



Request for Proposals

ACCOUNTING, HUMAN RESOURCES AND PAYROLL SOFTWARE SYSTEMS

New River Valley Community Services
Issue Date: March 22, 2019

New River Valley Community Services requests qualified vendors to submit proposals to enter into a contract to provide fund accounting, payroll, and human resources systems.

Sealed proposals will be received until 5:00 P.M., EST, Tuesday, April 30, 2019

New River Valley Community Services (NRVCS) provides public behavioral health and developmental services to citizens of the four counties of the New River Valley (Montgomery, Pulaski, Floyd, and Giles) and the City of Radford.

All inquiries for information should be directed to:

Patricia Cox, Director of Finance
New River Valley Community Services
700 University City Blvd
Blacksburg, VA 24060
pcox@nrvc.org
540-961-8396

Completed proposals with "RFP – Accounting, Human Resources, and Payroll Software Systems" noted on the envelope should be mailed or delivered directly to:

New River Valley Community Services
ATTN: Patricia Cox
700 University City Blvd
Blacksburg, VA 24060

Offer and Agreement

In compliance with this Request for Proposals and to all the conditions imposed herein, the undersigned offers and agrees to furnish the goods/services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Name of Vendor: _____
Address: _____

Signature: _____
By: _____
Title: _____
Date: _____

Phone No. and Email Address: _____

INTRODUCTION

Established in 1969, NRVCS serves the counties of Floyd, Giles, Montgomery and Pulaski, and the City of Radford. Each of these localities allocates an annual amount of funding to NRVCS and appoint representatives to the agency's Board of Directors.

New River Valley Community Services is part of a state-wide system of Community Services Boards, which serves residents throughout the Commonwealth of Virginia.

NRVCS is a public, non-profit agency that delivers Mental Health, Intellectual Disability, Substance Use Disorder, and Prevention services to the citizens of the New River Valley. We have a staff of approximately 800 full and part-time employees comprised of psychiatrists, nurse practitioners, social workers, counselors, educators, childhood specialists, nurses, service providers, and support staff. NRVCS receives its funding from state general funds, federal funds, local government funds and fee revenue.

Mountain Empire Services of the Southwest, Inc. is a 501c(3) blended component unit of New River Valley Community Services to provide offices, housing facilities and services which are helpful and useful, and designed or intended, to materially further the establishment, maintenance and promotion of the development of mental health, intellectual disabilities, and substance abuse services in the Commonwealth of Virginia and, to this end, to provide employee assistance programs and other services for business and industry; and to own, acquire, lease, rent, hold title to and possess real estate, buildings, fixtures, furniture and equipment as may be necessary or useful for such purposes; to maintain and operate such facilities as may be useful or helpful in accomplishing the principal purpose of The Corporation, for its own account or as agent for Community Services Boards created and acting pursuant to Chapter 10 of Title 37.1 of the Code of Virginia.

The Financial Reporting Entity and Operations

The financial reporting entity includes all of the funds of Mountain Empire Services Inc. and NRVCS.

NRVCS provides a full range of mental health services. Major programs include 5 local clinics, a crisis stabilization facility, a substance abuse treatment facility, an adult residence home, an assisted living facility, an adult day care facility and transportation services.

NRVCS also serves as Representative Payee for some clients.

Personnel/Payroll

NRVCS has approximately 800 employees. Employees are paid bi-weekly. Electronic time and attendance is processed using a third party software package.

Accounts Payable

NRVCS Accounts Payable department processes disbursements for NRVCS and Mountain Empire. During fiscal year 2018, approximately 3,000 checks were disbursed. Payee Representatives disbursed approximately 17,000 checks. NRVCS has 1,300 active vendors and there are 250 Payee accounts.

Purchasing

NRVCS prepares manual purchase orders for all purchases and processes approximately 2,900 purchase orders a year.

PROPOSALS

An original and two copies of the sealed proposals from each bidder for the services specified must be received prior to 5:00 p.m. on April 30, 2019 by New River Valley Community Services. All proposals shall be signed by an authorized representative of the Bidder. All proposal envelopes must have the company name on the outside of the envelope along with the statement "RFP – Accounting, Human Resources, and Payroll Software Systems".

Proposals may be mailed or hand delivered to NRVCS, 700 University City Blvd, Blacksburg, VA 24060. It is the Bidder's responsibility to ensure that the proposal is received prior to 5:00 p.m. on April 30, 2019. Proposals received after 5:00 p.m. will not be accepted or considered. NRVCS will not be responsible for the loss of any proposal that is not appropriately marked as specified. Faxed or e-mailed proposals are not acceptable.

Bidders must address each item in this RFP in the order in which it appears. The terms "noted", "considered" and "understood" are not acceptable. Bidders shall respond to each item individually with "agreed", "will comply" or provide a satisfactory explanation of their variance from the request. Such variances, in themselves, will not eliminate the proposal from consideration, but will be evaluated along with other selection criteria. Failure to answer any requirement within this Specifications package MAY subject the total proposal to rejection.

In responding to this RFP, vendors must follow the prescribed format and use the included forms or reasonable facsimiles thereof. Each vendor will be providing NRVCS with comparable data to that submitted by other vendors and thus be assured of fair and objective treatment in the review and evaluation process.

Location of Installation

Primary system installation will be in at NRVCS, 700 University City Blvd, Blacksburg, VA 24060.

Reservation

While price is a major consideration, NRVCS will consider all aspects of each proposal, including guarantees respecting the installation and servicing arrangement. This RFP does not commit NRVCS to award a contract or to pay costs incurred in the preparation of responses to this RFP. NRVCS reserves the right, at any time prior to award of the contract, to reject any and all proposals, or any part thereof, to make no award, and/or to issue a new RFP, or make modifications, corrections, or additions to the information contained herein. Offerors are cautioned this is a Request for Proposal, NOT a request for contract.

Evaluation Criteria

The following criteria will be used to evaluate the proposals but not necessarily in the order given:

- A. The ability, capacity and skill of the bidder to perform the contract or provide the service required within the time specified;
- B. Features and functionality of the proposed solution;
- C. Cost of the proposed systems and related maintenance contracts and payment terms, including terms and discounts;

- D. The quality of performance of previous contracts of services, especially focusing on installations of similar size and configuration;
- E. The ability of the bidder to provide future maintenance, parts and services;
- F. Compliance with RFP terms and conditions.

Oral Presentation

Bidders who submit a proposal in response to this RFP may be required to give an oral presentation and demonstration of their proposal to NRVCS. This will provide an opportunity for the Bidder to clarify or elaborate on the proposal. NRVCS will schedule the time and location of these presentations. Oral presentations are an option of NRVCS and may not be conducted. Therefore, proposals should be complete.

Important Dates

There are several dates that are important in the process.

Question Cutoff	April 23, 2019 5:00 pm
RFP's Due	April 30, 2019 5:00 pm
Anticipated Award Date	July 1, 2019
Go Live Date	July 1, 2020

PURPOSE

The purpose and intent of this Request for Proposals (RFP) is to enter into a contract with a vendor to provide a comprehensive information system to include accounting, human resources, and payroll software, installation, testing, training and related services to New River Valley Community Services. Our goal is have one all-encompassing system, however we are willing to have a separate Human Resources/Payroll system that integrates with the accounting system. Whether one system or two, robust reporting capabilities are a must.

Description of Current System

Currently, NRVCS uses Great Plains software provided by Microsoft for accounting, human resources, and payroll.

PowerTime is used for time and attendance. Greenshades is used for payroll related tax reporting. iCIMS is used for applicant tracking.

NRVCS uses Credible as its electronic health record system (EHR). The selected product must have the capability to integrate with Credible.

Implementation

- A. Conversion – The vendor must provide a clear and concise conversion plan with timelines, staffing requirements, and data mappings. This plan should include a general outline of the conversion process, expectations and staffing. Jointly set expectations for the amount of historical data brought forward from legacy system.
- B. Training – The proposal should include a training plan that includes material to be covered, methodology, and timelines.
- C. Support – The proposal should describe support methods, hours, and staffing both during and after conversion.

Installation and support

- A. Proposed accounting system must include a plan for implementation and migration software with minimal disruption.
- B. The accounting system software must be accompanied by warranties and ongoing responsive, cost-effective support services.

Related Services

- A. Project management and consultation, including detail of consultant's involvement both on-site and otherwise, before, during and after go-live.
- B. Installation, integration, configuration, testing and implementation of the new system to include but not be limited to:
 - i. Developing a parallel test plan and performing parallel testing;
 - ii. Monitoring and adjusting the system after production implementation for a minimum of ninety (90) days;
- C. Data conversion services to include at a minimum balance forward records along with consumer demographics and some service activity.
- D. Training, as appropriate, for NRVCS' end users, system support and technical support personnel, acceptable to NRVCS.
- E. Provide access to training materials, documentation manuals and support after implementation.
- F. Provide automated method of application and database system backup.
- G. Support function to include process for problem identification and resolution with approximate turnaround time and subsequent steps if issue is not resolved.

Other Requirements

In addition to the above, the vendor shall provide the following information:

- A. Full company contact and background information to include years in business, number and types of customers, number of employees, current software versions and upgrades in progress with anticipated completion dates, process for handling customer suggestions, most recent financial statements, award/business recognitions and any other relevant information.
- B. Five references that closely match NRVCS' size and requirements, with complete contact information, three of which are willing to host NRVCS for site visits.
- C. Warranty periods, annual maintenance and support costs and description of annual maintenance and support provided.
- D. Proposed implementation plan, process and schedule including what is required of NRVCS.
- E. Staff training needed and whether it can be done at NRVCS or offsite and related costs.
- F. Resumes of staff and/or consultants who will be assigned to this project.
- G. All-inclusive price of software needed to meet requirements stated herein, along with costs of implementation, training and conversion including billing and payment terms, subject to negotiation as specified herein. Clearly spell out all additional licenses, fees, hardware, software, etc. necessary to obtain functionality outlined.

QUALIFICATIONS OF THE PROVIDER

NRVCS may make such reasonable investigations as deemed proper and necessary to determine the ability of the vendor to perform the work. The vendor shall furnish NRVCS all such information and data for this purpose as may be requested. NRVCS

further reserves the right to reject any proposal if the evidence submitted by, or investigation of, such vendor fails to satisfy NRVCS that such vendor is properly qualified to carry out the obligations of the contract and to complete the work contemplated.

PROPOSAL PREPARATION AND SUBMISSION REQUIREMENT

RFP Response

In order to be considered for selection, vendors must submit a complete response to this RFP including requirements listed in all sections of this RFP. One original and two copies of each proposal must be submitted to the address listed on the first page. No other distribution of the proposals shall be made by the vendor.

Proposal Preparation

A. Proposals shall be signed by an authorized representative of the vendor.

By signing this proposal, the vendor certifies that it will remain in full compliance with:

- The Federal Civil Rights Act of 1964, as amended;
- The Federal Immigration Reform and Control Act of 1986;
- The Virginia Fair Employment Act of 1975, as amended, where applicable;
- The Virginia Conflict of Interest Act;
- The Virginians With Disabilities Act;
- The Americans With Disabilities Act;
- Section 11-51 (Employment Discrimination Act) of the Virginia Public Procurement Act;
- Section 11-77 and 11-78 (Ethics in Public Contracting) of the Virginia Public Procurement Act;
- The Antitrust laws of the United States and the Commonwealth of Virginia.

B. All information requested must be submitted. Failure to submit all information requested may result in NRVCS requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals that are substantially incomplete or lack key information may be rejected by NRVCS. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

C. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

D. Each copy of the proposals should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume. The proposal package should be clearly marked as: "RFP – Accounting, Human Resources, and Payroll Software Systems."

Ownership of all data, materials and documentation originated and prepared for NRVCS pursuant to the RFP shall belong exclusively to NRVCS and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a vendor shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the vendor must invoke the protections of Section 11-52 of the Virginia Public Procurement Act

prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

Oral Presentation/Software Demonstrations

Vendors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal and/or software demonstrations to NRVCS. This will provide an opportunity for the vendor to clarify or elaborate on the proposal and present the software but will in no way change the original proposal. NRVCS will schedule the time and location of these presentations and demonstrations. Oral presentations are an option of NRVCS and may or may not be conducted.

Specific Requirements

Proposals should be as thorough and detailed as possible so that NRVCS may properly evaluate vendor's capabilities to provide the required services. Vendors are required to submit the following items as a complete proposal:

- A. Title Page: The return of the RFP cover sheet completed and signed as required.
- B. Letter of Transmittal
 - i. History/background of the vendor including number of years in business, number of customers, number of customers with related NRVCS services, number of employees, current software versions and upgrades in progress with anticipated completion dates, process for handling customer suggestions, most recent financial statements, award/business recognitions, and any other information the vendor feels may be pertinent to the selection of the vendor.
 - ii. A statement/description by the prospective vendor of the understanding of the software components and general requirements needed and how the proposed solution meets each of the technical and functional requirements. Also provide approximate pricing for the software components individually or combined along with the training and support costs as referenced in Section V.
 - iii. A statement/description of the hardware, software, network, and telecommunication set-up needed or recommended along with any other technical details as appropriate. Describe training necessary for staff to support and maintain the proposed solution.
 - iv. A statement/description of the hardware and/or software platform required, including applicable protocols, formats, and standards. Describe the operating systems required, database management programs utilized, programming language utilized, system stability and security, and warranty periods. Describe the hardware requirements for each component/module to include the CPU, network and backup devices. The vendor must list the amount of data history the software will maintain. Also, detail how the NRVCS will be able to customize the software in order to meet changing needs.
 - v. The approximate date implementation could begin after purchasing the components, including implementation, training, and live data.
 - vi. The vendor must describe the implementation process, schedule, and costs and what is required of the NRVCS. The vendor must describe the staff training needed and whether it can be done at the NRVCS or offsite and related costs.

- vii. The vendor must describe its typical approach to training, implementation, support, and software upgrades. Describe the process of enhancements and upgrades and how/when these occur and what the NRVCS must do to receive these.
 - viii. The vendor must describe billing and payment terms for the software, implementation, and training and provide an approximate period when the negotiated price will expire. Describe available tiers of support.
 - ix. The vendor must submit five references with the proposal from similar organizations that closely match the NRVCS size, services, and RFP requirements. Include name, address, telephone number, and email address of persons who may be contacted for reference. Also include all customers who are currently implementing the proposed software.
- E. System Capabilities/Features Checklist: The vendor must complete the system capabilities/feature checklist in Appendix A. The checklist details the technical specifications and functional requirements in Section II, E.

EVALUATION AND AWARD CRITERIA

EVALUATION CRITERIA

Selection criteria will include the following:

- A. Qualifications and experience of the vendor in providing the required goods and services;
- B. Financial stability of the vendor;
- C. Vendor's understanding of and ability to meet NRVCS' requirements;
- D. Vendor's ability to define their performance objectives (what, when and how);
- E. Reasonable timeframes for process;
- F. Ability of vendor to provide superior level of service, support and product to clients as evidenced by references;
- G. Pricing.

AWARD

The selection process will be in accordance with Section 11-37 "Competitive Negotiation" of the Code of Virginia. Negotiations shall be conducted, beginning with the vendor ranked first. If a contract satisfactory and advantageous to NRVCS can be negotiated at a price considered fair and reasonable, the award shall be made to that vendor. Should NRVCS determine in writing and in its sole discretion that only one vendor is fully qualified, or that one vendor is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that vendor.

The pricing will be in the form of a fixed contract price for software and rate schedule for implementation and training. Fees for additional services must be mutually agreed upon by the vendor and NRVCS.

GENERAL TERMS AND CONDITIONS

NRVCS' Procurement Policy

This solicitation is subject to the provisions of NRVCS' Procurement Procedures and any revisions, which are hereby incorporated into this contract in their entirety. The procedures are available for review at

NRVCS' Blacksburg office.

Mandatory Use of NRVCS Form and Terms and Conditions

Return of this document with the completed signature and contact information listed on page 1 with the vendor's proposal in the format specified in section IV.B. Is required. Failure to submit in this format, modification of or additions to any portion of this RFP document may be cause for rejection of the proposal; however, NRVCS reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal.

Clarification of Terms

If any prospective vendor has questions about the specifications or other requirements in this RFP document, the prospective vendor should contact the contract officer whose name appears on the face of this RFP document, no later than five days before the due date. Any revisions to this RFP document will be made only by addendum issued by the contract officer.

Payment Terms

Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after receipt of invoice or delivery, whichever occurs last. However, this shall not affect offers of discounts for payment in less than 30 days.

Invoices

Invoices for software and services ordered, delivered and accepted shall be submitted by the contractor to the attention of Patricia Cox, Director of Finance and mailed to NRVCS' address as shown on the RFP cover sheet.

Default

In case of failure to deliver goods or services in accordance with the contract terms and conditions, NRVCS, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which NRVCS may have.

Assignment of Contract

A contract shall not be assignable by the contractor in whole or in part without the written consent of NRVCS.

Antitrust

By entering into a contract, the vendor conveys, sells, assigns, and transfers to NRVCS all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by NRVCS under said contract.

Anti-Discrimination

By submitting their proposals, all vendors certify to NRVCS that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and Section 11-51 of the Virginia Public Procurement Act which provides:

In every contract over \$10,000 the provisions in 1 and 2 below apply:

- A. During the performance of this contract, the contractor agrees as follows:
- The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Section.
- B. The contractor will include the provisions of 1 above in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

Debarment Status

By submitting their proposal, all vendors certify that they are not currently debarred from submitting proposals on contracts by any agency of the Commonwealth of Virginia, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any agency of the Commonwealth of Virginia.

Applicable Law and Courts

Any contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with applicable federal, state and local laws and regulations.

Qualifications of Vendors

NRVCS may make such reasonable investigations as deemed proper and necessary to determine the ability of the vendor to perform the work and the vendor shall furnish to NRVCS all such information and data for this purpose as may be requested. NRVCS reserves the right to inspect vendor's physical facilities regarding the vendor's capabilities. NRVCS further reserves the right to reject any proposal if the evidence submitted by or investigations of such vendor fails to satisfy NRVCS that such vendor is properly qualified to carry out the obligations of the contract and to complete the work contemplated herein.

Immigration Reform and Control Act of 1986

By submitting their proposals, the vendors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

Subcontracts

No portion of the work shall be subcontracted without prior written consent

of NRVCS. The Contractor will remain fully liable and responsible for all work done by any subcontractor and assure compliance with all requirements of the contract.

Ethics in Public Contracting

By submitting their proposals, all vendors certify that: (1) their proposals are made without collusion or fraud; (2) they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal; and (3) they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

SPECIAL CONDITIONS

OWNERSHIP OF MATERIAL

Ownership of all data, material, and documentation originated and prepared for NRVCS pursuant to the RFP shall belong exclusively to NRVCS and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the vendor must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

INSURANCE

A. By signing and submitting a proposal under this solicitation, the vendor certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. If vendor does not have or cannot obtain these insurances, NRVCS reserves the right to waive or reduce certain insurance requirements.

During the period of the Contract NRVCS reserves the right to require the Contractor to furnish certificates of insurance for the coverages required by NRVCS and Commonwealth as indicated.

B. INSURANCE COVERAGES REQUIRED

- i. Worker's Compensation-Standard Workers' Compensation Policy.
- ii. Broad Form Comprehensive General Liability--\$500,000 Combined Single Limit, with the Commonwealth of Virginia named as additional insured.
- iii. Automobile Liability--\$500,000 Combined Single Limit

C. The vendor's signature on this solicitation constitutes certification that if awarded the contract, the vendor shall obtain the necessary coverage as specified within a specific number of days, as specified by NRVCS, of

notification of award of the contract.

PROPOSAL ACCEPTANCE PERIOD

This proposal shall be binding upon the offer for 90 calendar days following the proposal opening date as specified on page 1. Any proposal on which the vendor shortens the acceptance period without prior written agreement by NRVCS may be rejected.

