COLLIN COUNTY, TEXAS

REQUEST FOR PROPOSAL

SUBMIT PROPOSALS TO:

Office of the Purchasing Agent
Collin County Courthouse Annex A
200 South McDonald Street, Suite 230
McKinney, Texas 75069

****NOTE:**
All correspondence must include suite number to assist in proper delivery.**

SUBMIT NO LATER THAN:

2:00 P.M., Thursday, February 18, 2010

MARK ENVELOPE:

RFP No. 01134-10

SOFTWARE & IMPLEMENTATION SERVICES FOR ERP FINANCIAL SOFTWARE

ALL PROPOSALS MUST BE RECEIVED IN THE OFFICE OF THE PURCHASING AGENT BEFORE RECEIVING DATE AND TIME

Public receipt of proposals is scheduled to be held in the Office of the Purchasing Agent, Collin County Administration Building, 2300 Bloomdale, Suite 3160, McKinney, Texas 75070.

If offeror does not wish to submit an offer at this time, please submit a "NO OFFER" by the same time and at the same location as stated above and state the reasons for such.

Awards should be made not more than one hundred and eighty (180) days after receiving date.

Collin County is always conscious and extremely appreciative of your time and effort in the preparing of this offer. Requests for information should be directed to:

Sara Hoglund, CPPB
Contract Administrator
Collin County Administration Building
2300 Bloomdale, Suite 3160
McKinney, Texas 75071
E-Mail: shoglund@co.collin.tx.us
Telephone: 972/548-4104 or;
Dallas Metro: 972/424-1460 ext. 4104
Facsimile: 972/548-4694

Financial ERP System RFP Table of Contents

Part 1 General Information

1.1 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 and Laserfiche records management implementations. The financial application will replace an existing legacy financial application. Preference will be given to offerors 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 v5.0 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 and inventory processing. 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.

1.2 County Background

1.2.1 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 760,000 citizens. The County has a total combined budget total for all funds of $270 million[1]. The annual operating budget is $175 million[2] from the general revenue fund.

1.2.2 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.

1.2.3 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

[1] Collin County FY2010 Budget In Brief
[2] Collin County FY2010 Budget In Brief

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 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 system[3]. 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.

1.2.4 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.

1.2.5 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 personnel related data such as pay rates, time off schedules, job titles, etc.
- 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
- 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.

1.3 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
    - Check Processing
    - Check Reconciliation
- Accounts Receivable
    - Customer Records
    - Invoice Processing
    - Receipt Processing
    - Aging and Delinquency Processing
- Project Accounting
    - Project Ledgers
    - Project Costing
- Grant Accounting
    - Grant Ledgers
    - Grant Application
    - Grant Activity
    - Grant Processing
- Investment Tracking
- 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

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, 2011, the start of the County fiscal year. This date has been selected since it will allow the County to complete year end processing for FY2011 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 5.0 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 three existing County systems will be required. The County currently uses PeopleSoft HRMS Version 8.9, Tyler Odyssey Version R2008.02 and LaserFiche Records Management System. 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:

- Mid-year conversion date
- October 1, 2011

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

January 26, 2010	Release RFP
February 4, 2010	Pre-Proposal Conference, 2:00 p.m.(see 1.4.17)
February 18, 2010	Receive RFP responses
February 22, 2010	Distribute responses to Steering Committee
March 12, 2010	Select and notify vendors for on-site demo
April 6, 2010	Begin demo process
April 23, 2010	Clarification Conference Calls
May 7, 2010	Best and Final Offers Due
May 21, 2010	System selection
July 30, 2010	Complete contract process
August 16, 2010	Commissioner Court Award
September 6, 2010	Implementation Start
August 1, 2011	Integration testing & user training
August 29, 2011	Configuration freeze
October 1, 2011	Go Live

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

1.4 Guidelines

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

1.4.1 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 five (5) 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 five 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.

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

1.4.3 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.*

1.4.4 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.

1.4.5 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 Sheriff Office.

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

1.4.6 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.

1.4.7 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.

1.4.8 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.

1.4.9 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.

1.4.10 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).

1.4.11 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 within the Offeror’s proposed project plan.

1.4.12 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.

1.4.13 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.

1.4.14 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.

1.4.15 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.

1.4.16 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:

Sara Hoglund, CPPB
Contract Administrator
Collin County Administration Building
2300 Bloomdale, Suite 3160
McKinney, Texas 75071
P: (972) 548-4104
F: (972) 548-4694

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.

1.4.17 Pre-Proposal Conference: A Pre-Proposal conference will be held at 2:00 p.m., Thursday, February 4, 2010 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.

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 G, 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.
- 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 Proposed 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 1.3 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 H 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 v5.0 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 <u>all</u> 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
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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. (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 implemented 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:	$175 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
- Sample user guides
- Sample functional, technical and support documentation
- Sample software license agreement
- Sample Implementation Services Agreement
- Sample maintenance and support agreement

Part 3 Evaluation Methodology

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 2.1 to include

Section	**Title**
	Title Page
	Letter of Transmittal
	Table of Contents
1.0	Executive Summary (include signature page – Attachment G)
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 & H)
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 – 15%
  - 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 and References – 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. References may be called during this phase of the evaluation and the quality of the clients provided as references will be analyzed. 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.

- Public Sector Focus – 5%
  - 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.

- Responses to Functional Business Requirements – 30%
  - The County will analyze the suppliers' responses to the detailed business requirements.

- Cost – 20%
  - 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, Product Lab, and Implementation Interviews – 50%
  - During the demonstrations and interviews, the County will assess the “look and feel” of the proposed product using detailed scripts tailored to reflect County business processes. 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. 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.

- Public Sector Experience and References – 50%
  - 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 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 information collected in this phase, a single supplier or supplier team will be identified as the finalist for contract negotiations. If a contract cannot be reached after a period of time deemed reasonable by the County, it reserves the right to contact any of the other 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.

