

**SOFTWARE AND IMPLEMENTATION SERVICES FOR
AN ERP FINANCIAL SYSTEM RFP 2015-192**



**Submit No Later Than:
2:00 PM, August 13, 2015**

**Collin County Purchasing
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1.1 General Instructions

1.1.1 Definitions

1.1.1.1 Offeror: refers to submitter.

1.1.1.2 Vendor: refers to a Successful Offeror.

1.1.1.3 Submittal/Offer: refers to those documents required to be submitted to Collin County, by an Offeror.

1.1.1.4 RFP: refers to Request for Proposal.

1.1.2 If Offeror does not wish to submit an offer at this time, please submit a No Bid.

1.1.3 Awards shall be made not more than one hundred eighty (180) days after the time set for opening of submittals.

1.1.4 Collin County is always conscious and extremely appreciative of your time and effort in preparing your submittal.

1.1.5 Collin County uses Ion Wave Technologies, Inc. for the notification and dissemination of solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addendums which could ultimately render your offer non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other company.

1.1.6 A submittal may not be withdrawn or canceled by the offeror prior to the ninety-first (91st) day following public opening of submittals and only prior to award.

1.1.7 It is understood that Collin County, Texas reserves the right to accept or reject any and/or all submittals for any or all products and/or services covered in a Request For Proposal (RFP), and to waive informalities or defects in submittals or to accept such submittals as it shall deem to be in the best interest of Collin County.

1.1.8 All RFP's submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with the RFP number and name. A hard copy paper form submittal shall be manually signed in ink by a person having the authority to bind the firm in a contract. Submittals shall be mailed or hand delivered to the Collin County Purchasing Department, 2300 Bloomdale Rd., Ste. 3160, McKinney, TX 75071.

1.1.9 No oral, telegraphic or telephonic submittals will be accepted. RFP's may be submitted in electronic format via Ion Wave.

1.1.10 All RFP's submitted electronically via Ion Wave shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the RFP.

1.1.11 Time/date stamp clock in Collin County Purchasing Department shall be the official time of receipt for all RFP's submitted in hard copy paper form. RFP's received in County Purchasing Department after submission deadline shall be considered void and unacceptable. Absolutely no late submittals will be considered. Collin County accepts no responsibility for technical difficulties related to electronic submittals.

1.1.12 For hard copy paper form submittals, any alterations made prior to opening date and time must be initialed by the signer of the RFP guaranteeing authenticity. Submittals cannot be altered or amended after submission deadline.

1.1.13 Collin County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the prices submitted shall not include taxes.

1.1.14 Any interpretations, corrections and/or changes to a RFP and related Specifications or extensions to the opening/receipt date will be made by addenda to the respective document by the Collin County Purchasing Department. Questions and/or clarification requests must be submitted no later than seven (7) days prior to the opening/receipt date. Those received at a later date may not be addressed prior to the public opening. Sole authority to authorize addenda shall be vested in Collin County Purchasing Agent as entrusted by the Collin County Commissioners' Court. Addenda may be transmitted electronically via Ion Wave, by facsimile, E-mail transmission or mailed via the US Postal Service.

1.1.15 Addenda will be transmitted to all that are known to have received a copy of the RFP and related Specifications. However, it shall be the sole responsibility of the Offeror to verify issuance/non-issuance of addenda and to check all avenues of document availability (i.e. Collin County eBid at <https://collincountytx.ionwave.net>, telephoning Purchasing Department directly, etc.) prior to opening/receipt date and time to insure Offeror's receipt of any addenda issued. Offeror shall acknowledge receipt of all addenda.

1.1.16 All materials and services shall be subject to Collin County approval.

1.1.17 Collin County reserves the right to make award in whole or in part as it deems to be in the best interest of the County.

1.1.18 Offeror shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County Employees.

1.1.19 Any reference to model/make and/or manufacturer used in specifications is for descriptive purposes only. Products/materials of like quality will be considered.

1.1.20 Offerors taking exception to the specifications shall do so at their own risk. By offering substitutions, Offeror shall state these exceptions in the section provided in the RFP or by attachment. Exception/substitution, if accepted, must meet or exceed specifications stated therein. Collin County reserves the right to accept or reject any and/or all of the exception(s)/substitution(s) deemed to be in the best interest of the County.

1.1.21 Minimum Standards for Responsible Prospective Offerors: A prospective Offeror must meet the following minimum requirements:

1.1.21.1 have adequate financial resources, or the ability to obtain such resources as required;

1.1.21.2 be able to comply with the required or proposed delivery/completion schedule;

1.1.21.3 have a satisfactory record of performance;

1.1.21.4 have a satisfactory record of integrity and ethics;

1.1.21.5 be otherwise qualified and eligible to receive an award.

Collin County may request documentation and other information sufficient to determine Offeror's ability to meet these minimum standards listed above.

1.1.22 Offeror shall bear any/all costs associated with its preparation of a RFP submittal.

1.1.23 Public Information Act: Collin County is governed by the Texas Public Information Act, Chapter 552 of the Texas Government Code. All information submitted by prospective bidders during the bidding process is subject to release under the Act.

1.1.24 The Offeror shall comply with Commissioners' Court Order No. 2004-167-03-11, County Logo Policy.

1.1.25 Interlocal Agreement: Successful Provider agrees to extend prices and terms to all entities that has entered into or will enter into joint purchasing interlocal cooperation agreements with Collin County.

1.1.26 Bid Openings: All offers submitted will be read at the county's regularly scheduled bid opening for the designated project. However, the reading of an offer at bid opening should be not construed as a comment on the responsiveness of such offer or as any indication that the county accepts such offer as responsive.

The county will make a determination as to the responsiveness of offers submitted based upon compliance with all applicable laws, Collin County Purchasing Guidelines, and project documents, including but not limited to the project specifications and contract documents. The County will notify the successful bidder upon award of the contract and, according to state law; all offers received will be available for inspection at that time.

1.2 Terms of Contract

1.2.1 A proposal, when properly accepted by Collin County, shall constitute a contract equally binding between the Vendor and Collin County. No different or additional terms will become part of this contract with the exception of an Amendment and/or a Change Order.

1.2.2 No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All Amendments and/or Change Orders to the contract will be made in writing by Collin County Purchasing Agent.

1.2.3 No public official shall have interest in the contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

1.2.4 Design, strength, quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practice.

1.2.5 Proposals must comply with all federal, state, county and local laws concerning the type(s) of product(s)/service(s)/equipment/project(s) contracted for, and the fulfillment of all ADA (Americans with Disabilities Act) requirements.

1.2.6 All products must be new and unused, unless otherwise specified, in first-class condition and of current manufacture. Obsolete products, including products or any parts not compatible with existing hardware/software configurations will not be accepted.

1.2.7 Vendor shall provide any and all notices as may be required under the Drug-Free Work Place Act of 1988, 28 CFR Part 67, Subpart F, to its employees and all sub-contractors to insure that Collin County maintains a drug-free work place.

1.2.8 Vendor shall defend, indemnify and save harmless Collin County and all its officers, agents and employees and all entities, their officers, agents and employees who are participating in this contract from all suits, claims, actions, damages (including personal injury and or property damages), or demands of any character, name and description, (including attorneys' fees, expenses and other defense costs of any nature) brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of vendor's breach of the contract arising from an award, and/or any negligent act, error, omission or fault of the offeror, or of any agent, employee, subcontractor or supplier of offeror in the execution of, or performance under, any contract which may result from an award. Vendor shall pay in full any judgment with costs, including attorney fees and expenses which are rendered against Collin County and/or participating entities arising out of such breach, act, error, omission and/or fault.

1.2.9 If a contract, resulting from a Collin County RFP is for the execution of a public work, the following shall apply:

1.2.9.1 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Payment Bond if the contract is in excess of \$25,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

1.2.9.2 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Performance Bond if the contract is in excess of \$100,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

1.2.10 Purchase Order(s) shall be generated by Collin County to the Vendor. Collin County will not be responsible for any orders placed/delivered without a valid purchase order number.

1.2.11 The contract shall remain in effect until any of the following occurs: delivery of product(s) and/or completion and acceptance by Collin County of product(s) and/or service(s), contract expires or is terminated by either party with thirty (30) days written notice prior to cancellation and notice must state therein the reasons for such cancellation. Collin County reserves the right to terminate the contract immediately in the event the offeror fails to meet delivery or completion schedules, or otherwise perform in accordance with the specifications. Breach of contract or default authorizes the County to purchase elsewhere and charge the full increase in cost and handling to the defaulting offeror.

1.2.12 Collin County Purchasing Department shall serve as Contract Administrator or shall supervise agents designated by Collin County.

1.2.13 All delivery and freight charges (FOB Inside delivery at Collin County designated locations) are to be included as part of the proposal price. All components required to render the item complete, installed and operational shall be included in the total proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.

1.2.14 Vendor shall notify the Purchasing Department immediately if delivery/completion schedule cannot be met. If delay is foreseen, the Vendor shall give written notice to the Purchasing Agent. The County has the right to extend delivery/completion time if reason appears valid.

1.2.15 The title and risk of loss of the product(s) shall not pass to Collin County until Collin County actually receives and takes possession of the product(s) at the point or points of delivery. Collin County shall generate a purchase order(s) to the Vendor and the purchase order number must appear on all itemized invoices.

1.2.16 Invoices shall be mailed directly to the Collin County Auditor's Office, 2300 Bloomdale Road, Suite 3100, McKinney, Texas 75071. All invoices shall show:

1.2.16.1 Collin County Purchase Order Number;

1.2.16.2 Vendor's Name, Address and Tax Identification Number;

1.2.16.3 Detailed breakdown of all charges for the product(s) and/or service(s) including applicable time frames.

1.2.17 Payment will be made in accordance with V.T.C.A., Government Code, Title 10, Subtitle F, Chapter 2251.021, Time for Payment by Governmental Entity.

1.2.18 All warranties shall be stated as required in the Uniform Commercial Code.

1.2.19 The Vendor and Collin County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

1.2.20 The Vendor agrees to protect Collin County from any claims involving infringements of patents and/or copyrights.

1.2.21 The contract will be governed by the laws of the State of Texas. Should any portion of the contract be in conflict with the laws of the State of Texas, the State laws shall invalidate only that portion. The remaining portion of the contract shall remain in effect. The contract is performable in Collin County, Texas.

1.2.22 Jurisdiction, Venue, or Forum: The parties submit all their disputes arising out of or in connection with any Agreement resulting from the RFP to the exclusive jurisdiction of the Courts of Collin County, Texas.

1.2.23 The Vendor shall not sell, assign, transfer or convey the contract, in whole or in part, without the prior written approval from Collin County.

1.2.24 The apparent silence of any part of the specification as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of the specification shall be made on the basis of this statement.

1.2.25 Vendor shall not fraudulently advertise, publish or otherwise make reference to the existence of a contract between Collin County and Vendor for purposes of solicitation. As exception, Vendor may refer to Collin County as an evaluating reference for purposes of establishing a contract with other entities.

1.2.26 The Vendor understands, acknowledges and agrees that if the Vendor subcontracts with a third party for services and/or material, the primary Vendor accepts responsibility for full and prompt payment to the third party. Any dispute between the primary Vendor and the third party, including any payment dispute, will be promptly

remedied by the primary vendor. Failure to promptly render a remedy or to make prompt payment to the third party (subcontractor) may result in the withholding of funds from the primary Vendor by Collin County for any payments owed to the third party.

1.2.27 Vendor shall provide Collin County with diagnostic access tools at no additional cost to Collin County, for all Electrical and Mechanical systems, components, etc., procured through this contract.

1.2.28 Criminal History Background Check: If required, ALL individuals may be subject to a criminal history background check performed by Collin County Homeland Security prior to access being granted to Collin County. Upon request, Vendor shall provide list of individuals to Collin County Purchasing Department within five (5) working days.

1.2.29 Non-Disclosure Agreement: Where applicable, vendor shall be required to sign a non-disclosure agreement acknowledging that all information to be furnished is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by vendor, except as provided in the contract/agreement, may cause serious harm or damage to Collin County. Therefore, Vendor agrees that Vendor will not use the information furnished for any purpose other than that stated in contract/agreement, and agrees that Vendor will not either directly or indirectly by agent, employee, or representative disclose this information, either in whole or in part, to any third party, except on a need to know basis for the purpose of evaluating any possible transaction. This agreement shall be binding upon Collin County and Vendor, and upon the directors, officers, employees and agents of each.

1.2.30 Vendors must be in compliance with the Immigration and Reform Act of 1986 and all employees specific to this solicitation must be legally eligible to work in the United States of America.

1.2.31 Certification of Eligibility: This provision applies if the anticipated Contract exceeds \$100,000.00 and as it relates to the expenditure of federal grant funds. By submitting a bid or proposal in response to this solicitation, the Vendor certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of proposal submission and time of award, Offeror will notify the Collin County Purchasing Agent. Failure to do so may result in terminating this contract for default.

1.2.32 Notice to Vendors delivering goods or performing services within the Collin County Detention Facility: The Collin County Detention Facility houses persons who have been charged with and/or convicted of serious criminal offenses. When entering the Detention Facility, you could: (1) hear obscene or graphic language; (2) view partially clothed male inmates; (3) be subjected to verbal abuse or taunting; (4) risk physical altercations or physical contact, which could be minimal or possibly serious; (5) be exposed to communicable or infectious diseases; (6) be temporarily detained or prevented from immediately leaving the Detention Facility in the case of an emergency or "lockdown"; and (7) subjected to a search of your person or property. While the Collin County Sheriff's Office takes every reasonable precaution to protect the safety of visitors to the Detention Facility, because of the inherently dangerous nature of a Detention Facility and the type of the persons incarcerated therein, please be advised of the possibility of such situations exist and you should carefully consider such risks when entering the Detention Facility. By entering the Collin County Detention Facility, you acknowledge that you are aware of such potential risks and willingly and knowingly choose to enter the Collin County Detention Facility.

1.2.33 Delays and Extensions of Time when applicable:

1.2.33.1 If the Vendor is delayed at any time in the commence or progress of the Work by an act or neglect of the Owner or Architect/Engineer, or of an employee of either, or of a separate contractor employed by the Owner, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Vendor's control, or by delay authorized by the Owner pending mediation and arbitration, or by other causes which the Owner or Architect/Engineer determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Owner/Architect may determine.

1.2.33.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time and could not have been reasonably anticipated, and that the weather conditions had an adverse effect on the scheduled construction.

NOTE: All other terms and conditions (i.e. Insurance Requirements, Bond Requirements, etc.) shall be stated in the individual RFP Solicitation documents as Special Terms, Conditions and Specifications.

1.3 Insurance

1.3.1 Before commencing work, the vendor shall be required, at its own expense, to furnish the Collin County Purchasing Agent with certified copies of all insurance certificate(s) indicating the coverage to remain in force throughout the term of this contract.

1.3.2 Commercial General Liability insurance at minimum combined single limits of (\$1,000,000 per-occurrence and \$2,000,000 general aggregate) for bodily injury and property damage, which coverage shall include products/completed operations, independent contractors, and contractual liability each at \$1,000,000 per occurrence. Coverage must be written on an occurrence form.

1.3.3 Workers Compensation insurance required by Texas Law at statutory limits, including employer's liability coverage at \$500,000. In addition to these, the contractor must meet each stipulation below as required by the Texas Workers Compensation Commission; (Note: If you have questions concerning these requirements, you are instructed to contact the DWC).

1.3.3.1 By signing this contract or providing or causing to be provided a certificate of coverage, the contractor is representing to the governmental entity that all employees of the contractor who will provide services on the project will be covered by workers compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.

1.3.3.2 The contractor's failure to comply with any of these provisions is a breach of contract by the contractor which entitles the governmental entity to declare the contract void if the contractor does not remedy the breach within ten (10) days after receipt of notice of breach from the governmental entity.

1.3.4 Commercial Automobile Liability insurance shall be no less than \$500,000 combined single limits per accident for bodily injury and property damage, including owned, non-owned, and hired vehicle coverage.

1.3.5 Professional Liability Insurance at minimum limits of \$2,000,000. This policy must have a two (2) year extended period of coverage, (i.e. tail coverage). If you choose to have project coverage endorsed onto your base policy, this would be acceptable.

1.3.6 The required limits may be satisfied by any combination of primary, excess or umbrella liability insurances, provided the primary policy complies with the above requirements and the excess umbrella is following form. The vendor may maintain reasonable and customary deductibles, subject to approval by Collin County.

1.3.7 With reference to the foregoing insurance requirement, the vendor shall endorse applicable insurance policies as follows:

1.3.7.1 A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be contained in the workers compensation coverage.

1.3.7.2 The vendor's insurance coverage shall name Collin County as additional insured on all policies.

1.3.7.3 All insurance policies shall be endorsed to the effect that Collin County will receive at least thirty (30) days notice prior to cancellation, non-renewal or termination of the policy.

1.3.7.4 All copies of Certificates of Insurance shall reference the project/contract number.

1.3.8 All insurance shall be purchased from an insurance company that meets the following requirements:

1.3.8.1 A financial rating of B+VI or better as assigned by the BEST Rating Company or equivalent.

1.3.9 Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain provisions representing and warranting the following:

1.3.9.1 Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.

1.3.9.2 Sets forth the notice of cancellation or termination to Collin County

1.4 Introduction

Collin County, Texas (hereafter referred to as the “County”) seeks proposals to implement an enterprise financial application which will integrate with existing PeopleSoft HRMS, Tyler Odyssey, Laserfiche records management implementations, Sympro et al. (Attachment G). The financial application will replace an existing legacy financial application. Preference will be given to offeror with a proven history of successfully implementing similar services and functionality for other public sector accounts. The scope for this effort, identified in greater detail later in this document, includes replacing the legacy Sungard HTE Select v8.0 system running on an AS/400 environment with a current technology based system utilizing popular web browsers, in a distributed environment with no client side application components, to support all end user access. The selected respondent will provide an integrated system, with a common look and feel, that will deliver proven business tools which support the county business functions. The selected system will deliver funds based accounting processes along with budget preparation, procurement, inventory processing, cash management and work orders. Personnel and job related data will be maintained in a separate PeopleSoft HRMS system which must be supported, through some form of system integration(s), by the selected system. Additional integration points must be provided by the selected system in support of the existing Odyssey judicial application. Any add-on systems or processes developed to compensate for shortfalls in the legacy application must also be identified and incorporated into the selected system. Functions for facility management, permit issuance and tracking, fleet management and public works processes will be provided by other third party tools which will require integration to the selected financial system.

1.5 County Background

1.5.1 Demographics

Collin County, Texas occupies approximately 886 square miles just northeast of Dallas. Collin County is one of the fastest growing counties in the nation and currently has a population in excess of 854,000 citizens. The County has a total combined budget total for all funds of \$301 million¹. The annual operating budget is \$191 million² from the general revenue fund.

1.5.2 Funding

The fiscal year for the County runs from October 1st through September 30th. Funding for this project has been allocated by the Commissioners’ Court. Funds for payment of maintenance and operations line items are provided through the County budget approved for the current fiscal year only. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved. Anticipated orders or other obligations that arise past the end of the current County fiscal year shall be subject to budget approval. Ongoing contractual obligations, such as maintenance and support agreements, must comply with the County’s fiscal year constraints. By submission of a response to this request for proposal, Offerors agree to follow the county fiscal year restrictions for ongoing contractual obligations.

1.5.3 Governance

The County’s governing body, Commissioner’s Court, is made up of the County Judge who is elected at large and four Commissioners elected from equal precincts. The County Judge is the presiding officer of the Commissioners Court. Commissioner’s Court provides general direction for the county and establishes the yearly budget.

This project will report to a governing body, working under the oversight of the Commissioner’s Court. Project status and updates may be periodically required by Commissioner’s Court during

¹ Collin County FY2015 Budget In Brief

² Collin County FY2015 Budget In Brief

routine Commissioner Court sessions. The governing body for this project will be a steering committee which consists of the County Department Heads and Appointed Officials who manage and direct the departments that will be using the selected system on a daily basis. The steering committee will provide general oversight of their respective areas but will have daily involvement at the implementation level. The steering committee will ratify business process changes, proposed by the project team, which may be necessitated by the implementation of the selected system³. Any changes which involve a change in the timeline or the cost of the implementation must be submitted to the steering committee. If the steering committee accepts the change then it must be submitted to Commissioner Court for acceptance.

The steering committee will provide general guidance and oversight to the project team. The project team will be led by a Collin County project manager who will lead a cross functional team of county subject experts during the implementation. The county implementation team will be tasked with acquiring additional, short term, subject experts for specific job knowledge as the implementation progresses. The project team will be responsible for routine day to day decisions that will be required during the implementation phase of the project.

1.5.4 Basis for Action

This RFP is being submitted in order to replace the current legacy financial system, gain best practice efficiencies found in current generation systems and provide a single consolidated data repository within the county for all financial related information. Native support of Collin County's "Transparency in Government" initiative, which posts selected check register data to a county website, is needed to provide more open information to county constituents.

1.5.5 Key Success Criteria

The key success indicators for this project include:

- Replacement of the existing legacy financial system within the established time frame and budget
- Meeting all of the County's business requirements as documented in Attachment A
- Successful integration to the existing PeopleSoft HRMS system for all payroll.
- Successful integration to the existing Tyler Odyssey system to capture all financial information from the judicial application
- Successful integration to the existing LaserFiche records management system for indexed document storage and retrieval
- Successful integration to the existing SymPro system to capture investment data.
- Achieving the full county scope with no change orders resulting in an overall increased cost to the county
- Implementing the full county scope and meeting all business requirements without any custom modification to the system
- Successful implementation of tested, and accepted, integration points between ancillary systems and the financial system

³ Some business process changes will require the passage of a Commissioner Court order.

1.6 Project Scope and Time Line

The scope of this project is to implement an enterprise wide financial system which will provide funds based accounting processes along with budget preparation, procurement and inventory processing. Access to selected system modules must be provided through the use of common web browsers and be available to both internal users and external constituents. The selected Offeror must implement software functionality which will satisfactorily complete the business requirements documented in Attachment A. The application modules that will be implemented by the selected Offeror include:

- General Ledger
 - Flexible Chart of Account structure
 - Simplified journal entry processes with tightly controlled security access
 - Accurate and real time encumbrance processing
 - Streamlined closing processes
- Accounts Payable
 - Vendor Data Maintenance
 - Voucher Processing
 - Payment Processing(Check/EFT/ACH)
 - Check Reconciliation
 - 1099 Processing
 - Procurement Cards
- Accounts Receivable
 - Customer Records
 - Invoice Processing
 - Receipt Processing
 - Aging and Delinquency Processing
 - Accounts Receivable to General Ledger Reconciliation
- Bank Reconciliation
- Project Accounting
 - Project Ledgers
 - Project Costing
- Grant Accounting
 - Grant Ledgers
 - Grant Application
 - Grant Activity
 - Grant Processing
- Budget
 - Budget Preparation
 - Budget Control
 - Capital Budget Tracking
- Purchasing
 - Vendor Data Maintenance
 - Procurement Processing
 - Requisition Processing
 - Bid Processing
 - Quote Processing
 - Contract Development
 - Contract Administration
 - Purchase Order Management
 - Receiving
 - Supplier Relationship Management
- Fixed Assets
 - Fixed Asset Accounting
 - Fixed Asset Maintenance
 - Fixed Asset Tracking
- Inventory
- Parks and recreation
- Animal Shelter

- Work Orders

The County desires to implement a “vanilla” version of the selected software system with no customizations or modifications made to meet the business requirements identified in Attachment A. The County further requires that the system be architected such that a data element would only be entered once in the application and then referenced throughout other application modules. The County understands that some amount of modification may be necessary however, in order to meet the unique needs of Collin County. Any required modification must be completed using development processes that will not require the modification to be re-developed during any patch or system upgrade. The selected system must be developed such that the County, as a customer, may perform all required system maintenance without the need to engage the Offeror for routine support or during patch and system updates. Furthermore, the County will have access to utilize the software development toolkit or development framework used to create the software to extend or customize the function of the software to match future County business processes without requiring the modification of any system source code.

The County seeks to complete the implementation so that the selected system may be used in a live production setting beginning on October 1, 2017, the start of the County fiscal year. This date has been selected since it will allow the County to complete year end processing for FY2016 on the legacy system. The County believes that a fiscal year end system cut over will afford the best option for a clean data conversion process and offers a smoother transition than a mid-year conversion process. The County is willing to consider an earlier implementation window in order to accommodate the “fast track” implementation time line (refer to the following [note](#)). Offerors are requested to propose solutions to meet the “go live” date options or provide an explanation why that particular date would not be recommended as a target date.

Regardless which implementation target date is selected, the data conversion effort will be a key contributing factor in the overall success of the project. The County desires that the Offeror lead the data conversion effort for this project. Offerors with a proven history of converting Sungard HTE Select 8.0 systems will be viewed favorably.

The County is required by statute to maintain the general ledger as a permanent retention item. Since the general ledger must be permanently retained, the County will require that the implementation firm lead the data conversion effort from the existing legacy system to the selected system.

Integration with at least four existing County systems will be required. The County currently uses PeopleSoft HRMS Version 9.2, Tyler Odyssey 2014, Sympro and LaserFiche Rio 9.1. These systems provide for the HR and Payroll and judicial management functions within the County and for long term data storage. Since these systems already exist as systems of record for their respective functions, the selected solution must provide integration points to those target systems so that no data duplication will be required. The County’s intent is that data created in one system will not be duplicated in another. The use of interfaces, either real-time, near real-time or batch, to keep data consolidated will be required to meet some of the business requirements. The Offeror will be considered the lead resource for interface development.

NOTE: Offerors to this proposal must submit **two** (2) timeline estimates, with associated resource requirements, costs and payment milestones. The first timeline will identify the normal and recommended timeline, per the implementation firm best practices, to implement the proposed solution. The second timeline will identify the time frame, and associated cost and resource load, required to complete the project scope in a reduced amount of time. This second timeline shall propose to the county the shortest timeframe recommended by the Offeror in which the project can be successfully implemented without sacrificing any quality of service to be gained by the project. Costing estimates to support the accelerated implementation should assume that only Offeror resources will be added to the project. Offerors are instructed to keep in mind the possible “go-live” dates identified by the County but Offerors may also propose alternative implementation timelines and processes not identified by the County:

- October 2, 2017
- January 4, 2017

The county proposes the following high level timeframe to accomplish the system implementation:

July 6, 2015	Release RFP
July 22, 2015	Pre-Proposal Conference, 10:00 a.m.(see 1.7.17)
August 5, 2015	Cutoff Date for Question
August 13, 2015	Receive RFP responses
August 20, 2015	Distribute responses to Steering Committee
September 15, 2015	Select and notify vendors for on-site demo
October 20, 2015	Begin demo process
November 3, 2015	Clarification Conference Calls
November 20, 2015	Best and Final Offers Due
December 8, 2015	Begin Contract Process
January 18, 2016	System selection/Court Award
March 1, 2016	Implementation Start
March 1, 2017	Integration testing & user training
August 28, 2017	Configuration freeze
October 2, 2017	Go Live

Note: These dates may be subject to modification at the County's discretion.

1.7 Guidelines

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

1.7.1 Offerors to this proposal must provide return on investment (ROI) documentation for the proposed solution which will detail cost benefits to the County on the basis of detailed process efficiencies, reduced technical and functional staffing increases over a ten (10) year period, staffing savings historically gained in implementations of the same size and complexity as the County and any other key indicators deemed pertinent, by the Offeror, for the specific solution.

The County seeks to optimize ROI opportunities within this project and reduce the overall operating costs of the County over the next ten fiscal years. Through the use of best practice methodologies, process improvements and other cost reduction opportunities the County anticipates that the overall general operating costs of the county will be reduced after the system is in a live productive environment.

1.7.2 This RFP is a request for the acquisition and implementation of an enterprise financial application which will integrate with an existing PeopleSoft HRMS system, Tyler Odyssey application, LaserFiche, which may require turn key implementation services. As such, proposals from firms without an implementation mechanism will not be considered.

1.7.3 The structure of the bidding process is as follows: *(1) Software firms partnering with an Implementation firm will be the lead Offeror during the RFP process and the County will coordinate communication through the Software firm point of contact only; (2) Firms offering Implementation Services only may only be represented in one proposal; (3) Third-Party firms may exist in more than one proposal but any communication during the RFP process will be directed through the Software firm point of contact.*

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

1.7.5 The County will have the right to review the resumes of any consultants proposed to work on this project and provide either an acceptance or rejection of the resource. The Offeror agrees to submit to the County the proposed consultant information and the County will have 5 business days to provide notification to the Offeror. Should the County not be able to verify the background of the proposed consultant, the County Project Manager will notify the Offeror Project Manager of the deficiency and may request additional time for the acceptance process. By virtue of submitting a proposal response, the Offeror understands that the County will require criminal background history checks to be performed prior to any Offeror resource gaining access to our financial and computer systems. The background checks will be performed by the Collin County Homeland Security.

Offeror personnel proposed for the Project Manager position shall be PMP certificate holders and be familiar with ITIL process methods.

1.7.6 The County reserves the right to reject any or all proposals if it determines that select proposals are not responsive to the RFP. The County reserves the right to reconsider any proposal submitted at any phase of the procurement. It also reserves the right to meet with select Offerors at any time to gather additional information. Furthermore, the County reserves the right to delete or add functionality up until the final contract signing.

1.7.7 All third party software solutions proposed as part of this package are subject to the same guidelines of this RFP, unless otherwise stated. The cost of any third party products shall be included in the costing sheets required as part of the RFP response.

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

1.7.9 When separate software product and implementation services are proposed, the County expects to enter into a software licensing agreement (or hardware acquisition) with the product provider and an implementation services agreement with an implementation firm. If the County is not satisfied with the qualifications, cost, or experience of the implementation firm or any third-party solution, as part of this RFP process, it reserves the right to request that the Software firm provide another implementation partner or serve as the prime contractor for the implementation. Although the County may enter into separate agreements with the Software and Implementation firms the County expects that the Software firm will have some roll in the implementation process and that both parties will be responsible for the successful implementation of the solution. All firms submitting proposals, by virtue of doing so, are recognizing that the County retains this option.

1.7.10 The County requires that licenses for software be "perpetual" (i.e., the County purchases and retains the license to use the software forever) and of a "fixed" price nature (i.e., license fees, maintenance, and support cost schedule for first five years are presented). Maintenance and support costs should be fixed at a set amount, based on the final negotiated purchase price, and should not be tied to an escalating percentage. The set maintenance and support rates should remain in effect as long as the County remains current, within two patch releases, on software versions. Furthermore, Offerors shall provide a "not-to-exceed" maintenance schedule for Years 6-10 (e.g., 2% escalator per year).

1.7.11 Proposals on implementation services are expected to be on a **fixed cost basis**. Offerors are to provide all work effort needed to meet the detailed functional requirements as part of their offer/proposal. **All firms submitting proposals are encouraged to submit the most competitive proposal possible, as the failure to do so may lead to elimination prior to software demonstrations.** All payments are to be based on milestone deliverables of which the County defines as:

1.7.11.1 Initiation

- 1.7.11.1.1 Project Kickoff
- 1.7.11.1.2 Identification of Project Team and Technical Team
- 1.7.11.2 Installation of Test Environment
 - 1.7.11.2.1 Install Software without Modifications
 - 1.7.11.2.2 Fit Gap Analysis
- 1.7.11.3 Design
 - 1.7.11.3.1 Required Modifications Identified
 - 1.7.11.3.2 Acceptance of Modification List by Collin County
 - 1.7.11.3.3 Modification Technical Designs Completed
 - 1.7.11.3.4 Acceptance of Technical Designs by Collin County
- 1.7.11.4 Modifications and Conversions
 - 1.7.11.4.1 Construction of Modifications
 - 1.7.11.4.2 Delivery of Modifications into TEST Environment
 - 1.7.11.4.3 Conversion of Legacy Data into the TEST Environment
- 1.7.11.5 Testing
 - 1.7.11.5.1 Configuration of TEST Environment including Modifications
 - 1.7.11.5.2 System Testing (Joint Project Team)
 - 1.7.11.5.3 System Integration Testing (Interfaces with other systems (PeopleSoft, Laserfiche, Odyssey, etc.))
 - 1.7.11.5.4 User Acceptance Testing (Smoke Test, Stress Test)
 - 1.7.11.5.5 Parallel Testing
 - 1.7.11.5.6 Regression Testing (as required, if new software releases are required after initial testing starts)
- 1.7.11.6 Production Implementation
 - 1.7.11.6.1 Creation and Stabilization of PROD Environment
 - 1.7.11.6.2 Parallel Testing
 - 1.7.11.6.3 Decision on Go-Live Date
 - 1.7.11.6.4 Go-Live – Production Use of the System by Collin County

1.7.12 Proposals shall include all modules that the County needs to attain the functionality stated in the detailed functional requirements spreadsheets in this RFP. Furthermore, all consulting hours needed to deliver the functional requirements, including work effort related to customization, configuration, interfaces, data conversion, and reporting, shall be included in the cost proposal for comparison purposes. When responding to the business requirements documented in Attachment A, Offerors are advised that some requirements may appear to be duplicated but must be answered as an independent item. Some requirements may deal with the accounting practices specific to a functional area. However, any functional requirements in Attachment A identified as “future requirement” should be priced as a separate line item in the implementation services cost proposal.

1.7.13 All firms submitting proposals agree that their pricing is valid for a minimum of one hundred and eighty (180) days after proposal submission to the County. Furthermore, the County is, by statute, exempt from the State Sales Tax and Federal Excise Tax; therefore, proposal prices shall not include taxes.

1.7.14 While the County has used considerable efforts to ensure accurate representation of the information of this Request for Proposal, the information contained in this request is supplied as minimum requirements for offerors. The information is not guaranteed or warranted to be accurate by the County nor is it necessarily comprehensive or exhaustive. Nothing in the Request for Proposal is intended to relieve the Offerors from forming their own assumptions and conclusions with respect to the matters addressed in this request. When responding to the detailed business requirements, Attachment A, the Offeror must identify the assumptions used to respond to that specific requirement. The Offeror must also fully answer each business requirement, even if it seems to be a duplicate of a previously stated requirement, as each requirement may be given from a specific point of view. Failure to do so may result in the proposal response not being elevated to the next evaluation phase.

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

1.7.16 In an effort to maintain fairness in the process, all inquiries concerning this procurement are to be directed only to the County's Purchasing Department in writing. Proposers will refrain from contact from any member of the Commissioners' Court, project governing committee or any other County employee to influence the procurement decision.

The point of contact for this RFP is:

Matt Dobecka CPPO, CPPB
Functional Analyst
Collin County Administration Building
2300 Bloomdale, Suite 3160
McKinney, Texas 75071
P: (972) 548-4103
F: (972) 548-4694
mdobecka@collincountytx.gov

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

1.7.17 Pre-Proposal Conference: A Pre-Proposal conference will be held at 10:00 a.m., Wednesday, July 22, 2015 at the Collin County Commissioners' Courtroom located at 2300 Bloomdale, 4th Floor, McKinney, TX 75071. All prospective offerors are requested to have a representative present. It is the offeror's responsibility to review the site and documents to gain a full understanding of the requirements of the RFP. Prospective offerors may attend the pre-proposal conference via conference call. Please call 972-547-1833 at the date and time listed above.

1.7.18 Vendor Hosted Solution: In addition to a Collin County hosted environment the County may be interested in additional technologies that will increase the efficiency or effectiveness of field and office operations and/or enhance system user convenience as provided by a cloud based solution. We are interested in a system that would facilitate the transition from desktop applications to a web-based platform, using tablets, or PC tablets. Proposals should include descriptions of additional technologies offered by the Contractor and a statement of what services or efficiencies those technologies would provide. The County desires that the awarded Contractor provide a turnkey installation of the system specified in this RFP under a single contract. Contractor proposals for system components will be considered subject to Service Level Agreements (SLAs) (Attachment L-SaaS Subscription Agreement).

Part 2

Detailed Submittal Requirements

2.1 General Requirement

In order to facilitate the analysis and evaluation of responses to this RFP, Offerors are required to prepare their proposals in accordance with the instructions outlined in this part. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Offeror's capabilities to satisfy the requirements of the RFP. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. Documents shall be submitted using Microsoft Office tools and must be saved in Office 97-2003 format in order to ensure backward compatibility.

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

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

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

2.2 Executive Summary (Section 1.0)

This part of the response to the RFP should be limited to a brief narrative, approximately one page, highlighting the Offeror's proposal. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel. This section should not include cost quotations. Note that the executive summary should identify the primary contacts for all Offerors, including Third Party firms. The signature page, refer to Attachment H, should be included at the end of this section.

2.3 Scope of Services (Section 2.0)

This section of the proposal shall include a general discussion of the Offeror's understanding of the "overall" project and a summary of the products and services being proposed. Offerors should include a summary narrative of the data conversion process and the interfaces to other County owned systems in this section.