CANCELLATION OF CONTRACT

NRVCS reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty upon 60 days written notice to the Contractor. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effect.

AVAILABILITY OF FUNDS

It is understood and agreed between the parties herein that NRVCS shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

EXTENSION OF CONTRACT

This contract may be extended by NRVCS, at its sole discretion, upon written agreement of both parties under the terms of the current contract. Fees will be negotiated.

CHANGES TO THE CONTRACT

NRVCS may order changes within the general scope of the contract at any time by written notice to the vendor. The vendor shall be compensated for any additional costs incurred as the result of such order and shall give NRVCS a credit for any savings. Said compensation shall be determined by mutual agreement between the parties in writing.

CONFIDENTIALITY

The vendor selected must sign and comply with NRVCS' Business Associate Agreement (see Appendix B). As a Covered Entity under the Federal Health Insurance Portability and Accountability Act (HIPAA), NRVCS must ensure that any client Protected Health Information (PHI) disclosed to the vendor is treated confidentially and in full compliance with HIPAA Privacy Regulations.

APPENDIX A

System Requirements

Information outlined in the following sections is intended to assist NRVCS in evaluating and comparing the proposed solutions to this RFP. These requirements are intended to outline functionality of the solution. Requirements are not necessarily mandatory and the selected system may or may not contain all of the functionality outlined herein.

All bidders must complete the overview and financial section below. For those that are just bidding on the HRIS system, you must complete Section 1. HRIS and Section 3. IT. For those that are bidding on just the accounting system, you must complete Section 2. Financial System Requirements and Section 3. IT. If you are bidding on a complete system, you must complete all 3 sections.

OVERVIEW:

Company name and address.

Year founded.

How many employees in your company are:

Full-time:

Part-time:

Contract:

Are you a Public or private company.

Provide a brief history of your company.

What is your primary business focus?

Describe your target market.

For how many years has the system you are offering been released?

Explain your company culture.

Describe your target market.

How many HRIS/payroll/accounting clients do you have?

What is the average size of your customers?

FINANCIAL:

What is your company's annual sales/revenue?

How do you recognize revenue?

What percentage of your organization's revenue come from HRIS/payroll customers?

What percentage of your organization's revenue do you invest in Research and Development (R&D)?

What percentage of R&D is specific to your HRIS/payroll product?

Are there any outstanding lawsuits against your company? If so, please explain what impact an unfavorable outcome would have on the company.

PRODUCT FUNCTIONALITY

Please use the following matrix as a key for responding to the functionality tables in the RFP. This would apply to the HRIS, Financial Software and IT Sections.

Response Code	Description
Y - Existing	Feature is delivered as standard functionality in the proposed version of the software and can be demonstrated by the vendor.
F - Future	Feature is not currently included but will be available in a future release. Please indicate time frame (e.g., 12 months).
C - Customer Customization	Not included. Tools are provided for customization at no additional cost.
V - Vendor Customization	Not included. Vendor provides customization at an additional cost.
T - Third Party	Feature is provided by a third party partnering arrangement. Indicate any preferred partner agreements.
N - Not Available	Requirement cannot be met.

1. HRIS System

ENTERPRISE STRUCTURE:

How does your HRIS/payroll system support multiple companies?

How does the system handle acquisitions and mergers? Specifically, what is required to add a new company to the system?

Are you a global provider? If yes, please provide your definition of global. Is this provided through a 3rd party?

Describe employee transfers between and/or within companies.

Describe how a cost center [job number / activity number] is added and deleted in your system.

	Requirements	Code	Comments
1.	Supports multiple companies in one database		
2.	Supports individual tax filings by EIN		
3.	Provides capability to view all employees simultaneously regardless of EIN association or separately by company or division		
4.	Reports on all EINs without having to consolidate data		
5.	Reports on actual from check history		
6.	Provides for client defined organizational levels		
7.	Provides Web portal communication to all people in the organization		
8.	Provides Web portal communication to a specific company		
9.	Provides for the posting of company specifics, such as policies and forms, in the Web portal		
	Provides employee searches by:		
10.	Employee Number		
11.	Last Name & First Name		
12.	Organizational Level		
13.	Company		
14.	Location		
15.	Status		
16.	Job		
17.	Pay Group		
18.	Department Manager		
19.	Supports multiple languages		
20.	Supports multiple currencies		
21.	Supports customizable online forms		

Organization Structure

Explain how/if your system creates organization charts.

Describe how your system maintains associate "report to" data.

Describe how your system handles/manages large reorganizations.

	Requirements	Code	Comments
1.	Provides ability to export data to an organizational charting application.		
2.	Structures the organizational chart based on the reporting relationships defined for each associate.		
3.	Provides an on-line organization or report to chart.		
4.	Establishes new organization entities (i.e., companies, cost centers, etc.) without vendor professional services.		
5.	Adds/changes organization entities and easily transfers associates within and/or across entities (including companies).		
6.	Manages organization restructuring including position control and salary changes.		
7.	<i>Provides the ability to establish exports to create organization charts for:</i>		
8.	Companies		
9.	Locations		
	Pay groups		
10.	Departments within company		

GLOBAL:

Are you a global provider? If yes, please explain.

What languages are supported within the standard product? List additional languages available as add-ons.

Please explain the extent to which the product meets regional and country-specific requirements for human resources processes and information. List the countries supported by localizations, shipped as add-ons.

How does your solution support global capabilities for employee records, currencies, and compliance with international data privacy?

RECRUITING AND APPLICANT MANAGEMENT:

Provide a brief description of your recruiting and applicant management system.

Describe your candidate pre-screening or qualification process.

What job boards are supported with your product? Describe how jobs are posted to Internet job

Does your system allow for an automatic e-mail response to applicants and candidates? If so, please describe the communication types included in the application. Can we customize the responses?

How is an applicant transitioned to an employee in your system? If the systems are integrated, describe the file transfer process and the technology applied.

How does an applicant apply for a job online?

	Requirement	Code	Comments
1.	Communicates automatically with job boards.		
2.	Posts and tracks internal and external jobs to company Internet site and company intranet site with effective dates.		
3.	Has a requisition library of job templates that can be utilized when creating requisitions.		
4.	Tracks expenses by applicant/candidate level and associate them with a specific requisition or a general recruiting activity.		
5.	Sends automatic responses, notifications, or e-mails to applicants/candidates.		
6.	Allows administrators to customize verbiage on the e-mail messages (including confirmation acknowledgement and job filled) to external and internal applicants/candidates		
7.	Allows users to e-mail potential interview times, applications, corporate material, and job opening status.		
8.	Provides a library of standard communication correspondence for printing and distribution.		
9.	Integrates seamlessly with standard e-mail systems (Microsoft Outlook, Lotus Notes) for applicant/candidate activity for hiring managers and recruiters.		
10.	Allows administrators to schedule interviews, notify interviewers of times, locations and topics to cover.		
11.	Distinguishes applicant/candidate status for internal or external candidates.		
12.	Associates applications and resumes to a specific requisition without having to change screens/databases.		
13.	Has history that consists of one candidate record with all the associated recruiting activity regardless of the number of requisitions.		
14.	Can a resume/application be maintained in the system?		
15.	Can a resume/application be searched using key words?		
16.	Stores resumes for future use by category, job title, skill, or other user-defined attributes.		
17.	Allows applicants/candidates to modify or replace their existing resume.		
18.	House interview question templates for each job		
19.	Hiring managers and recruiters can review pre-screened applicant/candidate		
20.	Hiring managers and recruiters can track applicant/candidate status		
21.	Hiring managers and recruiters can schedule interviews		
22.	Hiring managers and recruiters can communicate with applicants/candidates via e-mail		
23.	Hiring managers and recruiters can view communication history		
24.	Hiring managers and recruiters can report on communications		
25.	View multiple recruiter schedules		
26.	Hiring managers and recruiters can view and print assessments between applicants/candidates		
27.	Hiring managers and recruiters can view and print applicant/candidates job history, qualifications and resume		

	Requirement	Code	Comments
28.	Hiring managers and recruiters can record interview notes		
29.	Hiring managers and recruiters can enter additional applicant /candidate information if needed		
30.	Searches applicants/candidates based on a variety of criteria (e.g., location, skills, prior employers, zip code, and metropolitan areas).		
31.	Has embedded workflow for approvals based on company-defined process including requisition approval, offer approval, and new hire approval.		
32.	Allows users to attach documents to an applicant/candidate record.		
33.	Provides Web-based data collection for jobseeker users (both employee and non-employee)		
34.	Allows administrators to create behavioral interview question sets per job opening		
35.	Allows administrators to determine which fields are required for completion by applicant/candidate and/or recruiters/hiring managers.		
36.	Allows administrators to establish access levels in the system by role (i.e., administrator, recruiter, hiring manager).		
37.	Increments requisition numbers automatically or entered manually.		
38.	Allows users to enter and access secure Notes.		
39.	Integrates with third-party screening services including: criminal background check, drug testing and assessments. (Customizable background check to suit DBHDS' requirements.)		
40.	Allows applicant/candidate to choose if he/she would like to be alerted when a future position becomes available based on qualifications.		
41.	Generates offer letters containing all compensation options to applicant/candidate		
42.	Job openings will track the requisition number, status and reason for the opening		
43.	Job openings will include employment information including FLSA type, salary range, and full/part time indicator.		
44.	Job opening will include education and skill requirements.		
45.	Assist in the creation of and house job descriptions.		
46.	Job opening will include Metropolitan Area and location information.		
47.	Generates reports on all fields that exist in the database.		
48.	Video screening/interviewing		

HIRING:

Describe your employer configurable new hire workflow.

	Requirement	Code	Comments
1.	HR and manager new hire/rehire checklist ability, by		

	Requirement	Code	Comments
	position, with check-off ability as tasks are completed (for example, offer letter has been sent and received).		
2.	Provides ability to automatically notify other areas of organization of new hire (security, payroll, etc.)		
3.	Provides ability to automatically notify new hire of activities they need to complete and remind them if they don't do them in a timely manner.		
4.	Manager is prompted to assign correct property to the employee.		
5.	Ability to enter new hire before start date (effective dating) and new person will not appear on org charts until effective start date.		

TERMINATION:

Describe your employer configurable termination workflow and how it supports termination of employees and independent contractor assignments.

How is your system used to notify appropriate areas of the organization (security, IT, payroll) that an employee or independent contractor has been terminated?

	Requirement	Code	Comments
1.	Enables manager self-service request for termination workflow.		
2.	Tracks terminations by reason (e.g. discharged, better opportunity, etc.), date, rehire eligibility, COBRA election.		
3.	Can the termination workflow be different based on the termination reason, or other termination criteria?		
4.	Maintains exit interview information.		
5.	Can automatically cancel specified employee benefits upon termination.		

ONBOARDING:

Please provide a brief overview of your onboarding solution.

What are examples of the forms your solution supports that are typically completed by the hiring manager and/or new hire?

Please provide examples of how your solution assists in conducting employment verification.

	Requirements	Code	Comments
1.	Ability to predefine workflows and workflow tasks that vary according to the position being filled.		
2.	Ability to delegate a proxy or change the owner for any specific task.		
3.	Ability to track expected lead times vs. actual lead times to assist in planning (e.g., to determine the lead times for telephone provision is 72 hours).		
4.	Ability to output a well-formatted completed form to hard copy print.		
5.	Ability for hires to return and update or correct their information after the initial submission.		

6.	Ability to provide task response and status via email reply.		
7.	Ability to measure the performance of the onboarding process.		
8.	Ability to vary the onboarding process workflow according to multiple candidate and position factors — employee type, business unit, job function, country and state, etc.		
9.	Ability to monitor the overall status of the onboarding process, providing a clear indication of “new hire readiness.”		
10.	Ability to make completion of one task a firm prerequisite to the initiation of other tasks.		
11.	Ability for the hiring manager to enter all required data on behalf of the contingent worker.		
12.	Ability to pre-populate form fields using data provided by unified Recruitment.		
13.	Ability to brand the forms and pages seen in the new hire portal or page flow.		
14.	Ability to automatically notify other areas of organization of new hire (security, payroll, etc.).		
15.	Ability to close the requisition tracker — does the new hire automatically close the open requisition?		
16.	Ability to facilitate automation of new hire paperwork collection and new hire responses for all businesses within the company.		
17.	Ability to link to person prior to bringing on board to enable new hire process to begin earlier.		
18.	Ability for HR and manager new hire/rehire to create/access checklist, by position, with check-off ability as tasks are completed (e.g., offer letter has been sent and received).		
19.	Ability to automatically notify new hire of activities he/she needs to complete and then send reminder he/she does not complete these in a timely manner.		
20.	Ability to enter new hire before start date (effective dating) and new person will not appear on org charts until effective start date.		
21.	Ability to click a button to hire the person, and data is automatically routed to payroll, benefits, and other applicable areas.		
22.	Ability to interface employee’s I-9 to e-verify for United States.		
23.	Ability to generate acceptance email notice/workflow notification to hiring manager, with start date.		
24.	Ability to include range of documents, such as W-4, I-9, employee agreement, non-compete agreement, etc.		
25.	Ability to provide electronic new hire packets, with ability to attach.		
26.	Ability to deliver employment eligibility verification, with automatic status update and validation noted in employee profile.		
27.	Ability to print a new hire package for candidate’s signature as well as workflow to generate appropriate pre-employment forms to be sent to the candidate.		

HUMAN RESOURCES:

Describe your system’s HR functionality.

Is this system integrated with the payroll system?

When was this human resources product developed?

Was this application developed in-house or purchased?

Describe the types of historical information your system maintains (including number of years maintained).

How do you support electronic signatures?

Describe the HR process for transferring an employee between departments and/or companies.

Are there duplicate fields in both HR and Payroll that can be updated and modified? What is the timing? Describe how it works.

Explain how a “re-hire” is identified and how previous history and years of service are recognized.

Can electronic files and scanned documents be stored by associate on your system? What limitations, if any, exist?

Describe the process to terminate an associate on the system.

Describe how your system can trigger events beyond pay for terminated employees (e.g., remove system access, revoke access cards, remove PIN numbers for wire transfers, etc.).

Describe how a terminate action can be reversed on the system.

	Requirement	Code	Comment
1.	Provide on-line support/instructions for completion of routine tasks.		
2.	Establish new organizational entities (e.g., companies, cost centers, and other variables) with no IT or programming required.		
3.	Add/change organizational entities and easily/effectively transfer employees within and/or across them.		
4.	Maintain employee demographic data for all employment-related details (e.g., birth date, employee number, gender, hire date, contact information).		
5.	Maintain ethnic, visa, and I-9 related data.		
6.	Maintain marital, family, and dependent/beneficiary related and tax-related elections.		
7.	Maintain historical data for current/former employees		

	Requirement	Code	Comment
	(e.g., names, employment, job/assignments, performance ratings, status, and pay).		
8.	Maintain audit trails of employee file and data updates by date, time, and origin of update.		
9.	Generate, identify, and track employees by unique employee number. Track Social Security Number for U.S. based employees.		
10.	Maintain language, education, and certification data.		
11.	Establish jobs/roles/positions and all relevant details.		
12.	Maintain data for all job-related details (e.g., grade, exemption status, EEO code, salary, job family).		
13.	Make simultaneous changes to large employee groups (e.g., new hires, salary changes, transfers).		
14.	Enable effective/future/retroactive dating of pending transactions/events, and maintain transaction history.		
15.	New hires automatically routes approval based on company's hierarchy.		
16.	Routes job/salary changes electronically for approval based on user defined approvals.		
17.	Managers can view and change employee salary information with workflow.		
18.	Managers can submit new hires.		
19.	Managers can run reports.		
20.	Managers can create ad-hoc reports based on security access.		
21.	Managers can view employee training and employment records.		
22.	Progressive disciplinary actions can be tracked and reported.		
23.	E-mail alerts can be generated based on system or user defined events.		
24.	Data/transactions submitted by managers automatically validate for accuracy and completeness.		
25.	Life-to-date history on all employee fields.		
26.	Audit trails for all additions, updates and changes.		
27.	Retains employee status code history.		
28.	Narrative history (e.g., disciplinary actions, grievances).		
29.	No limit to historical data captured.		
30.	Unlimited user defined fields.		

COMPLIANCE:

As human resource regulations change, how do you ensure your clients stay in compliance?

Explain how your system maintains OSHA logs.

Describe how the software facilitates the maintenance of employee data and creation of employee history.

	Requirement	Code	Comments
1.	Changes to compliance requirements are maintained and updated by HRIS vendor.		

	Requirement	Code	Comments
2.	All compliance reporting can be generated for current periods and historical periods.		
	Standard compliance reports include:		
3.	EEO-1		
4.	OSHA 300 and OSHA 301		
5.	Multi-Worksite Reports		
6.	Vets-100		
7.	Automatic notification of I-9 expiration/visa expiration.		
8.	COBRA qualifying events are automatically triggered based on employee transactions.		
9.	COBRA letters can be generated from the system.		
10.	Tracks any accommodations made to support the American with Disabilities Act (ADA).		
11.	Tracks ADA and disability information.		
12.	Provides military and veteran status for employees.		
13.	Includes affirmative action compliance features.		
14.	Provides HIPAA support.		
15.	Provides worker's compensation support.		
16.	Creates separate, mandated government reports for each individual tax entity.		
17.	Includes state-mandated "New Hire" reports (for child support payment tracking).		
18.	Updates from HRIS vendor when federal/state/local regulations change.		

PERFORMANCE APPRAISAL:

Please describe your performance appraisal feature.

Describe how the system can provide real time monitoring of performance appraisals.

Can completed performance reviews be attached to an employee record?

Can another performance appraisal system be integrated with this module?

	Requirement	Code	Comments
1.	Delivers configurable comprehensive options to allow administrators to configure the performance review process to their specific business needs without the need for technical or consultative services.		
2.	Intuitive user experience that eliminates the need for end-user training for administrators, employees, and managers.		
3.	Solicits performance feedback from multiple reviewers (e.g., subordinates, directors, other managers, peers) and exchanges data among multiple users simultaneously.		
4.	Saves work in process/draft reviews and provides option to return to complete.		
5.	Enables administrators to assign different review forms for different employees within the same review cycle.		

	Requirement	Code	Comments
6.	Enables employees to complete self-evaluations.		
7.	Tracks performance review status and dates (e.g., complete, incomplete).		
8.	Provides email reminders and overdue notices throughout the process.		
9.	Maintains performance feedback and ratings history.		
10.	Provides historical reviews that can be accessed easily by managers or administrators.		
11.	Enables administrators to view the status of the review process at any time.		
12.	Provides delivery of standard competencies and objectives.		
13.	Provides goals management that allows either the employee or manager to create and add their own personal goals or objectives.		
14.	Enables individual weighting of goals.		
15.	Provides ability to assign employee performance objectives that align with your overall business strategy.		
16.	Provides access to all talent factors, including employee information, review history, skills and competencies, education, salary history, and learning history, based on role.		
17.	Enables reporting and analysis of performance ratings for various employee groups (e.g., by job, manager, geography).		
18.	Provides a centralized gateway for managers to monitor the progress of their performance management activities — in one place.		
19.	Summarizes performance review in an easy-to-read format that can be printed for future reference.		
20.	Integrates with career development and succession management applications and processes (e.g., learning plans/career planning).		
21.	Integrates with career development and succession management applications and processes (e.g., learning plans/career planning).		

SUCCESSION MANAGEMENT:

Please provide a brief overview of your succession management functionality.

Please explain how Succession Management is unified with your Performance Management and Career Development offerings.

Please explain how succession plans are created.

How much historical information is available?

What types of reporting and metrics are available on the succession data?

	Requirements	Code	Comments
1.	Stores multiple iterations of possible succession plans for each team/leader.		