Part 4 Attachments

Attachments

Attachment A: Collin County Detailed Business Requirements
Attachment B: Staffing Level Worksheet
Attachment C: Proposed Cost Schedule
Attachment D: Software Firm Reference Form
Attachment E: Implementation Services Firm Reference Form
Attachment F: Third Party Firm Reference Form
Attachment G: Collin County Signature Page
Attachment H: Anticipated Interfaces
Attachment I: Collin County Terms and Conditions
Attachment J: Insurance Requirements

Attachment A: Collin County Detailed Business Requirements

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

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Reference Number		Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comments
		GENERAL REQUIREMENTS					
TECH	1.00	All suites/modules/applications of the solution are fully integrated. Specifically, updating of any data element occurs only once, and is then reflected throughout all applications.		NR			
TECH	2.00	Support of both on-line immediate updates as well batch processing for all transactions.		NR			
TECH	3.00	System-wide inquiry ability to any module, with role based security control.		NR			
TECH	4.00	System has one common database.		NR			
TECH	5.00	System is normalized, with all unique data elements occurring only once in the database.		NR			
TECH	6.00	System is fully browser based (i.e., all suites/modules/applications) and no client side code is required for normal end user access.		NR			
TECH	7.00	Use of multiple types of network connections including:					
TECH	7.01	TCP/IP		NR			
TECH	7.02	Ethernet		NR			
TECH	7.03	IPX protocols		NR			
TECH	8.00	Use of the following database platforms:					
TECH	8.01	DB2		NR			
TECH	8.02	Oracle		NR			
TECH	8.03	Microsoft SQL Server		NR			
TECH	9.00	Support of operating / network platforms:					
TECH	9.01	IBM I-series		NR			
TECH	9.02	Microsoft NT		NR			

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Reference Number		Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comments
TECH	10.00	Delivered interfaces with imaging and bar-coding hardware/software. Please utilize the comments column to indicate with which scanning and bar-coding systems you interface.		NR			
TECH	11.00	Modules support attached documents of any file type (e.g., ability to attach any electronic documents to any module).		NR			
TECH	12.00	Microsoft Outlook support as the e-mail client.		NR			
TECH	13.00	Remote Intranet and Internet access while maintaining strict security of data through role based security for both internal (County employees) and external (public constituents) users.		NR			
TECH	14.00	Support of faxing or email as a native output option selectable by the user at the time the output is required.		NR			
TECH	15.00	Workflow system provides communication routing throughout all suites/modules/applications.		NR			
TECH	16.00	Support of electronic signatures and digital certificates.		NR			
TECH	17.00	User-friendly view of the system:					
TECH	17.01	Browser-based application		NR			
TECH	17.02	Ability to navigate quickly through screens and menus		NR			
TECH	17.03	Powerful and customizable search engine		NR			
TECH	17.04	Terminology that is pertinent to government functionality		NR			
TECH	17.05	All user data and field labels use English-language text as opposed to code-based representations or elements		NR			
TECH	18.00	Based upon users' security role, allow custom screens specific to their user ID for:					
TECH	18.01	Input screens		NR			
TECH	18.02	Menus, including Help menus		NR			
TECH	18.03	Notices		NR			

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Reference Number		Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comments
TECH	18.04	Default field values		NR			
TECH	18.05	Workflow notices and work list items		NR			
TECH	18.06	Context-sensitive help screens based on user's application privileges and where they are in the application		NR			
TECH	19.00	Access to input screens and modules without having to back out of existing navigation path to return to a base starting menu.		NR			
TECH	20.00	Support short-cuts to move between modules and menus.		NR			
TECH	21.00	Support of multiple concurrent screens/windows/sessions.		NR			
TECH	22.00	Use of on-line drop-down lists for all valid values for each validated field.		NR			
TECH	23.00	Partial queries or "wildcard" functionality in fields.		NR			
TECH	24.00	Customizable on-line tutorial for each module maintainable by the County and specific to county business processes.		NR			
TECH	25.00	Copy one line of field values to the next line and change one or more field value elements when using input screens.		NR			
TECH	26.00	Effective dates (past and future) for all transactions.		NR			
TECH	27.00	Time and date stamps applied to all transaction data.		NR			
TECH	28.00	Toolsets to enable the County to be self sufficient to complete the following without requiring vendor involvement:					
TECH	28.01	Report design		NR			
TECH	28.02	Security administration		NR			
TECH	28.03	Application upgrade administration		NR			
TECH	28.04	Archiving and purging of data		NR			
TECH	29.00	Provide keystrokes for rapid data entry and movement from screen to screen ("hotkeys" or coding reduction techniques).		NR			

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Reference Number		Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comments
TECH	30.00	End user screens contain triggers to additional data screens based on specific data input.		NR			
TECH	31.00	Mass changes or mass deletes supported by table-driven data with proper security.		NR			
TECH	32.00	Consistent user interface across all components utilizing only web browser components with no client side code required for regular end users..		NR			
TECH	33.00	Provide descriptive error messages.		NR			
TECH	34.00	Utilize on-line error message help screens, which can be accessed directly from the error message, by selecting a "details" link.		NR			
TECH	35.00	Error messages appear in a consistent format across all system modules, with like codes, text, and screen locations.		NR			
TECH	36.00	Highlight required elements upon transaction entry to identify any missing information.		NR			
TECH	37.00	Allow only current dated table values in fields requiring validated values.		NR			
TECH	38.00	Store and save user profile preferences, such as font, colors, column and field locations, etc.		NR			
TECH	39.00	Users to have access to the system 24 hours/day, 7 days/week.		NR			
TECH	40.00	Determine which employees are utilizing the system at any point in time, with appropriate security control.		NR			
TECH	41.00	Backup and restore each individual application.		NR			
TECH	42.00	Work with the Collin County Web site as the initial portal to the ERP system (ERP must work within the County's menu structure).		NR			
		WORKFLOW					
TECH	43.00	Workflow rules are based upon the following:					
TECH	43.01	Tolerances		NR			
TECH	43.02	Events or "triggers"		NR			

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Reference Number		Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comments
TECH	43.03	Financial rules		NR			
TECH	43.04	User-defined parameters		NR			
TECH	44.00	Provide a flexible, hierarchical approval process based on a user defined reporting structure.		NR			
TECH	45.00	Track and report electronic approvals.		NR			
TECH	46.00	Record freeform text in comment fields.		NR			
TECH	47.00	Set number of approvals required by type of transaction or threshold such as dollar value		NR			
TECH	48.00	Ability to automatically re-route transactions, using a designated surrogate or a hierarchical reporting structure, if an individual does not act within a specified timeframe.		NR			
TECH	49.00	Provide notifications to parties involved in workflow chain when escalation is needed.		NR			
TECH	50.00	Capture performance statistics, either budget based measures or ad-hoc, based on workflow activity (or inactivity).		NR			
TECH	51.00	Process for individuals with higher levels of authority to approve transactions that have not been approved by individuals with lower levels of authority.		NR			
		AUDIT					
TECH	52.00	Deliver an automated audit trail of system transactions.		NR			
TECH	53.00	Record the following minimum data on all transactions:					
TECH	53.01	Type of change		NR			
TECH	53.02	Log On ID		NR			
TECH	53.03	Effective Date of Change		NR			
TECH	53.04	Date		NR			