2.4 Company Background (Section 3.0)

The Offeror shall provide the following company background information so that the County can evaluate the corporate stability and Offeror's ability to support the commitments set forth in response to the RFP. The County, at its option, may require an Offeror to provide additional support and/or clarify requested information.

- Amount of time the company has been in business.
- A brief description of the company size and organizational structure.
- Amount of time and what experience Offeror has in the public sector, particularly public sector clients of similar size and complexity to the County.
 - Texas clients should be highlighted
- Most recent audited financial statements.
- List of "live" public sector customer installs by name and by state. (Texas customers, preferably Counties, are to be listed first) The number of users should also be included. Customers should be live on the proposed software version for at least one (1) year to be considered a viable reference.
- Any material (including letters of support or endorsement from clients) indicative of the Offeror's capabilities.
- If partnering with other firms, the amount of time the partner firm has worked with the Offeror and how many implementations the two parties have completed together.
- Evaluations of the software and/or services firm by industry analysts.
- List of any terminated public sector projects. Disclose the jurisdiction and explain the termination.
- List of all law suits resulting in award (in or outside of court) to a client and provide basis and finding of any settlement.

2.5 Application Software and Computing Environment (Section 4.0)

In addition to providing an overview of the solution proposed for the County, the Offeror shall present, in detail, the key features and capabilities of the proposed solution as they relate to the County. In addition to the description, provide in succinct narrative form (at least one paragraph per item) answers to the following questions (if a question is not pertinent to the proposed solution please respond as Not Applicable):

2.5.1. Technology Architecture. The County has extensive technology architecture in place and follows an Enterprise Architecture process to ensure our ability to support items added to our architecture. Describe the optimal network and system requirements for the proposed solution. In the event that there is more than one suitable network configuration, list all options, including the relative strengths and weaknesses (if any) of each. What are the optimal database requirements? In the event there is more than one suitable platform, list all options, indicating the relative strengths and drawbacks (if any) of each. What are the ideal server requirements? What are the ideal desktop (client) requirements? In the event there is more than one suitable operating system, list all options indicating the relative strengths and drawbacks (if any) of each.

This section shall include architecture drawings, submitted in MS Visio format, of the technology architecture. These drawings should show the optimal configuration desired by the Offeror for the proposed solution.

The Offeror should identify in this section how the proposed solution may be deployed within a virtualized server environment.

2.5.2. Reliance on Best Business Practices/Degree of Process Reengineering Imposed or Required. Describe in detail the best business practices that are built into your software. How do these practices pertain to County operations in particular? Describe how the proposed solution may be incorporated into an ITIL based environment?

2.5.3. Workflow Capabilities. How does workflow (electronic routing of documents) in the system operate? Describe the process for how workflow rules are established, maintained, controlled, and reported (for audit trail purposes)? How does workflow interface with popular e-mail programs, such as Microsoft Outlook? Describe how workflow capabilities may be used to complete required tasks within the proposed solution.

2.5.4. Administration/Development Toolsets. What application toolsets are included with the software? What unique programming requirements are there? What tools are available to customize the software (e.g., add fields, create new tables, change menus, etc.)? Should customizations be necessary, what audit trails exist for those customizations? What training will be provided as part of this solution to educate County staff about the toolsets?

2.5.5. Security. What security tools are included with the software? How do restrictions to the following work: administrative tool access; application module access; menu access; record level access; field level access; and querying/reporting access? What is included in the user security profile? How is the security profile defined? What audit trail capabilities exist to track changes to a security profile (e.g. what changes were made and who made them)? How may security processes be segregated between Information Technology (creation of security roles) and business units (assignment of security roles to users)?

2.5.6. Upgrade tools. What is the upgrade frequency? How are patches and fixes deployed? How are patches and fixes applied? How are upgrades applied? What happens to software customizations (e.g., user-defined tables, fields and business logic) during the upgrade? How many versions of the software does your company support as part of regular mainstream maintenance? How long does a typical upgrade take to implement, in an organization the size of the County? What resources would typically be required to implement these patches?

2.5.7. Reporting and Analysis Tools. What reporting tools are available? Do the same security definitions apply to the reporting tools as established in the main solution? Provide a list of standard reports, by module, that come “out of the box” with the software.

2.6 Third-Party Products (Section 5.0)

To the extent that a third-party product is required to compensate for functionality absent in the solution, the Offeror shall explicitly state the name of any third-party product. For each third-party product, proposals shall include a statement documenting whether the Offeror’s contract will encompass the third-party product and/or whether the County will have to contract on its own for the product.

The County prefers that the software Offeror serve as the administrator for all third-party software contracts and maintenance agreements.

Finally, the Offeror should provide proof that they have access to the third-party software source code (own or in escrow) and that the Offeror has the ability to provide long-term support for the third-party software components of their system. Proposals should also address how third party interfaces (and any customizations to the third party software) are maintained during the enterprise software upgrade process.

2.7 Implementation Plan (Section 6.0)

The Offeror shall provide a detailed plan for implementing the proposed solution. This information MUST include:

- Detailed methodology and plan for implementing the solution. The implementation plan shall include the following elements: the estimated implementation timeframe; an overview of recommended project phases and major milestones; a matrix of proposed roles/responsibilities for County staff and the Offeror; and all project assumptions. The description of the implementation plan shall include the specific components which are included in each phase of the implementation based on the scope of work for the project. The implementation plan shall use Microsoft Project as the planning tool or be converted into the Microsoft Project format.
- Project organization chart showing both the County and Offeror staff.
- Work effort estimates. A “staff loading” chart, listing the estimated resource utilization (for both the County and Offeror staff) by month, shall be submitted on the form provided as Attachment B. Offerors are required to load the chart based on the proposed implementation schedules provided in Section 1.6 of this RFP. The County reserves the right to alter work effort based on further discussion with the Offeror.
- Specific assumptions related to the work effort estimates for data conversion and interfaces (e.g., amount and type of data to be converted, the specific interfaces included in the work effort estimates, etc.) shall be provided. Attachment G includes a table of anticipated interfaces. Additional interfaces may be required upon further discussion during a detailed discovery process. Furthermore, the County is anticipating converting all HTE Select v8.0 data. The Offeror will be responsible for formatting data from County source systems in order to map into the proposed solution and performing the data conversion process.
- Based on the responses to the County functional/technical requirements, the estimated level of work effort required for software customizations (e.g., changes to source code) in order for the software to meet the stated business requirements of the County.
- Resumes and qualifications of the Proposed Project Manager, Proposed Implementation Personnel and the Managing Partner.

Proposals shall include all modules that the County needs to attain the functionality stated in the detailed requirements spreadsheets in this RFP. Furthermore, all consulting hours needed to deliver the functional requirements (including customization, configuration, and reporting, etc.) shall be included in the cost proposal.

The County anticipates that only a limited number of project dedicated subject matter experts (SME) will be available to work on the implementation project. It is anticipated that these SME's will be available for the project three days per week. The current work schedule is anticipated to be Tuesday through Thursday for the SME's. Please refer to the County Staffing Level tab in Attachment B for detail about the SME assignment.

2.8 Training and Change Management (Section 7.0)

The Offeror shall provide a training overview that includes:

- Overview of proposed training plan/strategy, including options for on-site or off-site training services, for the core project team, end-users, and technology personnel.
- The role and responsibility of the Offeror in the design and implementation of the training plan (e.g., development of customized training materials, delivering training to County end-users).
- The role and responsibility of County staff in the design and implementation of the training plan.
- The knowledge transfer strategy proposed by the Offeror to prepare County staff to maintain the system after it is placed into production.
- Descriptions of applicable Classes/Courses proposed in the training plan. (The Offeror shall specify the unit of measure for its training (e.g., units, classes, days, etc.) and define the hours associated with these units of measure.)
- Use of third-party training resources. Offeror shall identify third party partners that provide training on the use of their solution and identify if third party training is included in the solution proposal. If a third party resource is to be used for training purposes their contact information must be identified as defined in section 2.6 Third Party Products.
- The Awareness, Desire, Knowledge, Ability, Reinforcement (ADKAR) change management model is used with the County for user education and adoption. The selected Offeror shall provide information about how they will work with County change management champions to increase the adoption and acceptance of the new system. Change Management assumptions made by the Offeror must be clearly defined in this response section.

2.9 Maintenance and Support Programs (Section 8.0)

Specify the nature of any post-implementation and on-going support provided by the Offeror including:

- On-site, post-implementation support (e.g., one month of on-site support after go-live, optional “as-needed” support (7days/week)).
- Telephone support (include toll-free support hotline, hours of operation, availability of 24 x 7 hotline, etc.).
- Tiered customer support levels (e.g., gold, silver, etc.) must be identified in the response. Define what level of support is being proposed.
- Delivery method of future upgrades and product enhancements including historical frequency of upgrades by module.
- Any anticipated mid-implementation upgrades. If any are planned, the estimated work effort and related costs associated with such tasks should be included in the proposal.
- Availability of user groups and their geographic areas.
- Problem reporting and resolution procedures.
- Bug fixes and patches.
- Support provided for third-party solutions.
- Other support (e.g., on-site, remote dial-in, Web site access to patches, fixes and knowledge base) and any limitations on the number of County personnel that may access other support methods.

2.10 Essay Response(s) (Section 9.0)

The County has some unique business process needs that must be accommodated in this solution. Offerors are required to answer the following questions addressing these requirements (minimum of one paragraph response). These questions may appear again during solution demonstrations, discovery sessions and during contract negotiations.

- 2.10.1. Describe the process used by the proposed solution to ensure that data normalization is utilized and that data is not entered in multiple tables to allow operation of a specific module or to improve system performance. Describe the controls that exist, if any, to ensure that data integrity is maintained.

2.11 Responses to Functional/Technical Requirements (Section 10.0)

Responses to the requirements listed in Attachment A of this RFP shall be provided in this section of the Offeror's proposal. Offerors are required to use the format provided and add explanatory details as necessary in the "Comments" column or in a separate spreadsheet that references the requirement number. Offerors must identify the assumptions used to answer each specific business requirement using the "Assumptions" column in Attachment A. Additionally, Offerors should indicate all software modules / sub-modules required to fulfill the business requirement in the "Modules / Sub-modules Required" column. Offerors must fully answer each business requirement, even if seemingly a duplicate requirement, as each requirement is given from a specific point of view. The following answer key should be used when responding to the requirements:

F = Fully Provided "Out-of-the-Box"
CO = Configuration (no changes to source code) Settings Using System Screens
R = Provided with Reporting Tool

CU = Customization (requiring changes to delivered system) Unique to Collin County
NV = Provided in the Very Next Version
NA = Not Available
TP = Third Party Software Required

Note: Offerors shall use only one response code per requirement. Any requirement that is not answered utilizing a single code as outlined above will be treated as a negative/non-response. The selected Offeror shall warrant that the proposed solution will conform in all material respects to the requirements and specifications as stated in this RFP. That is, the detailed requirements as stated in this RFP will become part of the solution and implementation services contracts and agreements and will be warranted as such. **By virtue of submitting a response the Offeror agrees that the responses documented in Attachment A will become part of the contract documents.**

2.12 Client References (Section 11.0)

The County considers references for Offerors to be important in its decision to award a contract. All references provided will be contacted by the County during the selection process. The County will not work through an Offeror's Reference Manager to complete a reference— Offeror's shall provide a direct client reference who was involved in an Offeror led project.

SOFTWARE RESPONDENTS – Software firms shall provide at least five (5) client references that are similar in size and complexity to this procurement (preferably Counties) and have utilized

the proposed system in a comparable computing environment for a minimum of one (1) year. (Reference forms are attached to this proposal, Attachment D.) Submit references for fully completed (live) installations. Include one reference for a severed relationship and the reason the relationship was terminated, if applicable, in addition to the five client references.

IMPLEMENTATION FIRMS – Implementation firms shall also provide five (5) references for sites similar to this procurement (preferably Counties) where they have completed implementation of the software being proposed. (Reference forms are attached to this proposal, Attachment E.) References should be submitted where the implementation firm was the primary consultant and installer of the base solution for completed installations. Include one reference for a severed relationship and the reason the relationship was terminated, if applicable, in addition to the five client references. If the Software Firm implements their own solutions, and that is being proposed for Collin County, then separate Implementation Firm Reference Forms may be omitted.

THIRD PARTY FIRMS – Using the forms attached to this RFP (Attachment F), third-party firms addressing particular functionality should provide at least three (3) references that are similar in size and complexity to this procurement (preferably Counties) and that have been used in conjunction with the software solution proposed for this engagement. Submit references for fully completed (live) installations.

2.13 Cost Proposal (Section 12.0)

The cost proposal shall include all costs related to implementing the detailed business requirements, found in Attachment A, in this RFP whether such implementation requires customization to the solution or not. Offerors are required to provide costs based on the implementation schedules provided in Section 1.3 of this RFP. The County may award a purchase contract based on initial offers received without discussion of such offers. An Offeror's initial offer should, therefore, be based on the most favorable terms available. The County may, however, hold discussions with those Offerors that it deems, in its discretion, to fall within a competitive range. It may also request revised pricing offers from such Offerors and make an award and/or conduct negotiations thereafter.

Cost schedules shall be presented in the spreadsheet format presented in Attachment C of this RFP and submitted in Microsoft Excel. Any software required as a pre-requisite to the installation, configuration and use of the proposed solution must be identified separately in the Pre-requisite Software section of Attachment C, Page 2. Pre-requisite Software pricing should be based on current commercial retail rates. The County reserves the right to contact Offerors on cost and scope clarification at any time throughout the selection and negotiation process. The County is asking Offerors to estimate costs for all categories with the understanding that they may have to make assumptions. Such assumptions shall be documented in each proposal. Failure to fully provide cost and work effort estimates may lead to elimination prior to presentations.

Use the following information to assist in estimating costs:

Operating Budget:	\$191 million
Number of Employees:	Approximately 1,700
Implementation Work Effort:	Offeror led with County SME input
Preferred Training Strategy:	ILT for project team and SME ILT / CBT for medium and heavy users Train the trainer for inquiry only training

2.14 Exceptions to the RFP (Section 13.0)

All requested information in this RFP shall be supplied with the proposal. Offerors may take exception to certain requirements in this RFP. All exceptions shall be clearly identified in this section and the written explanation shall include the scope of the exceptions, the ramifications of the exceptions for the County, and the description of the advantages or disadvantages to the County as a result of such exceptions. The County, at its sole discretion, may reject or accept any exceptions or specifications within the proposal.

2.15 Sample Documents (Section 14.0)

To establish a complete and competitive proposal, Offerors should include sample copies of the following documents:

- Sample training manuals (Accounts Payable, Procurement, Technical)
- Sample user guides
- Sample functional, technical and support documentation
- Sample Software License Agreement
- Sample Implementation Services Agreement
- Sample Maintenance and Support Agreement
- Sample reports (Accounts Payable, Procurement, Cash Management)

3.1 Evaluation Criteria

A County Selection Team will review all proposals received by the Opening date and time as part of a documented evaluation process. For each decision point in the process, the County will evaluate suppliers according to specific criteria and will elevate a certain number of suppliers to compete against each other. The proposals will be evaluated on the following criteria (not necessarily listed in order of importance):

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

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

The County will use a competitive process based upon “selection levels.” The County reserves the right that if an Offeror fails to meet expectations during any part of the process, the County may proceed with the remaining Offerors or elevate an Offeror that was not elevated before. The selection levels are described in the following sections.

Level 1 - Procurement Requirements Assessment

Criteria assessed during Level 1:

- Conformance with RFP guidelines and submittal requirements.
 - Response to General Requirements as stated in Section 3.1 to include
 - Section** **Title**
 - Title Page
 - Letter of Transmittal
 - Table of Contents
 - 1.0 Executive Summary (include signature page – Attachment H)
 - 2.0 Scope of Services
 - 3.0 Company Background
 - 4.0 Proposed Application Software and Computing Environment
 - 5.0 Third-Party Products
 - 6.0 Implementation Plan (Attachment B & E)
 - 7.0 Training
 - 8.0 Maintenance and Support Programs

9.0	Essay Responses
10.0	Responses to Functional/Technical Requirements (Attachment A)
11.0	Client References (Attachment D, E, F)
12.0	Cost Proposal (Attachment C)
13.0	Exceptions to the RFP
14.0	Sample Documents

Level 2 – Detailed Proposal Assessment

The County's Selection Team will conduct a detailed assessment of all proposals elevated to this Level. Criteria evaluated in Level 2:

- ❑ Compatibility with the County's desired current and future technology architecture, expertise, and future strategy/Responses to Technical Requirements – 20%
 - Those suppliers whose capabilities are best aligned with the technology strategy, knowledge of County IT staff, and architecture will be evaluated more favorably.
- ❑ Public Sector Experience/Focus– 15%
 - Suppliers who have proven experience at public sector sites similar in scope, size and complexity to the County will provide higher confidence to County evaluators. Suppliers who provide clients with live implementations of the version of the software proposed to the County are the most desirable. The listing of all public sector clients provided in the RFP will also be used during this evaluation. Suppliers who have a proven focus solely on public sector customers will be rated more favorably.
- ❑ Implementation Strategy and Plan – 15%
 - County evaluators will examine implementation methodologies and plans that are well suited for the County. This analysis will include staffing effort, staffing level, implementation schedule, team structure (Offeror employed implementation resources, contracted implementation staff), team composition (project managers, team leads, etc.), interface and data conversion estimates, training and change management strategies. The County will also examine Return on Investment (ROI) documentation for the proposed solution which will detail cost benefits to the County on the basis of detailed process efficiencies.
- ❑ Responses to Functional Business Requirements – 25%
 - The County will analyze the suppliers' responses to the detailed business requirements. A Business Requirement will be considered a "fit" with the response of "F" or "CO".
- ❑ Cost – 25%
 - The individual components that comprise the total cost of the software implementation will be included in this portion of the evaluation. Cost of software licenses, implementation effort, training, travel, and maintenance and support will be analyzed. Suppliers shall provide cost information in the format requested on the cost spreadsheets in Attachment C.

It is anticipated that no more than three suppliers will advance to Level 3 but Collin County reserves the right to adjust the number as necessary.

Level 3 - Demonstrations and Implementation Firm Interviews

The following criteria are optional, at the County's discretion, and will be used to evaluate those Offerors elevated for on-site product demonstrations and implementation interviews.

- ❑ **Product Demonstrations – 25%**
During the demonstrations the County will assess the “look and feel” of the proposed product using detailed scripts tailored to reflect County business processes.
- ❑ **Product Lab – 50%**
In addition to the scripted demonstrations, the County will request that all Offerors elevated to this level staff a product lab to allow County staff to “touch and feel” the product with Offeror staff available to respond to questions. The product lab will be held concurrently with the product demonstration sessions. County attendees will likely move from the demonstration session to the product lab as their subject area is reviewed in the demonstration process.
- ❑ **Implementation Interviews – 25%**
Several of the other evaluation criteria will be clarified and refined, including the implementation strategy and plan, technology compatibility, ability to meet business requirements, and cost.
- ❑ **Public Sector Experience and References – 25%**
The County will contact the software and implementation firm references. These references will be asked a series of questions regarding their satisfaction with the software and the performance of the implementation supplier.

It is anticipated that no more than two suppliers will advance to Level 4 but Collin County reserves the right to adjust the number as necessary.

Level 4 – Discovery Sessions

Suppliers elevated to Level 4 for Best and Final Offer (BAFO) and will be asked to respond in writing to issues and questions stemming from early evaluation levels, the product demonstrations and implementation interviews, as well as any other cost and implementation planning considerations in the proposal, and may be invited to present their responses on-site. These on-site meetings may include additional demonstrations of the product and an opportunity for the County evaluators to have other questions and concerns addressed. The County reserves the right to bypass Level 3 in the evaluation process and move directly to Discovery Sessions. Criteria evaluated during this phase include:

- ❑ **Updated Implementation Strategy and Plan – 35%**
- ❑ **Updated Cost – 35%**
- ❑ **Compatibility with the County’s desired terms and conditions – 30%**
- ❑ **Site Visits (Optional)**
 - The County may choose to visit sites where the proposed solution is installed in a live production setting.

Based on the result of the Best and Final Offer evaluation, a single supplier will be identified as the finalist for contract negotiations. If a contract cannot be reached after a period of time deemed reasonable by the County, it reserves the right to contact any of the other suppliers that have submitted bids and enter into negotiations with them.

Level 5 –Contract Negotiations

The Offeror will work with the County to develop required contract documents which outline the statement of work, deliverables, milestones, roles and responsibilities, and other key issues that affect the cost, quality and success of the implementation. The functional and technical requirements spreadsheets, Attachment A, will be attached to the contract documents as stated in section 2.11 of this RFP.

3.2 Award

The County will select the best respondent whose proposal has been evaluated as the most responsive and responsible for the County with the best cost as may be finally determined by Commissioners' Court. Contractual commitments are contingent upon the availability of funds, as evidenced by the issuance of a purchase order. All contracts are subject to the approval of the County's legal counsel and Commissioners' Court, prior to execution. Once awarded, the contract will be the final expression of the agreement between the parties and may not be altered, changed, or amended except by mutual agreement, in writing.

4.1 Attachment A: Collin County Detailed Business Requirements

Refer to document Attachment A - Collin County Detailed Business Requirements.xls

4.2 Attachment B: Staffing Level Worksheet

Refer to document Attachment B - Staffing.xls

4.3 Attachment C: Proposed Cost Schedule

Refer to document Attachment C - Cost.xls

4.4 Attachment D: Software Firm Reference Form

Refer to document Attachment D – Software Firm Reference

4.5 Attachment E: Implementation Services Firm Reference Form

Refer to document Attachment E – Implementation Services Firm Reference

4.6 Attachment F: Third Party Firm Reference Form

Refer to document Attachment F – Third Party Firm Reference

4.7 Attachment G: Anticipated Interfaces

Refer to document Attachment G – Anticipated Interfaces

4.8 Attachment H: Signature Form

Refer to document Attachment H – Signature Form

4.9 Attachment I: W-9

Refer to document Attachment I – W-9

4.10 Attachment J: Affidavit of Compliance

Refer to document Attachment J: Affidavit of Compliance

4.11 Attachment K: Conflict of Interest Questionnaire

Refer to document Attachment K: Conflict of Interest Questionnaire

4.12 Attachment L: SaaS Subscription Agreement

Refer to document Attachment L: SaaS Subscription Agreement

Functional Category: General Technical Requirements

F = Fully Provided Standard Functionality with No Setup Required
NV = Provided in the Very Next Version
TP = Third Party Software Required
CO = Configuration (no changes to source code) Settings Using System Screens

R = Provided with Reporting Tool
CU = Customization (requiring changes to delivered system) Unique to Collin County
NA = Not Available

Reference Number	Functional Requirements	Response	F	NV	TP	CO	R	CU	NA	NR	Answer Submitted	Module(s)/Sub-module(s)	Assumptions	Comments
												Required to Fulfill Requirements		
GENERAL REQUIREMENTS														
TECH 1	All suites/modules/applications of the solution are fully integrated, (eg cash receipts, A/R). Specifically, updating of any data element occurs only once, and is then reflected throughout all applications.													
TECH 2	Support of both immediate on-line updates as well as batch processing for all transactional data, based upon user defined, and user maintained, configuration settings.													
TECH 3	Confirmation of transaction updates (whether done via batch or on-line process) and posting of the update event (either to a log file, database table or other reportable means).													
TECH 4	System-wide inquiry ability to any module, with role based security control.													
TECH 5	System has one common database which can exist in a common "default" Microsoft SQL Server instance shared with other application databases without regard to the number of databases previously created in that instance.													
TECH 6	System is normalized, with all unique data elements occurring only once in the database.													
TECH 7	System does not require Local Administrator rights on the local machine in order to install or run.													
TECH 8	System does not require system administrator level access to the database server (i.e. SQL Administrator - SA access) and can utilize an access service account defined by the county.													
TECH 9	System is fully browser based (i.e., all suites/modules/applications) and no client side code or client resident application installation is required for normal end user access.													
TECH 10	Support of the following database platforms:													
TECH 10.01	Microsoft SQL Server 2008 R2													
TECH 10.02	Microsoft SQL Server 2012 R2 (or greater)													
TECH 11	Support of operating / network platforms:													
TECH 11.01	Windows Server 2008 R2 (or greater)													
TECH 11.02	Windows Server 2012 R2 (or greater)													
TECH 12	Support of Desktop platforms: Windows 7 (or greater)													
TECH 13	Solution delivers interfaces for imaging and bar-coding hardware/software. Please utilize the comments column to indicate the scanning and bar-coding systems with which you interface.													
TECH 14	Modules support attached documents of any common file type (MS Office files, TIF, JPG, PDF, etc.) with ability to attach any electronic documents to any module on any screen and to view the attachment within the application without need to open another separate software application or viewer for the attachment.													
TECH 15	System provides integration to Laserfiche for Collin County retention requirements without duplicating the documents or storage requirements. Please utilize the comments section to describe the solutions ability to use Laserfiche as the content management system for this project.													
TECH 16	Utilize Microsoft Exchange 2010 (or later based on Collin County current systems)/Outlook 2010 (or later based on Collin County current systems) as the e-mail server/client and workflow notification tool. Please utilize the comments section to describe if workflow tasks may be completed or approved via an email response or if a user must login to the proposed solution to process workflow tasks.													
TECH 17	Use of role based security for both internal (authorized users via Microsoft Active Directory) and external (public constituents). Please use the comment field to define the required third party tools, if any, required to support remote access.													
TECH 18	System provides a method to recreate faxed or emailed output for later use.													
TECH 19	Intuitive user interface which is:													
TECH 19.01	Fully browser-based application													
TECH 19.02	Compatible with most recent three Microsoft Internet Explorer releases													
TECH 19.03	Compatible with common Internet browsers such as Chrome													

Functional Category: General Ledger

F = Fully Provided Standard Functionality with No Setup Required
NV = Provided in the Very Next Version
TP = Third Party Software Required
CO = Configuration (no changes to source code) Settings Using System

R = Provided with Reporting Tool
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 Unique to Collin County
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Reference Number	Business Requirements	Response	F	NV	TP	CO	R	CU	NA	NR	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comment
General Requirements														
AUD-GL	1	Establish multiple businesses/legal entities (e.g., funds, departments, divisions, functional areas, etc.) in one financial system and track all financial activity for each entity independently.												
AUD-GL	2	Full integrations between General Ledger and all other modules, including but not limited to:												
AUD-GL	2.01	Budget Development												
AUD-GL	2.02	Cash Management												
AUD-GL	2.03	Accounts Receivable/Cash Receipts												
AUD-GL	2.04	Procurement												
AUD-GL	2.05	Accounts Payable/Encumbrance												
AUD-GL	2.06	Project Accounting												
AUD-GL	2.07	Grant Accounting												
AUD-GL	2.08	Fixed Assets												
AUD-GL	2.09	Payroll												
AUD-GL	2.10	Human Resources												
AUD-GL	2.11	Treasury												
AUD-GL	2.12	Inventory												
AUD-GL	3	Accounting and reporting functionality as generally understood in a Texas county government, and conforms to GAAP, GAFR, and GASB standards.												
AUD-GL	4	Meet changing accounting and reporting needs without software modification.												
AUD-GL	5	Update the general ledger and all subsidiary ledgers from the same transaction source.												
AUD-GL	6	Comply with the latest GASB financial reporting (e.g., Comprehensive Annual Financial Report) and provide the ability to prepare adjusting entries to account balances of individual GAAP funds and to accumulate, reclassify and prepare adjusting entries to account balances of government-wide activities. The main statements should be run across all fund types and by specific fund. The main statements in the CAFR include the following:												
AUD-GL	6.01	Statement of Net Position												
AUD-GL	6.02	Statement of Activities												
AUD-GL	6.03	Balance Sheet Governmental Funds; Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position												
AUD-GL	6.04	Statement of Revenues, Expenditures, and Changes in Fund Balances-Governmental Funds; Reconciliation of the Change in Fund Balances of the Governmental Funds to the Statement of Activities												
AUD-GL	6.05	Statement of Net Position-Proprietary Funds												
AUD-GL	6.06	Statement of Revenues, Expenses, and Changes in Net Position-Proprietary Funds												
AUD-GL	6.07	Statement of Cash flows-Proprietary Funds (Direct Method)												
AUD-GL	6.08	Statement of Appropriations (Budget) Compared with Expenditures, Encumbrances, and Transfers												

Attachment A

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Reference Number	Business Requirements	Response	F	NV	TP	CO	R	CU	NA	NR	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comment
AUD-GL 6.09	Combining Statement by Fund Type													
AUD-GL 7	Present financial statements on an accrual, modified accrual, and cash basis.													
AUD-GL 8	Produce the following financial reports based upon GAAP standards (e.g., transaction date ranges to produce monthly, quarterly, and yearly reports) for each unique fund, fund type, and fund group but not limited to:													
AUD-GL 8.01	Trial Balance													
AUD-GL 8.02	Cash Flow													
AUD-GL 8.03	Fund Balance Report													
AUD-GL 8.04	Balance Sheet													
AUD-GL 8.05	Income Statement													
AUD-GL 8.06	Cash Balance Report													
AUD-GL 9	Group and ungroup Chart of Account fields for reporting purposes including totals and subtotals and budget categories.													
AUD-GL 10	Report on original and restated history after a reorganization.													
AUD-GL 11	Record accounting transactions using self-balancing double-entry bookkeeping.													
AUD-GL 12	Prevents one-sided entries.													
Chart of Account Design														
AUD-GL 13	Permit authorized users to establish and maintain a standard Chart of Accounts to meet enterprise and user department accounting and financial reporting needs, using tables that do not require programming knowledge to establish or modify.													
AUD-GL 14	Length of each general ledger account segment to be established by County.													
AUD-GL 15	Meet the County's general ledger accounts requirements and record transactions by the following segments (but not limited to):													
AUD-GL 15.01	Fund													
AUD-GL 15.02	Organization Structure (hierarchical)													
AUD-GL 15.03	Program													
AUD-GL 15.04	Project													
AUD-GL 15.05	Appropriation Unit													
AUD-GL 15.06	Expenditure Object													
AUD-GL 15.07	Source of Revenue													
AUD-GL 15.08	Account Type													
AUD-GL 15.09	Grant													
AUD-GL 15.10	Activity													
AUD-GL 15.11	Function													
AUD-GL 15.12	User-Defined Field													
AUD-GL 16	Designate General Ledger accounts by a user-definable "account type," which can be tracked on all transactions, including, but not limited to:													
AUD-GL 16.01	Asset account													
AUD-GL 16.02	Liability account													
AUD-GL 16.03	Fund Equity account													
AUD-GL 16.04	Revenue account													
AUD-GL 16.05	Expenditure account													
AUD-GL 17	Share accounts across multiple years (e.g., project accounts, grant accounts).													

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												Required to Fulfill Requirements		
AUD-GL 18	Ability to add user defined fields that are not part of the general ledger account segments.													
AUD-GL 19	Add or change all general ledger account segment fields to an active or inactive status with proper security.													
AUD-GL 20	Group segments of the general ledger accounts on a user-defined basis into multiple reporting hierarchies.													
AUD-GL 21	Use effective dating when adding or deleting any segment of the general ledger accounts (at all levels) and validates entries based upon the effective date.													
AUD-GL 22	Track general ledger accounts organization structure changes for a user-defined period of time.													
AUD-GL 23	Utilize coding reduction techniques or tools to significantly reduce the amount of data entry required on a transaction and the likelihood of data entry errors. These techniques/tools include but are not limited to:													
AUD-GL 23.01	Creation and editing of these reduction codes would be at the department level, and use would be optional.													
AUD-GL 23.02	A coding reduction field or code references specific user-defined combinations of any segment of the general ledger accounts.													
AUD-GL 23.03	Data entry of this specific coding reduction value on a transaction can infer or "look up" the combination of segments instead of requiring data entry of each of these segments on the transaction.													
AUD-GL 24	Change the general ledger accounts with proper security and maintain records of the historical general ledger accounts.													
AUD-GL 25	Copy accounts from one organizational unit to another to facilitate Chart of Accounts maintenance.													
AUD-GL 26	Allow system administrators to use defined business logic to define the relationships between various chart of account segments including the ability to control what account a user can access and utilize throughout the system.													
AUD-GL 27	User can upload Chart of Accounts records from third-party products including, but not limited to: Microsoft Excel and Microsoft Access.													
AUD-GL 28	Provide for general ledger accounts segments to have a long description of at least 50 characters that can be viewed by end users as they look up accounts in other modules or look up fields.													
AUD-GL 29	Provide for general ledger accounts segments to have a short description of at least 30 characters that can be viewed by end users as they look up accounts in other modules or look up fields.													
AUD-GL 30	Provide consistency across the general ledger for a hierarchical rollup for each segment or combination of segments as shown below:													
AUD-GL 30.01	Fund													
AUD-GL 30.02	Organization Structure (hierarchical)													
AUD-GL 30.03	Program													
AUD-GL 30.04	Project													
AUD-GL 30.05	Appropriation Unit													
AUD-GL 30.06	Expenditure Object													
AUD-GL 30.07	Source of Revenue													

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Reference Number	Business Requirements	Response	F	NV	TP	CO	R	CU	NA	NR	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comment
AUD-GL 30.08	Account Type													
AUD-GL 30.09	Grant													
AUD-GL 30.10	Activity													
AUD-GL 30.11	Function													
AUD-GL 30.12	User-Defined Field													
AUD-GL 31	Set a default value, including null, for any defined segment.													
AUD-GL 32	Summarize or present detail based on user-defined parameters on any general ledger accounts combination from subsidiary ledger systems.													
AUD-GL 33	Ability to have multiple ledgers that are able to be updated simultaneously.													
AUD-GL 34	Ability to process mass changes/deletions with proper security.													
Fund Accounting														
AUD-GL 35	Ability for the maintenance of funds, each of which is a self balancing set of accounts, with all fund records being processed simultaneously by the common system.													
AUD-GL 36	Edit transactions to ensure that each entry to a fund is balanced and complete, and each fund is maintained as a self-balancing entity during all processing.													
AUD-GL 37	Ability for all procedural functions of a fund accounting system to be in conformity with GAAP and all other regulatory standards and guidelines.													
AUD-GL 38	Ability to simultaneously support multiple bases of accounting for the appropriate fund types, including, but not limited to:													
AUD-GL 38.01	Cash basis													
AUD-GL 38.02	Modified accrual basis													
AUD-GL 38.03	Accrual basis													
AUD-GL 39	Properly account for interfund transfers of cash and maintain the associated audit trail.													
AUD-GL 40	Balance interfund receivable, payable, and operating transfer accounts within funds and other Chart of Account segments, as well as across the entire system.													
AUD-GL 41	Edit transactions at the fund or other Chart of Account segment level that permit, warn, or reject transactions across funds, based on user-defined allowable general ledger accounts code combinations.													
AUD-GL 42	Perform an available budget check and commits the transaction and produces an error message if the transaction fails the check.													
AUD-GL 43	Automatically processes due to/due from between funds.													
AUD-GL 44	Ability to record and maintain the following non-financial data for each unique fund:													
AUD-GL 44.01	Date Established													
AUD-GL 44.02	Purpose of Fund													
AUD-GL 44.03	Source of Revenue													
AUD-GL 44.04	Acceptable Uses													
AUD-GL 44.05	Legal Authority (for creation of fund)													
AUD-GL 44.06	Fund Type													
AUD-GL 44.07	Fund Group													
AUD-GL 44.08	Interest bearing and non-interest bearing indicator													
AUD-GL 45	Ability to record and maintain the following non-financial data for each unique revenue general ledger account:													
AUD-GL 45.01	Date Established													

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Reference Number	Business Requirements	Response	F	NV	TP	CO	R	CU	NA	NR	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comment
AUD-GL 45.02	Purpose													
AUD-GL 45.03	Revenue Source													
AUD-GL 45.04	Multiple User-Defined Fields													
AUD-GL 45.05	Revenue Allocation Percentage													
AUD-GL 45.06	Revenue Allocation Amount													
AUD-GL 46	Ability to record and maintain the following financial data for each unique fund:													
AUD-GL 46.01	Adopted Annual Budget													
AUD-GL 46.02	Adjusted Annual Budget													
AUD-GL 46.03	Expenditures													
AUD-GL 46.04	Revenue													
AUD-GL 46.05	Pre-Encumbrances													
AUD-GL 46.06	Encumbrances													
AUD-GL 46.07	Interfund Transactions													
AUD-GL 46.08	Fund Balance													
AUD-GL 46.09	Breakdown of fund balance into categories													
AUD-GL 47	Record and maintain the following financial data for each unique appropriation and operational level:													
AUD-GL 47.01	Adopted Annual Budget													
AUD-GL 47.02	Adjusted Annual Budget													
AUD-GL 47.03	Department Annual Budget													
AUD-GL 47.04	Expenditures													
AUD-GL 47.05	Revenue													
AUD-GL 47.06	Pre-Encumbrances													
AUD-GL 47.07	Encumbrances													
AUD-GL 47.08	Interfund Transactions													
AUD-GL 47.09	Fund Balance													
AUD-GL 47.10	Breakdown of fund balance into categories													
AUD-GL 48	Maintain expenditure and revenue details on a fund-by-fund basis.													
Journal Entries														
AUD-GL 49	Enter journal transactions individually or in batches.													
AUD-GL 50	Enter a journal entry to view the multiple entries within the journal transaction.													
AUD-GL 51	Print a portion of or entire journal entry batch before processing.													
AUD-GL 52	Enter journal entries and then route electronically via workflow process for approval prior to final posting.													
AUD-GL 53	Ability for the account name description to be displayed on the screen after account number has been entered during journal transaction entry.													
AUD-GL 54	Ability for a "look -up" by account description name during journal transaction on-line entry.													
AUD-GL 55	Ability to default data within journal fields (e.g., year, current date) with override capability and proper security.													
AUD-GL 56	Ability to default data (e.g., fund, department) within journal fields by user with override capability with proper security.													
AUD-GL 57	Allow users to input journal entries as an entry or adjustment to any open prior accounting periods.													
AUD-GL 58	Allow users to import journal entries from desktop applications (e.g., Microsoft Excel) and validate the entry against the general ledger accounts and authorized general ledger accounts code combinations.													

