date which is matched against all four check files	inbound						
2	AP	Positive pay file for US Bank - generated by the weekly AP check process	Outbound						
3	C-IV Daily Checks	Load the daily C-IV check file into the Check Reconciliation system as Welfare checks	Inbound						
4	C-IV Daily Process	Load the daily C-IV transaction file and create the return file for State	Both						
5	C-IV Daily Paid Process	Extract the daily paid checks for Welfare and create a file for the State	Outbound						
6	C-IV Monthly Checks	Load the monthly C-IV check file into the Check Reconciliation system as Welfare checks, then number and print those checks (just like the normal AP check printing process), then create a check issue file that is sent back to the State	Both						
7	C-IV Positive Pay	Positive pay file for US Bank - generated by the Monthly C-IV check process	Outbound						
8	College Checks	Load a file generated by Lassen College of the checks they have produced and load them into Check Reconciliation. Also, create a journal entry in GL using the cash and clearing accounts	Inbound						
9	School District Checks	Load a file generated by Lassen School District of the checks they have produced and load them into Check Reconciliation. Also, create a journal entry in GL using the cash and clearing accounts	Inbound						
10	School District Journal Entries	Load a file generated by Lassen School District of journal entries and post them to the GL	Inbound						
11	Payroll expenditure load	Load a file generated by Payroll into the GL and the CMS system ***NOTE THAT THIS INTERFACE WILL NEED TO BE INCLUDED WITH THE INITIAL PAYROLL IMPLEMENTATION AS THE COUNTY WILL STILL BE USING THE LEGACY SYSTEM FOR GL	Inbound						
12	Payroll checks	Load a file generated by Payroll into the Check Reconciliation system as Payroll checks ***NOTE THAT THIS INTERFACE WILL NEED TO BE INCLUDED WITH THE INITIAL PAYROLL IMPLEMENTATION AS THE COUNTY WILL STILL BE USING THE LEGACY SYSTEM FOR GL	Inbound						
13	Payroll Positive Pay	Positive pay file for US Bank - generated by the Payroll check process	Outbound						
14									

Lassen County, CA

Interfaces

Permanent	System cannot be replaced by ERP. Permanent interface is required
Temporary	System must temporarily exist during implementation
Go-Away	System is replaced

C	Configurable Solution
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S	Requirement and Feature Supported by Software Developer
TPS	Requirement and Feature Supported by Third Party
NS	Requirement and Feature Not Supported

				Vendor Response Section					
				(1)	(2)	(3)	(4)	(5)	(6)
NO.	Main Application	Interface Description	Inbound, Outbound or Both	Interface Plan	Type of Solution	Consultant Work Effort (in hours)	Included in Price?	Type of Support	Comments
15		Note that this list does not list any interfaces that currently exist between any of the legacy modules. (For example there are interfaces posting budget data to GL and vice-versa). If a vendor excludes a module (such as Budget) from their bid, then there will need to be documentation supplied as to what the interface options there are for loading such data.							

Lassen County, CA
Conversions

			Vendor Response			
			(1)	(2)	(3)	(4)
Function	Item	Type	Agree? (Y/N)	Included in Price? (Y/N)	Estimated Number of Consulting Hours	Comments
General Ledger	Accounts	Active				
Budget	Budget Prep & Reports	Active				
Budget	Budget Control & Encumbrances	Active				
Accounts Payable	Vendors	Active				
Accounts Receivable	Customers	Active				
Project Accounting	Projects	New				
Fixed Assets	Asset Records	Active				
Grants Accounting	Grants	New				
HR - Employees	Employee Records	Active				
Purchasing	Requisitions	Active				
Purchasing	Purchase Orders	Active				
Purchasing	Contracts	Active				
Fixed Assets	Assets	Active				
Payroll	Employee Records	Active				
Check Recondiliation	Outstanding Checks	Active				
Cash Management	Treasurer Balances	Active				

Schedule 1: Summary

Summary of Total Software, Professional Services, and Maintenance/Support Costs

Cost Categories	Proposed Cost	Explanation/Notes (if necessary)**
Software License Fees (Schedule 2)	$ -	
Professional Services (Schedules 3):	$ -	
Training (Schedule 4)	$ -	
Other Costs (Schedule 5)	$ -	
Total Cost During Project Period	**$ -**	**(Does not include Maintenance and Support for Licensing)**

Total 10 Year Maintenance & Support Costs (Schedule 2)	**$ -**

10 Year Total Cost of Ownership	**$ -**

Assumptions/Additional Comments

Please check all cell formulas!!