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Reference Number		Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comments
TECH	53.05	Time		NR			
TECH	53.06	Old value		NR			
TECH	53.07	Transaction Type		NR			
TECH	53.08	Transaction ID		NR			
TECH	54.00	Authorized users may define record retention periods, specific to individual record categories, with approval/override by the IT records administrator.		NR			
TECH	55.00	Deliver an archive process definable by system administrator.		NR			
TECH	56.00	Audit reports to ensure that all data is archived before being purged.		NR			
		QUERYING AND REPORTING					
TECH	57.00	Reporting tools for drill down, drill up, and/or drill around (create cross tabs) to supporting documents and related transactions from any field within the system.		NR			
TECH	58.00	Tools to generate ad hoc queries and reports based on user-defined parameters.		NR			
TECH	59.00	Delivered ad-hoc query tools can access any field(s) within the system.		NR			
TECH	60.00	Export to, and import from, popular desktop word processing and spreadsheet applications.		NR			
TECH	61.00	Produce ad hoc reports online or printed hard copy.		NR			
TECH	62.00	Route reports to various network printers as defined by the user.		NR			
		SECURITY					
TECH	63.00	Restrict access to data fields and windows to users with proper role based security.		NR			
TECH	64.00	Limit the types of transactions that a user can process based on assigned security role.		NR			

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Reference Number		Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comments
TECH	65.00	Natively support a minimum of 128 bit data encryption, for data being sent out from or received by the County via the Intranet or Internet.		NR			
TECH	66.00	Decentralized security administration to enable IT department to create/maintain defined security roles while designated "super users" are enabled to assign a security role to a user.		NR			
TECH	67.00	Security roles by groups or classes (user profiles).		NR			
TECH	68.00	Deliver standard report on unused or inactive user ids.		NR			
TECH	69.00	Native integration to LDAP systems such as Active Directory for user login and authentication as well as password change requirements.		NR			
TECH	70.00	Recognize any valid Active Directory User ID and Password.		NR			
TECH	71.00	Suspend User ID after administrator defined number of failed login attempts and send workflow notice to system administrator(s) of the failed attempt.		NR			
TECH	72.00	Log off idle user accounts based on a time out period defined by system administrator(s).		NR			
TECH	73.00	Deliver workflow notices and report of failed login attempts.		NR			

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Reference Number		Business Requirements	Response	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., business units) in one financial system and track all financial activity for each entity independently.		NR			
AUD-GL	2	Maintain multiple businesses/legal entities, each of which is a self balancing set of accounts, with all business/legal entity records being processed simultaneously by the common system.		NR			
AUD-GL	3	Full integrations between General Ledger and all other modules, including but not limited to:		NR			
AUD-GL	3.01	Budget Development		NR			
AUD-GL	3.02	Cash Management		NR			
AUD-GL	3.03	Accounts Receivable/Cash Receipts		NR			
AUD-GL	3.04	Procurement		NR			
AUD-GL	3.05	Accounts Payable/Encumbrance		NR			
AUD-GL	3.06	Project Accounting		NR			
AUD-GL	3.07	Grant Accounting		NR			
AUD-GL	3.08	Fixed Assets		NR			
AUD-GL	3.09	Payroll		NR			
AUD-GL	3.10	Human Resources		NR			
AUD-GL	3.11	Treasury		NR			
AUD-GL	3.12	Inventory		NR			
AUD-GL	4	Accounting and reporting functionality as generally understood in a Texas county government, and conforms to GAAP, GAFR, GASB, and GFOA standards.		NR			
AUD-GL	5	Meet changing accounting and reporting needs without software modification.		NR			
AUD-GL	6	Update the general ledger and all subsidiary ledgers from the same transaction source.		NR			
AUD-GL	7	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:		NR			

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Reference Number		Business Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comment
AUD-GL	7.01	Statement of Net Assets		NR			
AUD-GL	7.02	Statement of Activities		NR			
AUD-GL	7.03	Balance Sheet Governmental Funds; Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Assets		NR			
AUD-GL	7.04	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		NR			
AUD-GL	7.05	Statement of Net Assets-Proprietary Funds		NR			
AUD-GL	7.06	Statement of Revenues, Expenses, and Changes in Fund Net Assets-Proprietary Funds		NR			
AUD-GL	7.07	Statement of Cash flows-Proprietary Funds (Direct Method)		NR			
AUD-GL	7.08	Statement of Fiduciary Net Assets		NR			
AUD-GL	7.09	Statement of Changes in Fiduciary Net Assets		NR			
AUD-GL	7.10	Statement of Appropriations (Budget) Compared with Expenditures, Encumbrances, and Transfers		NR			
AUD-GL	7.11	Combining Statement by Fund Type		NR			
AUD-GL	8	Present financial statements on an accrual, modified accrual, and cash basis.		NR			
AUD-GL	9	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:		NR			
AUD-GL	9.01	Trial Balance		NR			
AUD-GL	9.02	Cash Flow		NR			
AUD-GL	9.03	Fund Balance Report		NR			
AUD-GL	9.04	Balance Sheet		NR			
AUD-GL	9.05	Income Statement		NR			
AUD-GL	9.06	Cash Balance Report		NR			
AUD-GL	10	Group, ungroup, and regroup Chart of Account fields for reporting purposes.		NR			
AUD-GL	11	Report on restated and non-restated history after a reorganization.		NR			

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AUD-GL 12	Record accounting transactions using self-balancing double-entry bookkeeping.		NR			
AUD-GL 13	Does not allow one-sided entries.		NR			
	Chart of Account Design					
AUD-GL 14	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.		NR			
AUD-GL 15	Configure the Chart of Accounts field lengths during the installation.		NR			
AUD-GL 16	Length of each Chart of Accounts segment to be established by County.		NR			
AUD-GL 17	Meet the County's Chart of Accounts requirements and record transactions by the following segments (but not limited to):		NR			
AUD-GL 17.01	Fund		NR			
AUD-GL 17.02	Organization Structure (hierarchical)		NR			
AUD-GL 17.03	Program		NR			
AUD-GL 17.04	Location		NR			
AUD-GL 17.05	Project		NR			
AUD-GL 17.06	Appropriation Unit		NR			
AUD-GL 17.07	Expenditure Object		NR			
AUD-GL 17.08	Source of Revenue		NR			
AUD-GL 17.09	Balance Sheet Account		NR			
AUD-GL 17.10	Grant		NR			
AUD-GL 17.11	Activity		NR			
AUD-GL 17.12	Function		NR			
AUD-GL 17.13	Period (Fiscal Month/Fiscal Year or Fiscal Year)		NR			
AUD-GL 17.14	Other Reporting Period (e.g., Calendar Month/Year, Federal Month/Year)		NR			
AUD-GL 17.15	Budget Period		NR			
AUD-GL 17.16	User-Defined Field		NR			
AUD-GL 17.17	User-Defined Field		NR			
AUD-GL 17.18	User-Defined Field		NR			