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												Required to Fulfill Requirements		
AUD-GL 59	Allow users to reverse and copy transactions, after update, with audit trail and proper security.													
AUD-GL 60	Trace summarized transactions in the General Ledger back to detail source documents in other system modules or subsystems within the enterprise system.													
AUD-GL 61	Establish rules for each journal type, which determine the appropriate processing, including, but not limited to:													
AUD-GL 61.01	Account default to reduce keystrokes													
AUD-GL 61.02	Type of data to be entered													
AUD-GL 61.03	Whether data is required, optional, or not allowed													
AUD-GL 62	Generate default offset entries for non-journal entry financial documents from sub-ledgers (e.g., payment requests, purchase orders, requisitions, cash receipts, etc.).													
AUD-GL 63	Process batch files without closing out other users from transaction processing.													
AUD-GL 64	Ability for validation and editing for error identification and correction before actual posting occurs, including the notification of out-of-balance batches with correction capability prior to posting at the detail level.													
AUD-GL 65	Ability for accrual journal entries, which can (optionally) automatically reverse themselves on a user-specified date.													
AUD-GL 66	Ability for the automatic reversal of specified journal entries using a system generated date.													
AUD-GL 67	Ability to support automatic recurring journal entries each month.													
AUD-GL 68	Ability for creation of a journal entry using a previously entered journal entry format (copy journal line).													
AUD-GL 69	Ability for creation of a journal voucher using a previously entered journal entry format (copy journal entry).													
AUD-GL 70	Ability for journal entry footnotes or a journal entry line item description area. Both description areas should be at least 300 characters.													
AUD-GL 71	Ability for users to select summary or detailed posting of transactions to the general ledger from subsidiary ledgers/modules.													
AUD-GL 72	Ability for users to save journal vouchers that have not yet been posted or cleared of all validation errors.													
AUD-GL 73	Automatically generate journal entries based on data from other systems/modules (e.g., purchasing, accounts payable, accounts receivable, etc.) with appropriate audit trails or references.													
AUD-GL 74	Provide appropriation control (funds availability check) based on user-defined criteria.													
AUD-GL 75	Maintain, modify, and resubmit rejected journals entries.													
AUD-GL 76	Provide notification (e.g., email) of transactions in suspense.													
Recurring Transactions														
AUD-GL 77	Use account code segment templates for transactions that use a common set of accounts but differing transaction amounts (e.g., distribute a dollar amount by percentage).													
AUD-GL 78	Ability for user-defined recurring transactions based upon the following schedules:													
AUD-GL 78.01	Periodic													
AUD-GL 78.02	Fixed													
AUD-GL 78.03	Open													

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AUD-GL 79	Validate all fields in recurring transaction entries.													
AUD-GL 80	Notify (e.g., email) users that recurring transactions are about to generate.													
AUD-GL 81	Create allocation templates for use with items such as utility bills. The allocation should be based upon user defined criteria such as Unit of Measure or other statistical journal item.													
Encumbrances														
AUD-GL 82	Generate appropriate type and stages of encumbrance based on type of "legal authority to spend" (e.g., approved contract, purchase order, etc.).													
AUD-GL 83	Adjust, change, supplement, or reduce existing encumbrances and pre-encumbrances, maintaining an audit trail of all adjustments with proper security.													
AUD-GL 84	Process an Encumbrance to include, but not limited to, the following data:													
AUD-GL 84.01	Type of encumbrance													
AUD-GL 84.02	Date requested													
AUD-GL 84.03	Date set up													
AUD-GL 84.04	Chart of Accounts codes (multiple sets)													
AUD-GL 84.05	Encumbrance number (auto-generated by type of encumbrance)													
AUD-GL 84.06	Fiscal year													
AUD-GL 84.07	Description													
AUD-GL 84.08	Amount													
AUD-GL 84.09	Payee													
AUD-GL 84.10	Text fields													
AUD-GL 84.11	Vendor ID/Number													
AUD-GL 85	Standard and user-defined year-end close encumbrance rules and functionality, including but not limited to:													
AUD-GL 85.01	Carry-forward encumbrances based on user defined criteria.													
AUD-GL 85.02	Non-selected encumbrances are not carried forward													
AUD-GL 86	Ability to carry forward encumbrances into the next fiscal year with or without budget with ability to liquidate encumbrances after the roll to the next fiscal year.													
Closing														
AUD-GL 87	Automate year-end close processes (e.g., close nominal accounts to fund balance or fund equity, roll balance sheet accounts forward) for all modules as needed.													
AUD-GL 88	Ability for users to initiate year-end processing at any point in time after the end of the fiscal year (e.g., doesn't have to occur on last day or on any particular day).													
AUD-GL 89	Ability to roll forward or close grant and project accounts based on the type of project or grant.													
AUD-GL 90	Ability to perform period-end closings (e.g., monthly).													
AUD-GL 91	Ability to access multiple fiscal years and periods concurrently.													
AUD-GL 92	Ability to allow new year transactions to be entered before the old year's closing.													
AUD-GL 93	Ability to allow users to set a default accounting period.													
AUD-GL 94	Ability to allow users to define closing periods and the period closing dates.													
AUD-GL 95	Support multiple open periods.													

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AUD-GL 96	Prevent transactions from posting into a closed fiscal year.													
AUD-GL 97	Reopen a closed period (either month or year) for transaction processing, with proper security. User is able to reopen a prior period that is several periods back without opening all the prior periods sequentially.													
AUD-GL 98	Ability for user-defined types of transactions to post into a future period as long as the period is open and the user has appropriate security.													
AUD-GL 99	Ability to run the close process multiple times for the fiscal year or user-defined time period (e.g., month).													
AUD-GL 100	Posting of expenditure and revenue accruals required for end of fiscal year closings.													
AUD-GL 101	Ability for at least 14 user-definable accounting periods per year that can either be used for transactions against financial balances, adjusting periods against financial balances, or adjusting periods that are for memo entries only and do not update financial balances, but will be reflected in annual reports.													
AUD-GL 102	Roll balances of Balance Sheet accounts forward at year end according to user-defined criteria.													
AUD-GL 103	Close separate ledgers at different times.													
AUD-GL 104	Automatic reversals of year-end accrual information.													
Budget Control														
AUD-GL 105	Ability for General Ledger Budget Control to be fully integrated with other system modules to ensure that all transactions using or affecting budget (grant, project, operating budget) authority are validated online, real-time against up-to-date budget totals based on established budgetary controls.													
AUD-GL 106	Track transaction detail at the level of entry.													
AUD-GL 107	Allow multiple levels of control for operating budgets.													
AUD-GL 108	Ability to override operating budget, grant, project, and contract budget edits with the proper security for each type of budget, without opening the budget to other users.													
AUD-GL 109	Ability to separately track original budget, budget adjustment, and budget transfer line items for each budget with audit trail.													
AUD-GL 110	Ability for budgetary control at varying levels and combinations of the general ledger accounts to be specified by authorized users. (e.g., by fund; by department, by expenditure group).													
AUD-GL 111	Report pre-encumbrances, encumbrances, and expenditures against the budget.													
AUD-GL 112	Carry forward balances to the next period, based on user-defined criteria.													
AUD-GL 113	Carry forward balance available to the next fiscal year.													
AUD-GL 114	Edit appropriate transactions to ensure that budget is available before posting the transaction.													
AUD-GL 115	Ability for individual budgetary control options in the system to include:													
AUD-GL 115.01	Absolute Control - prevents transaction from processing, may not be overridden													
AUD-GL 115.02	Override Control - prevents transaction from processing with the ability to override error with proper security													

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												Required to Fulfill Requirements		
AUD-GL 115.03	Warning - provides warning message but allows transaction to process													
AUD-GL 115.04	Tracking Only / No Control - allows transaction to process without warning													
AUD-GL 116	Ability for a flag that sets the default appropriation control option (e.g., absolute, override, warning, no control).													
Inquiry and Reporting														
AUD-GL 117	Ability to access interactive Inquiry screens such as GL activity, Requisitions, Budget Amendments, Purchase Orders, Vendors, Check Inquiry, etc.													
AUD-GL 118	Report budget, pre-encumbrances, encumbrances, expenditures/expenses, and revenues by user-defined time period (date or period) using any of the following Chart of Account fields:													
AUD-GL 118.01	Fund													
AUD-GL 118.02	Organization Structure (Hierarchical)													
AUD-GL 118.03	Program													
AUD-GL 118.04	Project													
AUD-GL 118.05	Element													
AUD-GL 118.06	Object													
AUD-GL 118.07	Source of Revenue													
AUD-GL 118.08	Account Type													
AUD-GL 118.09	Grant													
AUD-GL 118.10	Functional area													
AUD-GL 118.11	Period (Fiscal Month/Fiscal Year or Fiscal Year)													
AUD-GL 118.12	Other Reporting Period (e.g., Calendar Month/Year, Federal Month/Year)													
AUD-GL 118.13	User-Defined Fields													
AUD-GL 118.14	Budget Category													
AUD-GL 119	Filter, search, and report budget, pre-encumbrances, encumbrances, expenditures/expenses, and revenues based on user-defined time period or range and by any general ledger account fields or range.													
AUD-GL 120	Maintain a history of all General Ledger transactions and produces detailed transaction reports to provide an appropriate audit trail.													
AUD-GL 121	View reports online, save to a file or print.													
AUD-GL 122	Report on valid Chart of Account value, range of values, or selected values.													
AUD-GL 123	Report using user-defined time periods (e.g., Year-to-Date, Fiscal Year, Calendar Year, Grant Year, Project Year, Accounting Period, etc.)													
AUD-GL 124	Provide drill-down capabilities from GL transactions to journal vouchers to source documents.													
AUD-GL 125	Use query engine to drill down from summary balances to the supporting detail transactions and drill up from the detail transaction to the summary balance.													
AUD-GL 126	Ability to produce the following reports:													
AUD-GL 126.01	CAFR Financial Reports													
AUD-GL 126.02	Trial Balance													
AUD-GL 126.03	Cash Flow Statement													
AUD-GL 126.04	Fund Balance Report													
AUD-GL 126.05	Balance Sheet													

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AUD-GL 126.06	Income Statement													
AUD-GL 126.07	Cash Balance Report													
AUD-GL 126.08	Revenue Analysis													
AUD-GL 126.09	Expenditure Analysis													
AUD-GL 126.10	Statement of Revenues & Transfers (Estimated vs. Actual)													
AUD-GL 126.11	Statement of Appropriations (Budget vs. Actual)													
AUD-GL 126.12	Comparative Balance Sheet By Fund (Current Year to Prior Year)													
AUD-GL 126.13	Combining Balance Sheet - Debt Service Fund Group and Long Term Debt Account Group													
AUD-GL 126.14	Comparative Statement of Revenues, Expenditures & Changes in Fund Balance- Debt Service Fund													
AUD-GL 126.15	Statement of Appropriations (Budget) Compared with Expenditures, Encumbrances, and Transfers													
AUD-GL 126.16	Combining Statement by Fund Type													
Interfaces														
AUD-GL 127	The following are potential interfaces required to/from the General Ledger:													
AUD-GL 127.01	Bank													
AUD-GL 127.02	CSCD/Adult Probation Case Management													
AUD-GL 127.03	CIJS (Common Integrated Justice System)													
AUD-GL 127.04	Sheriff Jail Commissary Account													
AUD-GL 127.05	People Soft HRMS													
AUD-GL 127.06	Juvenile Probation Case Management													
AUD-GL 127.07	County Tax Assessor/ Collector													
AUD-GL 127.08	Fee Collecting Offices													
AUD-GL 127.09	Credit Card System													
AUD-GL 127.10	PubWorks													
AUD-GL 127.11	SymPro													

Functional Category: Accounts Payable/Disbursements

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												Required to Fulfill Requirements			
Accounts Payable General Requirements															
AUD-AP	1	Automatically update the general ledger for pre-encumbrance, encumbrance, payment voucher, and payment activities.													
AUD-AP	2	Record pre-encumbrances and encumbrances against all appropriate accounts													
AUD-AP	3	Automatically relieve an encumbrance when an expenditure transaction is posted.													
AUD-AP	4	Automatically update the general ledger on-line or in batch as pre-encumbrances and encumbrances are liquidated upon entry of encumbrances/expenditures or payables.													
AUD-AP	5	Perform periodic user-defined or annual encumbrance reviews and close-outs at year end.													
AUD-AP	6	Accommodate the recording of vouchers for:													
AUD-AP	6.01	Pre-encumbered encumbrances													
AUD-AP	6.02	Non pre-encumbered encumbrances with the appropriate security control													
AUD-AP	6.03	Non-pre-encumbered/non-encumbered vendor invoices, with the appropriate security control.													
AUD-AP	7	Reject transactions for insufficient budget authority (only users with the appropriate level of security having override ability).													
AUD-AP	8	Automatically establish recurring payments with an end date and frequency (user defined), extension capability, and the ability to modify chart of accounts coding.													
AUD-AP	9	Process prepaid expenses (e.g., advanced payment, travel,													
AUD-AP	10	Generate accrual transactions for goods and services received and not invoiced by period end (month end and year-end)													
AUD-AP	11	Associate multiple payment vouchers with a single purchase order.													
AUD-AP	12	Automatically generate a unique payment voucher number.													
AUD-AP	13	Prevent duplicate payment voucher numbers.													
AUD-AP	14	Automatically detect and reject any request for duplicate payment based on time period, dollar amount, and invoice number with the ability to override with appropriate security.													
AUD-AP	15	Provide definable workflow process that allows an invoice to be routed via different approval paths based upon a user defined criteria.													
AUD-AP	16	Process invoices and payments from prior periods and properly update the general ledger.													
AUD-AP	17	Retain payment information and associated mailing address together.													
AUD-AP	18	Maintain, track, and inquire (online) the following payment history information:													
AUD-AP	18.01	Invoice number													
AUD-AP	18.02	Vendor name													
AUD-AP	18.03	Vendor number													
AUD-AP	18.04	Tax ID (SSN, FEIN or TIN)													

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AUD-AP	18.05	Requisition number												
AUD-AP	18.06	Purchase order or Encumbering Document number												
AUD-AP	18.07	Contract number												
AUD-AP	18.08	Check / EFT /ACH amount												
AUD-AP	18.09	Check / EFT /ACH date												
AUD-AP	18.10	Payment Transaction Date												
AUD-AP	18.11	Check / EFT /ACH number												
AUD-AP	18.12	Account distribution												
AUD-AP	18.13	Unpaid invoices												
AUD-AP	18.14	Comments - during entry or after the fact for voids or other transactions. Apply specific credit or debit memos to a specific related invoice or line item of an invoice based on user selected criteria.												
AUD-AP	19	Support interfaces to/from various systems to create vouchers for payments.												
AUD-AP	20	Support importing of files (text, spreadsheets, etc.) as a data entry tool for large volume transactions.												
AUD-AP	21	Provides full integration between Accounts Payable and the following Financial modules, including but not limited to:.												
AUD-AP	21.01	General Ledger												
AUD-AP	21.02	Fixed Assets												
AUD-AP	21.03	Accounts Receivable												
AUD-AP	21.04	Inventory												
AUD-AP	21.05	Procurement												
AUD-AP	21.06	Projects												
AUD-AP	21.07	Grants												
AUD-AP	22	Establish multiple businesses/ legal entities (i.e. business units) within one financial system and track all financial activity for each entity independently.												
Vendor Invoice														
AUD-AP	23	Ability to accept electronic invoice via PDF, XML or EDI.												
AUD-AP	24	Allow the entry of non-purchase order invoices.												
AUD-AP	25	System provides the ability to carry forward pertinent purchase order receipt data to the invoice entry screen to reduce data entry and allow for entry of invoice data required for matching/payment processing.												
AUD-AP	26	Pre-fill all entry fields from purchase order or prior vendor transaction based on PO number entered or vendor number entered.												
AUD-AP	27	Capture the following invoice information:												
AUD-AP	27.01	Invoice number												
AUD-AP	27.02	Invoice date												
AUD-AP	27.03	Invoice received date												
AUD-AP	27.04	Invoice due date												
AUD-AP	27.05	Purchase order number												
AUD-AP	27.06	PO Date												
AUD-AP	27.07	PO line number												
AUD-AP	27.08	Vendor name												
AUD-AP	27.09	Vendor number/address code(s)												
AUD-AP	27.10	Invoice line item number												

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AUD-AP	27.11	Quantity invoiced												
AUD-AP	27.12	Quantity received												
AUD-AP	27.13	Quantity ordered												
AUD-AP	27.14	Quantity returned												
AUD-AP	27.15	Received/service date												
AUD-AP	27.16	Previous quantity invoiced												
AUD-AP	27.17	Unit of measure												
AUD-AP	27.18	Line Item description												
AUD-AP	27.19	Unit cost												
AUD-AP	27.20	Line item total cost												
AUD-AP	27.21	Invoice total cost												
AUD-AP	27.22	Payment terms												
AUD-AP	27.23	Discount date												
AUD-AP	27.24	Discount amount												
AUD-AP	27.25	Freight												
AUD-AP	27.26	Freight terms												
AUD-AP	27.27	Account distributions												
AUD-AP	27.28	Check number (ability to drill-down to see all invoices paid by the check)												
AUD-AP	27.29	Check amount												
AUD-AP	27.30	Check date												
AUD-AP	27.31	ACH or EFT number (ability to drill-down to see all invoices paid by the ACH transaction)												
AUD-AP	27.32	ACH or EFT amount												
AUD-AP	27.33	ACH or EFT date												
AUD-AP	27.34	Comment/memo field that can be printed on checks or passed to ACH/EFT transactions												
AUD-AP	27.35	Comment/memo field for internal purposes only												
AUD-AP	27.36	Adjusted Amount												
AUD-AP	27.37	Location of service												
AUD-AP	27.38	Delivery location												
AUD-AP	27.39	Retainage												
Invoice Processing														
AUD-AP	28	Allow user, when payment is less than the amount of the outstanding encumbrance, to indicate it as final payment, which will then automatically liquidate outstanding encumbrance balances for the invoice amount up to the outstanding encumbrance balance.												
AUD-AP	29	Change the invoice due date to expedite invoice payment.												
AUD-AP	30	Allocate an invoice amount to multiple chart of account distributions according to a percentage of the invoice amount.												
AUD-AP	31	Allocate an invoice amount to multiple chart of account distributions according to a user-defined distribution of the invoice amount.												
AUD-AP	32	Accept memo information related to an invoice (including the vendor invoice number) and pass that information along to the vendor in the form of a remittance advice associated with a check or ACH payment.												

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AUD-AP 33	Change the chart of account information at the line item level on invoice and payment documents with appropriate security and audit trails.													
AUD-AP 34	Charge an invoice payment to multiple funds.													
AUD-AP 35	Charge an invoice payment to multiple budget and fiscal years.													
AUD-AP 36	Allow users to save, retrieve, and update invoice transactions by payee.													
AUD-AP 37	Indicate whether payment is final or partial upon entry of the invoice.													
AUD-AP 38	Associate one payment voucher to multiple purchase orders.													
AUD-AP 39	Prevent freight charges on invoices that have FOB destination terms.													
AUD-AP 40	Automatically default certain line item details for PO-related payments during vendor invoice entry, with override capability and appropriate security.													
Matching Process														
AUD-AP 41	Match by combination of the items below based on system configuration:													
AUD-AP 41.01	One or more receiver documents													
AUD-AP 41.02	One or more packing slips or delivery tickets/Bills of Lading													
AUD-AP 41.03	Purchase order (Encumbering Document)													
AUD-AP 41.04	Contract or other encumbering documents													
AUD-AP 41.05	Invoice													
AUD-AP 42	Generate payments based on successful three way or two way matching (i.e., invoice, receipt, PO). Establish, according to business rules set by user, the generation using two-way or three way match.													
AUD-AP 43	Perform match process on-line or via scheduled batch.													
AUD-AP 44	Highlight discrepancies between purchase order, invoice and receiving document:													
AUD-AP 44.01	Unit price variances													
AUD-AP 44.02	Quantity received vs. quantity ordered vs. quantity invoiced													
AUD-AP 44.03	Extended value of the PO vs. extended value of the													
AUD-AP 45	Allow users to define tolerances (with criteria such as % or amount), both at the individual line level and a cumulative tolerance at the header level. As long as match is within the tolerance, the payment voucher transaction will be accepted.													
AUD-AP 46	Allow input of freight invoices/payments where there may be no corresponding purchase order reference, with appropriate approval.													
Disbursements														
AUD-AP 47	Determine how a disbursement transaction should be edited (e.g., whether the system should reject disbursement if the budget balance is insufficient or allow payment despite lack of sufficient funds).													
AUD-AP 48	Track and report daily, weekly, or monthly future payment requirement schedules (i.e., cash requirements reporting) for disbursements.													

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AUD-AP 49	Provide and monitor appropriate security controls to prevent unauthorized users from generating payments to vendors that are not in the vendor table.													
AUD-AP 50	Allow authorized users to void or correct payments with appropriate corrections made to all financial balances, sub ledgers and subsystems.													
AUD-AP 51	Allow users with appropriate security to override the default accounting period presented to the user during payment cancellation.													
AUD-AP 52	Link refund payments to a specific receipt or collection and the associated revenue transaction.													
AUD-AP 53	Produce payment registers containing register amount and number of items.													
AUD-AP 54	Assign the accounting period automatically based on user-defined criteria with the option of a manual override for payments, with appropriate security.													
AUD-AP 55	Enable user to correct errors prior to processing a payment (e.g., voucher balance, account number, data error).													
AUD-AP 56	Allow release of payment vouchers for payment processing by the following:													
AUD-AP 56.01	Batch													
AUD-AP 56.02	Document													
AUD-AP 56.03	Individual Line Item													
AUD-AP 56.04	Vendor													
AUD-AP 56.05	UserID													
AUD-AP 56.06	Fund Number													
AUD-AP 56.07	Bank Code ID													
AUD-AP 57	Calculate late payment charges, which can be calculated based on a County-defined interest rate applied to the overdue balance as of a user defined date, with appropriate security.													
AUD-AP 58	Consolidate payments into a single payment across departments, where vouchers may have different department numbers.													
AUD-AP 59	Restrict ability to process payments (checks or EFT/ACH/Commercial Card) until authorized personnel release payment voucher records.													
AUD-AP 60	Apply credit and debit memo amounts before producing payment and apply credit memos only to the extent that they do not produce a negative payment.													
AUD-AP 61	Notify users when a vendor has a credit memo that exceeds the payment voucher amount.													
AUD-AP 62	Track the balance remaining on a credit memo and display the invoices to which the credit has been applied.													
AUD-AP 63	Produce a warning message if the account distribution on credit memo transactions is not the same as the original expense account distribution.													
AUD-AP 64	Hold all payments to a vendor (by department) until the credit balance is exceeded by the amount owed the vendor, with the ability to override.													

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Reference Number	Business Requirements	Response	F	NV	TP	CO	R	CU	NA	NR	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comment
AUD-AP 65	Automatically update liability account and accounts payable balances in the general ledger for payment processes.													
AUD-AP 66	Accept electronic billings from vendors and process appropriate payments to vendors.													
AUD-AP 67	Cancel payments made in a previous period and generate appropriate general ledger transactions in the current period.													
AUD-AP 68	Restrict user, except with appropriate security, from preventing payment from being produced on a processed payment voucher.													
AUD-AP 69	Consolidate (or choose not to consolidate) multiple invoices for the same vendor on one check and itemize the invoices (including the vendor invoice number) on the remittance advice.													
AUD-AP 70	Able to cancel a payment, check, or a portion of an entire check run by entering certain payment cancellation information, including a cancel reason code (e.g., pending cancel, cancel, stop, etc.).													
AUD-AP 71	Automatically or by batch update the financial balances, including general ledger and available budget in the appropriate budget year.													
AUD-AP 72	Track archived payments by vendor name, check number, date, funding and amount.													
AUD-AP 73	Track pending payments by scheduled payment date.													
AUD-AP 74	Allow the user to retrieve payment information and its status (e.g., redeemed, stop payment, etc.).													
Discounts														
AUD-AP 75	Set up standard payment terms at the vendor level or specify individual payment terms at the payment level.													
AUD-AP 76	Store a due date, discount date and discount percentage.													
AUD-AP 77	Automatically calculate invoice due date based on invoice date or a user-specified date (such as 30 days from the date of receipt) and payment terms and schedule optimum payment date based on that calculation.													
AUD-AP 78	Automatically distribute discounts taken during payment processing to the general ledger.													
AUD-AP 79	Automatically calculate discounts when the payment date is the same as, or prior to, the discount due date with override capabilities on discount due date and/or terms.													
AUD-AP 80	Generate vendor payments based on state/local rules, due date and discount date (whichever is earliest) to maximize interest earned and discounts received by the County.													
AUD-AP 81	Add a discount to the invoice during processing.													
AUD-AP 82	Track and report discounts for the following:													
AUD-AP 82.01	Discounts taken													
AUD-AP 82.02	Discounts lost													
AUD-AP 83	Notify users when a transaction is eligible for a discount whereby transactions can be expedited.													
Holds														
AUD-AP 84	Put a payment on hold.													
AUD-AP 85	Cannot produce a payment for vendors in "hold" status, with the ability to override.													
Banking														

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AUD-AP 86	Utilizes EFT / ACH / Commercial Card payments and allows ability to specify which type of EFT / ACH / Commercial Card transaction to use (PPD, CCD, EDI, etc.).													
AUD-AP 87	Sort ACH pre-notes by account and bank for transmission to bank.													
AUD-AP 88	Accommodate management of bank transmission files as defined by user (sorts pre-notes, ACH and EFT payments by clearing account and sends file at appropriate time).													
AUD-AP 89	Retain obsolete EFT / ACH vendor bank information for research purposes.													
AUD-AP 90	Allow effective dating (including future dating) of updated EFT / ACH bank information.													
AUD-AP 91	Use multiple banks with multiple accounts for both checks and EFT / ACHs.													
AUD-AP 92	Generate payment through direct deposit EFT / ACH / Commercial Card if designated to do so in the vendor file (for vendors) or in the employee master file maintained in the PeopleSoft HRMS.													
Payment Authorization														
AUD-AP 93	Hold processing of payments and wire transfers until funds are available or request is deleted.													
AUD-AP 94	Allow authorized users the ability to release a payment or wire transfer from the county's financial system when funds are not immediately available in the bank (i.e., payroll).													
AUD-AP 95	Automatic notification to specified users when a wire transfer payment is approved.													
Printing and Handling														
AUD-AP 96	Provides for all standard check writing functionality including:													
AUD-AP 96.01	Check register, in both paper or electronic format, including check register disbursement grand total and number of disbursements processed.													
AUD-AP 96.02	Checks printed based on multiple sorts (e.g., bank account first, then Check Sort, then department, then vendor number, etc.) as defined by the County.													
AUD-AP 96.03	Check register with grand total disbursements and number of disbursements processed.													
AUD-AP 97	Print checks through the following means:													
AUD-AP 97.01	On-demand (override batch)													
AUD-AP 97.02	On-schedule/same day													
AUD-AP 97.03	Manual (immediate)													
AUD-AP 98	Prevent the printing or producing of checks with no payee specified or incomplete address information based on user defined criteria.													
AUD-AP 99	Prevent the printing or producing of blank, negative, or zero amount checks based on user defined criteria.													
AUD-AP 100	Suppress printing or producing of checks under a user-defined dollar amount parameter (e.g., \$2.00).													
AUD-AP 101	Print on-demand checks (exclusive of the normal payment processing cycle) and record in a separate check register, bank file, and control file, if desired.													

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AUD-AP 102	Reprint remittance advices.													
AUD-AP 103	Transmit remittance advices electronically (i.e., via e-mail using e-mail address stored in vendor table) for EFT / ACH / Commercial Card transactions.													
AUD-AP 104	Enter global promotional or reminder comments on the remittance advice.													
AUD-AP 105	Enter a user-specified payment message on one particular payment voucher and have it print on the remittance advice.													
AUD-AP 106	Produce, through secure printers, checks with:													
AUD-AP 106.01	MICR encoding													
AUD-AP 106.02	Electronic Signatures (with hardware security)													
AUD-AP 107	Print checks at various locations with proper security.													
AUD-AP 108	Generate replacement checks to replace canceled, stale dated, lost, voided checks or any other reason and generate related ledger updates for the replacement checks.													
AUD-AP 109	Allow for overflow to a separate remittance advice when the number of invoices exceeds available space on initial advice.													
AUD-AP 110	Print checks using preprinted or blank check stock.													
AUD-AP 111	Restart check and remittance advice printing at a user-specified starting point.													
AUD-AP 112	Sequentially number and control payments and remittance advices.													
AUD-AP 113	Print multiple payees on one check. An example might be a court order that requires multiple parties such as an estate, eminent domain and right-of-way.													
AUD-AP 114	Automatically generate an email notification with associated check detail and send it to the appropriate vendor contact based upon the email address provided in the vendor setup file.													
Positive Pay Banking														
AUD-AP 115	Accommodate positive pay banking.													
AUD-AP 116	Transmit check number, \$ amount, payee name and issue date of checks issued.													
AUD-AP 117	Able to change the issuance number (i.e., manual check number recorded incorrectly) with proper security.													
AUD-AP 118	Allow electronic updates when payment cancellations are confirmed.													
1099 Processing														
AUD-AP 119	Track and report all 1099 form types with appropriate logic to support the forms.													
AUD-AP 120	Track 1099 and W-9 forms, using imaging.													
AUD-AP 121	Report 1099 amounts by Taxpayer ID (i.e., SSN, FEIN or TIN).													
AUD-AP 122	Provides backup withholding functionality.													
AUD-AP 123	Provides for payments to multiple 1099 codes.													
AUD-AP 124	Produce a 1099 file that fully complies with current and on-going IRS standards (i.e., no special characters, appropriate use of blanks, etc.). Provide for automatic upload to IRS for 1099 reports.													
AUD-AP 125	Query and print 1099 data.													
AUD-AP 126	Print 1099 forms with acceptable IRS template.													

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AUD-AP	127	Include 1099 information from interfaced disbursement systems for consolidated reporting.												
AUD-AP	128	Reprint 1099 forms for an individual vendor.												
AUD-AP	129	Correct 1099 information in the system, reprint the 1099 form, and produce a correction file for the IRS.												
AUD-AP	130	Appropriately adjust 1099 reportable balances for batch/interface payments and payment cancellations.												
AUD-AP	131	Automatically identify transactions as 1099 reportable based upon the expenditure object even if the vendor is not 1099 reportable.												
AUD-AP	132	Has field that indicates if a vendor is 1099 reportable.												
Employee Reimbursement														
AUD-AP	133	Reimburse employees for travel and other expenses (with proper workflow and approvals). Ability to enter and process manual travel encumbrance batch.												
AUD-AP	134	Generate payments to employees based on reconciliation of advances vs. expense reports .												
AUD-AP	135	Has an optional travel authorization process that can be initiated by individual departments and must compare approved expenses per travel authorization to actual expenses claimed for reimbursement.												
AUD-AP	136	Report certain travel payments on a 1099 form in compliance with current and ongoing IRS rules and regulations.												
AUD-AP	137	Report travel payments on a W-2 form in compliance with current and ongoing IRS rules and regulations.												
AUD-AP	138	Record the issuance of an advance as a receivable and reimbursement of employee advance as a cash receipt and calculates any remaining amount due or receivable after the employee has completed travel.												
AUD-AP	139	Travel encumbrance should be adjusted when the cash receipt is entered.												
AUD-AP	140	Provides flexible, hierarchical approval process for approving employee reimbursements. For instance, each Department within the County has its own approval process prior to submission to the County Auditor's Office, the system should accommodate each Departments unique process within a preset hierarchical approval structure.												
AUD-AP	141	Permit entry and submission of travel claims by selected users on behalf of other employees (proxy submission) with appropriate security and electronic signatures.												
AUD-AP	142	Automate the process for the county's travel advances, travel reimbursements and/or other reimbursements, including employee self-service to enter certain information which populates/defaults appropriate required data (e.g., the user selects or enters per diem, the system automatically populates the per diem amount and funding distribution for that employee).												
AUD-AP	143	Require pertinent travel information included on the County official travel form, including, but not limited to:												
AUD-AP	143.01	Department/Division												
AUD-AP	143.02	Employee Name												

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AUD-AP	143.03	Employee Number												
AUD-AP	143.04	Travel Period From												
AUD-AP	143.05	Travel Period To												
AUD-AP	143.06	Taxpayer ID (SSN or TIN)												
AUD-AP	143.07	Residence Street Address												
AUD-AP	143.08	City												
AUD-AP	143.09	County												
AUD-AP	143.10	State												
AUD-AP	143.11	Zip (plus 4)												
AUD-AP	143.12	Fiscal Year												
AUD-AP	143.13	All Chart of Account Elements (e.g., Fund, Department)												
AUD-AP	143.14	Amount												
AUD-AP	143.15	Official business date												
AUD-AP	143.16	Official business purpose of trip												
AUD-AP	143.17	Travel points From												
AUD-AP	143.18	Travel points To												
AUD-AP	143.19	Personal vehicle miles												
AUD-AP	143.20	Lodging												
AUD-AP	143.21	Registration fee												
AUD-AP	143.22	Airfare												
AUD-AP	143.23	Parking/other transportation costs												
AUD-AP	143.24	Meals: Morning												
AUD-AP	143.25	Meals: Noon												
AUD-AP	143.26	Meals: Evening												
AUD-AP	143.27	Incidentals												
AUD-AP	143.28	Other Allowable expenses												
AUD-AP	144	Default the object of expenditure based upon the selected travel category.												
AUD-AP	145	Permit authorized users to override/change the default object of expenditure.												
AUD-AP	146	Default the chart of account elements based upon the traveler User ID.												
AUD-AP	147	Permit authorized users to override/change the default chart of account elements.												
AUD-AP	148	Provides explanation field for each line item.												
AUD-AP	149	Generate a warning message when travel claims are entered for the same traveler with overlapping travel periods.												
AUD-AP	150	Notify approvers that travel claims have overlapping travel periods.												
AUD-AP	151	Calculate mileage based upon user specified origination and destination.												
AUD-AP	152	Identify travel line items that require receipts.												
AUD-AP	153	Prevent an employee from altering the travel claim while it is being reviewed by the approver.												
AUD-AP	154	Automatically notify approvers that a travel claim has been submitted.												
AUD-AP	155	Allow employees to modify rejected travel claims.												
AUD-AP	156	Inquire and report with proper security on:												
AUD-AP	156.01	Status of all travel claims by employee												

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AUD-AP	156.02	Paid travel claims by employee												
AUD-AP	156.03	Unpaid travel claims by employee												
AUD-AP	156.04	Travel claims awaiting action by approver												
AUD-AP	156.05	Travel claims approved by approver												
AUD-AP	156.06	Travel claims rejected by approver												
AUD-AP	156.07	Travel claims awaiting payment by department												
AUD-AP	156.08	Travel Advance report (with ability to drilldown)												
AUD-AP	156.09	Retain images of receipts and documents												
AUD-AP	156.10	Comments on travel questions, repayments, etc.												
Procurement Card (P-Card) Processing														
AUD-AP	157	Support use of a bank card (P-Card) as a form of payment for items/services ordered (e.g., catalogs, spot purchases, travel etc.) and be able to control amounts and usage by agency, commodity, and individual/employee.												
AUD-AP	158	Ability to import and capture key accounting classification data at time of order for subsequent matching to file received from bank.												
AUD-AP	159	Ability for departments to assign general ledger account number and project number.												
AUD-AP	160	Ability for departments to approve transactions through workflow.												
AUD-AP	161	Track expenditures against P-Cards issued to employees.												
AUD-AP	162	Track the P-card procurement by vendor ID, merchant commodity, and small business/minority/women-owned business status.												
Query and Reports														
AUD-AP	163	Generate and print, screen or paper, for any specified time period the following reports, including but not limited to:												
AUD-AP	163.01	Invoice Aging Report												
AUD-AP	163.02	Match Discrepancy Report (discrepancies between matched items by quantity and price) by vendor												
AUD-AP	163.03	Missing Match Report (2 out of 3 items in the 3 way match in the system)												
AUD-AP	163.04	Report of payments made within or on 30 days from receipt of the invoice												
AUD-AP	163.05	Report of payments not made within 30 days from the receipt of the invoice												
AUD-AP	163.06	Report of all outstanding encumbrances as of a user specified date.												
AUD-AP	163.07	Report of payments not made within 30 days of receipt of goods.												
AUD-AP	163.08	Report of payment transactions processed for a user-defined period.												
AUD-AP	163.09	Report of error transactions												
AUD-AP	163.10	Report of invoices approved for payment for a user-defined period.												
AUD-AP	163.11	Report of time lapsed from receipt of invoice to payment of invoice.												
AUD-AP	163.12	Report of payment vouchers that have not been approved for payment												