2.	Provides printable/PDF capabilities.		
3.	Allows configurability by the client (ASM) or allows hard-coding from the vendor.		
4.	Provides the ability to track and report on critical roles and critical talent.		
5.	Delivers robust reporting, including exception reporting.		
6.	Provides the ability to track core competencies associated with next/future job.		
7.	Provides the ability to track the date/timeframe an employee will be ready for the next position.		
8.	Provides the ability for employees and managers to create a development plan based on license, skills, training, education, and competencies.		
9.	Provides the ability to track multiple language proficiency information, including speaking, reading, and writing, for each employee.		
10.	Provides the ability to maintain multiple education information per employee such as schools attended, dates of attendance, degrees, and course of study.		
11.	Provides the ability to track and search on the following data:		
12.	skill description		
13.	experience level		
14.	proficiency level		
15.	competency description		
16.	Provides the ability to track employee licenses and certification and expiration dates.		
17.	Provides the ability to track employee professional associations. Specify limit.		
18.	Provides the ability to identify where employees are in their current performance and potential growth.		
19.	Provides the ability to provide audit records.		
20.	Provides the ability to be delivered with standard competencies and objectives. Administrators should be able to add and modify client-specific, effective-dated competencies,		
21.	Enables the graphic display of the manager's direct report organization.		

COMPENSATION:

Provide an overview of the key compensation features of your system.

How is the compensation features integrated with the HRIS and payroll functions?

Explain how your system creates and retains salary history.

What types of reports are available for compensation?

Describe how your system manages commissions.

Describe how your system manages bonus pay.

Describe how your system manages incentive pay.

Describe how your system manages separation pay and other discretionary pay.

Explain how pay changes are entered in the system.

Describe how a mid-period salary change is processed.

Explain how the system allows managers to plan salary increases online, process approvals via workflow, and automatically implement increases on the effective date.

Explain how annual merit increases are processed in your system.

Does your system validate minimum and maximum salary (of grade) when pay is changed, and provide warning messages as needed?

How is compensation modeling handled in your system?

Describe how salary ranges/grades are established in the system, grades are assigned to positions, and positions are assigned to associates.

Describe how salary range/grade changes are made in the system, those changes are reflected in positions, and to associates assigned to those positions.

Explain how job information is established and maintained in your system (e.g., grade, exemption status, EEO code, etc.).

Explain how your system calculates, displays, and reports compa-ratio and/or quartile information.

Explain how the same job can have different salary ranges based on job location.

BUDGET:

Please describe how your budget administration tool will assist our organization with effective decisions regarding future compensation.

What are the steps involved in creating a budget worksheet for your managers?

	Requirement	Code	Comments
1.	Managers can view summary data and analyze salary budget information for their departments.		
	Managers can assign salary increases based on:		
2.	Dollar amounts		
3.	Percentages		
4.	Combination of dollar and percentages		
5.	Managers can create "what if" employee scenarios to ensure that increases do not exceed the department salary budget.		
6.	Managers can apply "across the board" salary increases for a department.		
7.	Managers can allocate different percentages and/or dollar amounts to different employees.		
8.	Assign multiple salary increases to one employee (i.e., cost of living and merit increases).		
9.	Rate changes and increases are effective-dated for payroll processing.		
10.	Manager can plan for compensation, overtime, taxes and benefits.		
11.	Manager can utilize advanced functions to calculate benefits (nested if/then statements, etc.)		

	Requirement	Code	Comments
12.	Manager can plan for pre-tax benefits.		
13.	Manager can set budget using FTE or Headcount.		
14.	Manager can plan for terminations, leaves, and new hires.		
15.	Managers can plan for transfers between locations, departments and sections.		
16.	Managers can plan for temporary, part time, half time employees.		
17.	Managers can plan for temporary employees from an outside agency.		
18.	Manager's view of budget can be restricted to their respective departments/offices.		
19.	Budget Data can be exported to excel.		
20.	Current and prior year payroll data is accessible in the budget planning module.		
21.	Manager can generate variance reports to compare budget to actual expense.		
22.	System maintains historical budget records.		
23.	Budget assumes all existing comp, taxes and benefits remains the same, then allows for overrides as necessary.		
24.	System allows data to be compiled for multiple companies and currencies.		
25.	System allows all currencies to be reported in USD, using a pre-determined exchange rate.		
	System has reporting capabilities:		
26.	Company		
27.	Location		
28.	Department		
29.	Title		
30.	Section of Law		
31.	Status		
32.	Currency		
33.	Compensation Only		
34.	Benefits & Taxes Only		
35.	Employee versus Employer Expense		
36.	Allow for what-if analysis using various percentages of increase		

EMPLOYEE RELATIONS:

Please describe how disciplinary actions are accommodated.

Please describe your capabilities to track grievances.

	Requirement	Code	Comments
1.	Tracks disciplinary actions including a description of the incident.		
2.	Managers and HR staff can record the type of action taken (i.e., written warning, verbal warning, and termination).		
3.	Records required follow-up steps and the time frame for completion.		

	Requirement	Code	Comments
4.	Schedules review of employee response to actions.		
5.	Grievances can be viewed in summary format.		
6.	Managers can drill into specific grievances.		
7.	Tracks the date and type of grievance (i.e., inequality, unfair pay, and unfair working conditions).		
8.	Tracks final outcome of the grievance and the date it was closed.		

EMPLOYEE DEVELOPMENT:

Please describe how employee development and succession planning are accommodated in your system.

Describe how the employee development feature is used by employees.

	Requirement	Code	Comments
1.	Tracks core competencies associated with next/future job.		
2.	Flags employees that are recommended for a specific job.		
3.	Tracks the date an employee will be ready for the next position.		
4.	Managers can create a career plan based on license, skills, training and education.		
5.	Tracks multiple language proficiency information including speaking, reading, and writing, for each employee.		
6.	Maintains multiple education information per employee such as schools attended, dates of attendance, degrees, and course of study.		
7.	Does the system track the following data?		
8.	Skill code		
9.	Skill description		
10.	Experience level		
11.	Proficiency level		
12.	Last date skill used		
13.	Tracks employee licenses and certification and expiration dates.		
14.	Tracks employee professional associations. Specify limit.		

OSHA and Safety:

	Requirement	Code	Comments
1.	Maintains OSHA logs at the employee level.		
2.	Can view a summary page/window showing all incidents for an employee.		
3.	Can view the detail of an individual employee incident.		
	Incident details include:		
4.	Accident or exposure itself		
5.	Date and time		

	Requirement	Code	Comments
6.	Days away from work		
7.	Days of restricted work		
8.	Illness or injury		
9.	Complete incident description		
10.	Ability to add notes.		
11.	Case number may be auto incremented.		
12.	OSHA reports are included as standard reports (OSHA 300, and OSHA 301).		
13.	All incident history is maintained indefinitely.		
14.	Incident information and history are accessible through reporting.		
15.	Managers can view and update OSHA information using Manager Self- Service.		
16.	Maintains required safety reporting for international operations.		

ORGANIZATION CHARTS:

Explain how your system creates organizational charts.

Describe how your system maintains employee "report to" data.

Describe how your system handles/manages large reorganizations.

	Requirement	Code	Comments
1.	Provides ability to export data to an organization charting application.		
2.	Provides a standard employee export that provides data in the required format.		
3.	Generates organization chart without requiring the user to make any changes.		
4.	Provides ability to create more customized export templates.		
5.	Structures the organization chart based on the reporting relationships defined for each employee.		
	Provides the ability to establish different export records to create organization charts for the following:		
6.	Various companies		
7.	Locations		
8.	Pay groups		
9.	Organization levels (by using the company and data selector options).		
10.	Tracks open positions in the organization chart.		

BENEFITS:

Describe the integration between benefits and payroll.

How does your system handle benefits administration?

Explain how your system facilitates reporting to third party vendors such as benefit providers. (I.e. Aflac, Infinisource, TASC and FSA Debit Card Services Tracking)

Does the benefit data automatically populate in payroll? Is it real-time or a batch process?

Does your system have a module to maintain Worker’s Compensation Claims, Costs, tracking lost time, restrictions, legal reporting requirements, regular reporting, etc.? Does the system allow for tracking of all notes, conversations, etc.?

Does the system allow for tracking of all notes, conversations, etc.?

How do you support electronic signatures?

	Requirement	Code	Comments
1.	Provides total integration between benefits and payroll including other payroll vendors.		
2.	Maintain calculations and limits in compliance with federal legislation.		
3.	Assigns different benefit packages to different groups of employees based on eligibility rules.		
4.	Establishes benefit/deduction plans with multiple types and options.		
	Supports effective dated:		
5.	Benefit/deduction plans		
6.	Employee benefit/deduction plan enrollment		
7.	Employer benefit/deduction plan enrollment		
8.	Updates benefit/deduction plans based on employee status change.		
9.	Tracks “waived” benefit/deduction plans.		
10.	Assigns a rate schedule to apply new rates with future effective dates for the new plan year.		
11.	Without writing a separate program, automatically updates premiums for age/salary driven benefit calculations.		
12.	Automatically enrolls employees in required plans.		
13.	Automatically cancels specified employee benefits upon termination.		
14.	Allows benefit costs to be set up for the new year while continuing processing for the current year.		
15.	Tracks and maintains information for dependents and beneficiaries.		
16.	Calculates imputed income.		
17.	Tracks and reports workers’ compensation claims.		
18.	Facilitates reporting to third-party vendors such as benefit providers.		

	Requirement	Code	Comments
19.	Provides one screen that shows employee data (“benefits-at-a-glance”), without having to scroll through multiple screens.		
20.	Defines and maintains benefit/deductions for the employee and employer		
21.	Includes automated schedules for benefits/deductions.		
22.	Supports benefit/deduction goals and limits.		
23.	Supports “catch up” contributions on deferred compensation plans.		
24.	Recovers benefit/deduction amounts that have been put into arrears.		
25.	Supports multiple arrear types.		
26.	Includes defined start and stop dates for benefit/deduction.		
27.	Processes one-time benefit/deductions.		
28.	Maintains and tracks savings bond benefits/deductions.		
29.	Restricts participants from receiving more than the annual limit for reimbursement accounts including 403(b) and 401(k).		
30.	Includes pre-tax and post-tax benefits/deductions.		
31.	Supports a designated default amount for each deduction code.		
32.	Supports multiple types of life insurance, long term disability, and short term disability.		
33.	Supports flexible spending accounts (FSA).		
	Display flexible spending account information such as:		
34.	Plan information		
35.	Balance of funds in account (s)		
36.	History of transactions for reimbursements		
37.	Maintains updated FSA balance.		
38.	Includes minimum check option for FSA.		
39.	Automated reminders; deadlines		
40.	Benefit billing management/reconciliation		
41.	Marketplace: compensation and tax credit product		
42.	Automated electronic reconciliation, payment and tracking		
43.	Offers ACA tracking, calculations and administration on a monthly, quarterly and annual basis.		
44.	Lookback (1095's)		

OPEN ENROLLMENT:

Describe the system capabilities for online benefits enrollment (e.g., eligibility rules, tenure or grade level based premiums, plan dates).

Describe how your self-service solution can be used to guide employees through benefits enrollment.

What tools do you have available for benefit administrators to monitor and provide a smooth enrollment process for the company and its employees?

Is workflow associated with benefit enrollment and life event changes?

	Requirement	Code	Comments
1.	System provides next-year enrollment capability while in current year.		
	From a Web browser, employees can:		
2.	View current benefits and related information.		
3.	Compare current benefits to the new benefits employees may choose to elect.		
4.	Compare the cost of current versus new benefits.		
5.	Make benefit elections from a list of eligible benefits.		
6.	Keep existing benefit elections with no changes.		
7.	Modify existing benefit elections.		
8.	Make new benefit elections to replace existing benefits.		
9.	Waive or decline benefits.		
10.	Review, add, modify and remove dependents and beneficiaries.		
11.	Review benefits and summary description documents.		
12.	Link to benefit plan provider Web sites for additional information to help in making informed benefit and provider choices.		
13.	Save "in progress" enrollments and then later return to modify choices, make additional elections and complete the enrollment process.		
14.	Make life event (e.g., baby, marriage) benefit changes.		
	From a Web browser, managers can:		
15.	Describe benefit plans and include specific plan details.		
16.	Include customized messages to employees on enrollment pages, (e.g., new benefit notifications, additional instructions, deadlines for completion, disclaimer for those employees who decline a benefit).		
17.	Specify the display order in which each benefit plan is viewed by the employee.		
18.	Identify required and optional activities that designate an active versus passive enrollment.		
19.	Limit the number of dependents to the employee for each benefit plan offered.		
20.	Limit the number of dependent relationships to the employee for each benefit plan offered.		
21.	View the statuses of all enrollments.		
22.	Drill into benefit groups and plans to check specific enrollment information such as a list of employees whose enrollments are completed, in progress, or not yet started.		
23.	Add or modify employee elections.		
24.	Send due date reminders using an integrated e-mail feature.		
25.	Use a "manage paperwork" feature to track requests for additional information or paperwork (e.g., proof that a dependent is enrolled in school, required Evidence of Insurability form).		
26.	Create Internet links to benefit plan provider		

	Requirement	Code	Comments
	Web sites so employees can obtain additional details to help them make informed choices.		
27.	Attach enrollment worksheets for employees to use when making life event benefit changes.		
28.	Report and track benefits-related information and activities as they relate to new hires, benefit group changes, dependents, session setup, employee elections, and terminations.		
29.	Export employee enrollment data (e.g., 401(k) plan), to a ready-to-send file that can be transmitted to appropriate plan providers or third party administrators prior to the plan effective date.		
30.	Supports default benefits which can be set up for new hires.		
31.	Supports unique enrollment dates for each benefit plan.		
32.	Provides a next year enrollment capability.		
33.	Provides ability to report life event (e.g., marriage) and allow "eligible" changes to benefit elections.		
34.	Allows updates to dependent information for life events.		
35.	Manual override from HRIS admin – not everyone is capable of self-service.		

LIFE EVENTS

Please describe the life events that come standard without configuration.

Describe how the available life event options are established and maintained in your system.

	Requirement	Code	Comments
1.	Allows online enrollment form for associates to use when making life-event benefit changes.		
2.	Supports life events processed through the associate self-serve function of the system.		
3.	Provides online ability to make life event changes (marriage, birth of a child, death, divorce).		
4.	Automatically prompts "eligible" changes to benefit elections when life event change made.		
5.	Allows update to dependent information for life events.		
6.	Allows removing a dependent.		
7.	Alerts student status end date to associate and employer		
8.	Allows update address changes.		
9.	Allows change in marital status.		
10.	Email alerts to (up to 3) HR staff prompting the change.		

LEAVE ADMINISTRATION

How are leaves of absence identified and processed in the system?, i.e. Personal Leave (PL) and Family and Medical leave Act (FMLA)

Explain how your system facilitates handling the provisions of the Family and Medical Leave Act (FMLA).

Explain how you coordinate and manage FMLA with STD management. Describe in detail how the communication and workflow would operate.

Describe how the system maintains leave of absence history records, time/hours used, including multiple leaves in a 12-month period so time off does not exceed maximum time allowed.

Describe how your system monitors workers' compensation and the related leave of absence

Describe the benefit premium collection process when associates are on leave without pay.

How are leave associates notified about open enrollment and their benefit elections processed?

	Requirement	Code	Comments
1.	Supports leave types – HR initiated		
2.	Supports maximum duration of leave types and combined leaves, i.e. FMLA to PL, etc.		
3.	Tracks due dates of Certification of Healthcare Provider Form by associate		
4.	Tracks the approved date when the associate's leave of absence is expected to start.		
5.	Tracks the approved date when the associate is expected to return from the leave.		
6.	Tracks and reports cumulative FMLA/PL time taken.		
7.	Maintains leave of absence history.		
8.	Calculates the planned duration, based on expected end and expected start dates.		
9.	Supports workflow approval processes for leave requests initiated by associates or managers.		
10.	Displays warning message during pay processing if time entered exceeds the leave balance.		

PAID TIME OFF (PTO)

Can employees request PTO?

Describe how your system calculates accrued PTO. Can it handle multiple types of "time off" accounts (i.e. PTO, VAC, Sick and Personal Day)?

	Requirement	Code	Comments
1.	PTO accruals and leave administration can be processed without Time and Attendance feature.		
2.	PTO plans can be configured for a lump sum accrual on an annual basis.		
3.	PTO plans can be configured to accrue based on length of service and user defined rates.		

	Requirement	Code	Comments
	PTO plans can be configured to accrue based on user-defined frequencies.		
4.	Per number of days		
5.	Per number of weeks		
6.	Per number of months		
7.	Per number of years		
8.	Per fixed date		
9.	Per included hours		
10.	Per included earnings		
11.	Per pay period		
12.	Per customer defined rules		
13.	PTO plans can be configured to adhere to user-defined carryover rules.		
14.	Supports unlimited types of leave.		
15.	Tracks the approved date when the employee's leave of absence is expected to start.		
16.	Tracks the approved date when the employee is expected to return from the leave.		
17.	Tracks and reports cumulative (FMLA) time taken.		
18.	Maintains leave of absence history. (Even for staff who go from salary to hourly and back again. Need to see past PTO payouts.)		
19.	Calculates the planned duration based on expected end and start dates.		
20.	Employees can view PTO/leave plan balances.		
21.	Employees can request PTO/leave.		
22.	Manager can view PTO/leave plan balances.		
23.	Managers can view pending employee PTO/leave requests.		
24.	Manager can request PTO/leave.		
25.	Workflow approval processes are included for PTO/leave requests initiated by employees or managers.		
26.	Ability to have multiple leave rules based on the state in which the employee works.		

FLEXIBLE SPENDING ACCOUNT (FSA)

Does your system support multiple FSA accounts/ HSAs?

How does your system notify third party FSA vendors when an employee terminates?

	Requirement	Code	Comments
1.	Supports associate enrollment.		
2.	Enrolls associates in FSA/HSA plans through benefits open enrollment.		
3.	Maintains two open plan years so reimbursements can be paid from one year, while beginning claims processing for the new benefit year.		
4.	Restricts participants from receiving more than the annual contribution election limit for reimbursement accounts.		
5.	Supports associate enrollment.		

PENSION

Provide an overview of pension-related features/functionality of your system.

Describe how the system manages years of service for rehires and breaks in service.

Explain how your system tracks pension payouts to terminated associates.

Describe how years of service are managed in the system.

Does your system provide a way to determine if a rehire has already had a pension pay out and the date of pay out?

Pension and service years can be determined reflecting an associate's leave of absence under FMLA.

Can your system calculate the employer contribution amount by participant?

VIRGINIA RETIREMENT SYSTEM (VRS)

Must be done through VRS system.

COBRA

	Requirement	Code	Comments
1.	Defines employee's COBRA status, date of qualifying COBRA event, description of COBRA event, and date the COBRA notification letter was sent.		
2.	Defines dependent's COBRA status, date of qualifying COBRA event, description of COBRA event, and the date the COBRA notification letter was sent.		
3.	Automatically captures COBRA information during the termination process		
4.	Automatically generates COBRA notifications.		
5.	Create COBRA notification letters and invoices.		
6.	Exports all employee and dependent COBRA information to a third party COBRA administrator.		
7.	Generates COBRA billing documents		
8.	Maintains COBRA payment history		
9.	Manager can request PTO/leave.		
10.	Workflow approval processes are included for PTO/leave requests initiated by employees or managers.		
11.	Ability to have multiple leave rules based on the state in which the employee works.		

POSITION MANAGEMENT:

How are position statuses maintained in the system?

What information associated with the employee is controlled by the position?

What are the system rules for calculating FTE?

Will the system enable us to track positions currently including those budgeted now, in the future, and in the past?