Laeen County
Cost

Schedule 2: Licensing Fees

Detailed Licensing Fees By Module

1. Module Name	2. Proposed Function/Description	3. Proposed Cost	4. Type of License / (# of Licenses)	5. Explanation/Notes (if necessary)**
If modules are licensed as a group, Respondents can list the license group, however vendors must indicate what functional areas are included in group.				
Total License Fees		$ -		

*****Attach additional notes (if needed) to provide full explanation.***

Maintenance and Support Fees - Product 1

6. Year	7. Annual Change	8. Proposed Cost		9. Explanation/Notes (if necessary)**
Year 1				
Year 2				
Year 3				
Year 4				
Year 5				
Year 6				
Year 7				
Year 8				
Year 9				
Year 10				

Schedule 2: Licensing Fees
Detailed Licensing Fees By Module

1. Module Name	2. Proposed Function/Description	3. Proposed Cost	4. Type of License / (# of Licenses)	5. Explanation/Notes (if necessary)**
Subtotal 5 Year Maintenance Fee		$ -		

Maintenance and Support Fees - Product 2

10. Year	11. Annual Change	12. Proposed Cost		13. Explanation/Notes (if necessary)**
Year 1				
Year 2				
Year 3				
Year 4				
Year 5				
Year 6				
Year 7				
Year 8				
Year 9				
Year 10				
Subtotal 5 Year Maintenance Fee		$ -		

Maintenance and Support Fees - Product 3

14. Year	15. Annual Change	16. Proposed Cost		17. Explanation/Notes (if necessary)**
Year 1				
Year 2				
Year 3				
Year 4				
Year 5				
Year 6				
Year 7				
Year 8				
Year 9				
Year 10				
Subtotal 5 Year Maintenance Fee		$ -		

Maintenance and Support Fees - Product 4

Schedule 2: Licensing Fees

Detailed Licensing Fees By Module

1. Module Name	2. Proposed Function/Description	3. Proposed Cost	4. Type of License / (# of Licenses)	5. Explanation/Notes (if necessary)**

18. Year	19. Annual Change	20. Proposed Cost		21. Explanation/Notes (if necessary)**
Year 1				
Year 2				
Year 3				
Year 4				
Year 5				
Year 6				
Year 7				
Year 8				
Year 9				
Year 10				
Subtotal 5 Year Maintenance Fee		$ -		

Maintenance and Support Fees - Product 5

22. Year	23. Annual Change	24. Proposed Cost		25. Explanation/Notes (if necessary)**
Year 1				
Year 2				
Year 3				
Year 4				
Year 5				
Year 6				
Year 7				
Year 8				
Year 9				
Year 10				
Subtotal 5 Year Maintenance Fee		$ -		

Total 5 Year Maintenance Fee		$ -		

Assumptions/Additional Comments

Schedule 2: Licensing Fees
Detailed Licensing Fees By Module

1. Module Name	2. Proposed Function/Description	3. Proposed Cost	4. Type of License / (# of Licenses)	5. Explanation/Notes (if necessary)**

List all other assumptions here.

Please check all cell formulas!!

Schedule 3: Professional Services
Professional Services By Activity

	2. Implementation Services		
1. Functional Area	Hours	Rate	Cost
Project Management			$ -
Change Management			$ -
Functional Consulting (Please list below):			
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
Technical Consulting (Please list roles below):			
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
Other (Please list roles below):			
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
			$ -
Total	**0**		**$ -**

Lassen County
Cost

Schedule 4: Training Costs
Cost of Training by Phase

*** Training is defined as classroom training or other knowledge transfer exercises that does not include work to implement the system**

1. Functional Area	2. Description of Training	3. Training Type (on-site, off-site, web, etc)	4. Max Number of Students	5. Hours of Training (Instruction)	6. Cost	7. Explanation/ Notes
Accounts Payable						
Accounts Receivable						
Budget Preparation & Publication						
Fixed Assets						
General Ledger						
Grants Accounting						
Project Accounting						
Treasury-Cash Management						
Bank Reconciliation/Check Recon						
Report Development & Management						
Benefits						
Certification						
Evaluation/Performance						
Discipline						
Risk Management						
Separation						
Payroll						
Leave Accounting						
Inventory						
Purchasing & Contract Management						
Work Order						
Total				**0**	**$0**	

Schedule 4: Training Costs
Cost of Training by Phase

*** Training is defined as classroom training or other knowledge transfer exercises that does not include work to implement the system**

1. Functional Area	2. Description of Training	3. Training Type (on-site, off-site, web, etc)	4. Max Number of Students	5. Hours of Training (Instruction)	6. Cost	7. Explanation/ Notes

Assumptions/Additional Comments
Cost submittal must match any phases proposed in implementation and staffing plan.

Please check all cell formulas!!

Lassen County
Cost
Schedule 5: Other Costs

Description	# of Prior Periods	Cost
Total		**$ -**

Assumptions/Additional Comments

Please check all cell formulas!!

Lassen County
Cost

Schedule 6: Deliverable Payment Schedule

1. Deliverable ID	2. Description of Deliverable or Milestone	3. Completion Date	4. Payment	5. 10% Retainage	6. Invoice Amount ($)
	IMPLEMENTATION DELIVERABLES				
1	Comprehensive Project Plan				
2	Technical Infrastructure Design and Implementation Plan				
3	System Design Document				
4	Testing Scripts				
5	Training Documentation				
6	Cutover Plan				
7					
8					
	Total		$ -	$ -	$ -