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AUD-GL	18	Designate General Ledger accounts by a user-definable "account type," which can be tracked on all transactions, including, but not limited to:		NR			
AUD-GL	18.01	Asset account		NR			
AUD-GL	18.02	Liability account (including trust)		NR			
AUD-GL	18.03	Fund Equity account		NR			
AUD-GL	18.04	Revenue account (Collected and Accrued)		NR			
AUD-GL	18.05	Expense or Expenditure account (Paid and Accrued)		NR			
AUD-GL	18.06	Budgetary		NR			
AUD-GL	18.07	Statistical (e.g., Budgeted positions)		NR			
AUD-GL	19	Share accounts across multiple years (e.g., project accounts, grant accounts).		NR			
AUD-GL	20	System provides the ability to Add defined values that are not part of the Chart of Account segments.		NR			
AUD-GL	21	Add or change all Chart of Account segment values to an active or inactive status with proper security.		NR			
AUD-GL	22	Group segments of the Chart of Accounts on a user-defined basis into multiple reporting hierarchies.		NR			
AUD-GL	23	Use effective dating when adding or deleting any segment of the Chart of Accounts (at all levels) and validates entries based upon the effective date.		NR			
AUD-GL	24	Track Chart of Accounts organization structure changes for a user-defined period of time.		NR			
AUD-GL	25	Group projects and grants by hierarchical structure across Chart of Account segments for enterprise reporting purposes.		NR			
AUD-GL	26	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:		NR			
AUD-GL	26.01	Creation and editing of these reduction codes would be at the department level, and use would be optional.		NR			
AUD-GL	26.02	A coding reduction value or code references specific user-defined combinations of any segment of the Chart of Accounts.		NR			

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AUD-GL	26.03	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.		NR			
AUD-GL	27	Correct recording of revenue to the revenue coding structure and monitoring against estimated revenues to meet enterprise and department-specific reporting and control requirements.		NR			
AUD-GL	28	Correct recording of expenditures/expenses to the expenditure coding structure and monitoring against expenditure budget to meet enterprise and department-specific reporting and control requirements.		NR			
AUD-GL	29	Provide an optional level of detail below the enterprise revenue source and expenditure object codes, established for use by individual departments at their discretion. The department codes should automatically roll up to enterprise codes.		NR			
AUD-GL	30	Change the Chart of Accounts with proper security and maintain records of the historical Chart of Accounts.		NR			
AUD-GL	31	Copy accounts from one organizational unit to another to facilitate Chart of Accounts maintenance.		NR			
AUD-GL	32	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.		NR			
AUD-GL	33	User can upload Chart of Accounts records from third-party products including, but not limited to: Microsoft Excel and Microsoft Access.		NR			
AUD-GL	34	Provide for Chart of Accounts segments to have a long description of at least 50 alphanumeric characters that can be viewed by end users as they look up Accounts in other modules.		NR			
AUD-GL	35	Provide for Chart of Accounts segments to have a short description of at least 25 alphanumeric characters that can be viewed by end users as they look up Accounts in other modules.		NR			

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AUD-GL 36	Provide for a many-to-many relationship while creating transactions between Chart of Accounts segments within user-defined security rules, including but not limited to the following:		NR			
AUD-GL 36.01	Fund		NR			
AUD-GL 36.02	Organization Structure (hierarchical)		NR			
AUD-GL 36.03	Program		NR			
AUD-GL 36.04	Project		NR			
AUD-GL 36.05	Appropriation Unit		NR			
AUD-GL 36.06	Expenditure Object		NR			
AUD-GL 36.07	Source of Revenue		NR			
AUD-GL 36.08	Balance Sheet Account		NR			
AUD-GL 36.09	Grant		NR			
AUD-GL 36.10	Activity		NR			
AUD-GL 36.11	Function		NR			
AUD-GL 36.12	Period (Fiscal Month/Fiscal Year or Fiscal Year)		NR			
AUD-GL 36.13	Other Reporting Period (e.g., Calendar Month/Year, Federal Month/Year)		NR			
AUD-GL 36.14	Budget Period		NR			
AUD-GL 36.15	Location		NR			
AUD-GL 36.16	User-Defined Field		NR			
AUD-GL 36.17	User-Defined Field		NR			
AUD-GL 36.18	User-Defined Field		NR			
AUD-GL 37	Set a default value, including null, for any defined segment.		NR			
AUD-GL 38	Ability for self balancing by any user-specified or all Chart of Account segments.		NR			
AUD-GL 39	Summarize or present detail based on user-defined parameters on any Chart of Accounts combination from subsidiary ledger systems.		NR			
AUD-GL 40	Capability to infer the GAAP funds (code and name as another field) based on designated Chart of Accounts fields (such as fund or department).		NR			
AUD-GL 41	Ability to have multiple ledgers that are able to be updated simultaneously.		NR			
AUD-GL 42	Ability to process mass changes/deletions with proper security.		NR			
	Fund Accounting					

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AUD-GL	43	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.		NR			
AUD-GL	44	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.		NR			
AUD-GL	45	Balance at a lower level than fund, by additional Chart of Account segments, if specified by the user.		NR			
AUD-GL	46	Ability for all procedural functions of a fund accounting system to be in conformity with GAAP, OMB (Office of Management and Budget), and regulatory standards and guidelines.		NR			
AUD-GL	47	Ability for appropriate accounting treatment for each fund type in accordance with GAAP.		NR			
AUD-GL	48	Ability to simultaneously supports multiple bases of accounting for the appropriate fund types, including, but not limited to:		NR			
AUD-GL	48.01	Cash basis		NR			
AUD-GL	48.02	Modified accrual basis		NR			
AUD-GL	48.03	Accrual basis		NR			
AUD-GL	49	Report expenditure activity on a cash basis (budgetary compliance and reporting) and accrual basis (CAFR reporting) within the same fund and to provide reconciling transaction reports as needed, including the transactions that may be reported in differen fiscal years based on the method of reporting. For example, for transactions that need to update prior year non-cash accounts, but affect current year cash accounts, the system updates cash in the current year and sets up 'due to' and 'due from' appropriately across the fiscal years.		NR			
AUD-GL	50	Properly account for inter-fund transfers of cash in accordance with GAAP and maintains the associated audit trail. Such transfers include loans, advances, intra/interfund transfers, intra/interfund services provided and used transactions, and reimbursement transactions.		NR			