	Requirement	Code	Comments
1.	Provides position management reports by different organizational levels.		
2.	Tracks headcount and full time equivalents (FTE) associated with positions.		
3.	Tracks multiple position assignments and multiple cost centers for an employee.		
4.	Calculates FTEs in multiple ways.		
5.	Stores unlimited history of changes recorded to the position record.		
6.	Tracks unlimited history of changes to employee position assignments.		
7.	Records information for replacement planning, indicating possible new positions for employees.		
8.	Integrates with recruitment and staffing feature for establishing requisitions.		
9.	Supports the generation of organization charts based on position "reports to" hierarchy.		
10.	Tracks status of position approval.		
11.	Allows overstaffing for positions.		
12.	Prohibits assignments to a position if overstaffing is not allowed.		
13.	Allows position codes in the GL distribution.		
14.	Allocates employee pay by position code automatically.		
15.	Assigns position number manually or automatically.		
16.	Provides on-line position incumbent data.		
17.	Provides on-line prior position incumbent data.		
18.	Indicates budget period.		
19.	Maintains approved budget by position including dollars, hours and FTEs.		
20.	Tracks current budget accumulators and provides on-line views.		
21.	Tracks budget variances.		
22.	Maintains multiple budget plan years on-line.		
23.	Standard reports that assess budgeted vs. actual FTE's and dollar amounts.		
24.	Supports position splits.		

PAYROLL:

Describe your application's payroll functionality.

Is this application integrated with the main HRIS application?

Was this application developed in house or purchased?

Explain how changes are tracked and viewed throughout the system.

Describe the payroll process for transferring an associate between departments, companies, or states. Is this integrated with the HR function or is a separate process required?

Describe tools/features available for employees to submit inquiries on their pay.

	Requirement	Code	Comments
1	Ensures payroll system reflects appropriate earnings and deduction codes based on company benefits and compensation structures.		
2	Allows system to be set-up to receive and manage company initiatives such as United Way.		
3	Provides online help in application for end-users.		
4	Provides online help in application for administrators.		
5	Provides "wizards" to walk users through completing tasks.		
6.	Provides a "test" system for customers to test new features and potential changes.		
7.	Provides a "test" system for customers to use for internal training.		

EARNINGS:

Explain how your system will enable us to pay multiple earnings that are taxed differently, but paid on the same pay check (e.g., regular wages taxed based on the W4 and bonus wages taxed at the supplemental rates on one pay check).

Explain how your system will enable us to combine multiple earnings for an individual working multiple positions or jobs.

Are there limits to the number of earning codes that can be established in your system?

Can specific earnings be scheduled for a specific payroll cycle?

	Requirement	Code	Comments
1.	Provides an unlimited number of earnings codes		
2.	Pays various earnings types (e.g., severance or bonus) after an employee is terminated on system.		
3.	Provides automatic gross up calculation for earnings.		
4.	Allocates earnings by different organizational levels.		
5.	Delivers all federal, state and local earnings tax categories.		
6.	Calculates and initiates off-cycle/special payments (e.g., signing bonus, annual bonus).		
7.	Delivers an expression builder to create company specific earnings calculations.		
8.	Allows for earnings to be scheduled in the payroll calendar.		
9.	Specifies start and stop dates for earnings.		
10.	Differentiates which earnings to include/exclude from other calculations (e.g., shift, deferred compensation).		
11.	Earnings codes are specific for different types or groups of employees (e.g., part time or executive).		
12.	Tracks YTD amounts, by earnings type, for unlimited number of years in check detail history.		
13.	Tracks YTD hours worked, by hours type, for unlimited number of years in check detail history.		
14.	Supports the calculation of taxable fringe benefits.		

	Requirement	Code	Comments
15.	Supports the calculation of imputed income.		
16.	Provides ability to enter non-taxable reimbursements.		
17.	Handles employees with multiple rates of pay.		
18.	Calculates various shift premiums.		
19.	Accurately pays shift premium for employees who work multiple shifts.		
	Overtime calculations include:		
20.	Half time		
21.	Time and a half		
22.	Double time		
23.	Triple time		
24.	Calculates co-efficient overtime on the payroll input screen.		
25.	Distinguishes between regular and premium wages for workers' compensation.		
	Automatically accumulates hours and earnings by:		
26.	Fiscal year-to-date		
27.	Year-to-date		
28.	Quarter-to-date		
29.	Month-to-date		
30.	Last payroll		
31.	Employees can view YTD earnings through employee self -service.		
32.	Define hours per week by employee or job level.		
33.	Is file ID# unique i.e. no instances where a new number needs to be reassigned a new number regardless of entity?		

DEDUCTIONS/BENEFITS:

Describe the integration between benefits and payroll. When a change is made to an employee's benefit election (e.g., single to family coverage), how does the deduction amount get changed in payroll or other outside systems?

How does your product recover deduction amounts that have not been withheld from an employee's pay?

Does your system calculate garnishments based on the state and federal calculation rulings?

	Requirement	Code	Comments
1.	Provides an unlimited number of deduction codes.		
2.	Calculates garnishments based on the state and federal calculation rulings.		
3.	Stores other relevant garnishment data at the deduction level (e.g., case number, payee).		
4.	Delivered logic to properly calculate multiple garnishments.		
5.	Sends child support and/or other payroll deduction information to accounts payable for separate check processing.		
6.	Delivers all federal, state and local deduction/benefit tax categories.		

	Requirement	Code	Comments
7.	Accommodates one time deductions.		
8.	Delivers an expression builder to create company specific deduction calculations.		
9.	Allows for deductions to be scheduled in the payroll calendar.		
10.	Allows client-defined prioritizing of deductions.		
11.	Associates goal limits to deduction codes.		
12.	Supports start and stop dates for deductions.		
13.	Automatically cancels specified employee deductions upon termination based on company business rules.		
14.	Supports effective dating with deductions.		
15.	Includes a rate table at the company level for benefit deduction amounts, so they are not manually entered on each employee.		
16.	Deduction cost can be entered for the new year, while continuing processing for the current year		
17.	Deduction codes are specific for different types or groups of employees (e.g., part time or executive).		
18.	Tracks YTD amounts, by deduction type, for unlimited number of years in check detail history.		
19.	Allocates deductions by multiple organizational levels.		
20.	Maintains unlimited history of all deduction changes.		
	Automatically accumulates deductions by:		
21.	Fiscal-year-to-date		
22.	Year-to-date		
23.	Quarter-to-date		
24.	Month-to-date		
25.	Last payroll		
26.	Allows employees to view YTD deductions through employee self-service.		
27.	Ability to temporarily override deduction amounts		
28.	Temporarily inactivate deductions at the employee level one-time or on an on-going basis		
29.	Temporarily inactivate deductions at the company level to affect all employees		

CALCULATING PAY

Where is gross pay calculated (i.e., payroll or time and attendance system)?

Describe how a time and attendance system would be integrated into the calculation of pay.

Describe how an out-of-cycle check is calculated and processed. Manual payments allowed?

Describe how time without pay and partial pay are calculated by your system. Include exempt and non-exempt.

Describe how pay is calculated for new hires and terminations.

Describe how adjustments to exempt salaries are calculated, particularly partial pay.

	Requirement	Code	Comments
1.	Supports unlimited earnings, deductions and tax codes.		
2.	Supports different types of income.		
3.	Supports associates with multiple rates of pay and department/cost center assignments.		
4.	Tracks associates with multiple pay rates and departments/cost center assignments.		
5.	Maintains and updates overtime and pay specific rules including state specific rules.		
6.	Supports automatic retroactive pay calculations and payments.		
7.	Enables date-driven salary changes (allowing past and future changes).		
8.	Allocates by different organizational levels and/or projects.		
9.	Calculates shift differentials and job premiums automatically.		
	Automatic calculations		
10.	Performs gross to net calculations per associate per check and are immediately viewable.		
11.	Calculates and initiates off-cycle and special payments (e.g., signing bonus, annual bonus).		
12.	Provides automatic gross up calculation for earnings.		
13.	<i>Overtime calculations include:</i>		
14.	Half time		
15.	Time and a half		
16.	Double time		
17.	Triple time		
18.	Guaranteed overtime (e.g., paid overtime for working Saturday even if normal work week does not exceed 40 hours)		
	<i>Customer can override an associates pay check by entering or changing:</i>		
19.	Tax frequency		
20.	Method of payment (check vs. direct deposit)		
21.	Rate of pay		
22.	Shift codes – How many are allowed?		
23.	Hours		
24.	Earnings		
25.	Deductions		
26.	Deduction arrears		
27.	Taxes (State, Federal, and Local)		
28.	Allocation fields (dept, project, location, etc.)		
	Non-Wage Income		
29.	Handles earned income credit.		
30.	Handles imputed income by pay period.		
31.	Handles moving expenses to reflect as income		
	Wage Allocations		
32.	Supports multi-tier wage allocations across multiple cost centers		
	<i>System provides wage allocations by:</i>		
34.	Companies		
35.	Departments		
36.	Divisions		
37.	Regions		

	Requirement	Code	Comments
38.	Locations		
39.	Branches		
40.	Cost centers		
41.	Projects		
42.	Pay groups		
43.	Terminated Associates		
44.	Automatically stops deductions and calculates final pay based on associate's termination date (including PTO, benefit deductions, etc.).		
45.	Identifies associates who have pension dollars required to be paid out at termination.		
	Reporting		
46.	Provides standard wage allocation reports		
	<i>Reports can be created with actual cost allocations including:</i>		
47.	Rate of pay		
48.	Shift codes – How many are allowed?		
49.	Hours		
50.	Earnings		
51.	Deductions		
52.	Deduction arrears		
53.	Taxes (State, Federal, and Local)		

TAXES:

Describe tax resources provided to your customers on tax regulations at the federal, state, and local levels? How do your customers access this information?

Note whether you developed your own tax calculation system or you use another company's tax calculation system. If you use another company's tax calculation system, explain how it integrates with your payroll system.

What tax updates, if any, are provided and how are these updates received?

Describe how your system can accommodate consolidated tax returns for multiple companies.

Do you provide full tax filing processes?

	Requirement	Code	Comments
1.	Provides for all federal, state and local taxing jurisdictions within the United States and its territories.		
2.	Provides for all taxing jurisdictions for international locations.		
3.	Supports tax calculations of lived in versus worked in state and local payroll taxes.		
4.	Supports state and local reciprocal agreements.		
5.	Provides all relevant end of year payroll processing reports, including W-2, 941, 1099s, State, SUI, and worksite reporting.		
6.	Supports the outsourcing of payroll tax deposits and filings.		
7.	Vendor can provide a print service for W-2s.		

	Requirement	Code	Comments
8.	Supports client with preparing tax deposits and filings internally.		
9.	Produces tax documents, magnetic media, and signature ready reports to file.		
10.	Allows a customer to create/print their own W-2s.		
11.	Allows an employee to view/print their own W-2.		
12.	Supports federal, state and local supplemental wage taxation.		
13.	Allows for earnings to be taxed at different tax rates (e.g., regular and supplemental) on the same check.		
14.	Delivers all wage tax categories for wages reported (e.g., W-2, 1099).		
15.	Maintains tax rates within the proposed system.		
16.	Maintains a history of tax tables by change date.		
17.	Employees can change W-4 information via a Web portal.		
18.	Managers can change employee W-4 data via a Web portal.		
19.	Tax documents (e.g., signed W-4, I-9) can be attached to an employee's record.		
20.	Employees can perform pay check modeling.		
21.	Provides a payroll tax reconciliation tool.		
22.	Tracks YTD taxes, by tax, type for an unlimited number of years in check detail history.		
23.	Tracks YTD taxable wages, by tax type, for an unlimited number of years in check detail history.		
24.	Accommodates separate tax exempt controls for federal, state, and local taxes.		
25.	Provides additional withholding fields for federal, state, and local taxes.		
26.	Supports one time additional tax amounts in payroll processing.		
27.	Allows for payroll adjustments to correct taxes to be posted to current quarter.		
28.	Allows for payroll adjustments to correct taxes to be posted to a prior quarter.		
29.	Allows for a payroll administration user to generate an employee W-2C.		
30.	Allow employee to withhold additional taxes.		
31.	Exempt certain types of pay from taxes.		

PAYROLL TIME ENTRY:

Explain how employee timesheets can be entered on-line. How are these timesheets approved?

	Requirement	Code	Comments
1.	Allows customization of the pay sheet so that only data for a specific payroll appears on the pay sheet.		
2.	Specifies the columns the user wants to display on the pay sheet.		
3.	Controls the properties of the columns the user specifies.		

	Requirement	Code	Comments
4.	Designates specific groups of employees to pay.		
5.	Views employee and group totals as payroll data is entered.		

PAYROLL PROCESSING:

Describe the process, steps, and time required for running payroll.

Describe the payroll gross-to-net process. Include manual checks.

Describe situations that cause down time for other areas of the application when payroll is processing.

Describe the audit process for each payroll.

How are unscheduled payrolls handled?

Describe payroll and year-end processing in the proposed system.

Describe your adjustment process for a typical payroll. How are quarter-end and year-end adjustments processed?

Are all custom payroll reports available to view during payroll processing? Please explain.

Are there any payroll reports that cannot be accessed while payroll is running? Why?

What is the process if payrolls need to be re-run multiple times?

Is there a limit to how many times payroll can be re-run?

Is data syncing necessary for payroll processing? Why?

Can you reprint checks if printer or something errors?

	Requirement	Code	Comments
1.	Run supplemental payrolls at any time.		
	Provides for pay data entry by:		
2.	Employee online		
3.	Manager online		
4.	Batch uploads		
5.	Import from third party time and attendance solution		
6.	Exception-based/autopay (e.g., salaried or fixed hourly employees).		
7.	Performs gross-to-net calculations per employee per check, which are immediately viewable.		
	User can override an employee's pay check by entering or changing:		

	Requirement	Code	Comments
8.	Tax Frequency		
9.	Method of payment (e.g., check vs. direct deposit)		
10.	Rate of pay		
11.	Hours		
12.	Earnings		
13.	Deductions		
14.	Deduction arrears		
15.	Taxes		
16.	Allocation fields (e.g., dept, job, project, location)		
17.	Performs gross up calculations.		
18.	Allows for an unlimited number of checks issued to an employee per payroll processing.		
19.	When preparing multiple checks for an employee during a payroll process, options exists for direct deposit or live check as well as the ability to exclude or process deductions.		
20.	Provides pre-check registers and audit reports prior to processing payroll.		
21.	Allows for manual checks to be printed onsite or any location.		
22.	voids payroll checks by selecting the appropriate check; changes should be applied to applicable quarter's totals.		
23.	Provides capability to re-run selected steps of the payroll process.		
24.	Provides for check reconciliation.		
	Using Web browser, administrators can run the entire payroll process including:		
25.	Collect employee time		
26.	Open payroll		
27.	Calculating pay (including gross-to-net)		
28.	Pre-check preview and editing		
29.	Check payroll processing status		
30.	Generating pay checks and/or direct deposit advises		
31.	Payroll reporting		
32.	GL reporting		
33.	Post payroll		
34.	Close payroll		
35.	Create manual checks (interim, voided)		
36.	Print checks from the Web		
37.	Update deduction goal amounts		
38.	Perform check reconciliation		
39.	Tax filing		
40.	Supports different types of payment methods (e.g., direct deposit, live check).		
41.	Print checks in any order, which may differ from payroll registers.		
42.	Proposed vendor can provide check printing services.		
43.	Provides internal check printing capability.		
44.	Supports laser printed pay statements to include MICR coding and signatures.		
45.	Supports unlimited check detail history.		
46.	Provides online pay statements to employees without		

	Requirement	Code	Comments
	creating paper statements.		
47.	Allows for paid time off information (e.g., vacation) to be on pay statement.		
48.	Supports paying employees from different bank accounts.		
49.	Create an "ACH" file for direct deposit.		
50.	Can rerun "ACH" file to include adjustments.		
51.	Allows employees to have up to 99 direct deposit accounts.		
52.	Supports partial direct deposits in either a flat dollar amount or a percentage of an employee's pay.		
53.	Supports Positive Pay.		
54.	Process a refund (negative deduction) with no earnings, pretax and after tax deductions (taxes adjusted with refund).		
55.	Ability to prenote.		

CHECK MANAGEMENT:

Describe how your customers process and print a check locally at their site.

Explain how your system provides direct deposit for associates including direct deposit to multiple accounts. Indicate the maximum number of accounts to which an associate can deposit pay and the methods (fixed amount, percent, or other) by which the funds can be split.

	Requirement	Code	Comments
1.	Supports different types of payment methods (e.g., direct deposit, live check, etc.).		
2.	Supports printing checks in any order, which may differ from payroll registers.		
3.	Supports check printing services by vendor.		
4.	Supports unlimited check detail history.		
5.	Provides online pay statements to associates, without creating paper statements.		
6.	Allows for Paid Time Off and Accrued Absent Time (AAT) information to be on pay statement.		
7.	Supports paying associates from different bank accounts.		
8.	Creates an ACH file for direct deposit.		
9.	Allows customer to rerun ACH file to include adjustments.		
	Voided Checks		
10.	Provides ability to void checks by number and reversals are immediately fed to the general ledger.		
11.	Provides ability to enter multiple check voids by range.		
	Direct Deposits		
12.	Handles direct deposit to multiple financial institutions in various federal reserve districts.		
13.	Allows for an unlimited number of checks issued to an associate per payroll processing.		
14.	Allows for manual checks to be printed onsite.		

LABOR ALLOCATION:

Explain how the proposed system would allocate by different organizational levels and projects.

Describe how the proposed system handles employees with multiple rates of pay and department or cost center assignments. How would employees with multiple jobs or positions be handled?

Describe how your system recognizes over time for employees who work across various divisions or companies within the same work week.

	Requirement	Code	Comments
1.	System provides for an unlimited number of the following:		
2.	Companies in one database		
3.	Departments		
4.	Divisions		
5.	Locations		
6.	Cost centers/can assign multiple broken out by percentage; tie back to budge		
7.	Jobs		
8.	Supervisors		
9.	Pay groups		
10.	GL base accounts		
11.	Tracks an unlimited number of labor distributions in history.		
12.	Allows at least four client definable organizational levels.		
13.	Supports a multi-tier labor allocation (e.g., allocation on different fields, dept, job, location).		
	Reports can be created with actual cost allocations including:		
14.	Earnings		
15.	Employee deductions		
16.	Employee taxes		
17.	Net pay		
18.	Employer deductions		
19.	Employer taxes		
20.	Workers' compensation premiums		
21.	Supports the creation of labor allocation files with user defined timeframes (e.g., 1 payroll period or 7 payroll periods).		
22.	Allows actual labor allocations to be fed into General Ledger.		
23.	Creates labor allocation reports.		
24.	Allows for end of month accrual processing		

GENERAL LEDGER:

Describe your general ledger process.

Identify general ledger and financial systems that interface with your software?

Please describe how the proposed system will support multi-tier labor allocations to post actual employee cost to GL. This includes the allocation of wages, employee and employer taxes, and employee and employer deductions by multiple organizational levels.

What reporting tools are available to query General Ledger transactions generated from payroll?

Can data be exported to excel for editing capabilities?

Is there a limitation to length, character segments of General Ledger number?

Can you use descriptions in the General Ledger?

What setup is required for integration i.e. import and exports?

	Requirement	Code	Comments
1.	Maps GL account numbers within your payroll system.		
2.	Accommodates multiple GL segments and can be printed separately or all together on reports.		
3.	GL setup tables are assessable by users to change at any time.		
4.	GL distribution report or file can be created for a user defined period.		
5.	An exception to the GL mapping is accommodated down to the employee level.		
6.	Creates GL accruals.		
7.	GL account numbers can be changed by the user and the GL can be rerun for specified pay period(s)		
8.	Immediate availability of GL data when the payroll is posted to history.		
9.	GL historical data is accessible to user.		
10.	Adjustments (e.g., manual and void checks) are automatically posted to GL.		
11.	GL feature includes tools to export data in a user specified format.		
12.	Provides an ad hoc query tool for reporting on GL data.		
13.	Provides an OLAP tool for reporting on GL data		

TIME AND ATTENDANCE:

Please describe your Time and Attendance functionality.

Does your system include a leave management feature?