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AUD-AP 163.13	Ability to create an AP aging report by fund, date and project code.													
AUD-AP 163.14	Ability to create a purchase order report for status (received, no invoice, partially invoiced, or waiting received).													
AUD-AP 163.15	Claims Registry - report of all payments for a user-defined period, by user-defined criteria.													
AUD-AP 163.16	Report of vendor information for user-defined period of time and criteria.													
AUD-AP 163.17	Report of expenditures vs. appropriations and/or actuals													
AUD-AP 163.18	Report of individual/detailed object of expense													
AUD-AP 163.19	Report of Vendor Master Listing (by any element in the file)													
AUD-AP 163.20	Report of Vendor Multiple Address listing													
AUD-AP 163.21	Report of Summary Payments by Vendor (for a user determined time period)													
AUD-AP 163.22	Report of checks generated													
AUD-AP 163.23	Reports relating to 1099 Reporting													
AUD-AP 163.24	Check register with check totals and number of checks on register.													
AUD-AP 163.25	Report by bank account of checks generated													
AUD-AP 163.26	Report of cash requirements and timing													
AUD-AP 163.27	Report for transfers to general ledger													
AUD-AP 163.28	Report of ledger distribution													
AUD-AP 163.29	Report of transfer distribution of amounts to be transferred between funds													
AUD-AP 163.30	Report relating to Procurement Card transactions													
AUD-AP 163.31	Report on top 10 vendors													
AUD-AP 163.32	Report on vendors on specified dollar amount and specified time period													
AUD-AP 164	Download all reports and inquiries, including but not limited to, using Microsoft Word, Access, and Excel; PDF; HTML, etc.													
AUD-AP 165	Create and print ad-hoc queries and reports using an English-based report writer. Permit users to custom design reports or queries, individually or in ranges, based on templates, field names, date periods, etc., for any field in the system.													
Interfaces														
AUD-AP 166	The following are required interfaces to/from the Accounts Payable module:													
AUD-AP 166.01	CIJS (Common Integrated Justice System) - used for all courts, district attorney, JP offices to input vouchers to initiate the payment process for certain court activities (i.e., social studies, out of county costs, etc).													
AUD-AP 166.02	Financial Institutions (i.e., P-card electronic files uploaded to create bank payments; bank account activity files to update balances/ledgers).													
AUD-AP 166.03	PeopleSoft HRMS - County's HR / Payroll system													
AUD-AP 166.04	Jury Management System													

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Functional Category: Accounts Receivable/Cash Receipts

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												Required to Fulfill Requirements		
Accts Receivable/Billing General Requirements														
AUD-AR	1	Establish multiple businesses / legal entities (e.g., business units) in one financial system and track all financial activity for each entity independently.												
AUD-AR	2	Enter all Chart of Account elements on any type of transaction within the revenue/receivables module, and apply all edits and validations against those elements or combinations thereof.												
AUD-AR	3	Monitor collection dates and generate workflow transactions or notifications based on user-defined date thresholds.												
AUD-AR	4	Maintain an audit trail of all billing, accounts receivable, and cash receipts activity including user id, batch id, date and time of transaction.												
AUD-AR	5	Print, email, fax or transmit via XML, PDF or EDI by customer, billing document, billing document type, etc.												
AUD-AR	6	Upload and download capabilities for documents.												
AUD-AR	7	Record billings, accounts receivable, and cash receipts.												
AUD-AR	8	Simultaneously work in multiple fiscal years (i.e., have periods open in two or more fiscal years at one time).												
AUD-AR	9	Creation of secure interfaces with other billing and receipting systems.												
AUD-AR	10	Capture transaction type for all transactions, including but not limited to, billing, receipting, write-off, adjustments, year-end adjustments, journal vouchers, etc. for reporting and inquiry purposes.												
AUD-AR	11	Capture payment method for all appropriate transactions, including but not limited to, cash, check, credit card, money order, debit card, non-cash, lockbox, on-line payments, Interactive Voice Response (IVR), etc.												
AUD-AR	12	Establish default account distributions for each receivable.												
AUD-AR	13	Accommodate Electronic Fund Transfers (EFT).												
AUD-AR	14	Accommodate workflow for approvals.												
AUD-AR	15	Maintain detailed transaction activity for each customer account.												
AUD-AR	16	Track and place hold on services for past due receivables from debtors.												
AUD-AR	17	Calculate interest and fees based upon funds owed to the County:												
AUD-AR	17.01	State Statutes												
AUD-AR	17.02	County Fee Schedule												
AUD-AR	17.03	Compounding Factors (Daily, Monthly, etc)												
AUD-AR	18	Maintain a master customer file.												
AUD-AR	19	Accommodate Check 21 criteria and remote deposit capture.												
AUD-AR	20	Integration with following modules, including but not limited to:												
AUD-AR	20.01	General Ledger												
AUD-AR	20.02	Accounts Payable												
AUD-AR	20.03	Grants												
AUD-AR	20.04	Projects												

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AUD-AR	20.05	Inventory/Warehouse												
AUD-AR	20.06	Cash Management												
AUD-AR	20.07	Cash Receipts												
Customer Maintenance														
AUD-AR	21	Provides a central file for storing all customer-related information (e.g., name, address, contact, etc.).												
AUD-AR	22	Create user-defined customer types.												
AUD-AR	23	Bill, track and collect for 'one-time' customers.												
AUD-AR	24	Archive inactive customers based upon user-defined parameters and proper security.												
AUD-AR	25	Deactivate and reactivate customers with appropriate security and control.												
AUD-AR	26	Record customer information by department in which users can track organization specific information regarding customer based upon department-defined security rules, including but not limited to the following:												
AUD-AR	26.01	Multiple addresses per customer.												
AUD-AR	26.02	Multiple contact names and numbers per customer.												
AUD-AR	26.03	At least 20 user-definable fields that are minimally 60 characters long.												
AUD-AR	27	Capture and retain a tax ID number associated with receivable customers.												
AUD-AR	28	Prevent duplicate customer numbers.												
AUD-AR	29	Record a customer as blocked from future services.												
AUD-AR	30	Record customers as "in dispute" with a description field dedicated to the reason and details of the dispute.												
AUD-AR	31	Provides for customer history to be retained when a customer name changes.												
AUD-AR	32	Copy a similar customer record when creating a new record.												
AUD-AR	33	Merge multiple different customer records and their associated history into one customer record, with proper security.												
AUD-AR	34	Provides unique alpha-numeric customer number that is, at a minimum, 15 characters in length.												
AUD-AR	35	Link customer number in Accounts Receivables module to vendor number in Accounts Payable module.												
AUD-AR	36	Check for duplicate customers based on user-defined criteria, including but not limited to, alphabetic similarity, phonetic similarity, phone number, postal code, address, date of birth, Social Security Number, Federal Tax ID number, etc. or other user-defined criteria.												
AUD-AR	37	Restrict access to add, delete, or modify customer information by users.												
AUD-AR	38	Edit receivable items with proper security.												
AUD-AR	39	Track additions, changes, and deletions to the customer files with an audit trail.												
AUD-AR	40	Archive inactive accounts based upon user-defined criteria and proper security.												
AUD-AR	41	Query and view all receivables for one customer or multiple customers by customer number, customer name, customer type, and/or user specified date range.												

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AUD-AR	42	Provides for customer look-up capabilities by Federal Tax ID, Social Security Number, Date of Birth, address, postal code, phone number, phonetic similarity, alphabetic similarity, etc. or other user-defined criteria.													
Billing/Invoicing															
AUD-AR	43	Generate customer billing documents and provides defaults by department and/or organizational sub-level, including but not limited to the following:													
AUD-AR	43.01	Enter multiple lines per billing document.													
AUD-AR	43.02	Track item, description (up to 256 characters), quantity, unit cost, unit of measure, and extended amount.													
AUD-AR	43.03	Default item unit cost and any applicable fees associated with the service code.													
AUD-AR	43.04	Automatically extend lines, apply any fees, and sum into the billing document total.													
AUD-AR	43.05	Billing document Number													
AUD-AR	43.06	Contract Number													
AUD-AR	43.07	PO Number													
AUD-AR	43.08	Customer Information, including name, address and phone numbers													
AUD-AR	43.09	Case Number (Alpha-Numeric)													
AUD-AR	43.10	Originating Billing Location (i.e., Court, School District, specific school with school district, etc.)													
AUD-AR	43.11	A/R Customer Charge Code created from a specific service fee and linked to GL receivable, revenue, and liability numbers.													
AUD-AR	44	Support automatic periodic billings to selected customers. These recurring billing documents can be set up for user selected time periods and starting and ending dates.													
AUD-AR	45	System provides ability for a single billing document item to be distributed across multiple Chart of Account elements based on a user-defined (e.g., percentage) allocation.													
AUD-AR	46	Bill by department on behalf of other County departments or external departments, which consolidate and reconcile billing information from several sources and provides one consolidated bill.													
AUD-AR	47	Process uncollectible accounts as follows:													
AUD-AR	47.01	Generate dunning letter to customer, which is customizable by the department and/or organizational sub-level.													
AUD-AR	47.02	Export data to legal representatives or third-party collection departments													
AUD-AR	47.03	Record as Bad Debt													
AUD-AR	47.04	Retain memo entries of the receivable balance in the accounts receivable system.													
AUD-AR	47.05	Record receipt of cash and any collection fees associated with the collection, at any time against the original receivable and maintain proper accounting entries to reverse the bad debt and to record the collection fee.													
AUD-AR	47.06	Obtain proper approvals on a transaction to write-off account balance if not collected, based on user-defined criteria such as receivable type and dollar amount.													

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AUD-AR	48	Print comments on both an individual and group basis on the billing documents.													
AUD-AR	49	Automatically calculate interest, penalties and fees on an individual account and bill the customer for the interest, penalties, fees and principle. A single customer may have multiple receivable accounts.													
AUD-AR	50	Define billing cycles and frequencies based on user preferences..													
AUD-AR	51	Document customer communication regarding a billing document and associate it with the specific billing document, including the ability to attach documents or end-user comments.													
AUD-AR	52	Customize the printed billing document/adjustments form to include any field entered in the billing document or adjustments transaction entry screen. This customization should be accomplished using tools included in system.													
AUD-AR	53	Preview, print and re-print customized billing documents/adjustments (including color, font, type, size variations), including but not limited to:													
AUD-AR	53.01	by individual billing document													
AUD-AR	53.02	by customer													
AUD-AR	53.03	by range of billing document numbers													
AUD-AR	53.04	by range of adjustment document numbers													
AUD-AR	53.05	by Chart of Account elements													
AUD-AR	53.06	by range of customer numbers													
AUD-AR	53.07	by time period range													
AUD-AR	53.08	Allow AR invoices to be printed before GL update.													
AUD-AR	54	Copy and modify existing billing documents.													
AUD-AR	55	Create billing document templates.													
AUD-AR	56	Change account coding on billing documents through a mass change functionality, with audit trail and proper security.													
AUD-AR	57	Generate a billing document number based upon a user-defined prefix and a unique system-generated sequential number.													
AUD-AR	58	Generate customer statements by customer name, department or organizational sub-level (e.g. index, fund, sub fund, etc.).													
AUD-AR	59	Note individual billing documents as "In Dispute", with ability to record user comments and associate file attachments with the comments (e.g., correspondence with the customer).													
AUD-AR	60	Flag billing documents for "special handling" (e.g., confidentiality issues) with the ability to enter comments.													
AUD-AR	61	Bill by type of customer.													
AUD-AR	62	Support user-defined bar code or scan line (i.e., OCR, MICR, Bar Code) printing on remittance advice to aid in remittance processing.													
Accounts Receivable															
AUD-AR	63	Generate receivable transactions in the General Ledger for all original entries, adjustments, penalty and interest assessments, and write-offs.													

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AUD-AR	64	Generate either a positive or negative adjustment which can either be applied or not applied to a specific customer billing document, with proper controls and audit trail.													
AUD-AR	65	Approve or reject either a positive or negative adjustment which has not been applied to a specific customer billing document, with proper controls and audit trail.													
AUD-AR	66	Maintain accounts/billing documents either on an "open item" or "balance forward" basis as determined by a department and/or organizational sub-level.													
AUD-AR	67	Apply a negative (overpayment) balance total existing in an account against a new billing document based upon user-criteria.													
AUD-AR	68	Identify and escheat overpayments if customer cannot be notified.													
AUD-AR	69	Convert negative A/R balances to appropriate transaction based upon user-defined criteria.													
AUD-AR	70	Generate user-defined delinquency notices based upon user-defined aging buckets (for example 30, 60, 90, 120, and greater than 120 days) using the original billing document or transaction date and current system date based on receivable type.													
AUD-AR	71	Automatically or manually apply late charges (e.g. penalties, interest, etc.) based upon user-defined criteria to the unpaid balance on selected accounts receivable. System supports varying penalty amounts and interest by department or organizational sub-level.													
AUD-AR	72	Flag accounts with a user-defined follow-up date for collection related activity.													
AUD-AR	73	Include or exclude disputed billings/customers from aging, finance charges, billing document generation/printing, statistics, and dunning based upon user-defined parameters.													
AUD-AR	74	Calculate various types of interest and fee payment schedules, including but not limited to:													
AUD-AR	74.01	Interest-free and Fee-free periods													
AUD-AR	74.02	Installment payments													
AUD-AR	74.03	Deferrals of interest and fees or suspensions of interest and fee payments													
AUD-AR	75	Mark/flag billing document as "in collection". (Billing document has been sent to collection agency.)													
AUD-AR	76	Generate various user-defined reports, based upon any billing document data field and "in collection" flag.													
Inter-departmental Billing															
AUD-AR	77	Simultaneously create an interdepartmental accounts receivable and payment voucher that reference each other through unique identifiers in the system.													
AUD-AR	78	Use billing document number to link interdepartmental receivables/payables for purposes of clearing accounts receivable when a payment is processed.													
AUD-AR	79	Generate differing accounts receivable balance sheet entries by the type of accounts receivable transaction (i.e., by the type of billing document).													

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AUD-AR	80	Notify other departments of a newly created interdepartmental account receivable or payment voucher through workflow notification.													
AUD-AR	81	Pay interdepartmental billing documents without generating an actual payment.													
AUD-AR	82	Record partial payment of interdepartmental receivable billing documents.													
AUD-AR	83	Flag an interdepartmental receivable or payable as "In Dispute".													
AUD-AR	84	Reference an encumbrance document and liquidate that encumbrance upon payment.													
Receipts															
AUD-AR	85	Process receipts, including identifying the payment location, payee, payment method, billing document number and all element in the Chart of Accounts.													
AUD-AR	86	Process multiple and/or partial billing document payments on the same receipt.													
AUD-AR	87	Capture the data elements during a receipt transaction, including but are not limited to, the following:													
AUD-AR	87.01	Chart of Account code distributions to which each receipts was deposited													
AUD-AR	87.02	Date received													
AUD-AR	87.03	Name/User ID of person collecting monies													
AUD-AR	87.04	Unique, sequential receipt document number													
AUD-AR	87.05	Comments which are at least 20 user-defined text fields that are minimally 60 characters (e.g., case ID, case name, purpose, originating billing location, etc.)													
AUD-AR	87.06	Payment Identification Number (e.g., check number)													
AUD-AR	87.07	Payment Amount													
AUD-AR	87.08	Place of deposit (i.e., Bank Number)													
AUD-AR	87.09	Location of collection													
AUD-AR	87.10	Payment Type													
AUD-AR	87.11	Receivables Number/Billing Document ID (i.e., invoice number, Chart of Accounts number, case number, cause number, etc.)													
AUD-AR	87.12	Who Paid (Payee Name, address, phone number, etc.)													
AUD-AR	87.13	Ability to attach documents.													
AUD-AR	87.14	Payee ID information (i.e., state drivers license number, state ID number, Social Security Number, Passport Number, etc.)													
AUD-AR	88	Read and utilize a predefined interface for bar code or scan line information which can capture any and all fields of the account code segments applied to financial transactions.													
AUD-AR	89	Provides for remote users to collect funds, enter, and account for receipts.													
AUD-AR	90	Provides for review of all items in a receipt batch before the batch is posted.													
	91	Workflow for batch review and approvals.													
AUD-AR	92	Correct a receipt batch at any time before the batch is posted with proper authorization.													

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AUD-AR	93	Provides for user-defined payment methods. Credit and debit card transactions must be retained according to latest industry standards. (System should not retain credit card numbers or pin numbers).													
AUD-AR	94	Record the following information on each customer receipt at a minimum:													
AUD-AR	94.01	Transaction Date/Time													
AUD-AR	94.02	Cashier													
AUD-AR	94.03	Location													
AUD-AR	94.04	Payment Type (multiple)													
AUD-AR	94.05	Purpose/Description													
AUD-AR	94.06	Payment Amount													
AUD-AR	94.07	Reference Number (i.e., invoice number, cause number, case number, etc.)													
AUD-AR	94.08	Reference Name if applicable (i.e., Style of Case)													
AUD-AR	94.09	Balance Due													
AUD-AR	94.10	Comment Field (at least 250 characters)													
AUD-AR	95	Enter, track separately, and process simultaneously the following tendering situations (but not limited to):													
AUD-AR	95.01	Cash													
AUD-AR	95.02	Check, including capture of ABA/Routing number, Account number, and Check number													
AUD-AR	95.03	Credit Card													
AUD-AR	95.04	Money Orders, including capture of Bank Code													
AUD-AR	95.05	Cashier's Check													
AUD-AR	95.06	EFT/ACH													
AUD-AR	95.07	Debit Cards													
AUD-AR	95.08	Lock Box													
AUD-AR	95.09	On-line/Web payment													
AUD-AR	95.10	IVR payment													
AUD-AR	95.11	User-defined Tender Method													
AUD-AR	96	Record and adjust receipts against the Chart of Accounts with proper security.													
AUD-AR	97	Enter detailed receipt transactions for cash collected (against all chart of account elements) and apply receipts against appropriate accounts receivable balances or billing documents.													
AUD-AR	98	Entry of deposit information into daily deposits (corresponding to actual bank deposits).													
AUD-AR	99	Compile receipts into deposits more or less frequently than daily and provide the ability to drill back and forth between deposit and receipt.													
AUD-AR	100	Apply payments on receivables by referencing the billing document (i.e., invoice number, case number, cause number, etc.) which infers all billing information to the receipt.													
AUD-AR	101	Optionally post partial payments by billing document (i.e., invoice, cause or case) line item. The system also has a methodology for automatically applying partial payments (for example, applying the payments in line order).													
AUD-AR	102	Provides for the user to set up multiple methodologies for applying partial and full payments to billing documents. Methodologies will be based upon user-defined criteria.													

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AUD-AR	103	Change payment methodologies with proper security and audit trail.													
AUD-AR	104	Processing receipts not associated with a recorded receivable (i.e., copying fees, marriage license, etc.).													
AUD-AR	105	Code a receipt as an expenditure, trust account deposit, revenue transaction, etc.													
AUD-AR	106	Capture receipts via electronic funds transfers (EFT), ACH, "lock box", online/web, IVR, credit card, and/or other electronic receipts for payment.													
AUD-AR	107	Void receipts with proper controls and an audit trail.													
AUD-AR	108	Code, batch, collect and deposit funds on the behalf of other departments/external departments within user-defined security rules.													
AUD-AR	109	Record dishonored revenue payments (i.e., NSF) by name, account number, deposit number, date and amount with proper accounting entries, including proper accounting for NSF fees.													
AUD-AR	110	Post unidentified deposits in an appropriate clearing account.													
AUD-AR	111	Correct misapplied payments with proper authorization.													
AUD-AR	112	Process split or mixed tendering situations.													
AUD-AR	113	Override the default chart of account not allowed.													
AUD-AR	114	Process miscellaneous cash receipts without creating a billing record.													
AUD-AR	115	Apply receipts against multiple billing documents (i.e., invoices, case numbers, cause numbers, etc.).													
Inquiry and Reporting															
AUD-AR	116	Generate various user-defined reports, based on any data field within the billing document or receipt and all chart of account elements, including but not limited to the following:													
AUD-AR	116.01	Billing Status													
AUD-AR	116.02	Billed/Unbilled Charges													
AUD-AR	116.03	Delinquent accounts and referrals of delinquent accounts and bankrupt customers													
AUD-AR	116.04	Receivables tracking													
AUD-AR	116.05	Long-term receivables													
AUD-AR	116.06	Memo billing status													
AUD-AR	117	Query all billing document/adjustments for a single customer online and print the information queried.													
AUD-AR	118	Report and print customer activity by customer type and date range.													
AUD-AR	119	Generate reports of documents billed, paid, or voided with a user-defined timeframe.													
AUD-AR	120	Generate a report of all outstanding billing documents on a given date by chart of account elements													
AUD-AR	121	Provides for aging analysis of outstanding accounts receivable based on user-defined aging buckets (including but not limited to, 30 day, 60 day, 90 day, 120 day and greater than 120 day) using the original billing document or transaction date and current system date or user-specified date.													
AUD-AR	122	Maintain records of individual billings by customer with inquiry capability.													

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AUD-AR	123	Report the variance between prior year revenue and actual collection on reported year-to-date revenue including estimated revenue budget.													
AUD-AR	124	Generate a report for all receipts by payment method, payment batch ID, User ID, and/or user specified date range.													
AUD-AR	125	Summarize open billing documents by Chart of Account elements.													
AUD-AR	126	Generate a report that compares current period to same period previous year or multiple previous years (i.e., current year and previous 5 years).													
AUD-AR	127	Produce, including but not limited to, the following reports:													
AUD-AR	127.01	Aging Report													
AUD-AR	127.02	Receivables by Transaction Type													
AUD-AR	127.03	Billed vs. Collected by Transaction Type													
AUD-AR	127.04	Variance Reports													
AUD-AR	127.05	Uncollected Receivables over 60+ Days													
AUD-AR	127.06	Collections by Originating Billing Location													
AUD-AR	127.07	Billed by Originating Billing Location													
AUD-AR	127.08	Billing Transaction Detail (all billing transactions for a specific customer for a user-defined time period)													
AUD-AR	127.09	Receivables by GL account number.													
AUD-AR	127.10	Generate a report for receivables paid/unpaid by GL account number, customer number, customer type, and user specified date range.													
Interfaces															
AUD-AR	128	The following are potential interfaces required to/from Accounts Receivable/Cash Receipts module:													
AUD-AR	128.01	People Soft HRMS													
AUD-AR	128.02	Legacy Cash Receipting System													
AUD-AR	128.03	CSCD - Adult Probation													
AUD-AR	128.04	Common Integrated Justice System - Odyssey													
AUD-AR	128.05	Jail Commissary Account (County share)													
AUD-AR	128.06	County Tax Assessor/Collector													
AUD-AR	128.07	Medical Examiner													
AUD-AR	128.08	Granicus - Land & Vital													

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Functional Category: Cash Receipts

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			F	NV	TP	CO	R	CU	NA	NR							
Cash Receipts General Requirements																	
AUD-CR	1	Establish multiple businesses / legal entities (e.g., business units) in one financial system and track all financial activity for each entity independently.															
AUD-CR	2	Enter all Chart of Account elements on any type of transaction within the revenue/receivables module, and apply all edits and validations against those elements or combinations thereof.															
AUD-CR	3	Import Cash Receipt transaction files from a third party.															
AUD-CR	4	Monitor collection dates and generate workflow transactions or notifications based on user-defined date thresholds.															
AUD-CR	5	Maintain an audit trail of all billing, accounts receivable, and cash receipts activity including user id, batch id, date and time of transaction.															
AUD-CR	6	Print, email, fax or transmit via XML, PDF or EDI by customer, billing document, billing document type, etc.															
AUD-CR	7	Upload and download capabilities for documents.															
AUD-CR	8	Record billings, accounts receivable, and cash receipts.															
AUD-CR	9	Simultaneously work in multiple fiscal years (i.e., have periods open in two or more fiscal years at one time).															
AUD-CR	10	Creation of secure interfaces with other billing and receipting systems.															
AUD-CR	11	Capture transaction type for all transactions, including but not limited to, billing, receipting, write-off, adjustments, year-end adjustments, journal vouchers, etc. for reporting and inquiry purposes.															
AUD-CR	12	Capture payment method for all appropriate transactions, including but not limited to, cash, credit card, money order, debit card, non-cash, lockbox, on-line payments, Interactive Voice Response (IVR), or any other user defined payment method.															
AUD-CR	13	Establish default account distributions for each receivable.															
AUD-CR	14	Accommodate Electronic Fund Transfers (EFT).															
AUD-CR	15	Accommodate workflow for approvals.															
AUD-CR	16	Maintain detailed transaction activity for each customer account.															
AUD-CR	17	Accommodate Check 21 criteria and remote deposit capture.															
AUD-CR	18	Integration with following modules, including but not limited to:															
AUD-CR	18.01	General Ledger															
AUD-CR	18.02	Accounts Payable															
AUD-CR	18.03	Grants															
AUD-CR	18.04	Projects															
AUD-CR	18.05	Inventory/Warehouse															
AUD-CR	18.06	Cash Management															
Receipts																	
AUD-CR	19	Process receipts, including identifying the payment location, payee, payment method, billing document number and all element in the Chart of Accounts.															

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AUD-CR 19.01	Ability to create cash receipt payment codes linked to GL number to expedite daily cash receipt entry. Payment code would be entered to issue receipt without having to enter multiple digit GL number.													
AUD-CR 20	Process multiple and/or partial billing document payments on the same receipt.													
AUD-CR 21	Capture the data elements during a receipt transaction, including but are not limited to, the following:													
AUD-CR 21.01	Chart of Account code distributions to which each receipts was deposited													
AUD-CR 21.02	Date received													
AUD-CR 21.03	Name/User ID of person collecting monies													
AUD-CR 21.04	Unique, sequential receipt document number													
AUD-CR 21.05	Comments which are at least 20 user-defined text fields that are minimally 60 characters (e.g., case ID, case name, purpose, originating billing location, etc.)													
AUD-CR 21.06	Payment Identification Number (e.g., check number)													
AUD-CR 21.07	Payment Amount													
AUD-CR 21.08	Place of deposit (i.e., Bank Number)													
AUD-CR 21.09	Location of collection													
AUD-CR 21.10	Payment Type													
AUD-CR 21.11	Receivables Number/Billing Document ID (i.e., invoice number, Chart of Accounts number, case number, cause number, etc.)													
AUD-CR 21.12	Who Paid (Payee Name, address, phone number, etc.)													
AUD-CR 21.13	Ability to attach documents.													
AUD-CR 21.14	Payee ID information (i.e., state drivers license number, state ID number, Social Security Number, Passport Number, etc.)													
AUD-CR 22	Read and utilize a predefined interface for bar code or scan line information which can capture any and all fields of the account code segments applied to financial transactions.													
AUD-CR 23	Provides for remote users to collect funds, enter, and account for receipts.													
AUD-CR 24	Provides for review of all items in a receipt batch before the batch is posted.													
AUD-CR 25	Workflow for batch review and approvals.													
AUD-CR 26	Correct a receipt batch at any time before the batch is posted with proper authorization.													
AUD-CR 27	Provides for user-defined payment methods. Credit and debit card transactions must be retained according to latest industry standards. (System should not retain credit card numbers or pin numbers).													
AUD-CR 28	Record the following information on each customer receipt at a minimum:													
AUD-CR 28.01	Transaction Date/Time printed on issued receipt													
AUD-CR 28.02	Cashier													
AUD-CR 28.03	Location													
AUD-CR 28.04	Payment Type (multiple)													
AUD-CR 28.05	Purpose/Description													
AUD-CR 28.06	Payment Amount													

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AUD-CR	28.07	Reference Number (i.e., invoice number, cause number, case number, etc.)													
AUD-CR	28.08	Reference Name if applicable (i.e., Style of Case)													
AUD-CR	28.09	Balance Due													
AUD-CR	28.10	Comment Field (at least 250 characters)													
AUD-CR	28.11	Cash Receipt payment code													
AUD-CR	28.12	GL number linked to Cash Receipt payment code													
AUD-CR	28.13	GL number description													
AUD-CR	29	Enter, track separately, and process simultaneously the following tendering situations (but not limited to):													
AUD-CR	29.01	Cash													
AUD-CR	29.02	Check, including capture of ABA/Routing number, Account number, and Check number													
AUD-CR	29.03	Credit Card													
AUD-CR	29.04	Money Orders, including capture of Bank Code													
AUD-CR	29.05	Cashier's Check													
AUD-CR	29.06	EFT/ACH													
AUD-CR	29.07	Debit Cards													
AUD-CR	29.08	Lock Box													
AUD-CR	29.09	On-line/Web payment													
AUD-CR	29.10	IVR payment													
AUD-CR	29.11	User-defined Tender Method													
AUD-CR	30	Record and adjust receipts against the Chart of Accounts with proper security.													
AUD-CR	31	Enter detailed receipt transactions for cash collected (against all chart of account elements) and apply receipts against appropriate accounts receivable balances or billing documents.													
AUD-CR	32	Entry of deposit information into daily deposits (corresponding to actual bank deposits).													
AUD-CR	33	Compile receipts into deposits more or less frequently than daily and provide the ability to drill back and forth between deposit and receipt.													
AUD-CR	34	Apply payments on receivables by referencing the billing document (i.e., invoice number, case number, cause number, etc.) which infers all billing information to the receipt.													
AUD-CR	35	Optionally post partial payments by billing document (i.e., invoice, cause or case) line item. The system also has a methodology for automatically applying partial payments (for example, applying the payments in line order).													
AUD-CR	36	Provides for the user to set up multiple methodologies for applying partial and full payments to billing documents. Methodologies will be based upon user-defined criteria.													
AUD-CR	37	Change payment methodologies with proper security and audit trail.													
AUD-CR	38	Processing receipts not associated with a recorded receivable (i.e., copying fees, marriage license, etc.).													
AUD-CR	39	Code a receipt as an expenditure, trust account deposit, revenue transaction, etc.													
AUD-CR	40	Capture receipts via electronic funds transfers (EFT), ACH, "lock box", online/web, IVR, credit card, and/or other electronic receipts for payment.													

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Reference Number	Business Requirements	Response	F	NV	TP	CO	R	CU	NA	NR	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comment
AUD-CR 41	Void receipts with proper controls and an audit trail.													
AUD-CR 42	Code, batch, collect and deposit funds on the behalf of other departments/external departments within user-defined security rules.													
AUD-CR 43	Record dishonored revenue payments (i.e., NSF) by name, account number, deposit number, date and amount with proper accounting entries, including proper accounting for NSF fees.													
AUD-CR 44	Post unidentified deposits in an appropriate clearing account.													
AUD-CR 45	Correct misapplied payments with proper authorization.													
AUD-CR 46	Allows update, open, close, or change of any user CR batch with the proper authorization.													
AUD-CR 47	Process split or mixed tendering situations.													
AUD-CR 48	Override the default chart of account not allowed.													
AUD-CR 49	Process miscellaneous cash receipts without creating a billing record.													
AUD-CR 50	Apply receipts against multiple billing documents (i.e., invoices, case numbers, cause numbers, etc.).													
AUD-CR 51	Allows for deposit report for each CR batch including Bank ID summary totals by User ID, Batch ID, and date.													
Inquiry and Reporting														
AUD-CR 51	Daily Batch Report by bank code, userID and date range.													
AUD-CR 52	Batch Report by batch ID, userID and date range.													
Interfaces														
AUD-CR 53	The following are potential interfaces required to/from Accounts Receivable/Cash Receipts module:													
AUD-CR 53.01	People Soft HRMS													
AUD-CR 53.02	Legacy Cash Receipting System													
AUD-CR 53.03	CSCD - Adult Probation													
AUD-CR 53.04	Common Integrated Justice System - Odyssey													
AUD-CR 53.05	Jail Commissary Account (County share)													
AUD-CR 53.06	County Tax Assessor/Collector													
AUD-CR 53.07	Medical Examiner													
AUD-CR 53.08	Granicus - Land & Vital													

Functional Category: Bank Reconciliation

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												Required to Fulfill Requirements			
Bank Reconciliation															
AUD-BK	1	Provides after a mismatch has been identified to subsequently post correction to clear the suspense file.													
AUD-BK	2	Reconcile bank activity per the cash management/general ledger module to bank transactions received from the County's bank accounts through automated and/or manual means at the operator's discretion.													
AUD-BK	3	Maintain fund cash balances in agreement with General Ledger cash balances (e.g., central cash). The system should keep balances in agreement between modules (e.g., General Ledger, Accounts Payable, and Accounts Receivable).													
AUD-BK	4	Make corrections or changes during the reconciliation process with appropriate user authorization (e.g., NSF Checks).													
AUD-BK	5	Reconcile general ledger fund cash balances with other fund cash balances, including but not limited to, trust, special accounts, etc..													
AUD-BK	6	Reconcile bank activity per the cash management/general ledger module to bank transactions received from the County's bank accounts through automated or manual means at the operator's discretion, including the following functions/features:													
AUD-BK	6.01	Utilize BAI (Bank Administration Institute) file format for bank activity input													
AUD-BK	6.02	Convert non-standard bank file formats to desired format (i.e., BAI)													
AUD-BK	6.03	Accommodate multiple bank accounts (note: responding vendors needs to specify how many bank accounts it can accommodate).													
AUD-BK	6.04	Allow user to specify automated matching criteria													
AUD-BK	6.05	Identify duplicate matches													
AUD-BK	6.06	Identify potential matches													
AUD-BK	6.07	Provide edit capability with appropriate user authorization													
AUD-BK	6.08	Provide inquiry capability with appropriate user authorization													
AUD-BK	6.09	Provide for manual matching of items not matched via automated matching													
AUD-BK	6.10	Provide aggregate (one-to-many or many-to-many) items matching													
AUD-BK	6.11	Provide exception reporting of outstanding items													
AUD-BK	6.12	Provide aging reports of reconciling items													
AUD-BK	6.13	Provide custom reporting of reconciling items													
AUD-BK	6.14	Provide data export to generate external research correspondence													
AUD-BK	7	Record discrepancies (i.e., differences in dollar amount, status, etc.) in a reconciliation suspense file without updating financial balances.													
AUD-BK	8	Provides, after a mismatch has been identified, subsequently posting the correction to clear the suspense file.													

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AUD-BK	9	Reconciliation of County Treasurer cash balances with fund cash balances.												
AUD-BK	10	Automated reconciliation of all bank activity (including detailed reconciling items) per the cash management/General Ledger module to bank transactions received from the County's multiple bank accounts through automated means.												
AUD-BK	11	Make corrections or changes during the reconciliation process with appropriate user authorization.												
AUD-BK	12	Reconciliation of cash in bank with fund cash balances.												
AUD-BK	13	Record non-match paid checks from the bank's check file to the system for inquiry on an exception file.												
AUD-BK	14	Receive and post paid check information, including check number, issue date, status/paid date, paid amount and status of check, based on the bank account number.												
AUD-BK	15	Receive electronic payment files from bank and record discrepancies (i.e., differences in dollar amount, status, etc.) in a reconciliation database without updating financial balances (suspense file).												
AUD-BK	16	Accommodate the subsequent posting of a bank reversal in the reconciliation database and reposts the corrected information to clear the suspense file, after a mismatch has been identified.												
AUD-BK	17	Generate reports and electronic files of cancelled and stale dated checks and allows for the transmission of electronic information, include fields to record escheatment status and date.												
AUD-BK	18	Reconcile by bank account, issue date, issuance number, and dollar amount.												
AUD-BK	19	Receive an electronic file of cleared checks to upload for inquiry and/or reporting purposes, including the ability to view the remittance advice.												
AUD-BK	20	Perform an automated reconciliation of all check activity (including detailed reconciling items) per the system to bank transactions received from the County's bank accounts through automated means.												
AUD-BK	21	Automated bank reconciliation processes to accommodate multiple bank accounts with multiple banks.												
AUD-BK	22	Provides both manual and automated reconciliation process that can be used at the user's discretion.												
AUD-BK	23	Reports/inquiries to track history of claims for stale-dated checks through each successive status.												
AUD-BK	24	Produce a monthly detailed Stale Dated Checks Listing by bank account, fund, date and by check type.												
AUD-BK	25	Produce check reconciliation reports of manual transactions by fund and check type on a daily, monthly, or annual basis or by a specified date range.												
AUD-BK	26	Print a daily, monthly, annual, or specified date range report of all cleared checks by check type, fund, bank account number or any combination thereof.												
AUD-BK	27	Produce a daily general ledger accounting report of the check clearing transactions.												