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AUD-GL 51	Balance interfund receivable, payable, and operating transfer accounts within funds and other Chart of Account segments, as well as across the entire system.		NR			
AUD-GL 52	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 Chart of Accounts code combinations.		NR			
AUD-GL 53	Perform an available budget edit and commits the transaction if it passes the edit or produces an error message if the transaction fails the edit. These edits will be performed for every appropriate transaction.		NR			
AUD-GL 54	Process transfers between funds.		NR			
AUD-GL 55	Allow users to perform the following intra-department and inter-department fund transfers: real (e.g., cash), nominal (e.g., expenses).		NR			
AUD-GL 56	Ability for one department to process a payment to another department for goods or services rendered without issuing a check		NR			
AUD-GL 57	Ability to support various relationships (e.g., one to multiple, multiple to one, multiple to multiple) between bank accounts and Funds.		NR			
AUD-GL 58	Ability to record and maintain the following non-financial data for each unique fund:		NR			
AUD-GL 58.01	Date Established		NR			
AUD-GL 58.02	Purpose of Fund		NR			
AUD-GL 58.03	Source of Revenue		NR			
AUD-GL 58.04	Acceptable Uses		NR			
AUD-GL 58.05	Legal Authority (for creation of fund)		NR			
AUD-GL 58.06	Date Closed		NR			
AUD-GL 58.07	Fund Type		NR			
AUD-GL 58.08	Fund Group		NR			
AUD-GL 58.09	Interest bearing and not interest bearing indicator		NR			
AUD-GL 59	Ability to record and maintain the following non-financial data for each unique revenue:		NR			
AUD-GL 59.01	Date Established		NR			
AUD-GL 59.02	Purpose		NR			
AUD-GL 59.03	Funding Source		NR			

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Reference Number		Business Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comment
AUD-GL	59.04	Acceptable Uses		NR			
AUD-GL	59.05	Legal Authority		NR			
AUD-GL	59.06	Date Closed		NR			
AUD-GL	59.07	Multiple User-Defined Fields		NR			
AUD-GL	59.08	Revenue Allocation Percentage		NR			
AUD-GL	59.09	Revenue Allocation Amount		NR			
AUD-GL	60	Flag an asset type account (e.g., cash) as an interest bearing or non interest bearing account.		NR			
AUD-GL	61	Ability to record and maintain the following financial data for each unique fund:		NR			
AUD-GL	61.01	Adopted Annual Budget		NR			
AUD-GL	61.02	Adjusted Annual Budget		NR			
AUD-GL	61.03	Department Annual Budget		NR			
AUD-GL	61.04	Total Expenditures		NR			
AUD-GL	61.05	Total Revenue		NR			
AUD-GL	61.06	Pre-Encumbrances		NR			
AUD-GL	61.07	Encumbrances		NR			
AUD-GL	61.08	Interfund Transactions		NR			
AUD-GL	61.09	Fund Balance		NR			
AUD-GL	61.10	Breakdown of fund balance into reserved, unreserved, and designated, undesignated, appropriated, and unappropriated		NR			
AUD-GL	61.11	Organization Annual Budget		NR			
AUD-GL	61.12	Contingency		NR			
AUD-GL	62	Record and maintain the following financial data for each unique appropriation and operational level:		NR			
AUD-GL	62.01	Adopted Annual Budget		NR			
AUD-GL	62.02	Adjusted Annual Budget		NR			
AUD-GL	62.03	Department Annual Budget		NR			
AUD-GL	62.04	Total Expenditures		NR			
AUD-GL	62.05	Total Revenue		NR			
AUD-GL	62.06	Pre-Encumbrances		NR			
AUD-GL	62.07	Encumbrances		NR			
AUD-GL	62.08	Interfund Transactions		NR			
AUD-GL	62.09	Fund Balance		NR			

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AUD-GL	62.10	Breakdown of fund balance into reserved, unreserved, and designated, undesignated, appropriated, and unappropriated		NR			
AUD-GL	62.11	Organization Annual Budget		NR			
AUD-GL	62.12	Contingency		NR			
AUD-GL	63	Maintain expenditure and revenue details on a fund-by-fund basis.		NR			
AUD-GL	64	Establishment of Chart of Account segments (e.g., funds) that are exempt from budget edits.		NR			
		Journal Entries					
AUD-GL	65	Enter journal transactions online or in batches.		NR			
AUD-GL	66	Enter a journal entry to view the multiple entries within the journa transaction .		NR			
AUD-GL	67	Print a journal entry directly from screen.		NR			
AUD-GL	68	Enter journal entries and then route electronically via a workflow process for approval prior to final posting.		NR			
AUD-GL	69	Ability for the account name (short-description) to be displayed or the screen after account number has been entered during journal transaction on-line entry.		NR			
AUD-GL	70	Ability for a "look -up" by account short description name during journal transaction on-line entry.		NR			
AUD-GL	71	Ability to default data within journal fields (e.g., year, current date) with override capability and proper security.		NR			
AUD-GL	72	Ability to default data (e.g., fund, department) within journal fields by user with override capability with proper security.		NR			
AUD-GL	73	Allow users to input journal entries as an entry or adjustment to any open prior accounting periods.		NR			
AUD-GL	74	Allow users to import journal entries from desktop applications (e.g., Microsoft Excel) and validate the entry against the Chart of Accounts and allowed Chart of Accounts code combinations.		NR			
AUD-GL	75	Allow users to reverse and copy transactions, after update, as defined by the County, with audit trail and proper security.		NR			

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AUD-GL	76	Trace summarized transactions in the General Ledger back to detail source documents in other system modules or subsystems within the enterprise system. If the information must be retrieved from these modules or subsystems, it should be transparent to the user.		NR			
AUD-GL	77	Support the County establishing rules for each journal type, which determine the appropriate processing, including, but not limited to:		NR			
AUD-GL	77.01	Account default to reduce keystrokes		NR			
AUD-GL	77.02	Type of data to be entered		NR			
AUD-GL	77.03	Whether data is required, optional, or not allowed		NR			
AUD-GL	78	Generate default offset entries for non-journal entry financial documents from sub-ledgers (e.g., payment requests, purchase orders, encumbrances, requisitions, cash receipts, etc.).		NR			
AUD-GL	79	Process batch files during the day without closing out other users from transaction processing.		NR			
AUD-GL	80	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.		NR			
AUD-GL	81	Ability for accrual journal entries, which can (optionally) automatically reverse themselves on a user-specified date.		NR			
AUD-GL	82	Ability for the automatic reversal of specified journal entries using a system generated date.		NR			
AUD-GL	83	Ability to support automatic recurring journal entries each month.		NR			
AUD-GL	84	Ability for creation of a journal entry using a previously entered journal entry format (copy journal line).		NR			
AUD-GL	85	Ability for creation of a journal voucher using a previously entered journal entry format (copy journal entry).		NR			
AUD-GL	86	Ability for journal entry footnotes or a journal entry line item description area. Both description areas should be at least 256 characters.		NR			