	Requirement	Code	Comments
1.	Includes multiple rounding rules by pay group.		
2.	Multiple grace periods by pay group.		
3.	Unlimited number of user defined time/earnings codes		
4.	Includes the definition and application of complex pay rules based on timesheet details.		
5.	Date effective recording of all timesheet- and employee-related data.		
6.	Can maintain and modify any and all complex pay rules without vendor intervention.		
7.	Allow employee punch captured for start and stop times of breaks and lunches.		
8.	Allow group change capabilities to modify common elements in a group of employee timesheets.		
9.	Employees can enter hours using on-line timesheets.		
10.	Timesheet values can be adjusted by week and selected days within a week by authorized users.		
11.	Provides a comprehensive audit trail of all changes made to the timekeeping records.		
12.	Tracks both standard and actual hours by activity code for analysis purposes.		
13.	Stores employee (contractor) hours to be withheld from payroll upload.		
14.	Retro calculations based on payroll transfer date.		
15.	Allow the viewing of overtime by employee(s) by time period.		
16.	Allow validation of over 100,000 docket codes, in an on-line fashion, when activity code is entered at timekeeping device.		
17.	Includes various types of payroll lockdown dates to freeze timesheet edits for payroll processing (i.e. supervisor lockout date, hands-off date, etc.).		
18.	Allow a fully reconciled payroll, labor and job activity information captured and maintained within the application		
19.	Allow the tracking of labor metrics (includes project, job, department and dockets).		
20.	Allow the real-time alerting of immediate time and attendance value/ rule violations including; Minor rule violation State rule violation Local rule violation No shows Approaching Overtime		
21.	Allow employees to punch in and out and make position changes on-line.		
22.	Allow on-line edits to daily timesheets by employee and by authorized users.		
23.	Allow real time access to activities and related costing information.		
24.	Allow the validation of absence codes against associated leave balances.		
25.	Allow for absence tracking with year at a glance scoring and analysis.		

	Requirement	Code	Comments
26.	Allow for the viewing employee attendance data for a given year.		
27.	Allow employees to request time off, tracks status with dynamic validation against time off business rules.		
28.	Allow for the employee to view their timesheet along with weekly hours and costs.		
29.	Allow for non-technical personnel to generate standard reports via a web-based, wizard-style interface.		
30.	Allow for scheduled reports to run automatically and be distributed to specific users/distribution lists, via email or other means of distribution.		
31.	Allow for the building, modification and maintenance of custom reports by non-technical employees.		
32.	Allow for the report hours of worked/dollars earned by employee by selected date range.		
33.	Allow the reporting employee leave balances totals.		
34.	Allow for reports to be created by copying an existing report and modifying it.		
35.	Allow for the routing of exception report results to supervisors.		
36.	Allow for business intelligence rules to be built supporting customer specific requests.		
37.	Tracks FMLA including intermittent leave.		
38.	Report on FMLA status include intermittent leave based on rules established.		

HISTORY:

Explain the kinds of historical information your system maintains.

What accumulators are standard? Please give examples.

For archived records, what is the retrieval time?

How is system performance affected by the growth of the historical records?

	Requirement	Code	Comments
1.	Provides a narrative history (e.g., for disciplinary actions, grievances, exit interviews).		
2.	Provides point-in-time reporting capability.		
3.	All historical data is viewable.		
4.	All historical data is reportable.		
	Maintain unlimited history on the following:		
5.	Job information		
6.	Salary and wage data		
7.	Evaluation and performance data		
8.	Career, skills and education		
9.	Training information		
10.	OSHA and workers' compensation data		
11.	Organizational changes		
12.	Employee status		
13.	Benefit elections		
14.	Pay check details		

	Requirement	Code	Comments
15.	Earnings detail		
16.	Deduction detail		
17.	Tax detail		
18.	Archives older historical records.		
19.	Can bring firm history from prior software.		

CONVERSION

Describe how existing history is extracted and imported to your system at conversion.

Are there fees associated with converting history?

POST CONVERSION

Define the historical information your system maintains and how long it is available to your customers.

EMPLOYEE SELF SERVICE:

Describe your application's employee self-service functionality. What are the major features?

Is this application integrated with the main HRIS application?

When was this product developed?

Was this application developed in house or purchased?

Please explain how your employee self-service feature will assist in the communication between the company and employees. What types of information can be made available to our employees, reducing the amount of calls to human resources and payroll?

Can pictures be embedded in an employee record? What are the file types?

	Requirement	Code	Comments
1.	Employees can view communications posted from administrators.		
	Employees can access links that can launch:		
2.	Documents (forms may be saved and/or printed).		
3.	Web sites		
4.	E-mails		
5.	Employees can model their paycheck for changes including deductions, marital status, and exemptions.		
	Employees can view and/or update personal information including:		
6.	Name		
7.	Address		

	Requirement	Code	Comments
8.	Phone numbers		
9.	Emergency contacts		
10.	Previous employment		
11.	Educational background		
12.	Employees can view their status and key dates.		
13.	Employees can view company property assigned to them.		
14.	Employees can view EEO/I9 information.		
	Employees can view job information including:		
15.	Job code and title		
16.	Date and time in job		
17.	Compensation		
18.	Supervisor.		
19.	Organizational levels		
20.	Unlimited job history including change reasons		
21.	Unlimited performance review history		
22.	Unlimited salary review history		
23.	Licenses		
24.	Skills		
25.	Tests		
26.	Awards		
	Employees can view unlimited pay history including:		
27.	Net pay		
28.	Hours by code		
29.	Earnings by code		
30.	Deductions by code		
31.	Taxes by code		
32.	Direct deposit distribution		
33.	Employees can view current and previous year-to-date totals.		
34.	Employees can view and update their direct deposit distribution and set effective date.		
35.	Employees can download and print their W-2.		
36.	Employees can designate that the electronic copy of the W-2 is the only copy that they require.		
37.	Employees can enter time transactions.		
	Employees can view benefit information including:		
38.	Current benefit elections		
39.	Employer contributions by code		
40.	Beneficiaries and dependents		
41.	PTO accruals and balances		
42.	Cobra qualifying events		
43.	Participate in an electronic open enrollment		
44.	View all eligible plans		
45.	View the costs associated with these plans		
46.	Choose their benefit plan and coverage option		
47.	Request time off from their manager		
	Employees can update current benefits coverage based on the following life events:		
48.	New hire		
49.	Adding a dependent		
50.	Removing a dependent		
51.	Change in marital status		
52.	Change in address/location		

	Requirement	Code	Comments
53.	Employees can view documents attached to their employee record.		
54.	Employees can view open jobs.		
55.	Employees can apply for open jobs.		
56.	Administrator controlled to limit data shared with employees/supervisors.		

MANAGER SELF-SERVICE

Provide an overview of the features available through the manager self-serve.

Describe how managers are limited to information for only their direct reports (or within their organizations).

Describe the integration between your manager self-service application and your HRIS/payroll software.

Describe to what level access to information can be controlled (e.g., screen, field, etc.).

Does the application provide managers access to the entire employee self-service functionality? Please explain.

What employee data is a manager NOT able to access and does client control?

Are managers able to run reports from self-service? How is this performed?

Describe how managers can create and save their own reports.

	Requirement	Code	Comments
1.	Managers have access to the entire employee self-service capability.		
2.	From a Web browser, managers can search for employees by name or employee number.		
	From a Web browser, managers can view and/or modify the following information:		
3.	Employee personal information		
4.	Employee job information		
5.	Employee job history		
6.	Employee compensation history		
7.	Previous employment information		
8.	Educational background		
9.	Licenses and certifications		
10.	Salary reviews		
11.	Performance reviews		
12.	Begin requisition process to create job openings		
13.	Review and approve vacation request		
14.	Review and approve leave request		
15.	Update organization information (e.g., department, division, supervisor).		

	Requirement	Code	Comments
16.	Assign employee paid through dates		
17.	Attach documents to an employee record		
18.	Establish whether attached documents are viewable by the employee		
19.	Begin termination workflow process.		
20.	Access on-line forms/checklist, etc.		

SYSTEM ADMINISTRATION:

Explain the delivered capabilities for a system administrator to manage self-service?

Can you have multiple system administrators?

What limitations would a system administrator have in managing self-service in a hosted environment?

	Requirement	Code	Comments
1.	Offers role-based security (system access based on an individual's role within the organization).		
2.	Offers control over which values a user may select from when changing employee data (e.g., user is allowed to assign a certain number of job or department codes).		
3.	Offers the ability to copy roles when creating them.		
4.	Includes built-in workflow.		
5.	Includes a Web business rules feature that enables administrators to view and edit entries in code and description tables.		
6.	Includes a company communications posting feature that enables you to make company information available 24 x 7 to users via the Web.		
7.	Includes the ability to upload and securely share documents such as Microsoft Word documents, Excel spreadsheets, and PDF files.		
8.	Offers a page linking tool that allows users to create hyperlinks from your portal to external Web sites, other products or other Web pages (e.g., link to your benefits network).		
9.	Includes the ability to designate whether page links will appear inside the product framework or be launched in a second browser.		
10.	Includes the ability to customize the color scheme for your Web pages.		
11.	Includes the ability to re-brand the Web pages (i.e., use your own logo).		
12.	Includes the ability to add your own menu items and Web pages, and still be contained within the system's security framework.		
13.	Includes the ability to establish user-defined fields on Web pages.		
14.	Offers the choice to display or not display user-defined fields on employee Web pages.		

	Requirement	Code	Comments
15.	Designates different levels of ability to manage system administration activities, from a super user with all rights, to users with lesser degrees of system administration access.		
16.	Generates data-driven user names and passwords to increase the options for creating Web user login names and default passwords.		
17.	Allows you to view user login activity.		
18.	Adds non-employee users (e.g., IT support, auditors) as system users.		
19.	Activates new Web users automatically or manually.		
20.	Terminates employees' Web access inactivated automatically or manually.		
21.	Resets user passwords.		
22.	Requires strong passwords (case sensitive).		
23.	Requires that passwords expire based upon a number of days designated by the system administrator.		
24.	Requires that passwords for a given user are always different by maintaining password history.		
25.	Stores and displays password hints to help remind users of their passwords.		
26.	Uses a mass password reset to change the default password for one or all users.		
27.	Ability to secure at a field level.		
28.	Ability to audit who has viewed/changed items in the system.		
29.	Can the system establish single log on for all components of system?		

WORKFLOW:

Describe the workflow capabilities delivered with employee self-service.

Is the workflow part of the employee self-service application, or is it delivered through a third party?

Please describe the workflow setup including where custom programming is required. Do you supply any predefined workflow processes? If so, how many are delivered as standard? How much flexibility does client have in building workflows?

Can you have multiple levels of approvals for your workflow? Automated 1st, 2nd and 3rd level approval.

Ability to configure notifications upon hire/term via both email and APIs to enable automated business workflow orchestrations.

What tools are available to enable workflow in your system?

Is there any limit to the number of approvals an action can go through? Can there be different workflow/approval paths based on reason or if/then else logic of a change (e.g. over threshold, level of person requesting the change)?

	Requirement	Code	Comments
1.	Provides built-in approvals for a hierarchy (multiple levels) of approvers.		
2.	Provides for approval by role, where anyone who is assigned the role can approve incoming requests.		
3.	Allows the re-allocation or delegation of tasks from one approver to another.		
4.	Allows the assignment of observers and e-mail recipients to workflow processes.		
5.	Automatically send e-mail notices to approvers to inform them that they have a request that requires attention.		
6.	Automatically sends e-mail notices to the initiator of a request to let him/her know it has been approved.		
7.	Allows users to view outstanding workflow transactions in various states such as pending or complete		
8.	Allow out of the office delegations to automatically manage workflows during an individual's absence		
9.	Allow users to cancel pending workflows (e.g., when an employee leaves the company).		
10.	Provides wizards to walk managers through work event processes.		
11.	Uses audit trails to capture all modifications to employee information.		
12.	Captures the date and time when a request was approved.		
13.	Captures who approved a request.		
14.	Captures approver comments associated with a request.		
15.	Performs real-time updates to employee information.		
16.	Allows users to make date-sensitive changes, which are applied on the desired date.		
17.	Allows users to view summary statistics about all workflow activity.		
18.	Allows workflow e-mail messages to be customized.		
19.	Displays warning and error messages to users in relation to requested changes.		

REPORTING:

Provide a brief overview of your reporting tools and how they are integrated with your HR and payroll system.

Does your system have point-in-time reporting capabilities?

Describe your ability to create workforce alerts (e.g., email reminders, reports, etc.).

Describe the ad-hoc report writer that is delivered with your software.

Is this part of the software or a 3rd party addition?

Describe the difference between Web and client reporting functionality.

Describe your point-in-time reporting capabilities.

Describe your ability to create workforce alerts (e.g. e-mail reminders, reports).

Describe any limitations creating online web reports? (e.g. formatting, fields, tables)

Do hosted clients and non-hosted clients have the same ad-hoc and web reporting capabilities?

Can the system support links to other websites?

Discuss how a non-technical user can obtain reports from the system without assistance.

	Requirement	Code	Comments
1.	Provides standard report capabilities.		
2.	Provides ability to schedule standard reports.		
3.	Provides access to unlimited years of check and schedule history.		
4.	Provides flexibility for defining selection criteria, data ranges, sorting and grouping options, and report output enabling users to tailor information to their specific needs.		
5.	Provides ability to set up and run batch reports.		
6.	Provides ability to access reports area from within the system.		
7.	Provides user-friendly, graphical user interface for accessing and running reports.		
8.	Provides point-in-time reporting capabilities.		
9.	Provides integrated ad hoc report writer.		
10.	Generates reports on all fields that exist in the data dictionary.		
11.	Allows for incorporation of graphics such as logos.		
12.	Provides easy-to-use report catalog; user is not required to understand the database design.		
13.	Presents data in a way that makes it easy for users to navigate within a database and assemble reports.		
14.	Provides ability to change field names.		
15.	Provides "open" system so that it can be used with other report writer tools.		
16.	Provides managers with standard pre-formatted reporting functionality.		
17.	Managers can run reports on live data		
18.	Managers can select report criteria at run time		
19.	Access to reports is based on a manager's role (filtered security setup).		

	Requirement	Code	Comments
20.	Data on reports is filtered by the manager's security (filtered security setup).		
21.	Report results can be stored		
22.	Managers can view and reuse a previously stored report		
23.	Managers can select a report sort order		
24.	Manager can select a report group order		
25.	Manager can select report page breaks		
26.	Managers can set expiration dates for reports		
27.	Managers can output reports in PDF format		
28.	Managers can output reports in Excel format		
29.	Ad hoc Reporting from a Web browser		
30.	Ad hoc reports can be scheduled		
31.	Reports be run while managers are in other parts of the system		
32.	Managers can store and access previously run reports		
33.	Managers can create custom reports		
34.	Reports can be assigned an expiration date for automatic purging		
35.	Does the system have the ability to export reports in a format that may be sent to recipients electronically without manual reformatting?		
36.	Can letters be generated as well as mailing labels in multiple formats directly from the system?		
37.	Can the system perform calculations within reports such as Turnover and Retention rates for a specific time interval?		

CUSTOMIZATION:

Describe the delivered tools and methods required to customize your application. Can we perform these customizations or do you the vendor need to modify the system?

Describe customer configuration vs. vendor customization for product.

Can we customize the look and feel (e.g., logos and colors) in your application?

How are customizations preserved during product updates?

What is the effect of future upgrades on our customizations?

Explain the ability to configure data entry screens and to create new inquiry screens.

IMPLEMENTATION:

What is your process for effectively managing the implementation process?

What is the ratio of implementation and training to software license fee?

How long is a typical product implementation?

Describe the typical implementation project team. Who is the primary point of contact during implementation?

Describe your approach to identifying, managing, mitigating, and tracking of project risks. Provide a sample risk mitigation plan.

Describe your issues management approach and plan. Provide a sample issues management plan and log.

During the implementation process, do your consultants assist with process improvement and/or best practices? Provide examples.

How many employees from client are needed to support the project?

What is your process for moving from implementation to customer maintenance?

How long does implementation team stay with client before transferring to customer service?

KNOWLEDGE MANAGEMENT:

Provide an overview of your training programs and delivery methods.

Is there a test database utilizing real data available for future new employee training?

Where are your training facilities located?

Is there a cost associated with training for customers during or after implementation?

What ongoing customer training is available?

What training materials do you provide?

2. Financial System Requirements

GENERAL LEDGER: SECURITY

	Requirement	Code	Comments
1.	Provide file backup and recovery capabilities to restore damaged files.		
2.	Provide on-line password security at multiple levels (e.g., user, operation, menu, file, field, screen, etc.).		
3.	Suppress passwords so that they do not appear on the terminal as they are being entered.		
4.	Log all update transactions in a secure audit trail file. Provide clear trails of all transactions from source data entry through summarization at higher levels or integration with other application systems.		
5.	Report attempts of unauthorized system access of use.		
6.	Provide the ability to define an access category relating to groups of users (e.g., members of a department or management class).		
	Provide ability to lock entry screen after a user-specified number of incorrect password attempts.		
7.	Provide transaction logs to assist in recovery of data or files.		
8.	Provide for required changes to user passwords based on a user-specified period of time.		
9.	Automatic time-out after the user has not had any activity.		

GENERAL LEDGER: FUNCTIONALITY

	Requirement	Code	Comments
1.	Allow project tracking and reporting capabilities for multi-year projects and activity based grants.		
2.	Allow sufficient dimensions to allow grouping or rollup levels for GL reporting or on-line inquiry to meet all users' needs.		
3.	Provide for automated monthly and year end closing entries.		
4.	Provide automated journal entries for the allocation of indirect cost, fringe and space costs.		
5.	Provide user friendly drop-down menus for all codes currently available in the system, such as Cost Center, Department Codes, Account Codes, and so on.		
6.	Provide for the differentiation between a "soft- close" and a "hard close" based on cost center		

	Requirement	Code	Comments
7.	Provide real time on-line inquiry to GL detail transaction information.		
8.	Provide reconciliation capabilities for Accounts Payable, Accounts Receivable, Payroll, and so on.		
9.	Access any data elements and files (permanent or temporary) within the system		
10.	Allow the capability to associate new cost center numbers with historic cost center numbers.		
11.	Provide multiple-user operations down to the program level so that many people may access the same files and programs at the same time.		
12.	Allow data exchange with other subsystems and automatic posting to the GL from other subsystems		
13.	Perform screen prints on request		
14.	Provide user-defined on-line HELP screen for field description, policies or procedures related to specific screens		
15.	Process complex selection criteria utilizing operators, Boolean connectors and/or multiple data files across system boundaries, support "wild card" searches on all data fields.		
16.	Allow easy creation and deletion of cost centers		
17.	Copy standard reports over to user libraries and make specified changes to them without altering the original report.		
18.	Ability to activate or inactivate accounts for specified date range periods		
19.	Allow the user to move from screen to screen without moving through menu hierarchies and/or without signing off one application to sign on to another.		
20.	Ability to run other applications alongside the GL system software		
21.	Have the ability to assign a responsible person to each cost center		
22.	Create and post transactions for subsequent accounting periods (i.e. Month or year) before the current account period is closed		
23.	Automatic reversing entries		

GENERAL LEDGER: CONTROLS

	Requirement	Code	Comments
1.	Automatically identify and warn the user of errors on-line before posting (account code, budget allowance, duplicate entry, DR/CR balance.)		
2.	Allow users to print a proof report to verify entries before posting		
3.	Provide system restart procedures		

	Requirement	Code	Comments
4.	Have built-in software safeguards to ensure general ledger accounts are always in balance and subsidiary ledgers totals to control accounts, even during computer crashes.		
5.	Maintain a history of all changes made to accounts and cost centers (not only the latest change)		
6.	Provide on-line access to audit trail information including terminal operator ID, time, date, revised amount, and before and after update results.		
7.	Allow the association of each transaction with a user name/user number, job number, entry date and time		
8.	Restrict the user from duplicate entry using real-time		
9.	Provide procedures queue for "after-hours" tasks, including daily backup procedures		
10.	Allow easy correction of data entry errors within a batch before posting		
11.	Provide the ability to selectively assign access rights to accounts. (activate cost centers for Accounting while they are deactivated for programs/operations)		
12.	Allow the correction of errors after the posting process has been completed		
13.	The ability to flag elimination accounts.		
14.	Ability to set up logic in the system so it will provide a warning if the user has entered an account that may be wrong. For example, if someone enters a cash account on a purchase order.		