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AUD-BK	28	Produce a daily, monthly, annual or specified date range report that shows the total amount and number of outstanding checks by bank account.													
AUD-BK	29	Print a daily, monthly, annual, and/or user specified date range report of outstanding, cleared, void, and/or stale date checks by Bank ID or multiple Bank ID with user specified date range.													
AUD-BK	30	Allow interface to accept the AGILE Jury System checks electronic file and load the issued checks to a bank reconciliation system.													
AUD-BK	31	Provide a check register of loaded AGILE Jury System checks from bank reconciliation system including all information from check file format.													
AUD-BK	32	Allow the monthly cleared Jury check electronic file from bank be loaded to post as reconciled on issued checks.													
AUD-BK	33	Print a daily, monthly, annual, and/or user specified date range report of AGILE Jury outstanding, cleared, void, and/or stale dated checks by Bank ID and/or user specified date range.													

Functional Category: Cash Management and Investments

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												Required to Fulfill Requirements		
Cash Management General Requirements														
AUD-CM	1	Establish multiple businesses/legal entities (e.g., business units) in one financial system and track all financial activity for each entity independently.												
AUD-CM	2	Entry through electronic deposit forms of revenue information from bank statement deposits.												
AUD-CM	3	Provides for manual data entry of deposit forms of revenue information from hard copy reports.												
AUD-CM	4	Provides recording of county-wide investment activity.												
AUD-CM	5	Restrict bank accounts by user-defined criteria.												
AUD-CM	6	Restrict check data by department.												
AUD-CM	7	Allocate interest earned on funds held with the County across selected cash fund balances (user can include or omit fund from allocation) based upon the average daily balance method to any chart of account segment and automatically create a corresponding journal entry, with proper authority.												
AUD-CM	8	Interface with the following modules, including but not limited to:												
AUD-CM	8.01	General Ledger												
AUD-CM	8.02	Bank Reconciliation												
AUD-CM	8.03	Accounts Payable												
AUD-CM	8.04	Accounts Receivable												
AUD-CM	8.05	Cash Receipts												
AUD-CM	8.06	SymPro												
Petty Cash														
AUD-CM	9	Maintain petty cash balances.												
AUD-CM	10	Reconciliation of the petty cash accounts.												
AUD-CM	11	Maintain sequential numbering unique to petty cash transactions.												
AUD-CM	12	Issue checks for reimbursement of the petty cash fund utilizing the Accounts Payable module vouchering system.												
AUD-CM	13	Monitor if an amount of expenditure exceeds a user-defined amount, a petty cash transaction is not created by the system.												
AUD-CM	14	Provides different user defined petty cash thresholds (i.e., by location, by user, by department).												
AUD-CM	15	Generate a statement identifying balance due/balance owed based on reconciled advances and expenses.												
AUD-CM	16	Calculate a closing cash balance for user-defined time period (i.e., for the day, for the week, for the month, or other specified period) based upon transactions for that time period.												
AUD-CM	17	Generate a report which includes the opening cash balance, list of all transactions and closing cash balance for user defined time period (i.e., day, week, month, or other specified time period) and account number.												
AUD-CM	18	Provides for automated notification in a user specified increment of time (i.e., 10 days, 15 days, etc.) in order to facilitate clearing petty cash advances.												

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AUD-CM	19	Automatically replenish petty cash based upon a user-defined increment of time or dollar amount including but not limited to the following options:												
AUD-CM	19.01	Automatically generate a payment voucher/payment request												
AUD-CM	19.02	Notify user-specified petty cash administrator by department by location												
AUD-CM	19.03	Provide the ability for each department to specify payment method for the replenishment (i.e., check, EFT to Petty Cash Bank Account, etc.)												
AUD-CM	19.04	Distribute replenishment to a user defined chart of accounts).												
AUD-CM	20	Provides for recording advance receipt number with accompanying reimbursement requests.												
AUD-CM	21	Provides for user-defined levels of approval on all petty cash transactions.												
AUD-CM	22	Approve petty cash transactions at the transaction or line-item level based on user-defined criteria.												
AUD-CM	23	Provides for workflow which notifies payees when petty cash is ready for pick up (i.e., email).												
AUD-CM	24	Integrates with Accounts Payable module to facilitate 1099 reporting for petty cash transactions.												
AUD-CM	25	Maintain the following data in respect to petty cash transactions:												
AUD-CM	25.01	Chart of Account code or codes												
AUD-CM	25.02	Date requested												
AUD-CM	25.03	Date issued												
AUD-CM	25.04	Unit/Name of person requesting												
AUD-CM	25.05	Payee if different than requestor												
AUD-CM	25.06	Amount												
AUD-CM	25.07	Description												
AUD-CM	25.08	Reimbursement or Advance (flag or indicator)												
AUD-CM	25.09	Receipts on file (Yes or No) (flag or indicator)												
AUD-CM	25.10	Justification - drop down list of at least 10 user pre-defined reasons which include one free-form field												
AUD-CM	25.11	Approvals												
AUD-CM	25.12	Approval Date												
AUD-CM	25.13	Check #/Voucher # (system assigned)												
AUD-CM	25.14	Reference Number												
AUD-CM	25.15	Payee Address												
AUD-CM	25.16	Payee Phone Number												
AUD-CM	25.17	Prepared By												
AUD-CM	25.18	Location												
AUD-CM	26	Provides for user-input text field (message) on check stub.												
AUD-CM	27	Setup, transact, and reconcile multiple petty cash accounts by department.												
Positive Pay Banking														
AUD-CM	28	Provides for positive pay banking.												
AUD-CM	29	Receive check issuance files from County's other subsystems.												
AUD-CM	30	Provides for updates (electronic and manual) when payment cancellations (voids) are confirmed.												
Bank Reconciliation														

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AUD-CM	31	Provides after a mismatch has been identified to subsequently post correction to clear the suspense file.												
AUD-CM	32	Reconcile bank activity per the cash management/general ledger module to bank transactions received from the County's bank accounts through automated and/or manual means at the operator's discretion.												
AUD-CM	33	Maintain fund cash balances in agreement with General Ledger cash balances (e.g., central cash). The system should keep balances in agreement between modules (e.g., General Ledger, Accounts Payable, and Accounts Receivable).												
AUD-CM	34	Make corrections or changes during the reconciliation process with appropriate user authorization (e.g., NSF Checks).												
AUD-CM	35	Reconcile general ledger fund cash balances with other fund cash balances, including but not limited to, trust, special accounts, etc..												
AUD-CM	36	Reconcile bank activity per the cash management/general ledger module to bank transactions received from the County's bank accounts through automated or manual means at the operator's discretion, including the following functions/features:												
AUD-CM	36.01	Utilize BAI (Bank Administration Institute) file format for bank activity input												
AUD-CM	36.02	Convert non-standard bank file formats to desired format (i.e., BAI)												
AUD-CM	36.03	Accommodate multiple bank accounts (note: responding vendors needs to specify how many bank accounts it can accommodate).												
AUD-CM	36.04	Allow user to specify automated matching criteria												
AUD-CM	36.05	Identify duplicate matches												
AUD-CM	36.06	Identify potential matches												
AUD-CM	36.07	Provide edit capability with appropriate user authorization												
AUD-CM	36.08	Provide inquiry capability with appropriate user authorization												
AUD-CM	36.09	Provide for manual matching of items not matched via automated matching												
AUD-CM	36.10	Provide aggregate (one-to-many or many-to-many) items matching												
AUD-CM	36.11	Provide exception reporting of outstanding items												
AUD-CM	36.12	Provide aging reports of reconciling items												
AUD-CM	36.13	Provide custom reporting of reconciling items												
AUD-CM	36.14	Provide data export to generate external research correspondence												
AUD-CM	37	Record discrepancies (i.e., differences in dollar amount, status, etc.) in a reconciliation suspense file without updating financial balances.												
AUD-CM	38	Provides, after a mismatch has been identified, subsequently posting the correction to clear the suspense file.												
AUD-CM	39	Reconciliation of County Treasurer cash balances with fund cash balances.												
AUD-CM	40	Automated reconciliation of all bank activity (including detailed reconciling items) per the cash management/General Ledger module to bank transactions received from the County's multiple bank accounts through automated means.												

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AUD-CM	41	Make corrections or changes during the reconciliation process with appropriate user authorization.													
AUD-CM	42	Reconciliation of cash in bank with fund cash balances.													
Check Issuance Reconciliation															
AUD-CM	43	Reconcile by issue date, issuance number, dollar amount and payee name.													
AUD-CM	44	Retain cleared checks in a check reconciliation table for inquiry and/or reporting purposes, including the ability to view the remittance advice.													
AUD-CM	45	Produce check reconciliation reports of manual transactions by bank account, by fund, and check type on a daily, monthly, or annual basis or by a specified date range.													
AUD-CM	46	Printing of a daily, monthly, annual, or specified date range report of all cleared checks by bank account, by check type, by fund and by check amount. (Detailed report should include check number, payee, check amount, etc.)													
AUD-CM	47	Produce a daily general ledger accounting report of the check clearing transactions.													
AUD-CM	48	Produce daily, monthly, annual or specified date range reports that show the total amount and number of outstanding checks by bank account and by fund.													
AUD-CM	49	Compute the number and dollar amount of checks written per check run by day and per month.													
AUD-CM	50	Produce a report of checks paid and cancelled for a user-defined time period by bank account number.													
AUD-CM	51	Provides for a daily file of checks paid by account number to be extracted to County's other subsystems.													
Staledating of Checks															
AUD-CM	52	Generate reports and electronic files of cancelled and staledated checks based upon user-defined criteria.													
AUD-CM	53	Transmit electronic information of cancelled and staledated checks based upon user-defined criteria.													
AUD-CM	53.01	Texas Comptroller Bureau of Public Accounts													
AUD-CM	53.02	County Auditor's Office													
AUD-CM	53.03	Crime Victims Compensation Fund													
AUD-CM	54	Accept and post cancellation status and cancellation date of posted staledated checks.													
AUD-CM	55	Post accounting entries to record cancellation information accepted by the system.													
AUD-CM	56	Provides for user-defined status codes that can be applied to checks to track the claims for check replacement and the stages of the research (e.g., requested, assigned, researched, restored).													
AUD-CM	57	Track history of claims for replacement checks through each successive status.													
AUD-CM	58	Produce a detail staledated Checks Listing by bank account, by fund, by check type, date range and by check amount. (Detailed report should include check number, payee, check amount, etc.)													
Debt Tracking															

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AUD-CM 59	Generate an unlimited number of debt schedules based on current maturity (complete amortization by year and cumulative).													
AUD-CM 60	Generate amortization schedules for bonds, leases, notes, and commercial paper.													
AUD-CM 61	Track debt issued, including the following:													
AUD-CM 61.01	Debt and maturity type													
AUD-CM 61.02	Number of validation proceedings regarding debt election													
AUD-CM 61.03	Date of validation by Commissioner's Court of debt election													
AUD-CM 61.04	Date Authorized by Commissioner's Court order													
AUD-CM 61.05	Effective interest rate													
AUD-CM 61.06	Date of Sale													
AUD-CM 61.07	Denomination of bonds													
AUD-CM 61.08	Date of delivery													
AUD-CM 61.09	Title													
AUD-CM 61.10	Purpose (at lease 60 characters long)													
AUD-CM 61.11	Date of issue													
AUD-CM 61.12	Amount of issue													
AUD-CM 61.13	Date of Bonds													
AUD-CM 61.14	Bond paying agent/contact/phone number													
AUD-CM 61.15	Interest dates													
AUD-CM 61.16	Interest rate (multiple, semi-annual)													
AUD-CM 61.17	Purchaser- Contact Name and Phone Number													
AUD-CM 61.18	Underwriter- Contact Name and Phone Number													
AUD-CM 61.19	Bond Counsel- Contact Name and Phone Number													
AUD-CM 61.20	Financial Advisor- Contact Name and Phone Number													
AUD-CM 61.21	Dealer- Contact Name and Phone Number													
AUD-CM 61.22	Lender- Contact Name and Phone Number													
AUD-CM 61.23	Holder- Contact Name and Phone Number													
AUD-CM 61.24	Where payable													
AUD-CM 61.25	Accrued interest													
AUD-CM 61.26	Sale price total													
AUD-CM 61.27	Discount/premium													
AUD-CM 61.28	Bond maturity schedule													
AUD-CM 61.29	Bond repayment schedule													
AUD-CM 61.30	Date of maturity													
AUD-CM 61.31	Maturity years													
AUD-CM 61.32	Total matured amount													
AUD-CM 61.33	Coupon payment date													
AUD-CM 61.34	Bond identifier number													
AUD-CM 61.35	Annual principal maturity amounts													
AUD-CM 61.36	Bond principal payment date (multiple)													
AUD-CM 61.37	Interest amount													
AUD-CM 61.38	Call provisions (to call bonds early)													
AUD-CM 61.39	Refunding Date													
AUD-CM 61.40	Bond Issuance Cost													
AUD-CM 61.41	Comments													
AUD-CM 61.42	Any user defined field													
AUD-CM 61.43	Secured by													
AUD-CM 62	Print out a summarized description of a bond based on user-defined criteria.													

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AUD-CM 63	Define the appropriate Account Code Combination for principal and interest to be charged to.													
AUD-CM 64	Create amortization schedules for principal, interest, premiums/discounts, debt costs and debt losses by manually inserting known information.													
AUD-CM 65	Use the amortization schedules in regards to cash flow and cash flow reporting.													
AUD-CM 66	Provides ability to calculate total principal and interest on all debt by year (fiscal and calendar), retired, defeased, issued, and outstanding.													
AUD-CM 67	Provides for system to use amortization schedule and payment remittance information to generate a check (before due date), Wire, or ACH on due date with a prompt for approval before generating payment.													
AUD-CM 68	Post generated payment to appropriate Chart of Accounts in General Ledger.													
AUD-CM 69	Print out monthly due date schedule of debt with principal and interest spread among different Chart of Accounts.													
AUD-CM 70	Attach documents (i.e., Word, Excel, scanned, etc.) to debt transactions.													
AUD-CM 71	Inquire by any debt related data element.													
AUD-CM 72	Separate bonds into groups such as: general obligation, revenue, notes & contracts, and general fund supported.													
AUD-CM 73	Pull principal and interest disbursed amounts into various reports.													
AUD-CM 74	Print report with outstanding principal and/or interest at any given date.													
AUD-CM 75	Track capital and operating leases issued, including, but not limited to, the following:													
AUD-CM 75.01	Capital vs Operating Lease Type Indicator													
AUD-CM 75.02	Effective interest rate													
AUD-CM 75.03	Date of lease													
AUD-CM 75.04	Date of delivery													
AUD-CM 75.05	Purpose													
AUD-CM 75.06	Lease amount total													
AUD-CM 75.07	Description (at least 256 characters)													
AUD-CM 75.08	Other charges													
AUD-CM 75.09	Payment Dates													
AUD-CM 75.10	Interest Dates													
AUD-CM 75.11	Lessor													
AUD-CM 75.12	Lease amortization schedule													
AUD-CM 75.13	Lease term													
AUD-CM 75.14	Lease number													
AUD-CM 75.15	Early redemption provisions:													
AUD-CM 75.15.01	Date													
AUD-CM 75.15.02	Percent													
AUD-CM 75.15.03	Cost													
AUD-CM 75.16	Any other user defined field													
AUD-CM 76	Provides for year-end reports showing principal and interest paid during year and outstanding balances.													

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AUD-CM 77	Track proceeds and interest earned on those proceeds with comparison to interest paid on the debt for arbitrage requirements.													
AUD-CM 78	Track expenditures which are funded by debt proceeds utilizing the Accounts Payable and Project modules.													
Cash flow, Reporting and Inquiry														
AUD-CM 79	Provide for year end reporting.													
AUD-CM 80	Provides cash flow monitoring and reporting, including a comprehensive cash receipts/disbursements journal based upon user-specified criteria.													
AUD-CM 81	Provides user-defined cash reporting that can be run on a user-defined time period (i.e., daily, monthly, weekly, hourly, etc.).													
AUD-CM 82	Provides cash flow report that ties to the general ledger cash accounts. This requires the ability to track offsetting accounts directly related to a cash transaction.													
AUD-CM 83	Provides for a cash flow analysis tool that can be utilized to generate cash projections, and 'What ifs' scenarios for user-specified time period, including, but not limited to, the following:													
AUD-CM 83.01	Allow retrieval of actual "cash" receipts and disbursement dollar amounts including agency trust funds by each specified time period at the lowest levels, (i.e., transaction level with the ability to roll items up to higher levels at user's discretion).													
AUD-CM 83.02	Maintain totals and subtotals of receipts and disbursements by specified time period and account number.													
AUD-CM 83.03	Retains history of actual receipt and disbursement dollar amounts.													
AUD-CM 83.04	Retains history of projections.													
AUD-CM 83.05	Allow users the flexibility of determining projections (using selected projection method, i.e., straight-line, proportionate allocation) down to individual item/cell level.													
AUD-CM 83.06	Allow an Agency to combine multiple line items and apply projection parameters such as: change in billing/paying cycle from monthly to quarterly; change in tax rates; etc.													
AUD-CM 83.07	Prepares reports comparing cash flow projections to actual at all levels.													
AUD-CM 83.08	Prepares a cash projection for the upcoming fiscal year based on available data and user defined modeling parameters.													
AUD-CM 83.09	Display actual receipts and disbursements data with remaining projection data.													
AUD-CM 83.10	Print reports at a detailed or summary level for official reports, (i.e., official statements).													
AUD-CM 84	Provides drill down from summary deposit or disbursement balances to the supporting detailed transactions.													
AUD-CM 85	Provides the ability to calculate the average amounts clearing the bank by specific time and date with the ability to export. (Average clearance report)													
AUD-CM 86	Report daily transactions by type for user defined periods or days (i.e., 5 day projections) for all Wire, ACH, EFT and check transactions.													

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AUD-CM 87	Report daily projections by type for user defined periods or days (i.e., 5 day projections) for all Wire, ACH, EFT and check transactions.													
AUD-CM 88	Produce the following reports:													
AUD-CM 88.01	Cash Flow Reports													
AUD-CM 88.02	Average Clearance Reports													
AUD-CM 88.03	Daily Transactions by Type Reports													
AUD-CM 88.04	History of Staledated Checks													
AUD-CM 88.05	Check Reconciliation Reports													
AUD-CM 88.06	Checks Cleared Reports													
AUD-CM 88.07	Checks Status Reports													
AUD-CM 88.08	Bank Recon Report													
AUD-CM 88.09	Daily Deposit Transaction Report by Location by Type													
AUD-CM 88.10	Outstanding Check Report													
AUD-CM 88.11	Petty Cash Report													
AUD-CM 88.12	Bank Recon - Outstanding Items Report													
AUD-CM 88.13	Bank Recon - Reconciling Items Report													
AUD-CM 88.14	Deposit Transaction Report by Day by Deposit													
AUD-CM 88.15	Bank Recon Non-Match Items Report													
AUD-CM 88.16	Staledated Check Reports													
AUD-CM 88.17	Debt Reports-Principal and Interest by Fiscal Year by Fund													
AUD-CM 88.18	Investment Transaction Reports- Detailed													
AUD-CM 88.19	Investment Transaction Reports- Summary													
AUD-CM 88.20	Debt Amortization Schedules													
Interfaces														
AUD-CM 89	The following are potential interfaces required to/from the Cash Management module:													
AUD-CM 89.01	Bank													
AUD-CM 89.02	Legacy H.T.E System													
AUD-CM 89.03	CSCD/Adult Probation Case Management													
AUD-CM 89.04	CIJS (Common Integrated Justice System) - Odyssey													
AUD-CM 89.05	Sheriff Jail Commissary Account													
AUD-CM 89.06	County Tax Assessor/ Collector													
AUD-CM 89.07	SymPro													
AUD-CM 89.08	Granicus Land & Vitals													

Functional Category: Grants Accounting

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												Required to Fulfill Requirements		
Grant Accounting General Requirements														
AUD-GA	1	Establish multiple businesses/legal entities (e.g., funds, departments, divisions, functional areas, etc.) in one financial system and track all financial activity for each entity independently.												
AUD-GA	2	Integrate with other relevant modules, including but not limited to:												
AUD-GA	2.01	Procurement												
AUD-GA	2.02	Asset Management												
AUD-GA	2.03	Accounts Payable												
AUD-GA	2.04	Accounts Receivable												
AUD-GA	2.05	General Ledger												
AUD-GA	2.06	Inventory												
AUD-GA	2.07	Cash Receipts												
AUD-GA	2.08	Project Accounting												
AUD-GA	2.09	Budgets												
AUD-GA	2.10	Payroll/HR												
AUD-GA	3	Track and report grant operations (i.e., budget, expenditures, pre-encumbrances, encumbrances, revenue) over several different periods including but not limited to the following:												
AUD-GA	3.01	County Fiscal Year												
AUD-GA	3.02	Multiple-year Grant/pass-through grant Period												
AUD-GA	3.03	Specified period within the Grant/pass-through grant Period												
AUD-GA	4	Create and maintain grant/pass-through grant applications and proposals.												
AUD-GA	5	Identify grants/pass-through grants by multiple user-defined identifiers including but not limited to the following:												
AUD-GA	5.01	Award Number												
AUD-GA	5.02	Contract Number												
AUD-GA	5.03	Catalog of Federal Domestic Assistance (CFDA) Number												
AUD-GA	5.04	Reporting Category												
AUD-GA	5.05	Grant Award Number												
AUD-GA	5.06	Project Number												
AUD-GA	6	Add, modify, activate and/or inactivate grant/pass-through grant information with proper security and audit trail of all changes.												
AUD-GA	7	Permit assignment of indirect cost codes by line item or grant category.												
AUD-GA	8	Create and generate indirect cost data based upon a cost allocation plan.												
AUD-GA	9	Record payroll information against a grant/pass-through grant by position and percentage allocation, as determined by user.												
AUD-GA	10	Designate a grant/pass-through grant status as active or inactive.												
AUD-GA	11	Enter text or comments to a specific grant.												
AUD-GA	12	Execute and accommodate multiple budget transfers and adjustments for a grant.												

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AUD-GA	13	Maintain data across multiple fiscal years for as long as the grant/pass-through grant is open and for a user-specified period after grant/pass-through grant is closed.													
AUD-GA	14	Track grant and pass-through grant budget, expenditure, encumbrance, pre-encumbrance and revenue activity.													
AUD-GA	15	Enter information by multiple departments on a single grant/pass-through grant with security constraints established at transaction level.													
AUD-GA	16	Route transactions requiring approval to the appropriate person.													
AUD-GA	17	Account for grant/pass-through grant revenues and expenditures for the fiscal year, grant year and the perpetual life of the grant/pass-through grant.													
Grant Ledgers															
AUD-GA	18	Maintain and report on the following information, including drill down to supporting documents and images, in respect to grants. Important user-defined data fields are as follows:													
AUD-GA	18.01	Grant number													
AUD-GA	18.02	Grant name													
AUD-GA	18.03	Grant description (at least 300 characters)													
AUD-GA	18.04	Grantor													
AUD-GA	18.05	Grantor Contact Name (at least 99 contact names with storage of appropriate contact information)													
AUD-GA	18.06	Grantor's mailing address													
AUD-GA	18.07	Grantor's email													
AUD-GA	18.08	Grantor's phone number (multiple numbers)													
AUD-GA	18.09	Original grant approval amount, including for category budgets													
AUD-GA	18.10	Grant fiscal period													
AUD-GA	18.11	Date application submitted													
AUD-GA	18.12	Date application approved or denied													
AUD-GA	18.13	Grant beginning date													
AUD-GA	18.14	Grant expiration date													
AUD-GA	18.15	Grant extension date													
AUD-GA	18.16	Grant budget begin date													
AUD-GA	18.17	Grant budget end date													
AUD-GA	18.18	Close-out end date													
AUD-GA	18.19	Award Date													
AUD-GA	18.20	Archive Date													
AUD-GA	18.21	Responsible department or division (multiple)													
AUD-GA	18.22	Department or division contact and phone number													
AUD-GA	18.23	Contract/Project Grantor Award Number													
AUD-GA	18.24	Project Number													
AUD-GA	18.25	Original Request Amount													
AUD-GA	18.26	Award Amount													
AUD-GA	18.27	Adjusted Award Amount (current award amount), by overall and by category													
AUD-GA	18.28	Retainage													
AUD-GA	18.29	County match (if any) broken out by types including but not limited to the following:													
AUD-GA	18.29.01	Cash													

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AUD-GA 18.29.02	In-Kind													
AUD-GA 18.29.03	Volunteer													
AUD-GA 18.29.04	Donations													
AUD-GA 18.30	Amounts of County matching funds (multiple)													
AUD-GA 18.31	Amounts of State matching funds (multiple)													
AUD-GA 18.32	Amounts of Federal matching funds (multiple)													
AUD-GA 18.33	Amounts of In-kind matching funds (multiple)													
AUD-GA 18.34	Amounts of 3rd Party matching funds (multiple)													
AUD-GA 18.35	Description for each of the matching funds													
AUD-GA 18.36	Matching funds contact information for each of the matching funds, including capability to add attachments													
AUD-GA 18.37	Matching funds percentages													
AUD-GA 18.38	Federal Indirect Cost Rate (FICR) Allowable indicator (yes/no)													
AUD-GA 18.39	FICR Rate													
AUD-GA 18.40	FICR Type (provision, pre-determined, fixed, final)													
AUD-GA 18.41	Grant Type (e.g., Federal, State, etc.)													
AUD-GA 18.42	Catalog of Federal Domestic Assistance (CFDA) number													
AUD-GA 18.43	CFDA title													
AUD-GA 18.44	Federal Agency Code													
AUD-GA 18.45	Federal Agency Name													
AUD-GA 18.46	Funding Source - user defined (Federal grant, Foundation grant, State, Other, etc)													
AUD-GA 18.47	Non-Financial Grant Requirements (narrative fields of at least 300 characters)													
AUD-GA 18.48	Grant Reporting Function/Category (multiple)													
AUD-GA 18.49	Governing Body's approval date													
AUD-GA 18.50	Governing Body's Order Number													
AUD-GA 18.51	Number and type of positions by unit of assignment													
AUD-GA 18.52	Allowable expenditures (by type, category, class, percentage, etc.)													
AUD-GA 18.53	Account codes for expenditures and revenue													
AUD-GA 18.54	Grant Reporting Due Dates (multiple)													
AUD-GA 19	Track Sub-Recipient information, with the ability for the department to require or make optional the following fields:													
AUD-GA 19.01	Sub-Recipient number													
AUD-GA 19.02	Sub-Recipient name													
AUD-GA 19.03	Organization type (user-defined)													
AUD-GA 19.04	FEID #													
AUD-GA 19.05	Vendor ID (linked to vendor file)													
AUD-GA 19.06	Sub-Recipient description (at least 300 characters)													
AUD-GA 19.07	County Department Grantor Name													
AUD-GA 19.08	Sub-Recipient Contact Name													
AUD-GA 19.09	Sub-Recipient's mailing address													
AUD-GA 19.10	Sub-Recipient's email													
AUD-GA 19.11	Sub-Recipient Phone number (multiple numbers)													
AUD-GA 19.12	Original Sub-Recipient approval amount													
AUD-GA 19.13	pass-through grant budget													
AUD-GA 19.14	pass-through grant amendments													
AUD-GA 19.15	pass-through grant carryovers													
AUD-GA 19.16	pass-through grant fiscal period													

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AUD-GA	19.17	Date pass-through grant application received												
AUD-GA	19.18	pass-through grant application approved or denied date												
AUD-GA	19.19	pass-through grant beginning date												
AUD-GA	19.20	pass-through grant expiration date												
AUD-GA	19.21	pass-through grant Extension Date												
AUD-GA	19.22	pass-through grant Budget Begin Date												
AUD-GA	19.23	pass-through grant Budget End Date												
AUD-GA	19.24	pass-through grant Close-out End Date												
AUD-GA	19.25	pass-through grant Archive date												
AUD-GA	19.26	pass-through grant Award date												
AUD-GA	19.27	County Department contact and phone number (multiple)												
AUD-GA	19.28	Payment schedule												
AUD-GA	19.29	Original Grant Award Number												
AUD-GA	19.30	Original Allocation												
AUD-GA	19.31	pass-through grant Adjusted Award Amount (current amount)												
AUD-GA	19.32	pass-through grant Retainage												
AUD-GA	19.33	Amounts of County matching funds (multiple)												
AUD-GA	19.34	Amounts of County non-matching funds (multiple)												
AUD-GA	19.35	Amounts of State matching funds (multiple)												
AUD-GA	19.36	Amounts of State non-matching funds (multiple)												
AUD-GA	19.37	Amounts of local cash matching funds (multiple)												
AUD-GA	19.38	Amounts of local in-kind match (multiple)												
AUD-GA	19.39	Amounts of 3rd Party matching funds (multiple)												
AUD-GA	19.40	Amounts of Other Resources non-match												
AUD-GA	19.41	Description for each of the matching and non-matching funds												
AUD-GA	19.42	Match/Non-match percentages												
AUD-GA	19.43	Sub-Recipient Indirect Cost Rate (ICR)												
AUD-GA	19.44	Sub-Recipient ICR Type (provision, pre-determined, fixed, final)												
AUD-GA	19.45	pass-through grant Type (multiple)												
AUD-GA	19.46	CFDA number (multiple)												
AUD-GA	19.47	CFDA title (multiple)												
AUD-GA	19.48	Original Funding Source												
AUD-GA	19.49	Non-Financial pass-through grant Requirements (narrative fields of at least 300 characters)												
AUD-GA	19.50	pass-through grant Reporting Function/Category (multiple)												
AUD-GA	19.51	Governing Body's approval date												
AUD-GA	19.52	Governing Body's Order Number												
AUD-GA	19.53	Number and type of positions by unit of assignment												
AUD-GA	19.54	Allowable expenditures (by type, category, class, percentage, etc.)												
AUD-GA	19.55	Account codes for expenditures and revenue												
AUD-GA	19.56	Sub-Recipient Reporting Due Dates (multiple)												
AUD-GA	20	Permit single entry of information by populating data-entry fields from the grant to the pass-through grant including but not limited to the following fields:												
AUD-GA	20.01	pass-through grant beginning date												
AUD-GA	20.02	pass-through grant expiration date												
AUD-GA	20.03	pass-through grant Extension Date												
AUD-GA	20.04	pass-through grant Budget Begin Date												

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AUD-GA	20.05	pass-through grant Budget End Date													
AUD-GA	20.06	pass-through grant Close-out End Date													
AUD-GA	20.07	pass-through grant Archive date													
AUD-GA	20.08	pass-through grant Award date													
AUD-GA	20.09	County Department contact and phone number (multiple)													
AUD-GA	20.10	CFDA number (multiple)													
AUD-GA	20.11	CFDA title (multiple)													
AUD-GA	21	Define the budget year of the grant independent of the established fiscal year.													
AUD-GA	22	Set up and report budget items based on multiple fiscal years and grant years.													
AUD-GA	23	Calculate on a user defined basis indirect costs associated with any grant and to provide system-generated entries.													
AUD-GA	24	Calculate on a user defined basis and track matching fund requirements associated with any grant/pass-through grant and to provide system generated entries.													
AUD-GA	25	Accommodate grant year accounting, and comply with both grant year and fiscal year budgeting requirements.													
AUD-GA	26	Support the carry forward budget at County fiscal year end where applicable to do so.													
AUD-GA	27	Establish grant budgets at the various grant levels and/or object level at the user's discretion, and track expenditures against the budget. The grant budget is independent of all other budgets.													
AUD-GA	28	Provide grant budgetary control options as follows:													
AUD-GA	28.01	Absolute Control - prevents transaction from processing, may not be overridden;													
AUD-GA	28.02	Override Control - prevents transaction from processing with the ability to override error with appropriate security;													
AUD-GA	28.03	Warning - provides warning message but allows transaction to process.													
AUD-GA	28.04	Tracking Only / No Control - allows transaction to process without warning.													
Grant Processing															
AUD-GA	29	Establish and adjust budgets by authorized users for grants through the use of budget transactions.													
AUD-GA	30	Maintain and review grant/pass-through grant detail and summary history.													
AUD-GA	31	Uniquely identify each subgrantee for grants and all grant financial activity related to subgrantees.													
AUD-GA	32	Archive expired grants after user-specified period of time, with proper security.													
AUD-GA	33	Accommodate the transparency of reporting and single entry needs through the capture of all financial grant activity through the general ledger.													
AUD-GA	34	Identify and differentiate between federal, state, private and other grants for audit purposes.													
AUD-GA	35	Support the linking of grants to multiple projects.													
AUD-GA	36	Allow the linking of multiple grants to a single project.													

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AUD-GA	37	Support the use of automation and utilize a defined workflow to notify grant administrators and other users (at user-defined time periods) of grant/pass-through grant milestones (expiration dates etc.).													
AUD-GA	38	Through user-defined workflow, notify grant administrators when a review and/or approval of information is required.													
AUD-GA	39	Provide support for cash basis, modified accrual, or accrual accounting.													
AUD-GA	40	Permit adjustments to any open accounting period, provided the year is open, for any grant.													
AUD-GA	41	Accumulate data for invoice for reimbursable expenditures for any grant for a user-defined period of time.													
AUD-GA	42	Through the use of a flag/indicator (i.e., hold status), prevent transactions from posting against the grant/pass-through grant.													
AUD-GA	43	Suspend grant/pass-through grant transactions based on user-defined criteria (e.g., expiration date or grant status).													
AUD-GA	44	Notify the user if a transaction contains an invalid general ledger/project number using an edit warning/error message.													
AUD-GA	45	Suspend a grant/pass-through grant prior to completion.													
AUD-GA	46	Provide an electronic notification (e.g., warning, email, etc.) to the user-defined person when expenditures are at specified percentile of budget based on user-defined criteria. Criteria may differ from grant to grant. For example, when grant expenditure exceeds 2/3 of the budgeted grant amount, a notification will be sent.													
AUD-GA	47	Permit closing of a support grant/pass-through grant independent of the County's fiscal year.													
AUD-GA	48	Archive closed grants/pass-through grants that have no activity beyond a user-defined time interval.													
AUD-GA	49	Enable an archive process for expired grants/pass-through grants or non-awarded grants/pass-through grants after a user-specified period of time.													
AUD-GA	50	Track and account for reimbursements and advance payments.													
AUD-GA	51	Generate a bill for the grantor from grant data (e.g., grant phase, object, match rate) when a bill is required.													
AUD-GA	52	To bill multiple participants on a grant (e.g., Federal, local, state, other state agency, or private entity).													
AUD-GA	53	Enforce business logic to ensure grant billings do not exceed the project/grant budget.													
AUD-GA	54	Enables the use of an electronic notification to the user for outstanding receivables after a user-specified length of time.													
AUD-GA	55	Integrates with Accounts Receivable to provide billing, aging, and tracking capabilities.													
AUD-GA	56	Ability to track retainage withheld on each contract for each grant.													
Reporting															
AUD-GA	57	Generate a grant budget variance year-to-date, inception-to-date, or another user-defined time period report.													
AUD-GA	58	Support the reporting of compliance with Grant Administrative and Programmatic Conditions by user-defined criteria (e.g., funding sources).													