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AUD-GL	87	Ability for users with the capability to select summary or detailed posting of transactions to the general ledger from subsidiary ledgers/modules within the system.		NR			
AUD-GL	88	Ability to create and process transactions against statistical and memo accounts in addition to financial accounts.		NR			
AUD-GL	89	Ability for users to save journal vouchers that have not yet been posted or cleared of all validation errors.		NR			
AUD-GL	90	Record Units of Measure (e.g., kilowatt hours, hours, FTE, Lots, etc.) and amounts in the same line of a journal transaction.		NR			
AUD-GL	91	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.		NR			
AUD-GL	92	Provide appropriation control (funds availability check) based on user-defined criteria.		NR			
AUD-GL	93	Maintain, modify, and resubmit rejected journals entries.		NR			
AUD-GL	94	Provide notification (e.g., email) of transactions in suspense.		NR			
		Recurring Transactions					
AUD-GL	95	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).		NR			
AUD-GL	96	Ability of user-defined recurring transactions based upon the following schedules:		NR			
AUD-GL	96.01	Periodic		NR			
AUD-GL	96.02	Fixed		NR			
AUD-GL	96.03	Open		NR			
AUD-GL	96.04	Percentage allocation		NR			
AUD-GL	96.05	Amount		NR			
AUD-GL	97	Validate all fields in recurring transaction entries.		NR			
AUD-GL	98	Notify (e.g., email) users that recurring transactions are about to generate.		NR			
AUD-GL	99	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.		NR			
		Inter/Intra-fund Vouchers					

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AUD-GL 100	Ability for all the functionality specified for the journal entry requirements for inter/intra transactions.		NR			
AUD-GL 101	Enter journal entries for multiple departments and funds under one journal header, with proper security.		NR			
AUD-GL 102	Create an encumbrance for estimated costs for work to be provided.		NR			
AUD-GL 103	Route created inter/intra-fund entries to a user-specified structure for review.		NR			
AUD-GL 104	Have an inter/intra-fund entry (IV) reference a previously established encumbrance. After the IV transaction is posted, the referenced encumbrance document should automatically liquidate.		NR			
AUD-GL 105	Restrict inter-fund postings based upon security.		NR			
	Inter/Intra-fund Billing and Receipts					
AUD-GL 106	Create "cashless" inter/intra-fund and inter/intra-department billing and receipts.		NR			
AUD-GL 107	Ability for an inter/intra-department inter/intra-fund receipt to reference a previously established bill (invoice). After the transaction is posted, the referenced bill (invoice) document should automatically reflect a payment application.		NR			
	Encumbrances					
AUD-GL 108	Generate appropriate type and stages of encumbrance based on type of "legal authority to spend" (e.g., approved contract, purchase order, etc.).		NR			
AUD-GL 109	Adjust, change, supplement, or reduce existing encumbrances and pre-encumbrances, maintaining an audit trail of all adjustments with proper security.		NR			
AUD-GL 110	Process an Encumbrance to include, but not limited to, the following data:		NR			
AUD-GL 110.01	Type of encumbrance		NR			
AUD-GL 110.02	Date requested		NR			
AUD-GL 110.03	Date set up		NR			
AUD-GL 110.04	Chart of Accounts codes (multiple sets)		NR			
AUD-GL 110.05	Originating unit & contact info		NR			
AUD-GL 110.06	Encumbrance number (auto-generated by type of encumbrance)		NR			

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AUD-GL	110.07	Fiscal year		NR			
AUD-GL	110.08	Description		NR			
AUD-GL	110.09	Amount		NR			
AUD-GL	110.10	Payee		NR			
AUD-GL	110.11	Approval fields (allowing up to 5 levels of approval)		NR			
AUD-GL	110.12	Text fields (at least up to 5)		NR			
AUD-GL	110.13	Commodity Codes		NR			
AUD-GL	110.14	Vendor ID/Number		NR			
AUD-GL	111	Ability for standard and user-defined year-end close encumbrance rules and functionality, including but not limited to:		NR			
AUD-GL	111.01	Carry-forward encumbrances based on user defined criteria.		NR			
AUD-GL	111.02	Non-selected encumbrances are not carried forward		NR			
AUD-GL	111.03	Carry-forward blanket purchase orders based on user-defined criteria.		NR			
AUD-GL	111.04	Create year end accruals.		NR			
AUD-GL	112	Ability, as encumbrances are selected to be carried forward based on criteria, including but not limited to appropriation type, specific appropriation, etc., with the following functionality:		NR			
AUD-GL	112.01	Based on user-defined criteria, when the encumbrance is rolled forward, the appropriation is rolled forward to the next fiscal year.		NR			
AUD-GL	112.02	Based on user-defined criteria, when the encumbrance is rolled forward, the appropriation is not rolled forward to the next fiscal year.		NR			
AUD-GL	112.03	When the encumbrance is rolled-forward with appropriation, then the encumbrance is closed with a residual unspent amount, the residual amount is tracked and controlled separately and added back to current year available funds.		NR			

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AUD-GL	112.04	When the encumbrance is rolled-forward with appropriation, then the encumbrance is closed with a residual unspent amount, the residual amount is tracked and controlled separately and not added back to current year available funds.		NR			
		Closing					
AUD-GL	113	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. System should close to the level of detail (Chart of Accounts segments) determined by the user.		NR			
AUD-GL	114	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).		NR			
AUD-GL	115	Ability to roll forward or close grant and project accounts based on the type of project or grant.		NR			
AUD-GL	116	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.		NR			
AUD-GL	117	Ability to close by fund or by fund group.		NR			
AUD-GL	118	Ability to perform period-end closings (e.g., monthly).		NR			
AUD-GL	119	Ability to maintain multiple fiscal years (at least 11) and periods concurrently, which allows users to post transactions for a new fiscal year prior to closing the previous year.		NR			
AUD-GL	120	Ability to allow new year transactions to be entered before the old year's closing.		NR			
AUD-GL	121	Ability to allow users to set a default accounting period.		NR			
AUD-GL	122	Ability to allow users to define closing periods and the period closing dates.		NR			
AUD-GL	123	Support multiple open periods.		NR			
AUD-GL	124	Prevent transactions from posting into a closed period (month or year).		NR			