FINANCIAL REPORTING: GENERAL

	Requirement	Code	Comments
1.	Ability to report true fund and encumbrance accounting		
2.	Ability to provide real time reporting and inquiry.		
3.	Ease of building dashboards that are linked to security setup for ease of reporting to management.		
4.	Provide Standard Financial Statements, Cost Center Expense Reports, Revenue Reports, Account Detail Report, Trial Balance etc.		
5.	Ability to report to screen, to printer or to file.		
6.	Ability to report for any selected time period (monthly, quarterly, multi-year, prior year, etc.)		
7.	Ability to create reports that allow		
8.	<ul style="list-style-type: none"> Set-up the format of the report 		
9.	<ul style="list-style-type: none"> Specify subtotal and total lines 		
10.	<ul style="list-style-type: none"> Custom headings, columns and rows 		
11.	<ul style="list-style-type: none"> Set-up prompts to request report parameters from user 		

	Requirement	Code	Comments
12.	<ul style="list-style-type: none"> Roll up by cost center, division, group, etc. 		
13.	<ul style="list-style-type: none"> Set-up analysis/variance reporting 		
14.	<ul style="list-style-type: none"> Unit or statistical information 		
15.	<ul style="list-style-type: none"> Use of data from the budget, actual, encumbrance, commitment summary files or actual transaction detail 		
16.	<ul style="list-style-type: none"> Comparative balance sheets, extract balances for multiple years 		
17.	<ul style="list-style-type: none"> Calculations on columns such as adding or subtracting columns and print account descriptions 		
18.	View financial reports electronically outside of the Financial Reporting Dept.		
19.	Modify standard reports easily through drag and drop down window		
20.	Captures detailed statistical data		
21.	Automated systems interfaces		
22.	Variable, flexible reporting capabilities		
23.	User-defined output formats like Excel, text or print image		
24.	Comprehensive Ad-Hoc Report Writer		
25.	Ability to create comprehensive financial reports by management and funding sources at grant and contract, activity and entity-wide levels		
26.	Multiple grants and contracts with different grant years are accounted for within the overall system.		
27.	Integrated cost allocation alternatives automate direct and indirect charging of leave, fringe benefits, common costs, and management and general costs.		
28.	Ability to queue/schedule multiple reports in a cue for automatic printing with user-defined folders to help organize reports by typical generation time (weekly, monthly, yearly)		
29.	Provide capability for interactive file interface for downloading and uploading of data while maintaining security controls and data integrity. Download information and reports to standard personal computer formats.		
30.	Sort data in user-specified orders		
31.	Process complex selection criteria utilizing operators, Boolean connectors and/or multiple data files across system boundaries, support "wild card" searches on all data fields.		
32.	Ability to move reports to a standard word format and/or Excel.		
33.	Copy standard reports over to user libraries and make specified changes to them without altering the original report.		
34.	Design a report based on user-defined criteria (e.g., sort sequenced data elements, calculations, print formats, etc.)		

	Requirement	Code	Comments
35.	Extract data and move it to personal computer software applications for further analysis and reporting (Word, Excel, etc.).		
36.	Provide for user determined reports and processing of batch update jobs as part of an automatic job schedule		
37.	Provide report accuracy such that all reports provide summary totals and cross-foot regardless of rounding factors		
38.	Define data extraction routines that create separate data files that can later be used by other report writer programs to create reports		
39.	Create report writer programs using "English" descriptions for data elements rather than specifying the exact file data element name		
40.	Keep detailed transaction history for at least 5 years		
41.	Ability to monitor cost centers and accounts that are overspent (Frequency – Daily alert)		
42.	A customized report writer that incorporates logic/statistical functions within the application, such as "if" and "then" functions.		

FINANCIAL REPORTING: FASB, GASB, CAFR

	Requirement	Code	Comments
1.	Meet GASB 34 Requirements		
2.	Produce CAFR reports according to GASB, including:		
3.	FINANCIAL SECTION:		
4.	Management Discussion and Analysis – <i>all charts, graphs, and schedules that depict quantitative data that is maintained in the financial system's General Ledger.</i>		
5.	Basic Financial Statements – <i>all schedules to support the final statements:</i>		
6.	<i>Government-wide Financial Statements:</i>		
7.	Statement of Net Position		
8.	Statement of Revenues, Expenses, and Changes in Fund Net Position		
9.	Statement of Cash Flows		
10.	Notes to Financial Statements		
11.	Required Supplementary Information		

GRANT ADMINISTRATION: GENERAL

	Requirement	Code	Comments
1.	Ability to establish and adjust budgets for each grant or project.		
2.	Ability to set budget by phase or other sublevel to enable tracking by participating departments, divisions or any other user defined organization units.		
3.	Ability to apply budgetary restraints (revenue and/or expenditures) which have been either established by the legislature or administrative directive.		
4.	Ability to compare current costs to budgeted costs.		
5.	Ability to track and report current performance against past year's performance and/or established goals.		
6.	Ability to re-open previously closed grants.		
7.	Ability to inactivate accounts upon closure of grant.		
8.	Ability to properly handle general ledger carryovers.		
9.	Ability to modify grant data prior to carryover.		
10.	Ability to allow authorized managers to access, inquire report and reconcile status of grants and all other funding sources the following information:		
11.	<ul style="list-style-type: none"> • Obligations 		
12.	<ul style="list-style-type: none"> • Encumbrances 		
13.	<ul style="list-style-type: none"> • Expenditures 		
14.	Ability to make retroactive disallowance adjustments to the grant records.		
15.	Ability to flag expenditures, encumbrances, and commitments based on user-defined criteria (e.g., match exhausted, 90% expended, etc).		
16.	Ability to track post-closing project costs.		
17.	Ability to transfer expenditures amount between phases.		
18.	Ability to record expenditure by phase.		
19.	Ability to identify each phase by a unique user-defined ID number.		
20.	Ability to transfer excess phase/project funds back to overall grant.		
21.	Ability to capture eligible and ineligible cost by:		
22.	<ul style="list-style-type: none"> • Task 		
23.	<ul style="list-style-type: none"> • Activity 		
24.	<ul style="list-style-type: none"> • Program 		
25.	<ul style="list-style-type: none"> • Other user-defined tracking 		
26.	Ability to establish user-defined data retention time frames which may be in excess of general system requirements.		
27.	Ability to retain Vendor/Contractor history by grant.		

	Requirement	Code	Comments
28.	Ability to track grants from starting date to completion of audit and/or user-defined completion.		
29.	Ability to perform the following to the grant data with an audit trail of all changes:		
30.	• Add		
31.	• Modify		
32.	• Delete		
33.	Ability to track the following information for each grant related activity:		
34.	• Grant number		
35.	• Account code		
36.	• Grantor category code		
37.	Ability to support the classification of grants by:		
38.	• Agency		
39.	• Funding category		
40.	• Function		
41.	Ability to provide user defined fields in grant database for:		
42.	• Grant expenditures		
43.	• Reveues		
44.	Ability to track:		
45.	• Grants in progress		
46.	• Report due dates		
47.	• Continuation proposal due dates		
48.	• Grant eligibility		
49.	• Grant proposal		
50.	• Multiple grant approval phases		
51.	• Reimbursements		
52.	• Sub-recipient contracts		
53.	• Grant beginning and ending date		
54.	• In-kind transactions		
55.	• Application date		
56.	• Percent match		
57.	• Monetary versus in-kind contributions		
58.	• Specific accounts of matching funds		
59.	• Status of matched funds		
60.	Ability to apply correct indirect salaries and fringe benefits allocated to the applicable grants.		
61.	Ability to use more than one indirect cost allocation per grant.		
62.	Ability to identify direct and indirect costs for each grant.		
63.	Ability for analyses and forecasting of expenditures/revenues based on most recent fiscal activities, or user-defined time periods.		
64.	Ability to maintain grants which will affect multiple departments and/or funds.		
65.	Ability to manage multiple grants for a single project.		
66.	Ability to support multiple projects per grant (sub-grants).		

	Requirement	Code	Comments
67.	Ability to allow multiple departments/divisions to enter information on a single grant with security constraints.		
68.	Ability to account for grant revenues and expenditures at the transactional level for:		
69.	• Fiscal year		
70.	• Grant year		
71.	• Perpetual life of the grant		
72.	• Breakdowns by period		
73.	• In total (inception to date) for all prior years		
74.	• Accrual		
75.	Ability to assign grant dollars to projects/locations.		
76.	Ability to input costs for a project submitted by sub-recipients		

GRANT ADMINISTRATION: REPORTING

	Requirement	Code	Comments
1.	Ability to roll-up grants to higher levels such as grantor agency for internal and external reporting.		
2.	Ability to review online summary of all financial information by grant.		
3.	Ability to report across organizational boundaries.		
4.	Ability to produce grant reports showing:		
5.	• Status of expenditures		
6.	• Revenues		
7.	• Encumbrances for the current period		
8.	• Encumbrances - inception to date		
9.	• Billings		
10.	• Payments		
11.	Ability to report over several different reporting periods (state, federal, grant fiscal year, inception to date)		
12.	Ability to report matching fund requirements.		
13.	Ability to generate Grant audit reports.		
14.	Ability to generate request for reimbursement.		
15.	Ability to generate reports reflecting grantor status and updates.		
16.	Ability to generate a Grant transaction history report (reflecting ALL activity for each grant).		
17.	Ability to generate cross fund reports (e.g., show each revenue sources participation in regard to a specified project/grant).		
18.	Ability to generate program history report or inquiry showing funds budgeted and expended by a date range.		
19.	Ability to generate listings of remaining grant monies.		

	Requirement	Code	Comments
20.	Ability to generate for individual grants or all grants the following:		
21.	<ul style="list-style-type: none"> • Trial balance 		
22.	<ul style="list-style-type: none"> • Year end and interim financial statements 		
23.	Ability to include grant titles in all reports.		

GRANT ADMINISTRATION: INTERFACES

	Requirement	Code	Comments
1.	Ability to provide online inquiry capabilities for project control information.		
2.	Ability to record payment of accounts receivable invoice into corresponding revenue account.		
3.	Ability to produce accounts payable voucher for payment to sub-recipient.		
4.	Ability to interface with the cash receipts/cash to determine program revenue/interest income dollars for cash management purposes.		
5.	Ability to integrate with the Accounts Receivable module including edits to prevent double billing transactions.		

PROJECT/COST ACCOUNTING: GENERAL

	Requirement	Code	Comments
1.	Ability to look up and modify grant funding information.		
2.	Ability to maintain payment history and fund line status through project life-cycle.		
3.	Ability to incorporate an audit trail of all project transactions.		
4.	Ability to allocate expenses by fund number, account number, cost center, project number, etc.		
5.	Ability to view transactions and their dates over life of project.		
6.	Ability to enable tracking of multiple funding sources per project.		
7.	Ability to calculate and report financial status of the project including all direct costs and provide for indirect cost allocations.		
8.	Ability to accommodate the transfer of funds between projects.		
9.	Ability to prevent deletion of a project account for which funds are encumbered until the project is closed out.		
10.	Ability to allow for encumbrance before a contract or purchase order is awarded.		

	Requirement	Code	Comments
11.	Ability to set-up project start and operational close date (project unavailable for accepting new costs) at line item, contractor, and project levels by authorized individual.		
12.	Ability to provide approval and status fields (e.g., responsible parties, approval and pending dates, etc.).		

PROJECT/COST ACCOUNTING: REPORTING

	Requirement	Code	Comments
1.	Ability to enable user to view expenses incurred but not billed.		
2.	Ability to enable user to view bills in progress of being paid.		
3.	Ability to enable user to view bills not paid.		

FIXED ASSETS: DEPRECIATION

	Requirement	Code	Comments
1.	Have the ability to provide for automatic calculation of depreciation and posting of entries to the General Ledger		
2.	Have the ability to selectively post depreciation based on asset category, account, status, or other field.		
3.	Have the ability to allow depreciation to be calculated on either a monthly, quarterly, or annual basis.		
4.	Have the option to depreciate on a variety of methods (straight line, sum of years digits, double declining balance, etc.)		
5.	Compute depreciation expense on one basis for financial statement purposes and another basis for internal accounting purposes		
6.	Provide for depreciation comparisons, such as Last Year Amount, Year to Date Amount, Last Depreciation Amount, etc.)		
7.	Have the ability to provide the option of having depreciation data updating the General Ledger or being stored in Fixed Assets for information purposes only.		
8.	Have the ability to allocate depreciation expense to the functions/programs/activities on the Statement of Activities consistent with GASB 34		

FIXED ASSETS: FUNCTIONALITY

	Requirement	Code	Comments
1.	Allow the assignment of primary classes to assets. (for reporting and inquiry)		
2.	Allow the assignment of secondary or tertiary classes to assets. (for sorting and inquiry)		
3.	Allow both automatic and manual entry creation of an asset into the system		
4.	Allow for maintenance/improvement adjustments to an asset to increase the value and/or extend the useful life.		
5.	Track the history of maintenance/improvement on an asset		
6.	Automatically recognize accounts that are related to capital expenditures. These purchases should automatically roll over purchasing/accounts payable information into the fixed asset system. (Interface from AP & PO to FA)		
7.	Allow the creation of detailed retirement records in relation to an asset, including sales price, disposal date, method of sale, vendor, address, etc.		
8.	Allow for tracking multiple funding sources related to one asset		
9.	Allow for tracking multiple/split expense accounts related to the purchase of one asset		
10.	Have the ability to allow for the definition of user-defined categories/codes of fixed assets (for location codes, primary class, etc.)		
11.	Have the ability to track the transfer of assets and all associated history		
12.	Have the ability to maintain detailed property or vehicle records for insurance purposes.		
13.	Have the ability to maintain cost, insurance, and replacement values.		
14.	Have the ability to maintain detailed warranty records		
15.	Allow the interface/integration of the system with other, independent asset management systems.		
16.	Have the ability to automatically post the appropriate entries for all capital expenditure purchases to fixed asset accounts (with appropriate entries based on whether they are a governmental or proprietary purchase)		
17.	Have the ability to perform ad-hoc reporting on any field or feature within the fixed asset screens to produce depreciation reports, inventory reports and such		
18.	Allow for CIP classification to accrue costs while the asset is still under construction, but exclude it from depreciation		

	Requirement	Code	Comments
19.	Allow the association of an asset with an old asset number (in relation to a trade-in, retirement, theft, etc.)		
20.	Allow the ability to link related assets together		
21.	Provide miscellaneous fields for user defined information		
22.	Provide sufficient location information fields, such as building, department, room, room description, address, phone		
23.	Track information related to the purchase, such as contract number, purchase order number, bid number, check number, invoice info, vendor, GL account		
24.	Allow the association of an asset with a responsible person, such as a custodian		
25.	Provide a notes section to allow free form text entry		
26.	Allow the attachment of an image to each asset.		
27.	Allow the user to copy asset information from another, pre-existing asset		

FIXED ASSETS: CONTROLS

	Requirement	Code	Comments
1.	Allow the assignment of fixed asset numbers based on a 'seed' number so that numbers will not be skipped or duplicated		
2.	Have the ability to compare actual fixed asset expenditures versus budgeted amount comparisons		
3.	Restrict the automatic creation of assets based on a minimum dollar amount threshold		
4.	Generate physical inventory reports by location, cost center, employee name or number, asset type, etc.		
5.	Provide history of assets by custodian or location		
6.	Barcode capability with Physical Inventory input		
7.	Adequate asset description		
8.	Separate field for Serial Number, Manufacturer, other identifying marks		
9.	Ability to export information to Excel		
10.	Inventory reports that indicate additions and deletions		
11.	Ability to extract reports by asset class/category		

PURCHASING: GENERAL

	Requirement	Code	Comments
1.	Ability to allow departments to view a complete audit trail for requisitions, open purchase orders, invoice payments and other related information.		
2.	Ability to generate bid tabulations and store bid price and quantify bid data for historic comparison purpose.		
3.	Ability to track items that are currently out for bid.		
4.	Ability to provide savings breakdown on bids and quotes.		
5.	Ability to provide a tracking system that can target bidders' performance, including vendors who consistently do not bid.		
6.	Ability to use integrated commodity database that can sort by class or description.		
7.	Ability to provide commodity selection by commodity number or by name.		
8.	Ability to track and manage contracts from initiation to completion (e.g., update progress of bids/RFPs, bid process, track start date and completion date of projects, 1st and 2nd year of a maintenance contract, contractor compliance, etc.)		
9.	Ability for the system to perform budget checking during requisition		
10.	System should provide checks for duplicate orders/payments/invoices		
11.	Prevent AP the ability to pay on an invoice if receiving has not taken place.		
12.	Utilize electronic workflow to process, track, edit, review, or approve invoices/vouchers. If disapproved, provide reason code why.		
13.	Prevent the ability to assign a purchase order number until the purchase requisition has been approved.		
14.	Ability to establish a tolerance level for overspending on blanket orders.		
15.	System should display an error message when an inactive or erroneously cost center, account number, vendor ID or any other required field is entered.		
16.	Ability to reconcile purchase order totals to encumbrance totals		
17.	Ability to automatically encumber funds during the requisition process.		
18.	Ability to design customized "Request for Quote", purchase request and purchase order forms		
19.	Inquiry/view only screens for requisitions/purchase orders		
20.	Be able to shows status of which items have been received and/or paid for on partials		
21.	Support "wild card" searches on all data fields.		

	Requirement	Code	Comments
22.	Multiple data retrieval ability by vendor name, invoice number, amount, month, year, purchase order number, commodity and account code with a user friendly search feature.		
23.	Ability to provide on-line access to open bids, preferred vendors, contract terms, etc. so the user knows what options are available.		
24.	Ability to enable departments to perform on- line inquiry to check the status of quotes, requisitions and purchase orders.		
25.	Ability to extract information on the PO to the AP screen.		
26.	Ability to automatically flag a fixed asset request when the purchase request is created.		
27.	Ability to interface with bar coding inventory systems.		
28.	The purchasing module should interface with general ledger, accounts payable, encumbrance, inventory, project ledger, fixed assets, and grant administration.		
29.	Ability to maintain a stores inventory for office and other supplies on-line and allow departments to view the inventory prior to requisitioning.		
30.	System should provide multiple addresses for each vendor (billing, remittance, etc.)		
31.	Present user with all addresses associated with a vendor and allow the user to select desired the address or make corrections.		
32.	Ability to identify vendors who have won bids and the activity for those bids.		
33.	Ability to track vendor performance, quality of product delivered and timeliness of delivery.		
34.	Provide on-line lookup feature for list of potential vendors.		
35.	Ability to maintain master vendor files, including vendor information and types of commodity/service they can bid on.		
36.	Ability to identify vendors as MBE/WBE.		
37.	Ability to enter MBE/WBE vendors at time of creating purchase order		
38.	Ability to create a "to be determined" vendor for purchase requests where the initiator does not know the vendor to be selected.		
39.	Allow Purchasing staff to change or update addresses on the purchase order when necessary.		
40.	Ability to print the DBA name on the purchase order, not just the name of the individual.		
41.	Ability to allow for electronic approval of requisitions with different workflow requirements for each department.		
42.	Ability to sort requisitions by:		
43.	<ul style="list-style-type: none"> • date 		

	Requirement	Code	Comments
44.	<ul style="list-style-type: none"> • vendor name and ID 		
45.	<ul style="list-style-type: none"> • cost center/department 		
46.	<ul style="list-style-type: none"> • commodity 		
47.	Ability to split requisition into multiple purchase order		
48.	Ability to combine several requisitions into one purchase order		
49.	Automatic extension of quantity times price to come up with a total		
50.	Ability to split requisitions between buyers		
51.	Ability to track the name and telephone number of the initiator		
52.	Ability to automatically assign requisitions to buyers.		
53.	Ability to track buyer workload and be able to display outstanding requisitions by buyer.		
54.	Ability to automatically notify the Purchasing Department that there are open requisitions ready to be processed.		
55.	The "entered by" or "requestor" field should be automatically populated when the data entry staff logs on to the system.		
56.	Provide on-screen display of a running total of line items to avoid errors during data entry of requisitions.		
57.	Provide a "comments" field that has the option to either print or not print on the purchase order		
58.	Ability to store descriptive information on the purchase order document, including vendor name and address, shipping instructions, special instructions, and a menu of Terms & Conditions.		
59.	Provide a separate screen for notes to document any pertinent conversations between the buyer and the vendor. This note section should be time stamped and should have security features.		
60.	The description field of a purchase order should have word-wrap capabilities.		
61.	Ability to generate single or multi-page purchase orders		
62.	Allow numerous line items to be charged to a single account and a single line item to be charged to multiple accounts.		
63.	Automatic assignment of purchase order number (with override ability)		
64.	Ability to revise and cancel purchase orders		
65.	Need to include "ship to" address on purchase order		
66.	Ability to create term contracts		
67.	Ability to automatically generate a purchase order from on-line requisitions.		
68.	Ability to track purchase orders and payments issued against blanket orders.		