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AUD-GA 59	Assist in regular accounting practices by running reports to reconcile between Grants and General Ledger.													
AUD-GA 60	Provide a report of grant expenditures/encumbrances at all budgetary levels of the grant.													
AUD-GA 61	Accommodate federal/state reporting requirements for capital projects (e.g., federal government had different threshold, etc.).													
AUD-GA 62	Generate a scheduled or ad-hoc report on purchase orders by all budgetary levels of the grant.													
AUD-GA 63	Summarize by County, state, federal fiscal year, or user-defined time period for reporting purposes.													
AUD-GA 64	Retain user developed queries/inquiries for future use.													
AUD-GA 65	Generate reports for specific Chart of Account field value and/or range of values.													
AUD-GA 66	Permit user/administrator to modify grant reports for future changes in federal and state reporting purposes.													
AUD-GA 67	Generate a fixed asset report based on the Grantor.													
AUD-GA 68	Generate the County's Schedule of Federal/State Financial Expenditures as needed for the Single Audit.													
AUD-GA 69	Download all reports and inquiries into a common file format including but not limited to, Microsoft Word (.doc), Access (.mdb), and Excel (.xls); Adobe Acrobat/Portable Document Format (.pdf); HTML, XML, etc.													
Potential Interfaces														
AUD-GA 70	Ability to interface with:													
AUD-GA 70.01	PeopleSoft HRMS													
AUD-GA 70.01.0	Payroll													
AUD-GA 70.01.0	Time Keeping and Labor Distribution													
AUD-GA 70.02	Fleet													
AUD-GA 71	Ability to import data from other software/systems													

Functional Category: Project Accounting

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			F	NV	TP	CO	R	CU	NA	NR						
General Design																
AUD-PA	1	Establish multiple businesses/legal entities (e.g., funds, departments, divisions, functional areas, etc.) in one financial system and track all financial activity for each entity independently.														
AUD-PA	2	Track and report project operations (i.e., budget, expenditures, pre-encumbrances, encumbrances, revenue) over several different periods including County fiscal year, state fiscal year, multiple-year project period, and any specified period within the project period.														
AUD-PA	3	Allocate payroll costs by employee to various projects, as determined by project requirements.														
AUD-PA	4	Uniquely identify each project through the assignment of a project number and provide a comprehensive accounting for all project activity, including project-related descriptive information. Information to be maintained includes, but is not limited to, the following:														
AUD-PA	4.01	Project Number (at least 12 characters in length)														
AUD-PA	4.02	Project Type														
AUD-PA	4.03	Category														
AUD-PA	4.04	Project Phase														
AUD-PA	4.05	Project Task														
AUD-PA	4.06	Project Begin Date														
AUD-PA	4.07	Project End Date														
AUD-PA	4.08	Effective Start Date (Phase or Task)														
AUD-PA	4.09	Effective End Date (Phase or Task)														
AUD-PA	4.10	Project Title (at least 50 characters)														
AUD-PA	4.11	Phase Title														
AUD-PA	4.12	Task Title														
AUD-PA	4.13	Project Approval Request Date														
AUD-PA	4.14	Project Approval Date														
AUD-PA	4.15	Descriptive Information/Comments (at least 256 characters)														
AUD-PA	4.16	Project Role (e.g., Project Manager, Supervisor) - Table driven with user-defined values														
AUD-PA	4.17	Project Role Name														
AUD-PA	4.18	Group Code (i.e., value used to group like or associated projects together)														
AUD-PA	4.19	Location														
AUD-PA	4.20	Project Status (e.g., Open, Open for GL Entry, Closed) - Table driven with user-defined values														
AUD-PA	4.21	Multiple user-defined fields														
AUD-PA	4.22	Multiple Funding Source														
AUD-PA	5	Link multiple projects to a grant.														
AUD-PA	6	Access prior years' project cost.														

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AUD-PA 7	Establish project activity at a lower level of detail (e.g., phase, task) than project number and track financial activity associated with each location, phase, or activity within a phase.													
AUD-PA 8	Track projects over multiple years.													
AUD-PA 9	Monitor project progress and milestone accomplishments against a project-specific schedule.													
AUD-PA 10	Integrate with the Accounts Receivable module to provide all billing, aging, and tracking capabilities.													
AUD-PA 11	Maintain historical data for all projects independent of GL data (across multiple fiscal years).													
AUD-PA 12	Assign resources (e.g., people, equipment) to a project.													
AUD-PA 13	Manage multiple projects under one project.													
AUD-PA 14	Record and track defined project milestones.													
AUD-PA 15	Perform roll-ups and drill downs at various levels within the chart of accounts hierarchy.													
AUD-PA 16	Route transactions requiring approval to the appropriate person.													
AUD-PA 17	Support cash, modified accrual and accrual accounting.													
AUD-PA 18	Integrate with the following functions/modules:													
AUD-PA 18.01	General Ledger													
AUD-PA 18.02	Accounts Payable													
AUD-PA 18.03	Accounts Receivable													
AUD-PA 18.04	Asset Management													
AUD-PA 18.05	Purchasing													
AUD-PA 18.06	Grant Accounting													
AUD-PA 18.07	Inventory													
AUD-PA 18.08	Budget													
AUD-PA 18.09	Work orders													
AUD-PA 19	Allow for the designation of project status as active or inactive.													
AUD-PA 20	Allow for entry of text or comments to a specific project.													
AUD-PA 21	Maintain data across multiple fiscal years for as long as the project is open and for a user-specified period after project closes.													
AUD-PA 22	Allow multiple departments to enter information on a single project with security constraints established at transaction level.													
AUD-PA 23	Account for project revenues and expenditures for the fiscal year, project year and the perpetual life of the project.													
Project Maintenance														
AUD-PA 24	Enter descriptive information (narrative, contract terms, funding limits) about a project and track statistical data.													
AUD-PA 25	Maintain multiple types of project completions/status.													
AUD-PA 26	Prevent charges from being allocated or recorded against an inactive project.													
AUD-PA 27	Apply multiple funding sources per project number.													
AUD-PA 28	Maintain project and fund accounts over multiple fiscal years.													
Project Ledgers and Budget														
AUD-PA 29	Establish project budgets across funds.													

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AUD-PA 30	Perform flexible budgeting for capital and operating projects while adhering to the level of budgetary controls established in the General Ledger.													
AUD-PA 31	Differentiate all transactions between operating and capital budgets.													
AUD-PA 32	Associate multiple funding sources with projects and track the application of funding to actual expenditure.													
AUD-PA 33	Forecast budgets for multi-year periods.													
AUD-PA 34	Maintain multiple fiscal year budgets for projects.													
AUD-PA 35	Allocate and track budget dollars by selected user-defined levels.													
AUD-PA 36	Record and maintain the following financial data for each unique project:													
AUD-PA 36.01	Original Project Budget													
AUD-PA 36.02	Adjusted Project Budget													
AUD-PA 36.03	Project Expenditures													
AUD-PA 36.04	Project Revenues													
AUD-PA 36.05	Pre-Encumbrances													
AUD-PA 36.06	Encumbrances													
AUD-PA 37	Establish summary and detailed capital and operating project budgets in dollar amounts and/or units (e.g., hours) optionally by any or all of the elements listed below. Required fields can be optionally controlled by project type.													
AUD-PA 37.01	Project (total)													
AUD-PA 37.02	Project Phase													
AUD-PA 37.03	Department													
AUD-PA 37.04	Fund													
AUD-PA 37.05	Task													
AUD-PA 37.06	Project Year													
AUD-PA 37.07	Fiscal Year													
AUD-PA 38	Maintain multiple revisions to the budget in the above detail, including audit trail.													
AUD-PA 39	Track projects by budget revisions.													
AUD-PA 40	Post all project budget transactions to a "budget" ledger in sufficient detail to account for all details of budget transactions.													
AUD-PA 41	Record and maintain data at the following levels of detail, including but not limited to:													
AUD-PA 41.01	Fiscal Year (County)													
AUD-PA 41.02	Funding Source Fiscal Year													
AUD-PA 41.03	Type													
AUD-PA 41.04	Phase													
AUD-PA 41.05	Task													
AUD-PA 41.06	Department													
AUD-PA 41.07	Project Period (Inception to Date)													
AUD-PA 41.08	All chart of accounts elements as defined in the General Ledger requirements													
AUD-PA 42	Roll forward unexpended annual project budgets over year-end.													
AUD-PA 43	Accumulate and bill for all reimbursable portions of projects from the Accounts Receivable module.													

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AUD-PA 44	Ability for project budgetary control options by project budget line as follows:													
AUD-PA 44.01	Absolute control - prevents transaction from processing, may not be overridden													
AUD-PA 44.02	Override Control - prevents transaction from processing with the ability to override error with appropriate security													
AUD-PA 44.03	Warning – provides warning message but allows transaction to process													
AUD-PA 44.04	No control – allows transaction to process without warning													
AUD-PA 45	Establish project budgets and track/control expenditures against the budget.													
AUD-PA 46	Summarize or "rollup" expenditures to a higher budget level.													
AUD-PA 47	Alert user with a flag or warning when project budget is overcharged either by overall project, category, phase, or task and allows the overcharge only with proper security.													
AUD-PA 48	Notify (e.g., warning, email, etc.) the appropriate person when expenditures are at specified percentile of budget based on user-defined criteria. Criteria may differ from project to project. For example, when project expenditure reaches 90% of project budget, email is sent to project manager.													
AUD-PA 49	Allocate and track budget dollars by selected user-defined levels.													
AUD-PA 50	Establish project accounts to record project activity including budgets, pre-encumbrances, encumbrances, revenues and expenditures.													
AUD-PA 51	Record project activity over multiple years.													
AUD-PA 52	Record project activity over multiple departments.													
AUD-PA 53	Classify the project by type													
AUD-PA 54	Track the following dates:													
AUD-PA 54.01	Planned start date													
AUD-PA 54.02	Actual start date													
AUD-PA 54.03	Planned completion date													
AUD-PA 54.04	Project completion date													
AUD-PA 55	Prevent charges from being allocated to a closed project, sub-project, phase or task with the ability to override with the proper security.													
AUD-PA 56	Maintain multiple types of project completions/status. For example, project may be complete from a performance viewpoint but still open for accounting purposes.													
AUD-PA 57	Track funds that are redirected from and to another project through a budget amendment.													
AUD-PA 58	Establish project budgets at the project, sub-project, phase or task level at the user's discretion, and track multiple funding sources and expenditures against the budget. The project budget is independent of all other budgets (i.e., Department, grant, and contract).													
AUD-PA 59	Define the project/phase/task or budget year of the project independent of the established fiscal year.													
AUD-PA 60	Set up and report budget items based on multiple fiscal years and project years.													

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AUD-PA 61	Move budget from one project to another, with user defined security control.													
AUD-PA 62	Increase or decrease project budget after project is in place, with user defined security control.													
AUD-PA 63	Track the application of funding to actual expenditure.													
AUD-PA 64	Associate multiple funding sources with projects.													
AUD-PA 65	Associate multiple funding sources to multiple phases within projects.													
Project Details														
AUD-PA 66	Track the change order process for projects.													
AUD-PA 67	Track retainage and release by user-defined percentages.													
AUD-PA 68	Track both contracts and in-house spending to a project.													
AUD-PA 69	Transfer transaction detail from one project to another.													
AUD-PA 70	Accommodate multiple change orders.													
AUD-PA 71	Automatically set aside retainage by multiple user-defined percentages and release formulas.													
AUD-PA 72	Record non-financial data without affecting financial accounts.													
AUD-PA 73	Ability for input, adjustments, and transfer of costs at the lowest level of account coding.													
AUD-PA 74	Generate user-defined warnings when project and phase expenditures nears or exceeds the original project estimates.													
Project Processing														
AUD-PA 75	Edit transaction to ensure that project billings do not exceed the project budget.													
AUD-PA 76	Carry forward fiscal year appropriation and cash balances for multi-year projects.													
AUD-PA 77	Separate costs by real estate acquisition, construction and A&E services (Architectural and Engineering).													
AUD-PA 78	Ability for hierarchical approach to tracking and reporting projects costs and other user-defined fields.													
AUD-PA 79	Link a project to multiple funding sources (e.g., Bond issuances, Grants, etc.).													
AUD-PA 80	Link a funding source to multiple projects.													
AUD-PA 81	Assign indirect cost codes.													
AUD-PA 82	Prevent contractors from receiving payment prior to certain user-defined criteria being met (e.g., prior to the official start date of the project or until access requirements and ADA regulations are met) with the ability to override with the proper security.													
AUD-PA 83	Notify Project Manager and Vendor if payment put on hold due to user-defined criteria not being met.													
AUD-PA 84	Warning at voucher entry if payment will be put on hold due to user-defined criteria not being met or due to Vendor flagged in Set-Off.													
AUD-PA 85	Allow processing of project-related revenue transactions outside of the project service dates through override capability.													
AUD-PA 86	Identify expenditures by grant number, project number, and outstanding pre-encumbrances/encumbrances for a specific project number.													
AUD-PA 87	Post non-financial transactions to project ledgers without corresponding posting to general ledger accounts.													

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AUD-PA 88	Edit check journals (for coding) before processing													
AUD-PA 89	Provide appropriation control (funds availability check) at the project level.													
AUD-PA 90	Provide cash control (cash availability check).													
AUD-PA 91	Account for projects that may cross funds or budgets.													
AUD-PA 92	Carry forward project balances and project budgets to future years.													
AUD-PA 93	Ability to do phased budgeting for multi year awards when funding is received in installments.													
AUD-PA 94	Maintain and monitor transactions for County, State and/or Federal aid project by user-defined criteria (i.e., appropriation code, department, multiple funds, etc.)													
AUD-PA 95	Authorize limited users to charge labor time on a project													
AUD-PA 96	Calculate and post labor costs to a project													
AUD-PA 97	Ability for positions to be funded from multiple projects													
AUD-PA 98	Create multiple allocations utilizing multiple allocation methods, targets, sources, basis types across funds and projects													
AUD-PA 99	Change allocations automatically based on monthly, quarterly or user-defined time period (e.g., FTE in a particular area).													
AUD-PA 100	Accumulate equipment and usage costs by project													
AUD-PA 101	Ability to include/exclude equipment depreciation rate.													
AUD-PA 102	Define a cost plus rate for internal costs, revenue accruals and billing													
AUD-PA 103	Ability to reclassify billable status of transactions													
AUD-PA 104	Ability to support revenue and invoice payments.													
AUD-PA 105	Ability to capture and accumulate project costs automatically in conjunction with Accounts Payable, Accounts Receivable, Grant Management, Cost Allocation (including equipment and personnel), Inventory, Asset Management, Payroll, and Procurement.													
AUD-PA 106	Record a revenue estimate for projects.													
AUD-PA 107	Generate invoices/payments based on defined milestones													
AUD-PA 108	Produce an invoice that meets the billing requirements for each funding source													
AUD-PA 109	Classify a project transaction as billable or non-billable.													
AUD-PA 110	Establish and adjust budgets for projects through the use of a budget amendment.													
AUD-PA 111	Provide for online project summary history.													
AUD-PA 112	Archive expired projects after user-specified period of time, with proper security.													
Project Close														
AUD-PA 113	Suspend a project (i.e., prevent transactions from posting against the project).													
AUD-PA 114	Identify projects lacking financial activity for a user-defined period for possible closeout.													
AUD-PA 115	Identify inactive projects for possible close.													
AUD-PA 116	Allow the user to specify and control the project closing process through user tables and security.													
AUD-PA 117	Support multiple closing of projects at the user's option.													
AUD-PA 118	Ability to close projects partially (e.g., close by phase) or completely.													

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AUD-PA 119	Ability for an automated procedure to archive data for closed projects.													
AUD-PA 120	Ability to close a project at user-specified date (e.g., future dated).													
AUD-PA 121	Ability to close and capitalize each capital project as completed and make required entries to the asset classification and work-in-progress accounts.													
AUD-PA 122	Ability to re-open a closed project with proper security.													
AUD-PA 123	Ability to transfer construction-in-progress accounts to fixed asset accounts at project close or completion.													
AUD-PA 124	Ability to close projects independent of the County fiscal year.													
Reporting														
AUD-PA 125	Provide project variance, year to date, inception to date, project start/end dates and user-defined time period reporting.													
AUD-PA 126	Identify projects lacking financial activity over a user defined time period.													
AUD-PA 127	Report project budget variances by dollar amount and percentage.													
AUD-PA 128	Run reports to reconcile between Project and General Ledger													
AUD-PA 129	Monitor and report on project spending across one or multiple departments.													
AUD-PA 130	Generate, on demand, a report that depicts the status of active projects.													
AUD-PA 131	Report project expenditures by all budgetary levels, general ledger account fields, or user-defined criteria.													
AUD-PA 132	Accommodate reporting requirements for capital projects.													
AUD-PA 133	Report on project activity by County fiscal year, State fiscal year, Grant year, or any other user-defined time period.													
AUD-PA 134	Summarize by fiscal year (i.e., County, state, etc. fiscal years) for reporting purposes.													
AUD-PA 135	Retain queries and inquiries for future use.													
AUD-PA 136	Report on specific Chart of Account values and range of values.													
AUD-PA 137	Perform monthly, quarterly, yearly, project-to-date or any user-defined time period reporting.													
AUD-PA 138	Ability for all reports and inquiries to be downloaded, including but not limited to, Microsoft Word, Access, and Excel; PDF; HTML, etc.													
AUD-PA 139	Allow users to create and print ad-hoc queries and reports.													
Potential Interfaces														
AUD-PA 140	Please list any potential interfaces (automated and manual) necessary in this area:													
AUD-PA 140.01	People Soft HRMS													
AUD-PA 140.01.01	Payroll													
AUD-PA 140.01.02	Time Keeping and Labor Distribution													
AUD-PA 140.02	PubWorks													
AUD-PA 140.03	Fleet													
AUD-PA 140.04	GIS													

Functional Category: Fixed Assets

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												Required to Fulfill Requirements		
General Requirements														
AUD-FA	1	Enter and maintain fixed asset records and properly account for assets in accordance with the County chart of accounts and Capitalization Policy.												
AUD-FA	2	Maintain pertinent data on both capitalized and non-capitalized assets, as follows:												
AUD-FA	2.01	Capitalize assets based upon a user-specified criteria, including amount threshold by asset type.												
AUD-FA	2.02	Non-capitalized equipment that are not to be capitalized per County policy but have been deemed to be secured by County or department policy.												
AUD-FA	3	Allow authorized users to perform modifications to asset capitalization and control rules per County and department policy, as necessary (i.e., no hard coding of rules); should be date sensitive.												
AUD-FA	4	Allow authorized users to perform the following functions for fixed assets, including, but not limited to:												
AUD-FA	4.01	Additions												
AUD-FA	4.02	Changes to all and any asset information												
AUD-FA	4.03	Deletions/Disposals/Theft												
AUD-FA	4.04	Reverse previous transactions, including depreciation												
AUD-FA	4.05	Transfers												
AUD-FA	4.06	Inquiries												
AUD-FA	4.07	Betterments/Improvements												
AUD-FA	4.08	Depreciation												
AUD-FA	4.09	Amortization (of leases) or other intangibles												
AUD-FA	5	Limit the asset management functions based on security access granted to users.												
AUD-FA	6	Generate "mass" asset transactions (such as mass additions, mass disposals, mass transfers, and mass changes) by user-defined criteria, with proper security/authority.												
AUD-FA	7	Support a physical location hierarchy (i.e., parent/child relationship). For example, (1) a parcel of land can have multiple buildings on it, and each building can have multiple rooms, etc., and (2) a piece of equipment can be comprised of multiple component levels.												
AUD-FA	8	Link accounting activity (e.g., asset movement, depreciation, etc.) relating a room(s) in a building and its contents to a cost center/department.												
AUD-FA	9	Provides full integration between Fixed Asset Management and the following Financial modules:												
AUD-FA	9.01	General Ledger												
AUD-FA	9.02	Accounts Payable												
AUD-FA	9.03	Accounts Receivable												
AUD-FA	9.04	Fleet												
AUD-FA	9.05	Inventory												
AUD-FA	9.06	Purchasing												
AUD-FA	9.07	Projects												
AUD-FA	9.08	Grants												

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Query and Reporting																
AUD-RP	1	Provides for compliance with standard county government reporting requirements in all modules / applications covered by this RFP, including dates, date ranges, reporting periods, fund or account ranges, but not limited to:														
AUD-RP	1.01	Automated annual financial reporting (CAFR)														
AUD-RP	1.02	Addition of statistical information in a section of the general ledger that does not affect trial balance.														
AUD-RP	1.03	Required monthly statutory reporting														
AUD-RP	1.04	Annual financial trend reporting														
AUD-RP	1.05	Demand reports of primary accounting and analysis reports														
AUD-RP	1.06	Queries, using standard terminology and drop down menu of available fields														
AUD-RP	1.07	Transaction reports by date, module, date ranges, account ranges, amounts, (e.g., any field in any module should be able to have a report generated for it, by date, period or ranges.)														
AUD-RP	2	Provides user drill down to supporting documents and related transactions from any transaction within the system.														
AUD-RP	3	Supports use of the data dictionary within the report generator through the use of links directly to the data dictionary that allow point and click access to the data item selected by the user.														
AUD-RP	4	Enable the system administrator to define limits on the execution time for a report or query and/or the number of records to be retrieved with user options available to continue, cancel, or send to batch.														
AUD-RP	5	Accommodate the creation of reports by the report generator for user production statistics by user ID.														
AUD-RP	6	Provide a report generator that can produce reports which include user designed graphs and charts, including but not limited to:														
AUD-RP	6.01	Graphic organizational charts (hierarchical)														
AUD-RP	6.02	Line graphs														
AUD-RP	6.03	Pie charts														
AUD-RP	6.04	Stacked bar charts														
AUD-RP	6.05	Min / Mid / Max line graphs														
AUD-RP	6.06	Regression lines on scatter-plot diagrams														
AUD-RP	7	Supports the export of the query and its report results into various file formats including, but not limited to:														
AUD-RP	7.01	MS Access - .mdb														
AUD-RP	7.02	MS Word - .doc														
AUD-RP	7.03	MS Excel - .xls														
AUD-RP	7.04	Rich Text Format - .rtf														
AUD-RP	7.05	Text files - .txt														
AUD-RP	7.06	Adobe - .pdf														
AUD-RP	7.07	ASCII files														

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AUD-RP	7.08	XML												
AUD-RP	8	Enables comprehensive ad hoc reporting tool or "report writer" which allows end users to create custom ad hoc reports from data maintained within the new financial system. View results of query online, as printed report, or download report file to disk or other media.												
AUD-RP	9	Provide capability to report at the summary and transaction detail level (e.g., such as Total Purchasing Activity Value versus specific purchase transaction detail.)												
AUD-RP	10	Allow for simultaneous access to multiple files and/or tables.												
AUD-RP	11	Accommodate the following report writer needs:												
AUD-RP	11.01	User-defined sorting, merging and summarization of records.												
AUD-RP	11.02	Save queries for future use.												
AUD-RP	11.03	View results of a query online, as a printed report, or download report file to disk or other media.												
AUD-RP	11.04	Preview ad hoc report format prior to running against live data.												
AUD-RP	12	Perform calculations on existing fields to reach intended results.												
AUD-RP	13	Provide 24/7 access to the reporting system.												
AUD-RP	14	Performance is not affected when a large report or inquiry is being run.												
AUD-RP	15	Allow users access to online inquiry.												
AUD-RP	16	View results of standard reports on-line with an option to print (all or specified pages), where practical.												
AUD-RP	17	Execute standard reports or queries upon user's request.												
AUD-RP	18	Schedule the following reports to run on a user-defined frequency (e.g., daily, weekly, monthly, quarterly, annually):												
AUD-RP	18.01	Standard reports												
AUD-RP	18.02	Ad hoc queries												
AUD-RP	19	Provide user-definable method for delivering reports via e-mail (smtp), to acrobat PDF format file, or direct output to a printer queue.												
AUD-RP	20	Allow the use of wildcards in report queries.												
AUD-RP	21	Support the processing of the reporting database in parallel with the on-line transaction processing (OLTP) system and be refreshed at scheduled intervals.												
AUD-RP	22	Queries that would otherwise overtax the OLTP system be routed to the reporting database.												
AUD-RP	23	Wildcard queries, be truncated at that threshold on the OLTP system and rerouted to the reporting database.												
AUD-RP	24	Allow for the filtering, searching, and reporting of budgeted, pre-encumbrances, encumbrances, expenditures/expenses, and revenues based on an user-defined time period or range and by any Chart of Account field(s) or range.												
AUD-RP	25	Report by User ID and/or user specified date range of CR postings to GL chart of account numbers.												
AUD-RP	26	Report by CR Batch ID, User ID, and/or user specified date range of all CR posted payments including but not limited to GL chart of account number, receipt number, User ID, payment code, amount, tender method, and comments.												

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AUD-RP	27	Deposit report for each CR batch ID including Bank ID summary totals by Batch ID, User ID, and Batch date.													
AUD-RP	28	Report of all receivable for one customer or multiple customers by customer number, customer name, customer type, and/or user specified date range.													
AUD-RP	29	Report of Receivables paid/unpaid by GL account number, customer number, customer type, and/or user specified date range.													
AUD-RP	30	Report of outstanding, cleared, void, and/or stale dated checks by Bank ID and user specified date range.													
AUD-RP	31	Report of AGILE Jury (interface) outstanding, cleared, void and/or stale dated checks by user specified date range.													

Functional Category: Purchasing

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Reference Number	Functional Requirements	Response	F	NV	TP	CO	R	CU	NA	NR	Answer Submitted	Module(s)/Sub-	Assumptions	Comments
												module(s)		
PURCHASING DESIGN														
PO 1	Support encumbrance control for budgeted funds.													
PO 2	Support "soft" pre-encumbrance control, whereby a warning is given if sufficient funds are not available.													
PO 3	Copy information from one process to another without rekeying (i.e., requisition to purchase order).													
PO 4	Copy, paste and spell check all information.													
PO 5	Drill down to supporting documents within the purchasing system.													
PO 6	Establish and maintain information concerning:													
PO 6.01	Vendors													
PO 6.02	Commodities and a commodity coding structure (NIGP codes)													
PO 6.03	Standards or specifications for items acquired													
PO 6.04	Standard text for terms and conditions of purchases													
PO 7	Receive, record and tabulate bids.													
PO 8	Process and track receipt of goods/services.													
PO 9	Track vendor performance including delivery, complaints and resolution.													
PO 10	Track vendor performance against user defined criteria or standards.													
PO 11	Record and maintain history of purchases, commodities, and volumes.													
PO 12	Support workflow for procurement approval process, including multiple approvals at the departmental and central purchasing levels.													
PO 13	Utilize the Internet for vendor communication.													
PO 14	Support automatic entry into other modules, such as inventory and fixed assets from purchasing.													
PO 15	Maintain history of all purchasing processes including requisitions, bid/quotes, multiple types of purchases, and receiver information.													
PO 16	End-users to check expenditures to date against encumbrances and budgets and see results in real time prior to processing an expenditure request.													
PO 17	Support updating general ledger accounts for all procurement transactions.													
PO 18	Look up real-time status of purchasing processes.													
PO 19	Track last purchase date and amount for any item.													
PO 20	Utilize imaged or scanned documents such as vendor invoices and other source documents.													
PO 21	Support EDI or fax capabilities for purchase orders and other vendor/procurement functions.													
PO 22	Vendors to download County purchase orders from the Web.													
PO 23	Support purchasing thresholds by vendor (e.g., \$50,000 bid limit).													
PO 24	Analyze vendor bids/quotations and make comparisons.													
PO 25	Stock reorders to default to the primary vendor for the ordered item													
PO 26	Pre-assignment of commodity codes by requisition initiator tied to line items													
VENDOR FILES														
PO 27	Support one master vendor file for all modules in the system, with security on the change and/or update vendor records.													
PO 28	Store the following vendor information:													
PO 28.01	Name													
PO 28.02	DBA Name													
PO 28.03	Title (e.g., Dr., Attorney, etc.)													
PO 28.04	Employee designation													
PO 28.05	Vendor number													
PO 28.06	Multiple addresses (i.e., bid, orders, multiple remit to, etc.) (Please list in the Comments column the number of addresses allowed per													
PO 28.0601	Ability to enter APO/FPO/DPO addresses including unit													
PO 28.0602	Ability to enter international addresses including country name and postal code													
PO 28.07	Vendor e-mail & web site information													
PO 28.08	Contact person(s)													
PO 28.09	Federal Tax Identification Number (TIN) and SSN with redaction. Control security by field.													
PO 28.10	Phone, mobile phone, and fax number(s)													
PO 28.11	Minority/woman/disadvantaged business indicator													
PO 28.12	Last date vendor utilized													
PO 28.13	Parent/child relationships													

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PO 28.14	Default chart of account information													
PO 28.15	Payment methods													
PO 28.16	Type of company (e.g., corporation, partnership, etc.)													
PO 28.17	Commodity													
PO 28.18	Standard payment terms													
PO 28.19	Problem vendor flag													
PO 28.20	Preferred vendor flag													
PO 28.21	Preferred vendor rank (Primary, Secondary, Tertiary, etc.)													
PO 28.22	Vendor-on-hold flag (e.g. litigation, payment dispute, etc.)													
PO 28.23	Other user-defined information													
PO 28.24	Ability to add attachments.													
PO 28.25	Verification of suspension and debarment													
PO 29	Track vendor W9 & 1099 information.													
PO 30	Maintain pricing information, quantity breaks, freight terms and shipping information for each vendor.													
PO 31	Track vendors by performance / history and date added.													
PO 32	Classify one-time vendors.													
PO 33	Delete or deactivate vendor from vendor listing by date with reason. Historical data would be retained.													
PO 34	Rate vendor at each event point (milestone) based on user-defined criteria for commodities as well as professional services.													
PO 35	Have numeric vendor numbers be system generated.													
PO 36	Search vendor files from within purchasing processes (i.e., requisition and purchase order).													
PO 37	Create vendor groupings for specific commodities, locations, etc.													
PO 38	Maintain an accumulated purchase history for each vendor in system.													
PO 39	Maintain an audit trail for changes to the vendor master file.													
PO 40	Change vendor name without losing the history.													
PO 41	Maintain a history of payments made to vendor.													
PO 42	Detect duplicate vendor information upon entry of vendor information.													
PO 43	Allow transactions with valid vendors only.													
PO 44	Allow the selective inactivation or purging of vendor records by user-defined criteria.													
PO 45	Search for a vendor by item code, number, or description (in other words, attach vendor to an item(s)).													
PO 46	Accommodate vendor self-service:													
PO 46.01	vendor registration													
PO 46.02	vendor file administration, with workflow approval before update													
PO 46.03	download of forms from County website													
PO 47	Maintain statistics in dollar amounts for each vendor for user-specified periods for the following criteria:													
PO 47.01	Payment history													
PO 47.02	Discounts taken													
PO 47.03	Discounts lost													
PO 47.04	Purchase price variances													
PROCESSING														
PO 48	Effective date transactions, either before or after the current date.													
PO 49	Enter a percentage discount on the requisition.													
PO 50	Reflect trade-in value on requisitions.													
PO 51	Enter future dates beyond the end of the fiscal year													
PO 52	Record "competing quotes" for each procurement transaction and display them by total in a line item format.													
PO 53	Ability for competing quotes summary to include the following information:													
PO 53.01	Bid number (user-defined)													
PO 53.02	Vendor Name & Address													
PO 53.03	Vendor contact person													
PO 53.04	Vendor phone													
PO 53.05	Vendor fax													
PO 53.06	Vendor e-mail & web site information													
PO 53.07	Vendor mobile phone													
PO 53.08	Contacted by													

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PO 53.09	Contact Date													
PO 53.10	Dollar Amount													
PO 53.11	Comment (text) field (Please state in the Comment column if there is a maximum for free-form text entry.)													
PO 54	Summarize charges on an account and project level at the end of a purchase order.													
PO 55	Disencumber the PO from the prior year; re-encumber and charge the expense to the current year													
PO 56	Ability to change account number with appropriate security on closed purchase orders and update the General Ledger.													
PO 57	Ability to send purchase order to requesting department upon final approvals by automation.													
REQUISITION PROCESSING														
PO 58	Electronically process multi-delivery, direct ship, blanket and non-blanket requisitions.													
PO 59	Assign default primary and secondary account codes for certain expenditures, which can be overridden with proper security.													
PO 60	Prioritize allocation of costs to various primary/secondary account codes by either percentage or fixed amount.													
PO 61	Display multiple account numbers on any line item on requisitions.													
PO 62	Requisition by commodity description.													
PO 63	Perform the following requisition functions, with the appropriate security:													
PO 63.01	Inquiry													
PO 63.02	Add													
PO 63.03	Change													
PO 63.04	Cancel													
PO 63.05	Delete													
PO 64	Provide for multiple lines of input per individual requisition.													
PO 65	Provide reports to users and management on requisition status.													
PO 66	Create and track all requisitions by date, by requester, by budget, by item, by action item, etc.													
PO 67	Check against the budget and pre-encumber requisition per line item.													
PO 68	Assign project and grant accounting data per line item.													
PO 69	Modify items ordered through change order (add or delete) including part, class, quantity, unit of measure, vendor, cost, project, fund, with the appropriate security.													
PO 70	Users to look up vendors based upon commodity code.													
PO 71	Copy requisition information from one already in the system with proper security.													
PO 72	Track requisitions and automatically date and time stamp (received, accepted, returned, re-received) with notes and comments.													
PO 73	Track requisitions and log requisition number, fund number, budget number, account number, division number, activity, project.													
PO 74	Split lines of requisitions to multiple purchase orders and different vendors.													
PO 75	Ability to combine multiple requisitions into one purchase order.													
PO 76	Flag requisitions for bid process by total amount or line item amount.													
PO 77	Charge parts to a specific fleet unit directly from the Purchasing module with or without a supporting work or job order and with or without bar coding functionality.													
BID AND QUOTE PROCESSING														
PO 78	Support the following types of bids:													
PO 78.01	Sealed bids													
PO 78.02	Request for proposal													
PO 78.03	Request for information													
PO 78.04	Request for quotations													
PO 78.05	Phone and fax quotes													
PO 78.06	Reverse Auctions													
PO 79	Access and update the vendor tables from within the bid/quote process with proper security.													
PO 80	Enter bid process directly from requisitions flagged by monetary value.													
PO 81	Produce a list of potential vendors/bidders who provide the requested commodities based on the commodity coding system.													
PO 82	Create bid mailing lists of vendors by specific commodities.													
PO 83	Electronically send bids and RFPs.													

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PO 84	Generate emails to specific vendors that a bid, RFI, or RFP has been released.													
PO 85	Allow inquiry into entire bid or bid item by vendor name or number, bid number, buyer or item number.													
PO 86	Provide entry by County staff of vendor quote responses (under \$50,000), with the appropriate security.													
PO 87	Use system tools to analyze bids by price, quantity and availability by entire bid or single line item.													
PO 88	Copy information from one bid transaction to another with proper security.													
PO 89	Provide a facility for standard and prototype bids with any number of associated vendors.													
PO 90	Track Bid / RFP by awards, dollar amounts, vendor responses, buyer, commodity.													
PO 91	Track bid list / file by commodity code.													
PO 92	Track vendor bid list by vendor history, past awards, bid responses and new vendors.													
PO 93	Enter budgeted amount for a bid. Not shown to bidders.													
PO 94	Track bid addenda (before opening and award).													
PO 95	Post award information on the Intranet and Internet.													
PO 96	Download vendor catalog data from various formats including the Internet, with the appropriate security.													
PO 97	Develop customized catalogs by vendor and item.													
CONTRACT ADMINISTRATION														
PO 98	Convert awarded bid, including multiple and split awards, to approved contract(s).													
PO 99	Create and track blanket order contracts and the ongoing associated dollar amount per account.													
PO 100	Create user-defined contract releases.													
PO 101	Encumber contracts per line items and also assign project and grant accounting data across multiple accounts.													
PO 102	Track multiple encumbrances and payments against a single contract.													
PO 103	Allow multiple contracts per vendor, multiple items per contract and multiple dates.													
PO 104	Track service performance against a contract.													
PO 105	Attach many and/or large volume documents to a contract.													
PO 106	Trigger an alert of necessary updates or changes to existing documents based on the occurrence of certain events (e.g., update contract when name changes).													
PO 107	Evaluate vendor based on key user-weighted events -- delivery date, quantity return / defective items, billing problems -- by commodity or contract.													
PO 108	Review and print contract text.													
PO 109	Track contracts by user defined criteria, such as: vendor, date (starting, ending), dollars, item, class, budget, account, program, renewals, cancellations, extensions, add/change, buying groups, commodity codes, and contract number(s).													
PO 110	Flag vendor indicating that an insurance certificate and bonds (e.g., payment, performance, maintenance, surety, etc.) are on file.													
PO 111	Track several purchase orders or other reference documents within a single contract.													
PO 112	Close and reopen contracts across fiscal years.													
PO 113	Carry forward approval and user contact information from the requisition to the purchase order.													
PO 114	Support various contract periods, including multiple year contracts (i.e., those that span fiscal and/or calendar years).													
PO 115	Track and report contract operations over several different periods including County, federal, or other user defined fiscal year.													
PO 116	Record and track contract limits at user specified levels of detail over the life of the contract.													
PO 117	Maintain a transaction listing of all contract change orders including date and source (to understand why changes were made, what amount, who approved, etc.).													
PO 118	Flag and/or suspend approval of change orders that require budget changes (greater than a certain user-defined percentage and/or dollar amount change over original amount).													
PO 119	Encumber only a portion of a contract based on fiscal year.													
PO 120	Track and monitor contractor insurance and bond certificates and flag expiration dates.													