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AUD-GL	125	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.		NR			
AUD-GL	126	Ability for prior period adjustments with proper security.		NR			
AUD-GL	127	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.		NR			
AUD-GL	128	Support unlimited pre-close (e.g., trial closes) which can occur at any time and generates pro forma financial statements.		NR			
AUD-GL	129	Ability for the pre-close process to update balance sheet and fund balance.		NR			
AUD-GL	130	Ability to run the close process multiple times for the fiscal year o user-defined time period (e.g., month).		NR			
AUD-GL	131	Posting of expenditure and revenue accruals required for end of fiscal year closings.		NR			
AUD-GL	132	Ability for at least 14 user-definable accounting periods per year that can either be used for transacting 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.		NR			
AUD-GL	133	Roll balances of Balance Sheet accounts forward at year end according to user-defined criteria.		NR			
AUD-GL	134	Close separate ledgers at different times.		NR			
AUD-GL	135	Automatic reversals of year-end accrual information.		NR			
		Budget Control					
AUD-GL	136	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.		NR			
AUD-GL	137	Track transaction detail at the level of entry.		NR			
AUD-GL	138	Allow multiple levels of control for operating budgets.		NR			

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AUD-GL 139	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.		NR			
AUD-GL 140	Ability to separately track original budget, budget adjustment, and budget transfer line items for each budget with audit trail.		NR			
AUD-GL 141	Ability for budgetary control at varying levels and combinations o the Chart of Accounts to be specified by authorized users. (e.g., 3rd level of fund; 2nd level of department, 3rd level of expenditure group).		NR			
AUD-GL 142	Report pre-encumbrances, encumbrances, and expenditures against the budget.		NR			
AUD-GL 143	Carry forward balances to the next period, based on user-defined criteria.		NR			
AUD-GL 144	Carry forward balance available to the next fiscal year.		NR			
AUD-GL 145	Edit appropriate transactions to ensure that budget is available before posting the transaction.		NR			
AUD-GL 146	Ability for individual budgetary control options in the system to include:		NR			
AUD-GL 146.01	Absolute Control - prevents transaction from processing, may not be overridden		NR			
AUD-GL 146.02	Override Control - prevents transaction from processing with the ability to override error with proper security		NR			
AUD-GL 146.03	Warning - provides warning message but allows transaction to process		NR			
AUD-GL 146.04	Tracking Only / No Control - allows transaction to process without warning		NR			
AUD-GL 147	Ability for a flag that sets the default appropriation control option (e.g., absolute, override, warning, no control).		NR			
	Inquiry and Reporting					
AUD-GL 148	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:		NR			
AUD-GL 148.01	Fund		NR			
AUD-GL 148.02	Organization Structure (Hierarchical)		NR			
AUD-GL 148.03	Program		NR			

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AUD-GL	148.04	Location		NR			
AUD-GL	148.05	Project		NR			
AUD-GL	148.06	Element		NR			
AUD-GL	148.07	Object		NR			
AUD-GL	148.08	Source of Revenue		NR			
AUD-GL	148.09	Balance Sheet Account		NR			
AUD-GL	148.10	Grant		NR			
AUD-GL	148.11	Activity		NR			
AUD-GL	148.12	Function		NR			
AUD-GL	148.13	Period (Fiscal Month/Fiscal Year or Fiscal Year)		NR			
AUD-GL	148.14	Other Reporting Period (e.g., Calendar Month/Year, Federal Month/Year)		NR			
AUD-GL	148.15	User-Defined Fields		NR			
AUD-GL	148.16	Appropriation Unit		NR			
AUD-GL	148.17	Budget Period		NR			
AUD-GL	149	Filter, search, and report budget, pre-encumbrances, encumbrances, expenditures/expenses, and revenues based on user defined time period or range and by any Chart of Account fields or range.		NR			
AUD-GL	150	Maintain a history of all General Ledger transactions and produces detailed transaction reports to provide an appropriate audit trail.		NR			
AUD-GL	151	View reports online, save to a file or print.		NR			
AUD-GL	152	Report on valid Chart of Account value, range of values, or selected values.		NR			
AUD-GL	153	Report using user-defined time periods (e.g., Year-to-Date, Fiscal Year, Calendar Year, Grant Year, Project Year, Accounting Period, etc.)		NR			
AUD-GL	154	Provide drill-down capabilities from GL transactions to journal vouchers to source documents.		NR			
AUD-GL	155	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.		NR			
AUD-GL	156	Ability to produce the following reports:		NR			
AUD-GL	156.01	Comprehensive Annual Financial Report (see Ref #7 for detail)		NR			
AUD-GL	156.02	Trial Balance		NR			

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Reference Number		Business Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comment
AUD-GL	156.03	Cash Flow Statement		NR			
AUD-GL	156.04	Fund Balance Report		NR			
AUD-GL	156.05	Balance Sheet		NR			
AUD-GL	156.06	Income Statement		NR			
AUD-GL	156.07	Cash Balance Report		NR			
AUD-GL	156.08	Revenue Analysis		NR			
AUD-GL	156.09	Expenditure Analysis		NR			
AUD-GL	156.10	Statement of Revenues & Transfers (Estimated vs. Actual)		NR			
AUD-GL	156.11	Statement of Appropriations (Budget vs. Actual)		NR			
AUD-GL	156.12	Comparative Balance Sheet By Fund (Current Year to Prior Year)		NR			
AUD-GL	156.13	Combining Balance Sheet - Debt Service Fund Group and Long Term Debt Account Group		NR			
AUD-GL	156.14	Comparative Statement of Revenues, Expenditures & Changes in Fund Balance- Debt Service Fund		NR			
AUD-GL	156.15	Statement of Appropriations (Budget) Compared with Expenditures, Encumbrances, and Transfers		NR			
AUD-GL	156.16	Combining Statement by Fund Type		NR			
		Interfaces					
AUD-GL	157	The following are potential interfaces required to/from the General Ledger:		NR			
AUD-GL	157.01	Bank		NR			
AUD-GL	157.02	CSCD/Adult Probation Case Management		NR			
AUD-GL	157.03	CIJS (Common Integrated Justice System)		NR			
AUD-GL	157.04	Sheriff Jail Commissary Account		NR			
AUD-GL	157.05	People Soft HRMS		NR			
AUD-GL	157.06	Juvenile Probation Case Management		NR			
AUD-GL	157.07	County Tax Assessor/ Collector		NR			
AUD-GL	157.08	Fee Collecting Offices		NR			
AUD-GL	157.09	Credit Card System		NR			