	Requirement	Code	Comments
69.	Ability to track discounts offered by vendor with automatic notification as items are requisitioned from each department.		
70.	Ability to allow buyers to override either user-specified or system generated vendors and prices.		
71.	Allow for either centralized or decentralized processing of receipt of goods and services.		
72.	Ability to process changes to purchase orders without having to re-enter purchasing information.		
73.	Ability to track a purchase order, particularly when a change is made, so that all users of the purchase order are alerted to the change.		
74.	Ability to provide for immediate printing of the purchase order.		
75.	Ability to electronically transmit purchase orders to Vendors.		
76.	Provide a field for the delivery location on a purchase order.		
77.	System should maintain historical information for change orders.		
78.	The ability to perform on-line receiving. (Must have the ability to accommodate different business rules.)		
79.	Ability to allow for the tracking of items received and the recording of goods returned to the vendor.		
80.	Provide an automated back order system that informs the requisitioning department of all open back orders and shipping dates.		
81.	Ability to input the anticipated ship date and the actual receiving date		
82.	Prevent receipt of goods or services until purchase orders have been completed and printed by the Purchasing Department		
83.	Reports on number of outstanding requisitions and purchase orders		
84.	Be able to report on vendor history and activity analysis		
85.	Ability to run year to date reports for vendors		
86.	Ability to provide real time purchasing reports showing goods requested versus goods ordered and available balances.		
87.	Ability to report on MBE/WBE participation.		
88.	Ability to provide complete on-line and hard copy reporting of purchase orders issued and goods received.		
89.	Ability to create customized reports with report name and description		
90.	Online help for report generation.		
91.	For all reports, encumbrances should decrease as purchases are made.		
92.	Provide a report whereby the users can select the number of purchase orders created during a specific date range.		

	Requirement	Code	Comments
93.	Provide payment history and status report by vendor		
94.	Provide receiving reports		
95.	Be able to report and inquire purchasing activities by:		
96.	<ul style="list-style-type: none"> • vendor name and ID 		
97.	<ul style="list-style-type: none"> • funding source 		
98.	<ul style="list-style-type: none"> • by date 		
99.	<ul style="list-style-type: none"> • ordering site/department 		
100.	<ul style="list-style-type: none"> • commodity 		
101.	At a minimum, detailed transaction report should include the following:		
102.	<ul style="list-style-type: none"> • Cost center number and description 		
103.	<ul style="list-style-type: none"> • vendor number and name 		
104.	<ul style="list-style-type: none"> • account number and description 		
105.	<ul style="list-style-type: none"> • check number 		
106.	<ul style="list-style-type: none"> • purchase order/contract number 		
107.	<ul style="list-style-type: none"> • requisition number 		
108.	<ul style="list-style-type: none"> • paid status 		
109.	<ul style="list-style-type: none"> • check release date 		
110.	<ul style="list-style-type: none"> • check pickup/mail date 		
111.	<ul style="list-style-type: none"> • invoice number 		
112.	<ul style="list-style-type: none"> • invoice date 		
113.	<ul style="list-style-type: none"> • paid amount 		
114.	<ul style="list-style-type: none"> • optional parameters 		
115.	<ul style="list-style-type: none"> • report header (run date, business date, name of report, parameters selected, user name, page number, etc.) 		
116.	For reporting purposes, at a minimum, the fields should include:		
117.	<ul style="list-style-type: none"> • cost center 		
118.	<ul style="list-style-type: none"> • account number 		
119.	<ul style="list-style-type: none"> • account description 		
120.	<ul style="list-style-type: none"> • carryover (prior year revenue and expenditure) 		
121.	<ul style="list-style-type: none"> • ending date (default = fiscal year end date) 		
122.	<ul style="list-style-type: none"> • beginning date (default = fiscal year begin date) 		
123.	Provide an encumbrance report with flexible selection criteria. At a minimum, the users should be able to select by:		
124.	<ul style="list-style-type: none"> • date range (not just end date) 		
125.	<ul style="list-style-type: none"> • vendor name 		
126.	<ul style="list-style-type: none"> • vendor ID 		
127.	<ul style="list-style-type: none"> • requisition number 		
128.	<ul style="list-style-type: none"> • purchase order/contract/blanket number 		
129.	<ul style="list-style-type: none"> • dollar amount 		
130.	<ul style="list-style-type: none"> • status (purchasing stage) 		
131.	<ul style="list-style-type: none"> • buyer name with phone extension 		

INVENTORY: GENERAL

	Requirement	Code	Comments
1.	The system provides interactive entry, correction, and reporting of:		
2.	• Issues		
3.	• Receipts		
4.	• Adjustments		
5.	• Stock Item Descriptions		
6.	Provides the ability to interface with the General Ledger, Accounts Payable, Purchasing and Encumbrance modules		
7.	Provides a user-defined stock item table.		
8.	The system provides the following information:		
9.	• Item description		
10.	• Unit of measure		
11.	• Order price		
12.	• Average price		
13.	• Vendor number		
14.	• Quantity on hand		
15.	• Quantity received on orders		
16.	• Ordered year-to-date		
17.	• Received year-to-date		
18.	• Issued current period		
19.	• Issued year-to-date		
20.	• Provide lots of character descriptions		
21.	Maintains in-house inventory of "central stores" items.		
22.	Provides an on-line stock catalog.		
23.	The system provides backorder requisition batch maintenance and posting.		
24.	Provides a multi-line, free-form area for input of stock item descriptions.		
25.	A detailed credit slip of stock item returns is available.		
26.	Maintains vendor and pricing data.		
27.	A transaction closing program has been developed to finalize transactions each month.		
28.	Permits on-line requisition.		
29.	Permits the entry of next year or current year requisitions in batch.		
30.	The system provides a stock catalog that the user can print out.		
31.	Maintains management information such as cumulative purchases and usage for the fiscal year.		
32.	The system provides a stock reorder listing which includes all items under the minimum on-hand quantity or at the reorder point.		
33.	The system provides a detailed transaction history reports for stock items		

	Requirement	Code	Comments
34.	The system provides a way to purge history information for stock items with a zero on- hand quantity and no activity over a user- defined time period.		
35.	Maintains detailed history and summary reports sequenced by stock number.		
36.	Provides the following inventory reports:		
37.	<ul style="list-style-type: none"> • Inventory Catalog Report 		
38.	<ul style="list-style-type: none"> • Inventory Transactions Report 		
39.	<ul style="list-style-type: none"> • Reorder Recommendations Report 		
40.	<ul style="list-style-type: none"> • Stock Item Labels 		
41.	<ul style="list-style-type: none"> • Departmental Charge Summary Report 		
42.	<ul style="list-style-type: none"> • Back Order Items Report 		
43.	<ul style="list-style-type: none"> • Usage Report 		
44.	<ul style="list-style-type: none"> • Unfilled Requisitions Report 		
45.	<ul style="list-style-type: none"> • Inventory Count Report 		
46.	<ul style="list-style-type: none"> • Inventory Status Report 		
47.	<ul style="list-style-type: none"> • Inventory Transactions Report 		
48.	<ul style="list-style-type: none"> • Inventory Obsolescence Report 		
49.	The system provides an open purchase order listing which includes quantities of items ordered, received, canceled, and paid.		
50.	Maintains inventory detail reports including stock number, description, date of last order, unit cost, number in stock, and usage for current year, previous years, and annual totals.		
51.	Provides re-order listing of inventory items when stock is below a user-defined re-order point.		
52.	Allows for back orders.		
53.	Provides the ability to verify the inventory account balance prior to filling requests.		
54.	Provides the ability to print system-generated pick-pack slips.		
55.	Supports automatic adjustment to quantity on hand with additions to inventory, withdrawals, and adjustments.		
56.	Provides charge allocation data for supplies withdrawn from inventory based on the organization cost center and budget line item.		
57.	Provides an audit trail of transactions that are charged in summary to the General Ledger.		
58.	Provides the ability to purge filled/canceled requests.		
59.	Inventory Control - The on-order quantity, on hand quantity, and cost information should be updated as a result of entering vendor invoices for material, if not previously updated on receipt		

CASH MANAGEMENT: GENERAL

	Requirement	Code	Comments
1.	Seamlessly integrate all cash, check and credit card transactions.		
2.	Allow sorting of transactions by either type or date		
3.	Allow the ability of pooling cash for all participating funds and maintain "claim on cash" balances either at the fund level or a user designated organizational level. The sum of "claim on cash" for all the participants should equal to "pooled cash".		
4.	Allow quick marking of transactions that have cleared the bank by allowing the selection of either single transactions or entire ranges of transactions		
5.	Automatically post reconciliation adjustments to the General Ledger		
6.	Provide on-screen reconciliation summary information, such as adjusted bank balance, adjusted book balance, difference, number of cleared payments, cleared payments total, number of cleared deposits and cleared deposits total.		
7.	Allow the reconciliation of multiple accounts at the same time		
8.	Allow the users to selectively view transactions by status, check date, or other field data.		
9.	Allow the posting of interest income and service charges to the GL during reconciliation		
10.	Automatically match cancelled checks from the bank statement to the system by check amounts, check number, and bank ID.		
11.	Allow the tracking and processing of 1099 information		
12.	Allow automatic upload of bank statements into the system		
13.	Allow controlled direct update of check or deposit information		
14.	Allow the users to query a group of records from the system and update them all simultaneously with a chosen event date (cancelled date).		
15.	Have the ability to stale date checks automatically based upon the difference in the amount of days between check issuance and the current date		
16.	Allow the user to selectively purge transactions from the system		
17.	Receive automatic updates for each check printed, reprinted, handwritten, void or reversed from the Payroll or Accounts Payable subsystems.		
18.	Receive automatic updates for each deposit made from the Cash Receipts subsystem.		
19.	Log all transactions related to any given document, such as Issue Date, Review Date, Stop Date, Cancel Date, Reverse Date, etc.		

	Requirement	Code	Comments
20.	Allow association of a replacement check number with the original check		
21.	Provide for the creation of an unlimited number of bank accounts and cash accounts		
22.	Distinguish between the different types of checks issued		
23.	Ability to automatically clear interfund transactions by increasing or decreasing the "claim on cash" account.		
24.	Ability to allocate interest income earned in the "pooled cash" account using a user-defined formula (erg: based on average daily cash balance)		
25.	Ability to allocate any bank service charges incurred by the "pooled cash" account using a user-defined formula.		
26.	Ability to pool investments for all participating funds to maximize interest earnings		
27.	System must offer password secured access		
28.	Provide audit trails		

CASH MANAGEMENT: REPORTING

	Requirement	Code	Comments
1.	Provide a check listing by bank ID and check number		
2.	Allow drill down function to the originating transaction (deposit, check, or other bank transaction)		
3.	Provide a listing of deposits with detail information		
4.	Provide a summary listing of deposit information		
5.	Provide a list of cancelled checks		
6.	Provide a history report on any given document		
7.	Provide a list of outstanding checks		
8.	Provide a check history by Vendor		
9.	Provide a report of unclaimed funds		

INTERNAL SERVICE BILLING: GENERAL

	Requirement	Code	Comments
1.	Ability to change rates for internal billing activity, such as space rate and Indirect cost rate "IDC"		
2.	Ability to make entries on a detail level		
3.	Ability to run reports on individual invoices		
4.	Ability to post invoices to G/L by invoice date		
5.	Ability to change the status of cost center from Active to "Inactive" or "Inactive" to "Active"		
6.	Ability to track posting by, JE #, Invoice #, Invoice Date, Internal repayment #,		
7.	Automate the internal billing Process		

	Requirement	Code	Comments
8.	Ability to cross charge department by using cost centers		
9.	Ability to allocate by square foot, number of employees, number of copies		
10.	Ability to set up an inter-fund receivable and payable to track interdepartmental charges		
11.	Direct and indirect schedules are prepared by each department responsible for internal services and submitted to the accounting to set up journal entry to charge appropriate cost centers and set up the inter-fund receivables and payables.		
12.	General Fund is reimbursed by the receiving cost centers via wire transfer. When Accounting receives the wire the journal is prepared to clear out the inter-fund receivable and payable.		
13.	Customizable screens based on direct cost or indirect cost.		

ACCOUNTS PAYABLE: GENERAL

	Requirement	Code	Comments
1.	System should automatically generate IRS 1099 for vendors		
2.	System should Provide IRS report on standard forms and E-file format		
3.	System should allow entering invoices into AP batches on-line with control totaling		
4.	System should automatically generate unique AP batch numbers		
5.	System should allow correction to the distribution of an invoice without reentering the invoice prior to general ledger distribution		
6.	System should allow processing debit and credit memos when it's received from vendors		
7.	System should allow posting debit/credit memos to the General Ledger automatically		
8.	System should allow to reference a debit/credit memo to multiple vendor invoices		
9.	System should allow selecting invoices for payment by due date range, and payment date, AP batch numbers, etc.		
10.	System should allow generating Payment to multiple vendor invoices on one check		
11.	System should support multiple payment types (e.g., system check, wire transfer, etc.)		
12.	System should provide on-line warning if total payment amounts exceed invoice amount		
13.	System must Flag duplicate vendor invoices to preclude generating a check		

	Requirement	Code	Comments
14.	System should Provide automatic balancing control of the data entry		
15.	System should support on-line inquiries for invoice-by-invoice number, invoices by check number and invoices by vendor number		
16.	System should allow Processing stop payments and voids		
17.	System should Distribute expenses at the gross dollar total level		
18.	System should allow for Processing over shipments		
19.	System should provide on-line AP data entry validation as well error correction and reentry of information.		
20.	System should allow generating Cash Disbursements Journal, which lists each payment made and the general ledger accounts affected		
21.	System should allow creation of fixed or variable recurring payments with option of end date and separate payment cycle		
22.	System should be able to handle purchase orders with nominal (approximate) quantities specified		
23.	System should allow processing inter-fund payables entries		
24.	System should allow receiving file records created when an item is received should be matched to subsequent vendor invoices entered and a purchase price variance calculated and compared to user defined tolerance		
25.	System should allow tracking of all changes to invoice adjustments/cancellations		
26.	System should allow for Automatic calculation of an estimated payment date or estimated receipt date as part of the AP process		
27.	System should provide user-defined aging categories		
28.	System should age payable invoices based on the invoice date		
29.	System should apply prepayments to specific invoice line items with balance reflecting the total net amounts to be paid		
30.	System should allow checks drawn on multiple bank accounts or on a single bank account		
31.	System should prevent payment to vendors with debit balances		
32.	System should allow multiple partial payments against an invoice up to the total dollar value of the invoice.		
33.	System should allow processing installment and lease payments		

	Requirement	Code	Comments
34.	System should allow users to override the invoice amount in the case of discrepancies, and identify the invoice as paid in full		
35.	System should allow only authorized users to accept invoice prices that differ from vendor contract price. Also, allow only authorized users to override contract pricing, and provide contract		
36.	System should allow A/P users to select invoices for payment based on invoice due date within specified date range.		
37.	System should allow for creation of multiple cash AP inter-fund accounts		
38.	System should allow A/P users to select bank accounts for disbursements, including reviewing multiple bank accounts to determine the proper account from which to issue checks		
39.	System should allow Scheduling of payments and printing checks		
40.	System should allow the Accounts Payable module to post to the general ledger in summary the entire accounts payable distribution, manual check distribution, and cash disbursements distribution.		
41.	Ability to electronically transmit user-defined purchase order information from Purchasing Department and receiving location to Accounts Payable Department.		
42.	System should allow users to perform electronic matching of purchase order and user-defined invoice information.		
43.	System should provide ability to sort checks by vendor number, by user-defined sequence within bank account number, or by vendor name		
44.	System should allow for voiding checks on- line and reverse the payment from the master file		
45.	System should allow for restarting of the check printing process with automatic restart option		
46.	Ability to print check stubs with user-defined information such as invoice number(s), invoice line item(s), invoice amount(s), discount taken, vendor name, number, purchase order number or any other AP data field.		
47.	Ability to print check stub detail on successive check stubs, if necessary, and void successive checks		
48.	Computer system should be printing the check numbers on the blank check stock.		
49.	System should print a report Identify all gaps in the check sequence		
50.	Ability to perform reconciliation of voided, canceled and returned checks on-line or in batch		
51.	Ability to perform automatic reversal of posted amounts and distributions, and generate accounting adjustments for voided checks.		

	Requirement	Code	Comments
52.	System should automatically print a listing of printed checks after each check printing cycle. This is a control list of checks printed.		
53.	Ability to print Manually Prepared Check Journal sequenced by check number to provide an audit trail to support the summary entry in the general ledger.		
54.	Ability to generate a "Check Register" – The check register should be printed after each check run and should be sequenced by check number. This report should provide information on paid invoices such as: invoice gross amount, discount amount, net amount, vendor name/ID number, showing totals for each check number.		
55.	Ability to print a report showing the outstanding checks		
56.	Ability to manually void or reconcile a series of checks		
57.	Ability to receive an electronic data on cleared checks from the bank to perform bank reconciliation.		
58.	System should provide ability to withhold checks to vendors even though the invoice is due		
59.	Ability to generate Check Reconciliation Report. This report is printed upon demand in check number sequence, showing detail on all outstanding checks.		
60.	Ability to generate paperless wire transfers and ACH transactions.		
61.	Ability to flag checks such as: negative checks and zero checks.		
62.	Ability to prevent printing blank checks, negative checks and zero checks.		
63.	System should allow for one-time or temporary vendors		
64.	System should maintain vendor payment records on-line for current, year-to-date and prior years.		
65.	System should accumulate year-to-date purchases by vendor		
66.	Ability to print the list of vendors upon request based on user specified format such as: vendor ID number, alphabetical, or year-to- date purchase amount (dollars or quantity) sequenced by product line.		
67.	Ability to generate Vendor Analysis report. This report is printed upon request and should show various breakdowns of activity by vendor (quantity, product line, type) for the current period and year-to-date, and provide a comparison to the previous year's figures.		
68.	Ability to generate Purchase Analysis report. This report is generated by vendor (Names or ID numbers) showing budgeted items, quantities and dollars purchased, actual items, budget-to-actual purchasing variances, dates purchased, delivery performance, comparisons to prior periods/years.		