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PO 121	Generate notifications to vendors (in a user-defined format), when milestones or thresholds are met (e.g., tax exempt certification, bonds, insurance expiration date) after review and approval by a specified user.														
PO 122	Track and flag contract expiration/extension dates. Provide the set flag timing to build in lead time to extend or re-bid the contract.														
PO 123	Automatically assign contract numbers to contracts (based upon user defined criteria).														
PO 124	Store and maintain historical information in respect to all contracts, including but not limited to the following details:														
PO 124.01	Dollar value														
PO 124.02	Milestones														
PO 124.03	Start/end and extension dates														
PO 124.04	Expiration dates														
PO 124.05	Date of Commissioners' Court approval														
PO 124.06	Commissioner's Court court order number														
PO 124.07	Status (text reference field)														
PO 124.08	Payment schedule & adjustments, including change orders														
PO 124.09	Retainage amounts by % of contract or flat dollar amount														
PO 124.10	Vendor/customer information														
PO 124.11	Commodity codes														
PO 124.12	Contract number														
PO 124.13	Contract Administrator's name, phone, fax numbers and email														
PO 124.14	Other user-defined criteria														
PO 125	Track and report expenditures for each individual contract, including budget to actual comparisons by user-defined period (i.e., monthly, quarterly, daily, contract year, fiscal year, contract term, etc.).														
PO 126	View payments to/from contract parties.														
PO 127	Notify (via workflow) appropriate personnel when a contract milestone is imminent.														
PO 128	Have contract milestones be user-defined.														
PO 129	Break out multi-year contracts and allocate & report expenditures/revenues to specific periods.														
PO 130	Ability for contract periods to be user defined and include contract year, fiscal year, and contract term for those contracts which span multiple fiscal years.														
PO 131	Support detailed contract performance analysis and generate performance reports, based on the following criteria:														
PO 131.01	Contract compliance (based on compliance criteria as defined by users)														
PO 131.02	Work completed to date														
PO 131.03	Payment schedules & payments made/received														
PO 131.04	Timelines/deadline dates														
PO 131.05	Contractor performance for vendor contracts (include: compare due date & rec'd date, comments field, and flag when paid amount & invoiced amount don't match)														
PO 131.06	User-defined milestones & thresholds														
PO 132	Provide access to contract information to central and remote users with appropriate security.														
PO 133	Attach comments to each contract for users with proper security to view and update. Comments could be free-form or standard user-defined (selected from a menu or drop-down list).														
PURCHASE ORDER MANAGEMENT															
PO 134	Customize one County-wide purchase order layout/format (and create templates).														
PO 135	Have multiple line items per purchase order with capability for one/multiple delivery schedules per line printed on purchase order.														
PO 136	Allow for the restart of the purchase order numbering process with each fiscal year.														
PO 137	Create purchase orders from requisitions, bid/quotes and contracts.														
PO 138	Process blanket purchase orders.														
PO 139	Allow for unlimited standard and free form messages at the header and line item level.														
PO 140	Send purchase orders to vendors in the following formats: electronic data exchange, fax, e-mail or printed copy (with electronic signature, where applicable).														

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PO 141	Generate bill to and ship to information automatically with secondary or internal delivery to location.													
PO 142	Maintain original and revised promised ship dates, prices, open quantities and "ship via" information.													
PO 143	Assign multiple general ledger account codings per line item to purchase orders with multiple project codes.													
PO 144	Reprint hard copy of purchase orders and change orders when required.													
PO 145	Identify duplicate or reprinted purchase orders or change orders as such.													
PO 146	Automatically close a purchase order when all items are received and the final invoice is paid.													
PO 147	Produce an open purchase order report listing all purchase orders by vendor name (alphabetical order), purchase order number, line item, description, quantity on order, quantity still open, buyer, account code, department, and organization.													
PO 148	Automatically encumber final purchase order amount in general ledger, track differences and totals, and update remaining budget.													
PO 149	Receive notification when blanket or contract purchase order is about to be used up according to a user-defined dollar amount or percentage threshold.													
PO 150	Track freight by line item or lump sum and divide by total estimated/actual.													
PO 151	Purchase order to specify multiple delivery dates and locations.													
PO 152	Allow one purchase order to be charged to multiple cost centers, accounts or budgets.													
PO 153	Allow purchase order to be tracked and monitored by buyer, vendor, item, class budget, dollars.													
PO 154	Trigger fixed asset process by analyzing purchase and making a decision based upon the purchase price, account number, and a user-defined commodity code table.													
PO 155	Require approval for change orders over a user-defined percentage of the original amount.													
PO 156	Ensure that changes to a PO result in automatic adjustments to encumbrance totals with audit and control trails.													
RECEIVING														
PO 157	Provide three-way or four-way matching capabilities.													
PO 158	Notify specified users when orders have not been received after a user-specified period of time.													
PO 159	Accommodate partial receipts.													
PO 160	Trigger Accounts Payable process based upon receipt information.													
PO 161	Detect and measure early / late and over / under shipments.													
PO 162	Maintain discrepancy file by vendor, stock number, item, dates, control number, purchase order number (receiving exception file).													
PO 163	Manually flag purchases for fixed asset tables upon receipt of good, with the appropriate security.													
PO 164	Audit receiving data by logon ID, date, time, etc.													
PO 165	Flag received goods for entry into inventory by item number.													
WEB-ENABLEMENT														
PO 166	Allow Internet vendor e-registration and updating of company information.													
PO 167	E-mail notifications of bid solicitations and RFPs to vendors.													
PO 168	Post bids on County's website and other websites as determined by the County.													
PO 169	Interested registered parties to download bid documents via the Internet from the County's website, with the ability to monitor activity.													
PO 170	Have browser based ordering capability in both Intranet and extra-net environments including the features of electronic multimedia catalogs, search engine, workflow approval, shopping cart order building, user profiling for requisitioning.													
PO 171	Support web enabled system for electronic auctions and reverse auctions (electronic real time bidding), procurement cards, and accessing external web sites for order building and import back into system.													
PO 172	Allow County departments to access via Intranet system status, frequently asked questions, policies and procedures, state and local codes, libraries of clauses and other Purchasing related information.													
REPORTING / QUERYING														
PO 173	Produce the following reports:													

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PO 173.01	Requisition Report, which can be sorted by buyer													
PO 173.02	Open Purchase Orders Report													
PO 173.03	Orders & Receipts Report													
PO 173.04	Actual vs. Invoice Variance Report													
PO 173.05	Mismatch report													
PO 173.06	Purchase order and change order generation													
PO 173.07	Contracts report													
PO 173.08	Vendor performance/expenditure report													
PO 173.09	Items Not Received Listing													
PO 173.10	dashboard reporting for performance measurement													
PO 174	Display and/or print any / all reports and screens.													
PO 175	Generate reports of all purchase orders based on calculated user-defined criteria (e.g., >\$2500 or between 5/1/ and 6/1).													
PO 176	Generate vendor reports based upon user defined criteria.													
PO 177	Track and report on requisition, purchase order and receiving information.													
PO 178	Track and report on bid transaction data.													
PO 179	Track or report on contract data.													
PO 180	Users to query all transactions for progress within the purchasing system.													
PO 181	Report and query from any field within the purchasing module (produce ad hoc on-line requests and printed reports).													
YEAR-END PROCESSING														
PO 182	Ability to run a process that closes all selected open purchase orders/encumbrances and requisitions/pre-encumbrances with user-defined parameters at year-end. Such parameters include, but are not limited to, the encumbrance document number, document date, and fiscal year.													

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INVENTORY DESIGN														
INV 1	Establish, maintain, adjust and delete inventory stock item records in real time.													
INV 2	Provide charge allocation data for supplies withdrawn from inventory based on the organization cost center and budget line item and optionally a project code.													
INV 3	Provide for multiple warehouses.													
INV 4	Associate multiple alternate warehouse bin locations to a single stock item number.													
INV 5	Maintain and track the following information for inventory items:													
INV 5.01	Item description (short)													
INV 5.02	Text description (long - please indicate maximum length in Comments column)													
INV 5.03	Unit of measure													
INV 5.04	Order price													
INV 5.05	Average price (calculated value)													
INV 5.06	Vendor number													
INV 5.07	Primary Vendor Rank													
INV 5.08	Quantity on hand													
INV 5.09	Quantity received on orders													
INV 5.10	Ordered year-to-date													
INV 5.11	Received year-to-date													
INV 5.12	Issued current period													
INV 5.13	Issued year-to-date													
INV 5.14	Commodity code													
INV 5.15	Sub Commodity Code													
INV 5.16	Item Number													
INV 5.17	Item Status Type													
INV 6	Update stock item data and maintain all the specific data for:													
INV 6.01	Purchases													
INV 6.02	Returns to stock													
INV 6.03	Returns to supplier													
INV 6.04	Adjustments													
INV 6.05	Transfers													
INV 6.06	Receipts													
INV 6.07	Requisitions													
INV 6.08	Material reservations (Allocations)													
INV 6.09	Backorders													
INV 6.10	Defective or Damaged Parts Returned to Vendor													
INV 6.11	Issuance of Inventory													
INV 6.12	Surplus or Junk Items													
INV 6.13	Recalls													
INV 7	Maintain in-house inventory of "central stores" items.													
INV 8	Provide on-line stock catalogs.													
INV 9	Provide security of data by limiting access through user-specified fields such as department number, warehouse number, building location, commodity code and account code.													
INV 10	Accommodate a user-defined stock item table.													
INV 11	Handle Stores inventory processing.													
INV 12	Automatically assign stock requisition numbers.													

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INV 13	Support the use of bar-coding technology. Please indicate in the Comments column which third party products with which you have successfully integrated with for this functionality. For example:													
INV 13.01	Provide a pre-defined interface to accept and interpret bar-coded data from receiving documents, cycle counts, and shipments.													
INV 13.02	Issue or receive material using bar-coding with a handheld device (or other mechanism -- please specify in the Comments column).													
INV 13.03	technology.													
INV 13.04	Track issues, returns, surplus, sold, or work order material using bar code technology and make appropriate updates to inventory modules.													
INV 13.05	Associate parts to work orders, job orders or fleet using bar code technology													
INV 13.06	Perform bar code scans in real time													
INV 13.07	Scan and use manufacturers bar code to update inventory receipts, issues, returns, surplus, sold or work order.													
INV 13.08	Associate multiple vendor bar codes to a single county assigned bar code number per part.													
INV 13.09	Print bar code labels.													
INV 14	Maintain an audit trail of all automatic inventory processes.													
INV 15	Allow inventory to be classified by purchasing commodity code.													
INV 16	Merge multiple inventory items to a new or existing inventory item with an audit trail.													
INV 17	Verify that inventory parts to be merged have no associated open PO's.													
INV 18	Track expiration/spoil date by specific stock items													
INV 19	Attach a manufacturer's part number, manufacturer name, and an internal part number to each item and support use of part interchange guides for mass manufacturer and part number updates.													
INV 20	Maintain a history of part number if the manufacturer's part number changes.													
INV 21	Track and produce a hard copy stock tag (bar code label) which includes the following information:													
INV 21.01	Stock location													
INV 21.02	Manufacturer's part number													
INV 21.03	Manufacturer name													
INV 21.04	Item number													
INV 21.05	Unit of measure													
INV 21.06	Issuing unit by location													
INV 21.07	Cost													
INV 21.08	Commodity Code													
INV 21.09	Sub Commodity Code													
INV 21.10	Reference Field (user defined)													
INV 21.11	Part Number													
INV 21.12	Other fields as defined by users													
INV 22	Accommodate items with zero dollar value and/or zero quantity.													
INV 23	Provide a variable length field to contain requirements for maintaining or servicing an item (i.e. expiration date of a stock item, unused item must be serviced if idle for x amount of time, etc.).													
INV 24	Allow for electronic approval for receipts, issues, and other related inventory functions with appropriate security													
INV 25	Provide for inventory control accounts (or central stock accounts) as defined by users.													
INV 26	Provide a multi-level location structure, to include:													
INV 26.01	Building, room and desk													

Functional Category: Inventory

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INV 26.02	Warehouse (for example - central supply)													
INV 26.03	Storage Area (for example - 2nd floor NW quadrant)													
INV 26.04	Aisle													
INV 26.05	Bin													
INV 26.06	Shelf													
INV 26.07	Rack													
INV 26.08	Cart													
INV 26.09	Required environmental conditions for the specific location													
INV 26.10	Other fields as defined by users													
INV 27	Allocate purchases and stock to various departments, warehouses, section of warehouse, cost center, etc. (i.e., drop shipping).													
INV 28	Charge parts to a specific fleet unit directly from the Inventory module with a supporting work or job order and with or without bar coding functionality.													
INV 29	Provide primary and multiple secondary locations of stocked items.													
INV 30	Indicate stock on hand by each location or multiple locations.													
INV 31	Define default warehouse views for users (i.e., users are restricted to using certain warehouses based on region, etc.).													
INV 32	Allow users to specify a mark-up or overhead cost for each individual commodity code or item.													
INV 33	Provide the following inventory costing methods: actual cost, moving average, LIFO, FIFO and replacement.													
INV 34	Provide user-defined costing methods.													
INV 35	Post purchase orders to GL "stores" accounts, rather than to expense accounts.													
INV 36	Automatically adjust item costs in the inventory system based upon adjustments made in accounts payable system.													
INV 37	Create issue tickets automatically with appropriate approval, based on electronic supply requisitions.													
INV 38	Generate issue tickets at prescheduled times.													
INV 39	Bundle items into "carts". A cart consists of items which are always ordered together. Each cart is assigned a tracking number.													
INV 40	Place a cap on the quantity and dollar amount of an item that can be issued to a requestor during a specified time period with override approval, with appropriate security													
INV 41	Compare stock items received to open requests for stock items to determine which requests (i.e., backorders) may be filled.													
INV 42	Provide an automatic reorder process for all, or selected, stock items including electronic request and approval.													
INV 43	Track item usage and provide automatic notification to appropriate user of all items under the minimum on-hand quantity or at the reorder point.													
INV 44	Define, by item, the variables used in determining reorder points and reorder quantities.													
INV 45	Provide for manual overrides of reorder points and reorder quantities.													
INV 46	Automatically update inventory on-order information at the time that a requisition is created.													
INV 47	Reverse, cancel, or reject any stock requisition.													
INV 48	Enter transactions online for multiple sites.													
INV 49	Provide on-line inventory adjustment capabilities with proper approval levels.													
INV 50	Automatically update inventory balances and order status at the time of transaction entry.													
INV 51	Provide automatic cycle count scheduling.													
INV 52	Select and sequence physical inventory and cycle count documents.													

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INV 53	Archive history information for stock items with a zero on-hand quantity and no activity over a user-defined time period.													
INV 54	Sort and group inventory items by user selectable fields for display and printed reports.													
INV 55	Archive and purge inactive inventory records based on user defined criteria.													
PHYSICAL INVENTORY														
INV 56	Initiate physical inventory counts by building.													
INV 57	Freeze inventory to prevent inventory action within the building.													
INV 58	Print inventory worksheets by user selectable criteria.													
INV 59	Enter inventory counts from the worksheets either manually or by bar code.													
INV 60	Generate physical inventory discrepancy report.													
INV 61	Automatically update inventory adjustments with appropriate approval and security.													
REPORTING / QUERYING														
INV 62	Produce the following reports by user selected criteria:													
INV 62.01	Inventory stock catalog													
INV 62.02	Inventory transactions report													
INV 62.03	Inventory Count report													
INV 62.04	Inventory Status report													
INV 62.05	Departmental Charge Summary Report													
INV 62.06	Unfilled Stock Requisitions Report													
INV 62.07	Cumulative purchases													
INV 62.08	Usage year-to-date or user defined period													
INV 62.09	Inventory by Bin Location and Alternate Bin Location													
INV 62.10	Inventory Item List by user selected fields													
INV 63	Produce ad hoc queries from any field within the inventory modules.													
INV 64	Generate and print bin labels.													
INV 65	Provide inventory detail and summary reports sequenced by location.													
INV 66	Create physical inventory reports, including the following:													
INV 66.01	Exception report of quantity variances													
INV 66.02	Inventory value with value variance													
INV 66.03	Date of last inventory report.													

Functional Category: Fleet Management & Public Works

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												Required to Fulfill		
SOFTWARE REQUIREMENTS														
FM-PW	1	Ability to attach documents and pictures to records												
FM-PW	2	Ability to define access rights to application functions by user												
FM-PW	3	Ability to search, sort and filter asset records on screen												
FM-PW	4	Ability to integrate with our current GPS vendor, Network Fleet, to record diagnostics.												
REPORTING														
FM-PW	5	Enable export of reports in a variety of formats (MS Word, Excel, .PDF, text files) which will be able to print directly to network printers												
FM-PW	6	Deliver abundant, rich reporting based on user defined and flexible date ranges												
FM-PW	7	Support ad hoc queries and reports pertaining to any piece of equipment.												
FM-PW	8	Ability to query maintenance costs, fuel consumption, fuel costs, or metered usage for a user-defined date range.												
FM-PW	9	Generate report which forecasts vehicle replacements based on user-defined criteria. (mileage, age, repair costs)												
FM-PW	10	Generate report listing scheduled preventative maintenance.												
FM-PW	11	Generate work order status report												
FM-PW	12	Deliver standard reporting for vehicle fuel costs and maintenance costs												
FM-PW	13	Generate parts reorder report												
WORK ORDERS														
FM-PW	14	Automatically calculate the cost of work performed based on the resources assigned to and consumed by a work order												
FM-PW	15	Create preventative maintenance work plans based on recurring time frames for all manner of assets												
EQUIPMENT														
FM-PW	16	Support the ability to uniquely and clearly identify each piece of equipment												
FM-PW	17	Support the ability to track vehicle ID, license plate #												
FM-PW	18	Support the ability to track make, model, engine, transmission, year												
FM-PW	19	Support the ability to track acquisition year, auction year, replacement year												
FM-PW	20	Support the ability to track original cost, replacement cost, salvage value, useful life, depreciation, etc.												
FM-PW	21	Support the ability to categorize equipment by department, type, vehicle and asset class.												
FM-PW	22	Support the ability to assign equipment to a particular shop location and/or employee												
FM-PW	23	Support the ability to record meter readings by the mile or the hour												
FM-PW	24	Support the ability to perform utilization summaries and cross reference												
FM-PW	25	Support the ability to cross-reference work history, odometer and fuel usage and repair orders												

FLEET MAINTENANCE													
FM-PW	26	Ability to manage the equipment inventory maintained by Public Works Department											
FM-PW	27	Support the ability to create and use maintenance service groups and part kits for expedited and accurate data entry											
FM-PW	28	Support the ability to enter repair work orders that include labor hours, parts used and PM items serviced											
FM-PW	29	Support the ability to easily/quickly view and report on vehicle maintenance histories											
FM-PW	30	Support the ability to analyze depreciation & vehicle replacement											
FM-PW	31	Support repair request scheduling, status, and cost tracking											
FM-PW	32	Support Preventative Maintenance scheduling, PM item creation and historical review											
FM-PW	33	Provide the ability to prompt user if a work order is created for equipment that is covered under warranty											
FM-PW	34	Support the ability to render equipment usage rate calculations											
FM-PW	35	Support the ability to perform inventory reorder, value & analysis reporting											
FM-PW	36	Ability to import FuelMaster data to update vehicle usage (odometer or hour meter) and fuel consumption											
FM-PW	37	Ability to add notes to equipment records											
FM-PW	38	Add additional work to a work order, with the appropriate approval.											
FM-PW	39	Track multiple problems on a work order											
FM-PW	40	Provide multiple types of fleet work orders for various purposes											
FM-PW	41	Capture work order completion data including:											
FM-PW	41.01	when completed											
FM-PW	41.02	hours to complete											
FM-PW	41.03	down time with reason (e.g., table driven categories such as held for part, commercial repair)											
FM-PW	41.04	current mileage and multiple meter reading(s)											
FM-PW	41.05	parts used											
FM-PW	41.06	problems encountered											
FM-PW	41.07	employee/division identification											
FM-PW	41.08	Assigned technician											
FM-PW	42	Allow for work orders to be retrieved and/or viewed by status											
FM-PW	43	Allow for notes/comments to be entered as part of the work order and Allow for the technician notes to be printed as part of the work order or separately from the work order											
FM-PW	44	Allow for deferred repairs to be routed to a specific technician											
FM-PW	45	Track mileage and other readings to the work order											
FM-PW	46	Identify and prevent duplicate work orders											
FM-PW	47	Allow access to vehicle repair history from the work order system with appropriate role based security											
FM-PW	48	Provide for maintenance by County staff or by organization outside of the County											
FM-PW	49	Prevent asset disposal if there is an open work order on it											
FM-PW	50	Support the charge back of services to a department or account											
FM-PW	51	Produce both history and exception reports											
FM-PW	52	Provide ability to assign and display equipment that is active, inactive (surplus and awaiting receipt) and disposed in the main fleet file											
PARTS INVENTORY													
FM-PW	53	Support the ability to track primary and secondary vendor											
FM-PW	54	Support the ability to assign part to a fund											
FM-PW	55	Support the ability to manage parts inventory, cost, current quantity, minimum and reorder quantities											
FM-PW	56	Support the ability to add and transfer material items											

Attachment A

FM-PW	57	Support the ability to deduct and restore inventory based on quantities used in Repair Work Orders																	
FM-PW	58	Support the ability to report on inventory value and re-order needs																	
FM-PW	59	Support the ability to cross-reference transactions, repair orders, daily work activities																	
FM-PW	60	Support the ability to attach date-stamped notes and documents to each material/part record																	
FM-PW	61	Support the ability to track aisle, shelf and bin, stock and non-stock items																	
FM-PW	62	Support the ability to add materials/parts dynamically on-the-fly																	
FM-PW	63	Provide process to differentiate general re-fueling and filling of auxilliary tank on the fuel service trucks																	
FM-PW	64	Support of Bar-coding for receiving and allocation of parts.																	

Functional Category: Land Management

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GENERAL DESIGN														
LM	1	Interface to existing GIS system (ESRI) for land and parcel information.												
LM	2	Interface to existing CCAD and County Clerk data for land and parcel grantor/grantee history information (e.g., instrument number to tax id).												
LAND MANAGEMENT														
LM	3	Track parcels of land for tax information, right of way information, state mandated reporting functions, including, but not limited to the following information:												
LM	3.01	Address (Allow for multiple addresses per parcel)												
LM	3.02	Multiple tax ID numbers												
LM	3.03	Owner (Allow for multiple owners)												
LM	3.04	Resident (Allow for multiple residents)												
LM	3.05	Structure type (e.g., two-car garage, mobile home)												
LM	3.06	Use type (e.g., residential, agricultural, etc.)												
LM	3.07	Sub division												
LM	3.08	City Limits (Allow for multiple city limits per parcel)												
LM	3.09	Other user-defined fields												
LM	4	Associate multiple addresses per parcel of land and a parcel of land to multiple addresses.												
LM	5	Capture multiple physical addresses and mailing addresses for each parcel.												
LM	6	Track both the owner and resident (could be different) for each address.												
LM	7	Track parcels of land that have no address.												
LM	8	Associate multiple ETJ districts to a parcel of land.												
LM	9	Associate multiple city limits to land parcel data.												
LM	10	Associate flood plain data to land parcel data.												
LM	11	access GIS mapping data for road/street locations.												
LM	12	Store history of address changes.												
LM	13	Interface GIS functionality/applications into the system graphical user interface.												
LM	14	Allow freeform text and/or attachment of electronic documents concerning a particular address or parcel (e.g., owners have dogs).												
LM	15	Notify employees assigned to perform any work effort associated with a specific land record, through the workflow notice system, of specific information related to a specific parcel when that record is updated (e.g., vicious dog on premises).												

Attachment A

LM	16	Differentiate between addresses which may utilize 911 services and those which will not (e.g., utility poles, septic tanks, billboards, etc.) based on user defined criteria maintained through end user configuration tables.																		
LM	17	Identify land parcel hold status (i.e., failed inspections, subdivision built in violation of county code, etc.).																		
QUERIES AND REPORTS																				
LM	18	Provide ability to utilize spatial query data from GIS system for updates to land management data.																		
LM	19	Query and/or report on any parcel characteristic.																		

Functional Category: Permits

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PERMITS															
PER	1	Capture basic permit application data and track review status across multiple departments.													
PER	2	Allow for access to all permit history searching by any permit related data element in the database through a graphical user interface.													
PER	3	Allow constituents to apply for a permit via the Web and capture digital certificate or electronic signature.													
PER	4	Include the ability to attach electronic documents (e.g., images) to permits.													
PER	5	Provide for permit related notes about any restrictions or special conditions established by reviewing departments as a prerequisite within the permit process.													
PER	6	Identify expired open permits (user-defined by permit type) and provides for multiple mail notification methods to original applicants.													
PER	7	Provide capability to track contractor and other vendor's licenses/certifications and provide workflow notices of expired and soon to expire licenses/certifications based on user defined configuration criteria.													
PER	8	Provide periodic or on-demand summaries of permit activity levels and provide drill down capability to specific permits based on configurable criteria.													
PER	9	Provide for the tracking of permit and plan examination among multiple departments (i.e. Development Services, GIS, etc.).													
PER	10	Provide for permit applicant notification of permit approvals, issuance of certificates of occupancy, issuance of permits, and notify other departments, permit requestors and other external entities.													
PER	11	Create a tickler notice, routed via workflow, to notify specified user or group of an upcoming renewal (permit renewal, inspection renewal, etc.) requirement.													
PER	12	Database recurring business information ie. contact, type of equipment, occupant load, etc. to track information of the business.													
PER	13	Link all related permit applications, inspections, and permits and interface with work orders and code enforcement to view all related activity.													
PER	14	Link into current GIS system for geographic location (e.g., address location).													
PER	15	Interface to existing CCAD and County Clerk data to identify business recordings or land and parcel grantor/grantee history information (e.g., instrument number to tax id) which may require permits and inspection activity.													
PER	16	Support a utility review process before issuing permit.													
INSPECTIONS															
PER	17	Provide for inspection request via:													
PER	17.01	walk-in													
PER	17.02	telephone													
PER	17.03	IVR													
PER	17.04	Internet													
PER	18	Generate schedule of inspections based on permit requests.													
PER	19	Generate a punch list of items for verification for each type of inspection and route the punch list to the assigned inspector based on workflow routing rules.													
PER	20	Track results of punch list used for field verification.													

PER	21	Track the levels of inspection for multi-inspection requirements and allow for different escalation and workflow routing rules based on the inspection level.																		
PER	22	Schedule meetings to review inspection results.																		
PER	23	Allow development of customized inspection programs, based on user configurable data, and produce turnaround inspection results reporting documentation.																		
PER	24	Assign inspections to staff according to user-defined criteria and scheduled time available.																		
PER	25	Create inspection scheduling and provide for logging of inspection results and allow for inspections schedules to be modified, based on user defined security roles.																		
PER	26	Identify non-activity if inspection has not taken place for a specified period and escalate based on user defined escalation schedules.																		
PER	27	Allow logging of inspection results from field by inspector through a web based portal based on user defined security roles.																		
PER	28	Generate code violations based on inspection results and establish follow-up activity notifications or ticklers to verify compliance and route the notifications via user defined workflow rules.																		
PER	29	Generate a notice for follow up inspections when a failed inspection occurs, with appropriate work flow approval for the new work order.																		
PER	30	Maintain a user defined table to determine length of time allowed for a re-inspection order to be issued after a failed inspection.																		
PER	31	Track, and allow entry of, corrective actions on code violations.																		
PER	32	Interface with our current vehicle GPS system to record travel time and actual inspection time summarized by Permit and Inspector.																		
PER	33	Charge a fee for inspections based on a user defined fee schedule that is maintained based on user defined security roles.																		
PER	34	Support food and health inspections and a separate inspection type with different workflow rules, processing requirements and escalation points that is maintainable based on user defined security roles.																		
PER	35	Record receipt of required documents before processing permit application and shall allow, as part of user configuration, for the either a hard stop of notification warnings only if required documents are missing.																		
OTHER FEES																				
PER	36	Provide for calculation of standard fees with effective dates using user provided formulas or tables, with history of any changes made.																		
PER	37	Track fee collections and receivables, provide for late penalties as appropriate, and generate payment receipts.																		
PER	38	Generate receipts for fees paid and have choice to interface with Cash Receipts and interface with current credit card vendor, WorldPay.																		
PER	39	Generate multi-tiered fees for permits.																		
PER	40	Calculate fees with a base fee plus additional charge based on various user-defined statistics (e.g., square footage).																		
PER	41	Override default fee with a manual amount, based on user defined security.																		
PER	42	Suppress fees, based on user defined security roles.																		
PER	43	Allow for issuance of citations for non-conformance to code and support the ability to export the citations to a judicial case management application.																		
PER	44	Prevent Certificate of Occupancy issuance if any fees are owed by the Developer/ Contractor.																		
PER	45	Attach schedule of fees to each miscellaneous permit application.																		
PER	46	Track permits by geographic classifications:																		
PER	46.01	unincorporated																		
PER	46.02	incorporated																		
PER	46.03	extra territorial jurisdiction																		
PER	46.04	other user-defined classification																		
PER	47	View/display GIS map showing permit locations, code violations, etc. associated with a parcel.																		
REPORTS																				

Attachment A

PER	48	Report on types of permits issued by geographic location.																		
PER	49	Report on types of permits over any user defined period.																		
PER	50	Report by type of inspection, by inspector, by contractor, or any user-defined field in the permits module.																		
PER	51	Attach electronic documents (e.g., maps) to reports.																		
PER	52	Generate reports on issued permits, expired permits, status of inspections, inspector schedules, list of renewal notices, etc.																		
PER	53	Generate financial data associated with fees and inspections (time and materials expended vs. fees collected).																		
PER	54	Print permits and inspection sheets.																		
PER	55	Generate ad hoc reports based on any element in the Permitting module.																		

Functional Category: Work Orders

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GENERAL DESIGN															
WO	1	Send and receive user defined work order data from the application to field users via wireless hand held communication devices based on definable templates for each work order type.													
WO	2	Access full history of work orders and activities against assets.													
WO	3	Attach CAD drawings or other electronic files to job orders and display with an on-line viewer to see exact location of certain item (e.g., thermostat, unit, etc.).													
WO	4	Support user configurable key performance indicators which may be used to dynamically manage shop floor or maintenance crew activity as well as provide publishable performance reports.													
WO	5	Support a calendar function to schedule downtime windows for each equipment piece, building, etc.													
WO	6	Track the current downtime and/or lifetime downtime for any piece of equipment or building.													
WO	7	Send attached files electronically to interested parties.													
WO	8	Send automated notifications to the requesting department via electronic methods of changes in the work order status based on user defined criteria with ability to manually initiate the notification process.													
WO	9	Identify work orders by billable status and track completed work orders through the account receivable module.													
WO	10	Generate template-based notification documents based upon work order type, type of work requested or status of work order to be sent to either internal or external users													
WO	11	Display or print parts lists associated with specific equipment on the work order using an on-line viewer to see exact location of certain item (e.g., thermostat, unit, etc.).													
WO	12	Utilize effective dated, configuration defined, code value tables which will allow codes to be removed from view/use within the system, such as category codes, task codes, facility ID, general locations, PM schedule, PM check sheets, etc., based on appropriate security role.													
WO	13	Enable work orders to be tracked through various processes based on a variety of status fields either via an on-line report or through work flow notification.													
WO	14	Provide a secured information area to put Emergency information that Homeland, Sheriff's officers, etc. could get to that shows equipment, cut-offs, passwords to different control panels that they may need during an emergency.													
SERVICE REQUESTS															
WO	15	Track service order request by the following:													
	15.01	departments													
	15.02	customers													
	15.03	other user-defined													

Functional Category: Animal Services

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GENERAL DESIGN																
AS	1	Interface with 3rd party software used at the County. See Attachment G - Anticipated Interfaces														

Functional Category: Event Management Parks & Rec

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GENERAL DESIGN														
EMPR	1	Capture basic rental reservation contract data and track status across department (ie. Manager signed off).												
EMPR	2	Allow for access to all reservation and contract history searching by any reservation related data element in the database through user interface.												
EMPR	3	Assign rental reservation number system												
EMPR	4	Include the ability to attach electronic documents (e.g., images, pdf.) to reservation.												
EMPR	5	Provide for reservation notes about any restrictions or special conditions established by policies or client request.												
EMPR	6	Identify fee due date reminder (user-defined by event date) and provides for multiple mail notification methods to original applicants.												
EMPR	7	Ability to register for programs online (not rental reservations)												
EMPR	8	Interface with fees, expenses, reimbursements												
EMPR	9	Develop list of reservation users and class users and be able to separate the two for promotional mail outs or email blasts												
EMPR	10	Define relationships between contacts												
EMPR	11	Calendar interface with MPEC calendar and MYCC calendar and Website calendar that allows public to view (internal and web-based calendars)												
EMPR	12	Ability to select event type user-defined: dog show, livestock show, reception etc.												
EMPR	13	Ability to manipulate data (user-defined by event type, date, venue, etc.)												
EMPR	14	Ability to reserve one or multiple venues at multiple times												
EMPR	15	Ability to take money and interface with cash receipting system												
EMPR	16	Ability to retrieve past reservation, update with new date, fees, etc. and assign new number, keeping both in system												
EMPR	17	Ability to charge multiple rates for same venue based on user-defined data (time of day, day of week, etc.)												
EMPR	18	Maintain fee structure for classes based on age, pre-requisite class, etc.												
EMPR	19	Ability to post forms and documents to the web for easy download (i.e. waivers, etc)												
EMPR	20	Track facility usage												
EMPR	21	Ability to generate reimbursement documents (i.e. deposit refunds)												
EMPR	22	Ability to restrict access to certain features by job title												
EMPR	23	Remote Access for key staff to calendar, reservation												
EMPR	24	Any way to link to Facebook or Twitter would be a bonus!												
EMPR	25	Ability to manage participants, instructors, and volunteers.												

Attachment A

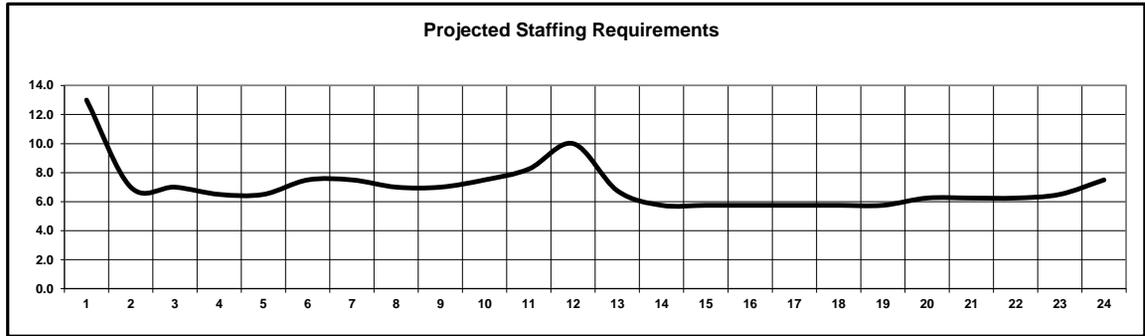
EMPR	26	Ability to ensure no double bookings																	
EMPR	27	Event editing functions for moving or rescheduling events																	
EMPR	28	Inventory of equipment i.e. tables, chairs																	
EMPR	29	Ability to track attendance																	
EMPR	30	Ability to add on to rentals: A/V, P/A (portable), etc.																	