	Requirement	Code	Comments
69.	Ability to generate Vendor Shipping Performance report. The report lists by vendor, due dates for delivery, actual dates of delivery, item short shipments, incorrect items shipped, etc.		
70.	The vendor master file should be shared between Purchasing and Accounts Payable only at the inquiry level.		
71.	The following items are needed in setting up new vendors in the vendor master file.		
72.	<ul style="list-style-type: none"> • Vendor Name 		
73.	<ul style="list-style-type: none"> • Vendor number (alpha or numeric) and address 		
74.	<ul style="list-style-type: none"> • Vendor remit-to-address/ ship to address 		
75.	<ul style="list-style-type: none"> • Vendor Multiple ship to addresses 		
76.	<ul style="list-style-type: none"> • Vendor Telephone 		
77.	<ul style="list-style-type: none"> • Vendor facsimile 		
78.	<ul style="list-style-type: none"> • Vendor contact person 		
79.	<ul style="list-style-type: none"> • Vendor email address 		
80.	<ul style="list-style-type: none"> • Vendor type (e.g., merchandise, non-merchandise, temporary) 		
81.	<ul style="list-style-type: none"> • Vendor bank account number for electronic funds transfers 		
82.	<ul style="list-style-type: none"> • Vendor bank terms/contract information 		
83.	<ul style="list-style-type: none"> • Internal customer number (e.g., number by which we are referenced in the vendor's customer file) 		
84.	<ul style="list-style-type: none"> • Vendor 1099 information (including TIN and exemption code) 		
85.	<ul style="list-style-type: none"> • Last payment date 		
86.	Automatically purge vendors after a user- specified period of inactivity, only if the vendor balance and purchase commitments are both equal to zero		
87.	Ability to run reports on inactive vendors. It should list vendors with no activity for a user specified period of time		
88.	Track all changes to vendor master		
89.	Identify selected vendors as "critical" for payment scheduling purposes		
90.	Deactivate discounts for specific vendors		
91.	Create system-controlled limits on vendor transactions, total dollar purchases, etc.		
92.	Search by buyer number and name		
93.	Definition and description of each stage in the purchasing process should be available within the system.		
94.	AP Voided Check Log		
95.	AP Stop Payment Check Log		
96.	Multiple people should be able to view the same vendor simultaneously, but restrict maintenance of vendor to authorized personnel.		

	Requirement	Code	Comments
97.	Ability to run Vendor Payment Listing by fiscal year and quarter. Should be able to sort by vendor, check date and check date. In addition, the report should provide invoice number and amount.		
98.	Vendor database should be able to distinguish the different types of 1099 recipients.		
99.	AP system must use invoice date from which aging report is calculated.		
100.	Allow multiple users to post to the system without locking it up.		
101.	Ability to run various vendor reports		
102.	Ability to run cash requirement report		
103.	Ability to run vendor payment history report.		
104.	Ability to inquire on status of payment		
105.	Ability to schedule invoices for payment based on Vendor terms, future dated invoices, etc.		
106.	Ability to accommodate "one-time" vendors and identify them as such.		
107.	Ability to process invoice information, including invoice number, amount, payment date, and transaction number, if applicable.		
108.	Ability to generate checks on a daily, weekly, monthly or user defined basis.		
109.	Ability to produce a reconciliation activity report showing all the daily on-line update activity in the system.		
110.	Ability to provide invoice tracking for pending department/agency approvals.		
111.	Ability to produce a monthly report of all cleared checks by check type and by fund.		
112.	System should differentiate between payments that are due immediate vs. payments that are on hold.		
113.	System should allow split of several invoices on an obligation		
114.	System must allow generating outstanding accounts payable report.		
115.	The invoice date must be a required field so that it can be used as a search criteria for reporting		
116.	The aging report must be using the invoice date to give an accurate A/P aging report		
117.	The system must allow holding a credit memo on the vendor file for future off-set		
118.	The system must allow the invoice number to be used for inquiry purposes on imported transactions.		
119.	Ability to make changes to the vendor file once the payment has occurred. Example: flag inactive, delete		
120.	A/P system should allow running reports by check date, fiscal year or any user-defined period. Regardless of when payments were processed.		

	Requirement	Code	Comments
121.	Ability to verify existence of key documents to support the voucher prior to submittal – insurance certificates, performance bonds, etc.		
122.	Provide status of any submitted voucher or fund or project to review payments to date and committed funds.		
123.	Ability to place vouchers on hold and to enter reasons for hold.		
124.	Retain history of voucher numbers after payment and/or period end to avoid duplicate voucher numbers. Ideally, system generates voucher numbers and does not allow duplicate numbers to be used for A/P vouchering.		
125.	Ability to remove entered voucher if it has not been properly submitted for payment with corresponding audit trail, and to record reason for change.		
126.	Ability to consolidate multiple invoices from one vendor and pay with one voucher.		
127.	Ability to maintain open invoice records until paid in full (for unpaid and partially paid vouchers).		
128.	Ability to warn possible duplicate vendor entries even if entry is not an exact match (e.g. Ace Plumbing vs. Ace Plumbing Inc).		
129.	Ability to delete vendors as required with option of retaining or deleting history.		
130.	Retain vendor history including current period, year to date and all prior history.		
131.	Ability to suspend and restart payment for specified vendors, parent vendor groups, contracts or work orders for user defined duration.		
132.	Ability to record estimates and maintaining a history of changes by contractor and project.		
133.	Ability to track invoices to vouchers and vice versa, and flag if amount paid is different than original voucher submitted.		
134.	The ability to accumulate multiple invoices on a single voucher and/or group payments for remittance based on selected criteria (i.e., payment due date).		
135.	The ability to automatically calculate payment due date from receipt of goods/services or invoice, and allow for user override.		
136.	The ability to identify the organizational unit or agency originating a voucher.		
137.	The ability to flag and report duplicate purchase orders and invoices.		
138.	The ability to generate multiple vouchers from a single invoice or request for payment.		
139.	The system must include provisions to allow multiple invoices processing on a single contract or purchase order without the potential for overpayment (paying twice for the same item).		

	Requirement	Code	Comments
140.	Ability to generate voucher for progress payment indicating: item number, description of material or services, quantities, unit price, line item total for the voucher and total-to-date for the given contractor or project.		
141.	Ability to verify existence of all required documents for preparing a progress payment voucher.		
142.	Ability to generate a receiving request.		
143.	Ability to inhibit specified users from modifying invoice data once the invoice has reached approval status through project manager release.		
144.	Ability to record an invoice for partially received material or for over shipments of material.		
145.	Ability to enable user to view bills in progress of being paid.		
146.	Ability to enable user to view bills not paid.		
147.	The ability to pay a vendor automatically on one warrant for multiple invoices with different pay dates.		
148.	Ability to select or not to select vendors for payment by due date.		
149.	Ability to input an invoice in the system without a receiver in the system.		
150.	Ability to sort report by vendor, by dollar amount, or provide year-to-date vendor information.		
151.	Ability to perform electronic matching of purchase orders, receiving reports, and vendor invoices three (3) ways.		
152.	Ability to quickly select line items on purchase orders for receiving.		
153.	Ability to force a decision to keep a purchase order open or close it out.		
154.	Ability to process travel vouchers automatically with electronic approval.		
155.	Ability to allow for virtually unlimited multiple addresses for each vendor.		
156.	Ability to provide a designation code for each vendor, including 1099, minority, or other special status.		
157.	Ability to provide for the establishment of discount and payment terms for each vendor.		
158.	Ability to allow for invoice data to be processed on-line.		
159.	Ability to automatically retrieve vendor name and address, goods ordered and received, and unit prices based on purchase order number.		
160.	Ability to automatically calculate applicable discounts and payment date.		
161.	Ability to allow on-line changes to the retrieval data.		

	Requirement	Code	Comments
162.	Ability to allow for the addition of freight and bulk charges.		
163.	Ability to calculate multiple taxes, as appropriate, by item.		
164.	Ability to calculate tax rebates at the time of invoice entry.		
165.	Ability to provide automatic on-line budget account validation, as well as funds availability.		
166.	Ability to automatically liquidate associated encumbrances as invoices are processed.		
167.	Ability to automatically calculate payment due date to take advantage of available discounts.		
168.	Ability to provide for the issuance of "on demand" checks that automatically update the General Ledger and liquidate associated encumbrances.		
169.	Ability to automatically handle recurring payments.		
170.	Ability to establish "one-time" vendors.		
171.	Ability to provide a complete bank reconciliation process including the matching of outstanding and cleared checks with issued checks.		
172.	Ability to provide document history retrieval on-line, linking requisitions, bids, purchase orders, packing slips, stores issues, invoices, checks, returned goods, and received goods.		
173.	Ability to prevent the entry of an invoice that would cause the cumulative invoiced amount to exceed the contract or purchase order value.		
174.	Ability to scan invoice, W-9s, and other source documents attached to records.		
175.	Ability to correct the account coding for an invoice without having to do a manual journal entry.		
176.	Ability to enter Credit Card receipts by the "vendor" card charged to, but roll into a payable due to one Credit Card by Card account number.		

ACCOUNTS PAYABLE: REPORTING

	Requirement	Code	Comments
1.	Ability to generate a report of open and closed vouchers based on user-criteria, such as daily or weekly time period, fund number or project code.		
2.	Ability to generate a complete on-line reports and hard copy reporting of Accounts Payable activity.		
3.	Ability to allow for on-line inquiry of all Accounts Payable by fund, organization, account and program.		
4.	Ability to make adjustments to posted transactions in the system, so that the transaction is affected in both AP and GL.		

BUDGETING: CONSOLIDATED BUDGET

	Requirement	Code	Comments
1.	Hierarchical structures can be defined that allow for reporting of individual as well as aggregate revenues and expenditures.		
2.	An audit trail (including time and user identification) is maintained automatically reflecting all budget entries.		
3.	Ability to perform budget modifications and maintain an audit trail of modifications.		
4.	Budget request data can be entered easily and/or copied forward from a user defined period.		
5.	Ability to compute "what if" scenarios using actual budget data or adjusted budget data compared to actual expenditure data or adjusted expenditure data in any combination.		
6.	Capabilities allow users to develop budget forecasts using base-year budgets.		
7.	Ability to accommodate various budget recording methods such as increasing, decreasing, or replacing existing budgets (e.g., versions, revisions, or changes in a grant agreement).		
8.	Ability to perform a variety of revenue, expenditure, and fund balance forecasting including the ability to perform fee analysis.		
9.	Ability to create, modify, and establish a budget for a specific project and component of a project.		
10.	Ability to develop budget for grants with different fiscal years		
11.	Capabilities allow forecasts to be expressed in terms of percentage increases or decreases.		
12.	Capabilities provide a process to apply inflation factors to a budget model.		
13.	Subsequent proposals and changes to budgets can be analyzed without affecting current budgets.		
14.	System has the capability of posting to either of two fiscal years during the lapse period.		
15.	Provides the ability to enter budget requests on-line.		
16.	System should provide online worksheet to facilitate preparation of budgets. Information from a user defined period should flow into this worksheet.		
17.	Allows budgets or budget items to be frozen at a certain level of approval to prevent further change by the projection percentage during the revision process.		
18.	Provided the ability to make mass adjustments to budget line items throughout the comprehensive budget.		
19.	Ability to budget at account and sub object level.		

	Requirement	Code	Comments
20.	Ability to budget by position based on interactivity with HR and Payroll		
21.	Ability to approve budgets through on-line approval.		
22.	Ability to provide dollar and percentage change techniques by budget line item or line item group to simplify budget preparation.		
23.	Ability to specify the basis for computing the budget based on user defined criteria (e.g., salary, total labor cost, billing rates, etc.)		
24.	Ability to allocate budgets across departments for the same line item as well as roll up to one total cost.		
25.	Ability to perform reallocation and tracking of budgets by funding source (e.g. Federal, State, Local).		
26.	Ability to perform reallocation and tracking of budgets by individual projects		
27.	Ability to perform reallocation and tracking of budgets by fund number.		
28.	Ability to track actual project costs and compare with budgeted project costs (adjust if reallocations are made).		
29.	Ability to track expenses by categories and allocate cost to project cost accounts as required.		
30.	Ability to perform user-defined allocations for payments (reimbursements) to various funding categories for state and federal reimbursements.		
31.	Ability to accommodate project contingency line items in budgets.		
32.	Ability to allocate overhead and administration costs to departments, cost centers, programs, and sub-program levels automatically. (IDC – Indirect Cost)		
33.	Ability to support Activity Based Costing budget preparation		
34.	Must be able to support GASB 34 reporting requirements while maintaining current reporting requirements		
35.	Each cost center should have a contact person or “responsible person” assigned to it in the system. All users should be able to view this field on any cost center. This functionality would allow for better communication and assist with compiling group/departmental reports		
36.	System must support the entire budget process such as preparation, approval, amendments, monitoring, etc.		
37.	Budget module must recognize account attributes (groupings) that are built into the account structure in the general ledger		

	Requirement	Code	Comments
38.	Allow authorized users to see which budgets have been approved.		
39.	Users must be able to assign temporary cost center numbers and be able to delete them if not approved.		
40.	Ability to identify accounts with budgetary balances that meet criteria for being carried forward to the next fiscal period.		
41.	Ability to close budgetary amounts from the current file at the end of the fiscal year.		
42.	Ability to allow the rollover of selected budget lines, or all budget lines into the new fiscal year and adjustment of appropriate spending allocations and encumbrance balances.		
43.	Allow comparison of different budget versions		
44.	System must provide a high level of security that would only allow specific users to access, create and/or approve specific budgets.		
45.	The system has the ability to block entity or specific account or object transfers.		
46.	Ability to establish a tolerance level for budget warning		
47.	Ability to display a warning notice when transactions are proposed for accounts whose budgets have been exceeded.		
48.	Ability to set spending controls at various levels relating to funds available for expenditures.		
49.	Ability to check for unauthorized charges against budgeted line items on a timely basis.		
50.	Ability to provide on-line approval of proposed budgetary transactions.		
51.	Ability to deny financial transaction if budgetary amount is not adequate to cover the transaction being posted.		
52.	Ability to determine sufficiency of funds prior to processing change orders.		
53.	Ability to monitor (through rules and/or procedures) for erroneous charges.		
54.	Ability to permit the modification of encumbrances (e.g., increase, decrease, or cancel) and produce an audit trail of the transaction.		
55.	Ability to track the original amount, current amount, payments made, and remaining balance for an encumbrance.		
56.	Ability to allow for pre-encumbrance and/or encumbrance before a contract or purchase order is awarded.		
57.	Ability to provide liquidation of encumbrance when final payment is made against an account when specified by project manager.		

	Requirement	Code	Comments
58.	Ability to automatically close encumbrances with appropriate journal entries for year-end financial reporting.		
59.	Ability to encumber on-line against available appropriation balance to reduce the corresponding spending allocation.		
60.	Ability to flag a warning for Non-Sufficient Funds (NSF) condition when vouchers exceed encumbered funds.		
61.	Ability to perform standard encumbrance accounting activities.		
62.	Ability to track current year and inception-to- date allocation and authorization amounts in the budgetary accounts.		
63.	Budget data can be established and maintained on-line for any number of past, present, and future years.		
64.	Actual revenue and expenditure data can be stored and retrieved on-line for any number of past years.		
65.	Ability to have centralized viewing capabilities for entity-wide sorting and roll up of all budget information.		
66.	Ability to view the detail charges of actual spending or encumbrance amounts on-line.		
67.	Ability to have all prior history for actual spending and budgets available on-line for multiple years.		
68.	Approved budget is automatically recorded for use by general ledger in new fiscal year.		
69.	Ability to use workflow for budget approval and calendaring		
70.	Ability to roll up department or grant budgets to the fund level.		
71.	Ability to accommodate the transfer of funds between budgeted line items.		
72.	Budget projections can be made for multiple years according to user-defined parameters.		
73.	Intermediate and final budget reports are available.		
74.	Allows monthly and quarterly budget figures to be established, if desired.		
75.	Ability to keep multiple budget years open at one time.		
76.	Ability to identify budgets by original budget, first revised budget, second revised budget, third revised budget etc.		
77.	Ability to maintain as many sub-budgets and program budgets for certain line items and projects as needed.		
78.	Ability to create and maintain multiple budget versions		

	Requirement	Code	Comments
79.	Ability to create an on-line long-term capital budget that is integrated with purchasing, accounts payable, budgeting, and project management.		
80.	The ability to put budget processing for certain line items on hold. (flag budgets on hold)		
81.	Ability to create cost centers in the Budget module before they are created in the GL to accommodate non-approved budgets that should not carry forward to the GL.		

BUDGETING: REPORTING

	Requirement	Code	Comments
1.	Ability to produce budget to actual reports on- line.		
2.	Ability to provide centralized monitoring of spending, budget preparation process, and available balances.		
3.	System has capability to produce comprehensive management and budget reporting.		
4.	System has capability to produce both standard and ad hoc reports as well as allow for the use of standard statistical and logically functional packages so that research and analysis can take place.		
5.	System has capability to produce internal reports of an organization unit as well as government-wide reporting		
6.	Ability to allow the comparison of budget (spending plan) to actual obligations and expenditures, including a variance and percentage variance.		
7.	Ability to provide variance reports illustrating budgets versus appropriations versus actual encumbered amounts to the respective budgets.		
8.	System must be able to report on cost centers by the date any budget modification is received		
9.	Reports should have a "to and from date", with the default being our fiscal year.		
10.	Need to be able to generate exception reports or criteria-driven reports (e.g. accounts that are 75% expended at mid-year)		
11.	The system should allow users to run reports at a high level and drill down to lower levels		
12.	Ability to create the final budget document on- line in its finished form.		
13.	Cost allocation rates can be assigned to specific range of dates for individual cost centers and/or other user-defined criteria.		
14.	Cut and paste features or easy export to Excel, Access, or other software programs.		

DATA CONVERSION: GENERAL

	Requirement	Code	Comments
1.	Ability to convert detailed and/or transactions for at least 5 years		
2.	Ability to review and validate conversion data before and after conversion.		
3.	Ability to identify errors in the conversion file(s)		
4.	Ability to evaluate, review data and mapping information before actual conversion.		

ACCOUNTS RECEIVABLE

We did not include an accounts receivable section because we use Credible for our billing software/electronic health record. However, we do want the ability to produce miscellaneous invoices within the accounting system that will allow for tracking, posting, reporting, etc.

3. IT REQUIREMENTS

	Requirement	Code	Comments
1.	Is your system SaS? NRVCS prefers a SaS solution. If not, describe the hosting requirements in detail.		
2.	Do you have an Availability Service Level Agreement (SLA) of 99.9%? If not what is your Service Level Agreement?		
3.	Do you offer 24/7/365 service? If not what service do you offer?		
4.	Are there any charges for service? If so what are they and what do they include?		
5.	What internet browsers support the software you provide?		
6.	What security features does the vendor offer? Describe in detail how you protect the integrity of the data in your system.		
7.	Is 2 Factor authentication or other options available? If not what other security features are offered?		
8.	Is there a role based security to grant/limit access to different users? Describe how it functions.		
9.	Is there a test/training site that mimics the live environment for internal NRVCS use?		
10.	Describe the update cycle for your software? What documentation does the vendor include when updates are made to the system?		
11.	Is there a process to request enhancements? If so, please describe.		
12.	Is there a user group for the software?		
13.	Describe the back up and disaster recovery plan you have in place?		
14.	Does the system offer an access log for users that can report detailed log-in and field-by-field system access by individual users as an audit trail for security monitoring?		
15.	What integration tools do you offer? Please describe available format/file types. Please indicate if any of these options are available. <ul style="list-style-type: none"> • Web Services • HL7 • File import/export • Other 		
16.	Please list any partners that offer a predefined interface with your software.		
17.	Describe the ability of the software to store attachments? Are there any fees for storage?		

	Requirement	Code	Comments
18.	Describe the data base platform the system uses. NRVCS prefers SQL.		
19.	Does your software support a single point of data entry (Write once see everywhere) If so describe how the system accomplishes this.		
20.	What options are available for data stored in your software?		
21.	Give examples of out of the box reports that are available.		
22.	Is there a tool for creating custom reports?		
23.	What level of data base knowledge is required to leverage that system?		
24.	Will the custom reports allow for the use of freehand SQL?		
25.	Is there documentation of the data dictionary to aid in report writing?		
26.	Does your team develop a set of customer reports for customers as part of implementation		