Attachment B

Schedule 1 - SAMPLE
Estimated Client Staffing Levels

PROJECT ROLL-OUT	Month																							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Phase I	[Red Background]												[Blue Background]											
Phase II	[Blue Background]																							
AREA/POSITION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
CROSS-PHASE RESOURCES																								
Project Manager	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Technical Lead	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.5	0.5	0.5	0.5	0.5	0.5	1.0
Change Management Leader	1.0	0.0	0.0	0.0	0.0	1.0	1.0	0.5	0.5	1.0	1.0	1.0	1.0	0.0	0.0	0.0	0.0	0.5	1.0	1.0	1.0	1.0	1.0	1.0
Total Cross-Phase FTE	3.0	2.0	2.0	2.0	2.0	3.0	3.0	2.5	2.5	3.0	3.0	3.0	2.0	2.0	2.0	2.0	2.0	2.0	2.5	2.5	2.5	2.5	2.5	3.0
PHASE I																								
GL SME	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.5	0.5	0.5	0.5	1.0
Budget SME	1.0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	1.0	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.5
AP SME	1.0	1.0	1.0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
AR SME	1.0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Purchasing SME	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Fixed Assets SME	1.0	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total for Phase I FTE	5.0	3.3	3.3	2.8	3.3	4.0	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.5	1.0						
PHASE II																								
Fixed Assets SME	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Inventory SME	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Total for Phase II FTE	2.0	0.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0										
TECHNICAL SUPPORT																								
Database Administrator	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Network Administrator	1.0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	1.0	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3
Software Engineer	1.0	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.5	1.0	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3
Total Technical Support FTE	3.0	1.8	2.0	3.0	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5								
Total Projected FTE By Month	13.0	7.0	7.0	6.5	6.5	7.5	7.5	7.0	7.0	7.5	8.3	10.0	6.8	5.8	5.8	5.8	5.8	5.8	5.8	6.3	6.3	6.3	6.5	7.5
Variance by Month	0	-6	0	-1	0	1	0	-1	0	1	1	2	-3	-1	0	0	0	0	0	1	0	0	0	1

Assumptions:

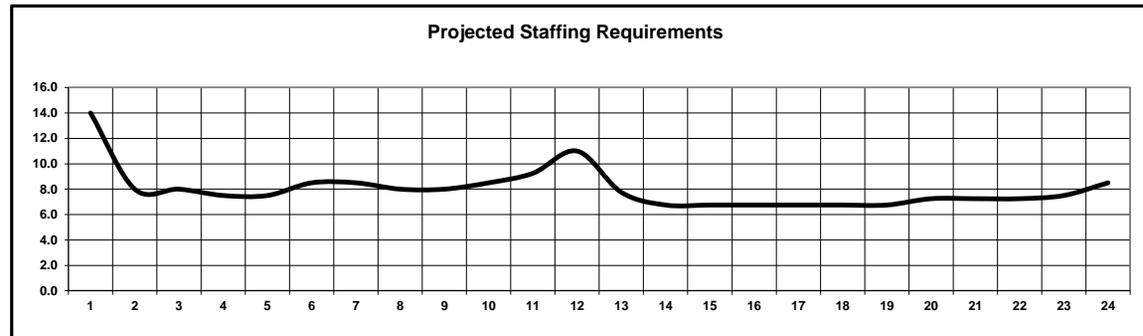


Attachment B

Schedule 2 - SAMPLE
Estimated Consultant Staffing Levels

PROJECT ROLL-OUT	Month																							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Phase I																								
Phase II																								
AREA/POSITION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
CROSS-PHASE RESOURCES																								
Project Manager	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Financials Manager	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.5	0.5	0.5	0.5	0.5	0.5
Change Management Consultant	1.0	0.0	0.0	0.0	0.0	1.0	1.0	0.5	0.5	1.0	1.0	1.0	1.0	0.0	0.0	0.0	0.0	0.5	0.5	1.0	1.0	1.0	1.0	1.0
Software Vendor Consultant	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Total Cross-Phase FTE	4.0	3.0	3.0	3.0	3.0	4.0	4.0	3.5	3.5	4.0	4.0	4.0	4.0	3.0	3.0	3.0	3.0	3.0	3.0	3.5	3.5	3.5	3.5	4.0
PHASE I																								
GL Consultant	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.5	0.5	0.5	0.5	1.0
AP Consultant	1.0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	1.0	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.5	1.0
AR Consultant	1.0	1.0	1.0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Purchasing Consultant	1.0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	1.0	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total for Phase I FTE	5.0	3.3	3.3	2.8	2.8	2.8	2.8	2.8	2.8	3.3	4.0	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.5	1.0	
PHASE II																								
Fixed Assets Consultant	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	
Inventory Consultant	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	
Total for Phase II FTE	2.0	0.0	2.0																					
TECHNICAL SUPPORT																								
Database Engineer	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	
Network Engineer	1.0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	1.0	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	
Software Programmer	1.0	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.5	1.0	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	
Total Technical Support FTE	3.0	1.8	2.0	3.0	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5								
Total Projected FTE By Month	14.0	8.0	8.0	7.5	7.5	8.5	8.5	8.0	8.0	8.5	9.3	11.0	7.8	6.8	6.8	6.8	6.8	6.8	6.8	7.3	7.3	7.3	7.5	8.5
Variance by Month	0	-6	0	-1	0	1	0	-1	0	1	1	2	-3	-1	0	0	0	0	0	1	0	0	1	

Assumptions:

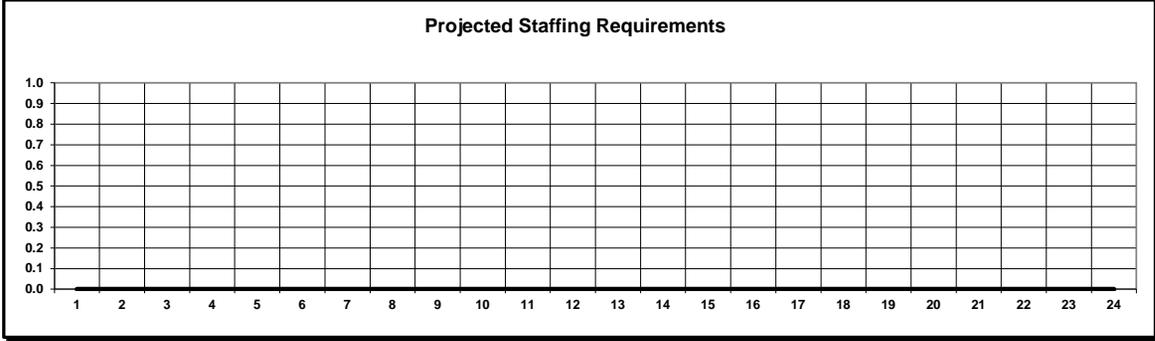


Attachment B

Schedule 2
Estimated Consultant Staffing Levels

PROJECT ROLL-OUT	Month																							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
AREA/POSITION	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
CROSS-PHASE RESOURCES																								
Total Cross-Phase FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
PHASE I																								
Total for Phase I FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
PHASE II																								
Total for Phase II FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TECHNICAL SUPPORT																								
Total Technical Support FTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Projected FTE By Month	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Variance by Month	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Assumptions:
Respondent assumes most configuration duty
County SME provides guidance, oversight and
rough order acceptance.
County resources available Tue - Thur.



Attachment C

Schedule 1: Summary
Summary of Total Software, Professional Services, and Maintenance Costs

Cost Categories	Proposed Cost in RFP	Explanation/Notes (if necessary)**
Software License Fees (Schedule 2)(*)(**)		
Professional Services (Schedules 3, 4, & 5):		
Implementation Services (Schedule 3)		
Data Conversion and Interfaces Estimate (Schedule 3)		
Training (Schedule 4)		
Travel and Other Costs (Schedule 5)		
Hardware Costs (if any)		
Total Cost During Project Period	\$ -	

Ongoing Maintenance & Support (Years 1-5)

Period	Proposed Cost in RFP	Explanation/Notes (if necessary)**
Year One*		
Year Two		
Year Three		
Year Four		
Year Five		

**Please identify the time at which "Year One" support begins (e.g., once software goes into production).*

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

Assumptions/Additional Comments

*List here the maintenance & support starting point (e.g., 10% of license) and annual caps in growth (e.g., lower of x% per year or inflation).
 Also list all other assumptions and use additional space if necessary.*

Please check all cell formulas!!

Attachment C

Schedule 2: Licensing Fees
Detailed Licensing Fees By Module

Module	Proposed Cost in RFP	Number of Users/Employees	Fee Per User/Employee	Explanation/Notes (if necessary)**
General Ledger				
Accounts Payable				
Accounts Receivable				
Project Accounting				
Grant Accounting				
Investment				
Budget Preparation				
Purchasing				
Fixed Assets				
Inventory				
Cash Receipts				
Work Orders				
Fleet Management/Public Works				
Land				
Permits				
Animal Services				
Event Management/Parks and Recreation				
Subtotal	\$ -			
Third-Party Software (List Individually)				
Subtotal	\$ -			
Pre-Requisite Software (List Individually)				
Subtotal	\$ -			
List Price	\$ -			
Discountable Software				
Less Discount				
Total License Fees				

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

<p>Assumptions/Additional Comments</p> <p>List all other assumptions here.</p> <p>Please check all cell formulas!!</p>
--

Attachment C

Schedule 3: Professional Services
Estimated Professional Services By Implementation Phase

1. Estimated Vendor Hours and Cost

Phase \ Activity	Data Conversion			Interfaces			All Other Implementation Services			Total	
	Hours	Rate*	Cost	Hours	Rate*	Cost	Hours	Rate*	Cost	Hours	Cost
Design										0	\$ -
Configure										0	\$ -
Build										0	\$ -
Deploy										0	\$ -
Change Management										0	\$ -
(add additional cells if needed)										0	\$ -
Total	0		\$ -	0		\$ -	0		\$ -	0	\$ -

* Please use (and specify) the proposed blended rate for each phase.

2. Assumed Government Hourly Participation (Please input the estimated "Hours" only)

Phase \ Activity	Data Conversion			Interfaces			All Other Implementation Services			Total	
	Hours	Rate*	Cost	Hours	Rate*	Cost	Hours	Rate**	Cost	Hours	Cost
Design											
Configure											
Build											
Deploy											
Change Management											
(add additional cells if needed)											
Total	0.00			0.00			0.00			0.00	

Assumptions/Additional Comments

Please check all cell formulas!!

Respondents proposing to implement in multiple phases must identify any project phases in this section.

Attachment C

Schedule 4: Training Costs
Estimated Cost of Training by Phase

1. Training Hours and Costs By Trainee

Trainee Type \ Phase	Number of Students	Project Team			Functional SME			Med/Heavy User			Inquiry Only			Other			Total	
		Units	Cost/Unit	Cost	Units	Cost/Unit	Cost	Units	Cost/Unit	Cost	Units	Cost/Unit	Cost	Units	Cost/Unit	Cost	Units	Cost
Total	0	0		\$0	0		\$0	0		\$0	0		\$0	0		\$0	0	\$0

**Please label each Phase to be consistent with your implementation methodology.*

2. Additional Training Costs

Type \ Phase		Project Team			Functional SME			Med/Heavy User			Inquiry Only			Other			Total	
		Units	Cost/Unit	Cost	Units	Cost/Unit	Cost	Units	Cost/Unit	Cost	Units	Cost/Unit	Cost	Units	Cost/Unit	Cost	Units	Cost
Total		0		\$0	0		\$0	0		\$0	0		\$0	0		\$0	0	\$0

3. Total Training Costs

Total Cost \ Phase		Project Team			Functional SME			Med/Heavy User			Inquiry Only			Other			Total	
				Cost			Cost			Cost			Cost			Cost		Cost
Total Cost		0		\$0	0		\$0	0		\$0	0		\$0	0		\$0	0	\$0

Assumptions/Additional Comments

Note: Phases are provided for illustration purposes only. Cost submittal must match any phases proposed in implementation plan.

Please check all cell formulas!!

Attachment D – Software Firm Reference

Provide at least five (5) client references that are similar in size and complexity to this procurement (preferably Counties) and have utilized the proposed system in a comparable computing environment.

Organization Name:			
Organization Project Manager:		Phone:	
		Email:	
IT Contact:		Phone:	
		Email:	
Organization Address:			
Implementation Period:		through	
General Operating Budget:		Employees:	
Project Summary:			

Project Scope			
General Ledger		Accounts Payable	
Accounts Receivable		Project Accounting	
Grant Accounting		Investment	
Budget		Purchasing	
Fixed Assets		Inventory	
Development Services		Facility Work Orders	
Public Works			

Project Budget			
Hardware Cost:		Software License Cost:	
Data Conversion Cost:		Implementation Cost:	
Interface Development Cost:			

Project Infrastructure	
Hardware Platform:	
OS Platform/Version:	
Database Platform:	
Required Data Storage:	

Attachment E - Implementation Services Firm Reference Form

Provide at least five (5) client references that are similar in size and complexity to this procurement (preferably Counties) and have utilized the proposed system in a comparable computing environment.

Organization Name:			
Organization Project Manager:		Phone:	
		Email:	
IT Contact:		Phone:	
		Email:	
Organization Address:			
Implementation Period:		through	
General Operating Budget:		Employees:	
Project Summary:			

Project Scope			
General Ledger		Accounts Payable	
Accounts Receivable		Project Accounting	
Grant Accounting		Investment	
Budget		Purchasing	
Fixed Assets		Inventory	
Development Services		Facility Work Orders	
Public Works			

Project Budget			
Hardware Cost:		Software License Cost:	
Data Conversion Cost:		Implementation Cost:	
Interface Development Cost:			

Project Infrastructure	
Hardware Platform:	
OS Platform/Version:	
Database Platform:	
Required Data Storage:	

Attachment F - Third Party Firm Reference Form

Provide at least five (5) client references that are similar in size and complexity to this procurement (preferably Counties) and have utilized the proposed system in a comparable computing environment.

Organization Name:			
Organization Project Manager:		Phone:	
		Email:	
IT Contact:		Phone:	
		Email:	
Organization Address:			
Implementation Period:		through	
General Operating Budget:		Employees:	
Project Summary:			

Project Scope			
General Ledger		Accounts Payable	
Accounts Receivable		Project Accounting	
Grant Accounting		Investment	
Budget		Purchasing	
Fixed Assets		Inventory	
Development Services		Facility Work Orders	
Public Works			

Project Budget			
Hardware Cost:		Software License Cost:	
Data Conversion Cost:		Implementation Cost:	
Interface Development Cost:			

Project Infrastructure	
Hardware Platform:	
OS Platform/Version:	
Database Platform:	
Required Data Storage:	

Attachment G - Anticipated Interfaces

The following anticipated interfaces may be necessary to integrate financial or other information from a source system to the selected solution. This list is not warranted to be an exclusive list of the required interfaces.

Function	Application	Description	Platform
Judicial Data	Odyssey	Summary case financial data	.NET / SQL Server
Payroll Information	PeopleSoft	Payroll data	PeopleTools / Oracle 10g
Records Retention	LaserFiche	Long term data storage	.NET/SQL Server
Ancillary Systems	TBD	Permitting, work order and public works systems	TBD
Credit Card Processing	Official Payments	Online Credit Card Processing	.NET / SQL Server
Credit Card Processing	Certified Payments	Point of Sale Credit Card Processing	.NET / SQL Server
CSCD/Adult Probation Case Management	CSS	This is a web based app, hosted on state website, app points to images stored on our network.	Windows server and web hosting.
Sheriff Jail Commissary Account	Lonestar Commissary	These are machines that are not members of our network.	Windows operating systems.
Juvenile Probation Case Management (JCMS)	JCMS	Web based app that is hosted on the state's systems.	Windows server and web hosting.
County Tax Assessor/Collector	(RT Lawrence & Spindlemedia)	Apps that are used by tax office to house images of checks, receipts, etc.	Windows Server systems, and sql database systems.
Fee Collecting Offices	If this is court collections, the app would be Revenue Results from RevQ	App that is used to collect and track fees from sources that have outstanding fines.	Windows based systems and sql database systems.
Public Works	PubWorks	GIS integrated asset management solution providing job costing and reporting for all Public Works responsibilities.	Windows clients with Windows Server and SQL database backend
Jury Management System	AGILE (from Xerox)	Handles jury summons processes and questionnaires, generates check file.	Windows servers and sql database systems.
Land and Vitals System	AMCAD (Granicus now)	Used to access deed search, land records, plats, etc., and a cashiering module	Windows servers and database systems.
Investment	Sympro	All investment transactions and activity are entered and tracked. Creates journal enties to post to general ledger.	Windows operating systems.

		Generates reports and graphs.	
Animal Shelter	AnimalShelterNet	Hosts all the animal shelter information on animals and adoptions	Windows server systems and sql database systems.
Police/Records	Integrated Computer Systems (ICS), IBRS (intelligence based records system).	IBRS systems, used for CAD (computer aided dispatch), used to access warrants, arrest records,	Windows systems and sql database systems.
GIS System	ESRI	Used to create, use, store, and analyze map data.	Windows systems and sql database systems.
Fleet GPS Monitoring	NetworkFleet/Verizon	Used to monitor county vehicles,	
Fax Solution	AventX	Used to route faxes through the county.	Windows systems and sql database systems

Attachment H – Signature Form

By signing and submitting this Bid/Proposal, Bidder/Offeror acknowledges, understands the specifications, any and all addenda, and agrees to the bid/proposal terms and conditions and can provide the minimum requirements stated herein. Bidder/Offeror acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Bid/Proposal submittal resulting from Bidder/Offeror’s failure to do so. Bidder/Offeror acknowledges the prices submitted in this Bid/Proposal have been carefully reviewed and are submitted as correct and final. If Bid/Proposal is accepted, vendor further certifies and agrees to furnish any and all products/services upon which prices are extended at the price submitted, and upon conditions in the specifications of the Invitation for Bid/Request for Proposal.

THE UNDERSIGNED HEREBY CERTIFIES THE FOREGOING BID/PROPOSAL SUBMITTED BY THE COMPANY LISTED BELOW HEREINAFTER CALLED “BIDDER/OFFEROR” IS THE DULY AUTHORIZED AGENT OF SAID COMPANY AND THE PERSON SIGNING SAID BID/PROPOSAL HAS BEEN DULY AUTHORIZED TO EXECUTE SAME. BIDDER/OFFEROR AFFIRMS THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT; THIS COMPANY; CORPORATION, FIRM, PARTNERSHIP OR INDIVIDUAL HAS NOT PREPARED THIS BID/PROPOSAL IN COLLUSION WITH ANY OTHER BIDDER/OFFEROR OR OTHER PERSON OR PERSONS ENGAGED IN THE SAME LINE OF BUSINESS; AND THAT THE CONTENTS OF THIS BID/PROPOSAL AS TO PRICES, TERMS AND CONDITIONS OF SAID BID/PROPOSAL HAVE NOT BEEN COMMUNICATED BY THE UNDERSIGNED NOR BY ANY EMPLOYEE OR AGENT TO ANY OTHER PERSON ENGAGED IN THIS TYPE OF BUSINESS PRIOR TO THE OFFICIAL OPENING OF THIS BID/PROPOSAL.

Legal Company Name	
Doing Business As (DBA)	
Street Address of Principal Place of Business	
City, State, Zip	
Phone of Principal Place of Business	
Fax of Principal Place of Business	
E-mail Address of Representative	
Federal Identification Number	
Acknowledgement of Addenda	#1__ #2__ #3__ #4__ #5__ #6__
Authorized Representative Name	
Authorized Representative Title	
Signature (Required for paper bid submission)	
Date	

**Request for Taxpayer
Identification Number and Certification**

**Give Form to the
requester. Do not
send to the IRS.**

Name (as shown on your income tax return) _____

Business name/disregarded entity name, if different from above _____

Check appropriate box for federal tax classification:
 Individual/sole proprietor C Corporation S Corporation Partnership Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
 Other (see instructions) ▶ _____

Exemptions (see instructions):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____

Address (number, street, and apt. or suite no.) _____
 City, state, and ZIP code _____

List account number(s) here (optional) _____

Requester's name and address (optional) _____

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number									
					-				

Employer identification number									
					-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ _____ Date ▶ _____

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on www.irs.gov/w9 for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ****For vendor or other person doing business with local governmental entity**

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

OFFICE USE ONLY

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

Date Received

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

1. Name of person who has a business relationship with local governmental entity.**2. Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3. Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4.

Signature of person doing business with the governmental entity

Date

ATTACHMENT L
SUBSCRIPTION AGREEMENT

This **SUBSCRIPTION AGREEMENT** (this “**Agreement**”) is made effective as of [REDACTED], 20[REDACTED] (the “**Effective Date**”), by and between **COLLIN COUNTY GOVERNMENT** (“**Collin County**”), and [REDACTED], [a/an] [REDACTED] (“**VENDOR**”). **VENDOR** and Collin County are individually a “**Party**” and collectively the “**Parties**.”

- A. **VENDOR** owns an Internet-based application known as [REDACTED] (the “**Software**”).
- B. Collin County desires to obtain access to the Software via the Internet.
- C. This Agreement sets forth the terms and conditions on which **VENDOR** shall provide, and Collin County shall receive, the functionality made available by the Software via the Internet (the “**Subscription Services**”).

In consideration of the terms and conditions of this Agreement and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties, intending to be legally bound, agree as follows:

- 1. **Definitions.** The following definitions apply for purposes of this Agreement:
 - 1.1 “**CIO**” means the then-current Chief Information Officer of Collin County.
 - 1.2 “**Confidential Information**” means all information and materials (tangible and intangible) disclosed by Collin County to **VENDOR**. For the avoidance of doubt, all Collin County Data shall be the Confidential Information of Collin County.
 - 1.3 “**Consent**” means the prior, express, and written consent of a Party, which consent may be withheld, delayed, or conditioned in such Party’s sole discretion.
 - 1.4 “**Collin County Data**” means all data entered by Collin County, or received by **VENDOR**, as part of, or in connection with, Collin County’s use of the Subscription Services.
 - 1.5 “**Director**” means the then-current Director of Collin County’s [REDACTED] Department.
 - 1.6 “**Error**” means a failure of the Subscription Services to perform as intended and/or with **VENDOR**’s documentation for the Subscription Services.
 - 1.7 “**Major Incident**” means an Error that has a critical impact on the use of, or access to, the Subscription Services, resulting in the inability to continue to use or access the Subscription Services as required or intended. There is no reasonable workaround, and such Error is potentially catastrophic in nature. The business impact to Collin County is severe, creating a stop point in major and essential business processes. Essential business processes of the Subscription Services cannot continue until a solution to the Error is implemented.
 - 1.8 “**Minor Incident**” means an Error that has a moderate restriction on the use of, or access to, the Subscription Services, resulting in the restricted ability to continue to use or access the Subscription Services as required or intended.

1.9 “*Operating Hours*” means the operating hours as identified by the Director and is subject to change by such director upon 30 days prior notice to VENDOR.

1.10 “*Routine Incident*” means an Error that has a slight restriction on the use of, or access to, the Subscription Services, resulting in the ability to continue to use or access the Subscription Services as required or intended.

1.11 “*Resources*” means any and all hardware and software necessary to provide the Subscription Services, including servers owned and/or controlled by VENDOR.

1.12 “*Support*” means VENDOR’s being available to (i) answer questions from, and provide general advice to, Collin County concerning the Subscription Services and (ii) receive reports from Collin County of possible Errors concerning the Subscription Services and using best efforts to correct such actual Errors.

1.13 “*Third Party*” means a person or entity that is not a Party.

2. **Subscription Services.**

2.1 Access and Use. VENDOR grants to Collin County a limited, non-exclusive, and non-transferable license to access and use the Subscription Services. VENDOR shall obtain and be solely responsible for the cost, installation, use, and operation of the Resources, including maintaining, backing-up, and providing security for the Resources. VENDOR may not subcontract, delegate, or assign the provision of any portion of the Subscription Services to any Third Party without Collin County’s Consent, and in the event such Consent is obtained by VENDOR from Collin County, VENDOR shall enter into a written agreement with the applicable Third Party for the provision of such services and shall promptly provide a copy of each such written agreement to Collin County.

2.2 Collin County Hardware. Collin County shall be responsible for providing high speed Internet connection, hardware, and software that is compatible with the Subscription Services (the “*Collin County Environment*”). If upgrades to the Resources require Collin County to upgrade the Collin County Environment, then VENDOR shall notify Collin County in writing at least 90 days in advance of such upgrade.

3. **Collin County Data.**

3.1 Ownership and Use. Collin County shall own all right, title, and interest in and to the Collin County Data, including all intellectual property rights in and to the Collin County Data. VENDOR may use the Collin County Data only as expressly required in order to provide the Subscription Services. VENDOR may not add, delete, update, or otherwise modify the Collin County Data, unless expressly authorized by Collin County in writing. VENDOR disclaims any and all rights in and to the Collin County Data. VENDOR shall keep all Collin County Data confidential and secure behind a firewall and shall maintain regular backups of the Collin County Data, all of which shall be based on best practices and approved by Collin County. VENDOR shall not provide or use the Collin County Data for corporate gain, statistical use, or provide the Collin County Data to any other organization or person without the Consent of the Director.

3.2 Access by Collin County. Collin County shall have ability to access and retrieve the Collin County Data at any time. In addition and at no cost to Collin County, VENDOR shall make available to Collin County the use of FTP (or file transfer portal) for purposes of retrieving a copy of the Collin County Data (i) within [] hours of any such request and (ii) on a weekly basis.

Without limiting the foregoing, in the event of an emergency or time sensitive situation, VENDOR shall permit Collin County full access to the Collin County Data in accordance with the following:

(a) The Director and/or CIO will contact VENDOR during any emergency or time sensitive event, as determined in Collin County's sole discretion, in order to access and retrieve the Collin County Data;

(b) VENDOR shall immediately contact the Director and the CIO in the event VENDOR believes that an emergency with respect to the Collin County Data has occurred and or may occur;

(c) In the event of an emergency or time sensitive situation, as determined in Collin County's sole discretion, VENDOR shall make available to Collin County the use of FTP (or file transfer portal) and/or other means of retrieving the Collin County Data.

3.3 Destruction. VENDOR will provide the ability to dispose of, and/or destroy, Collin County Data upon request of Collin County in order to meet required retention schedules allowable by the law. VENDOR shall not retain or make additional copies of the disposition record residing in other locations or cloud environments making the record subject to disclosure upon any public record request or in the event of litigation.

3.4 Return. In connection with the termination of this Agreement, VENDOR shall provide all of the Collin County Data to Collin County in accordance with the following:

(a) All Collin County Data shall be provided through FTP (file transfer protocol) and/or other agreed upon technology 60 days prior to the termination date of this Agreement;

(b) All Collin County Data shall be provided back in a Microsoft SQL Server database format (minimum versions are 2005 or 2008R2) and/or other agreed upon database technology;

(c) All Collin County Data shall be destroyed by VENDOR upon termination, which includes all backups and/or copies of the Collin County Data in other environments or locations; and

(d) Collin County reserves the right to conduct one or more audits to ensure that all Collin County Data has been destroyed in the cloud and/or other environments or locations.

3.5 Data Breach. If VENDOR experiences a data breach or unauthorized access to the Collin County Data, VENDOR will immediately notify the Director and the CIO. Within two weeks of such breach, detail notification is required and shall include the nature of the breach, the data comprised, the involving parties, mitigation efforts, and corrective actions to be taken by VENDOR. VENDOR shall be solely responsible for all expenses related to any data breach or unauthorized access to the Collin County data and shall be by liable for all damages, fines, to include litigation cost. Collin County shall not be responsible for any expense associated with data breaches or unauthorized access while the Collin County Data is residing in VENDOR cloud services.

3.6 Storage in Texas. All of Collin County Data (including copies, backups, and data in the cloud) shall be stored in the state of Texas at all times, unless otherwise agreed upon by VENDOR and the Director and the CIO.

3.7 Disaster Recovery. VENDOR shall provide required disaster recovery and business continuity plans to the Director and the CIO, which plans must be agreed upon and plans must meet government requirements.

4. Support.

4.1 Upgrades. VENDOR shall provide regular upgrades to the Subscription Services and shall schedule each such upgrade in advance with Collin County.

4.2 Help Desk. VENDOR shall be available by telephone to provide Support to Collin County on a 24/7 basis.

4.3 Support Requests. Upon VENDOR's receipt of a support request (a "**Support Request**"), VENDOR shall (i) log such Support Request in VENDOR's support log, (ii) assign such Support Request a unique tracking number, and (iii) use reasonable attempts to promptly address the Support Request. VENDOR shall continuously manage the Support Request until resolved.

4.4 Response Times. Upon VENDOR's receiving a Support Request regarding a possible Error, VENDOR shall designate such possible Error as being (i) a Major Error, (ii) a Minor Error, or (iii) a Routine Error. VENDOR shall address such possible Error in accordance with the following:

(a) Major Error. VENDOR shall (i) respond to Collin County by telephone within two hours (on a 24 hours, seven days a week basis) following VENDOR's receiving a Support Request regarding a Major Error and (ii) assign the appropriate personnel to commence efforts to correct the Error. If the Error is not corrected within one business day following VENDOR's receiving the Support Request, then VENDOR shall telephone the Director (and at least once each business day thereafter until the Error is corrected), describe in detail the efforts underway, and give a status report.

(b) Minor Error. VENDOR shall (i) respond to Collin County by telephone within four business hours following VENDOR's receiving a Support Request regarding a Minor Error and (ii) assign the appropriate personnel to commence efforts to correct the Error. If the Error is not corrected within two business days following VENDOR's receiving the Support Request, then VENDOR shall telephone the Director (and at least once each business day thereafter until the Error is corrected), describe in detail the efforts underway, and give a status report.

(c) Routine Error. VENDOR shall respond to Collin County by telephone within two business days following VENDOR's receiving a Support Request regarding a Routine Error. VENDOR shall thereafter assign the appropriate personnel to commence efforts to correct the Error in accordance with VENDOR's standard Error correction efforts for Routine Errors. If the Error is not corrected within ten business days following VENDOR's receiving the Support Request, then VENDOR shall telephone the Director (and at least once each five business days thereafter until the Error is corrected), describe in detail the efforts underway, and give a status report.

4.5 Source Code. Collin County shall have the right to cause VENDOR to place the source code version of the Software in escrow with a mutually acceptable escrow agent at VENDOR's cost. The release conditions for such placement shall permit, at a minimum, Collin County to obtain such source code in the event VENDOR fails to comply with the Support requirements in this Agreement.

5. **Service Levels.**

5.1 **Description.** VENDOR shall comply with the following service levels (the “*Service Levels*”):

(a) VENDOR shall cause the Subscription Services to be available 90.0% of the time during Operating Hours as measured on a monthly basis (the “*Availability*”).

(b) VENDOR shall provide Collin County the required level of performance and response time to the Subscription Services in order for Collin County to conduct Collin County’s business efficiently and effectively, but in no event less than the response times set forth in Section 4.4.

(c) VENDOR shall notify, at least two weeks in advance, the Director and the CIO for all scheduled outages. All scheduled outage notification must include the start and completion dates, time, impact, risk, back out plan of the schedule outages, and any technology updates that impact (or will impact) Collin County at any time. VENDOR shall notify the Director and the CIO of all unscheduled outages immediately when such outage occurs. VENDOR will provided the Director and the CIO within two hours the details of the unscheduled outages, to include, impact to the County and resolution. Unscheduled outages should always be minimized and should not occur no more than four times in a 12-month fiscal year.

(d) VENDOR will provide the proper infrastructure and other Resources and security to properly maintain access to Collin County Data and the Subscription Services.

5.2 **Service Level Credit.** Customer shall receive a 20% service level credit for each month that a Service Level is not met (the “*Service Level Credit*”). The Service Level Credit shall be applied to the following month’s Fees.

6. **Fees.** Collin County shall pay VENDOR the amounts set forth in Schedule 1 (the “*Fees*”) in accordance with the payment terms and conditions contained therein. To the extent Schedule 1 permits increases in the Fees, VENDOR may not increase the Fees more than once in any calendar year and any annual increase may not exceed 3% of the Fees paid in the previous year.

7. **Confidentiality.**

7.1 **Use and Disclosure.** Without the Consent of Collin County or as otherwise contemplated by this Agreement, VENDOR shall never disclose, copy, or use any Confidential Information in any manner.

7.2 **Degree of Care and Ownership.** VENDOR shall treat the Confidential Information with the same degree of care as VENDOR accords to VENDOR’s own Confidential Information, but in no case less than reasonable care. VENDOR shall promptly advise Collin County if VENDOR learns of any unauthorized use, disclosure, or copying of the Confidential Information. Collin County shall continue to own all of the Confidential Information. VENDOR shall promptly return to Collin County all Confidential Information in VENDOR’s possession or control upon the earlier to occur of (i) a written request by Collin County or (ii) termination of this Agreement for any reason by any Party.

7.3 **Remedies.** A breach of this Section 7 by VENDOR may cause irreparable harm and injury to Collin County for which money damages are inadequate. In the event of such breach, Collin County shall be entitled to seek injunctive relief, without the requirement of posting a bond or any other security, in addition to all other available remedies.

8. **Audits.** The Director and the CIO reserve the right to request third-party audits and/or certifications related to infrastructure and security, including penetration testing and vulnerability assessments, of the Subscription Services. All reports from these audits will be provided to Collin County. Collin County, or a Third Party provider selected by Collin County, has a right to perform an onsite inspection of VENDOR's cloud, infrastructure, and security practices on a specified basis. Collin County has the right to review the Resources and security specifications in written format. Collin County has the right to audit the performance records of the Subscription Services, as well as access to daily and weekly service quality statistics.

9. **Indemnification.** VENDOR shall reimburse, defend, indemnify, and hold harmless Collin County and Collin County's affiliates and Collin County's and Collin County's affiliates' partners, officers, employees, contractors, and agents for, from, and against any and all claims, damages, losses, deficiencies, liabilities, penalties, charges, costs, and expenses resulting from, relating to, or arising out of, any claims that the Software or Subscription Services violate, misappropriate, or infringe any Third Party's intellectual property rights.

10. **Term and Termination.**

10.1 **Term.** This Agreement shall be effective for an initial term beginning on the Effective Date and ending at 12:01 a.m. on the **[first]** anniversary of the Effective Date (the "***Initial Term***"). Upon expiration of the Initial Term, this Agreement shall automatically renew for subsequent terms of one year each (each a "***Renewal Term***"), at Collin County's sole discretion.

10.2 **Termination.** Either Party may immediately terminate this Agreement by giving written notice to the other Party if such other Party is in material breach of this Agreement and fails to cure such material breach within 30 days following receipt of written notice from the non-breaching Party of such breach. Notwithstanding the foregoing 30-day cure period, Collin County may immediately terminate this Agreement by giving written notice to VENDOR if VENDOR breaches Section 7.

11. **General.**

11.1 **Relationship of Parties.** Nothing in this Agreement shall create or be deemed to create the relationship of partners, joint ventures, employer-employee, joint employees, or principal-agent between the Parties. Neither Party shall have any authority to assume or create any obligation or responsibility whatsoever, express or implied, on behalf or in the name of the other Party or to bind the other Party in any manner whatsoever nor shall either Party make any representation, warranty, covenant, agreement, or commitment on behalf of the other Party.

11.2 **Binding Effect.** This Agreement shall be binding upon, inure to the benefit of, and be enforceable by, the Parties and the Parties' respective successors and permitted assigns. This Agreement may be changed, waived, or discharged only pursuant to a written agreement between the Parties. The waiver or failure of a Party to exercise in any respect any right provided for under this Agreement shall not be deemed a waiver of any further right under this Agreement by such Party. Each Party shall pay all of such Party's own expenses relating to the negotiation and preparation of this Agreement, including the fees and expenses of such Party's counsel.

11.3 **Severability.** If any provision of this Agreement is held to be illegal, invalid, or unenforceable under present or future laws, such provision shall be fully severable, and this Agreement shall be construed and enforced as if such illegal, invalid, or unenforceable provision never comprised a part of this Agreement; and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance from

this Agreement. Furthermore, in lieu of such illegal, invalid, or unenforceable provision, there shall be added automatically as part of this Agreement a provision as similar in its terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid, and enforceable.

11.4 Notices. Any notices or communications to be given under this Agreement by a Party to the other Party shall be deemed to have been duly given if given in writing and (i) personally delivered, (ii) sent by nationally recognized overnight courier, (iii) sent by facsimile (with electronic confirmation), or (iv) sent by electronic mail (with confirmation through any of methods (i), (ii), or (iii) above), in each case, at the address for such other Party set forth on the signature page. Notices delivered personally, by courier, by facsimile, or by electronic mail shall be deemed communicated as of actual receipt (or refusal) by the addressee. Any Party may change such Party's address for notice under this Agreement by giving prior written notice to the other Party of such change in the manner provided in this Section 11.4. All notices to third parties and all other publicity concerning the transactions contemplated by this Agreement shall be jointly planned and coordinated by the Parties, (a) unless such notices or other publicity are mandated by law and (b) except that **VENDOR** shall be entitled to announce and refer to Collin County as a licensee and client of **VENDOR**.

11.5 Governing Law. This Agreement shall be performed in, governed by, and construed and enforced in accordance with the laws of the state of Texas, without regard to Texas' conflict of laws principles.

11.6 Entire Agreement. This Agreement (i) embodies the entire agreement and understanding between the Parties relating to the subject matter of this Agreement and (ii) supersedes all prior agreements and understandings relating to the subject matter of this Agreement. This Agreement may be signed simultaneously in one or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument. Faxed or .pdf copies of manually signed signature pages to this Agreement are fully binding and enforceable without the need for delivery of the original manually signed signature page. This Agreement does not create, and shall not be construed as creating, any right enforceable by anyone not a Party. **VENDOR** may not assign this Agreement without Collin County's Consent.

11.7 Interpretation. In the interpretation of this Agreement, except where the context otherwise requires, (i) "including" or "include" does not denote or imply any limitation, (ii) "or" has the inclusive meaning "and/or," (iii) "and/or" means "or" and is used for emphasis only, (iv) "\$" refers to United States dollars, (v) the singular includes the plural, and vice versa, and each gender includes each other gender, (vi) captions or headings are only for reference and are not to be considered in interpreting this Agreement, and (vii) "Section" refers to a section of this Agreement, unless otherwise stated in this Agreement.

11.8 Survival. This Section 11 and Sections 1, 3, and 7 through 9 shall survive termination of this Agreement.

(Balance of page intentionally blank—Signatures on next page)

This Agreement is entered into by the Parties to be effective on the Effective Date.

VENDOR:

[REDACTED], [a/an] [REDACTED]

By: _____

Name: _____

Title: _____

Address:

[REDACTED]

[REDACTED]

[REDACTED]

Facsimile: [REDACTED]

Attention: [REDACTED]

COLLIN COUNTY:

COLLIN COUNTY GOVERNMENT

By: _____

Name: _____

Title: _____

Address:

[REDACTED]

[REDACTED]

[REDACTED]

Facsimile: [REDACTED]

Attention: [REDACTED]

Schedule 1

Fees

[To be provided]