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		Accounts Payable General Requirements					
AUD-AP	1	Automatically update the general ledger for pre-encumbrance, encumbrance, payment voucher, and payment activities.		NR			
AUD-AP	2	Record pre-encumbrances and encumbrances against all appropriate accounts		NR			
AUD-AP	3	Automatically relieve an encumbrance when an expenditure transaction is posted.		NR			
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.		NR			
AUD-AP	5	Perform periodic user-defined or annual encumbrance reviews and close-outs at year end.		NR			
AUD-AP	6	Accommodate the recording of vouchers for:		NR			
AUD-AP	6.01	Pre-encumbered encumbrances		NR			
AUD-AP	6.02	Non pre-encumbered encumbrances with the appropriate security control		NR			
AUD-AP	6.03	Non-pre-encumbered/non-encumbered vendor invoices, with the appropriate security control.		NR			
AUD-AP	7	Reject transactions for insufficient budget authority (only users with the appropriate level of security having override ability).		NR			
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.		NR			
AUD-AP	9	Process prepaid expenses (e.g., advanced payment, travel, etc.).		NR			
AUD-AP	10	Generate accrual transactions for goods and services received and not invoiced by period end (month end and year-end)		NR			
AUD-AP	11	Associate multiple payment vouchers with a single purchase order		NR			
AUD-AP	12	Automatically generate a unique payment voucher number.		NR			
AUD-AP	13	Prevent duplicate payment voucher numbers.		NR			
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.		NR			

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AUD-AP	15	Provide definable workflow process that allows an invoice to be routed via different approval paths based upon a user defined criteria.		NR			
AUD-AP	16	Process invoices and payments from prior periods and properly update the general ledger.		NR			
AUD-AP	17	Retain payment information and associated mailing address together.		NR			
AUD-AP	18	Maintain, track, and inquire (online) the following payment history information:		NR			
AUD-AP	18.01	Invoice number		NR			
AUD-AP	18.02	Vendor name		NR			
AUD-AP	18.03	Vendor number		NR			
AUD-AP	18.04	Tax ID (SSN, FEIN or TIN)		NR			
AUD-AP	18.05	Requisition number		NR			
AUD-AP	18.06	Purchase order or Encumbering Document number		NR			
AUD-AP	18.07	Contract number		NR			
AUD-AP	18.08	Check / EFT /ACH amount		NR			
AUD-AP	18.09	Check / EFT /ACH date		NR			
AUD-AP	18.10	Payment Transaction Date		NR			
AUD-AP	18.11	Check / EFT /ACH number		NR			
AUD-AP	18.12	Account distribution		NR			
AUD-AP	18.13	Unpaid invoices		NR			
AUD-AP	18.14	Comments - during entry or after the fact for voids or other transactions+C64		NR			
AUD-AP	19	Support interfaces to/from various systems to create vouchers for payments.		NR			
AUD-AP	20	Support uploading files (text, spreadsheets, etc.) as a data entry tool for large volume transactions.		NR			
AUD-AP	21	Provides full integration between Accounts Payable and the following Financial modules, including but not limited to,:		NR			
AUD-AP	21.01	General Ledger		NR			
AUD-AP	21.02	Fixed Assets		NR			
AUD-AP	21.03	Accounts Receivable		NR			
AUD-AP	21.04	Inventory		NR			
AUD-AP	21.05	Procurement		NR			
AUD-AP	21.06	Projects		NR			
AUD-AP	21.07	Grants		NR			

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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.		NR			
		Vendor Invoice					
AUD-AP	23	Ability to accept electronic invoice via XML or EDI.		NR			
AUD-AP	24	Allow the entry of non-purchase order invoices.		NR			
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.		NR			
AUD-AP	25.01	Pre-fill all entry fields from purchase order or prior vendor transaction based on PO number entered or vendor number entered.		NR			
AUD-AP	26	Capture the following invoice information:		NR			
AUD-AP	26.01	Invoice number		NR			
AUD-AP	26.02	Invoice date		NR			
AUD-AP	26.03	Invoice received date		NR			
AUD-AP	26.04	Invoice due date		NR			
AUD-AP	26.05	Purchase order number		NR			
AUD-AP	26.06	PO Date		NR			
AUD-AP	26.07	PO line number		NR			
AUD-AP	26.08	Vendor name		NR			
AUD-AP	26.09	Vendor number/address code(s)		NR			
AUD-AP	26.10	Invoice line item number		NR			
AUD-AP	26.11	Quantity invoiced		NR			
AUD-AP	26.12	Quantity received		NR			
AUD-AP	26.13	Quantity ordered		NR			
AUD-AP	26.14	Quantity returned		NR			
AUD-AP	26.15	Received/service date		NR			
AUD-AP	26.16	Previous quantity invoiced		NR			
AUD-AP	26.17	Unit of measure		NR			
AUD-AP	26.18	Line Item description		NR			
AUD-AP	26.19	Unit cost		NR			
AUD-AP	26.20	Line item total cost		NR			
AUD-AP	26.21	Invoice total cost		NR			
AUD-AP	26.22	Payment terms		NR			
AUD-AP	26.23	Discount date		NR			

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AUD-AP	26.24	Discount amount		NR			
AUD-AP	26.25	Freight		NR			
AUD-AP	26.26	Freight terms		NR			
AUD-AP	26.27	Account distributions		NR			
AUD-AP	26.28	Check number (ability to drill-down to see all invoices paid by the check)		NR			
AUD-AP	26.29	Check amount		NR			
AUD-AP	26.30	Check date		NR			
AUD-AP	26.31	ACH or EFT number (ability to drill-down to see all invoices paid by the ACH transaction)		NR			
AUD-AP	26.32	ACH or EFT amount		NR			
AUD-AP	26.33	ACH or EFT date		NR			
AUD-AP	26.34	Comment/memo field that can be printed on checks or passed to ACH/EFT transactions		NR			
AUD-AP	26.35	Comment/memo field for internal purposes only		NR			
AUD-AP	26.36	Adjusted Amount		NR			
AUD-AP	26.37	Location of service		NR			
AUD-AP	26.38	Delivery location		NR			
		Invoice Processing					
AUD-AP	27	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.		NR			
AUD-AP	28	Change the invoice due date to expedite invoice payment.		NR			
AUD-AP	29	Allocate an invoice amount to multiple chart of account distributions according to a percentage of the invoice amount.		NR			
AUD-AP	30	Allocate an invoice amount to multiple chart of account distributions according to a user-defined distribution of the invoice amount.		NR			
AUD-AP	31	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.		NR			

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AUD-AP	32	Change the chart of account information at the line item level on requisition, P.O., invoice, and payment documents with appropriate security and audit trails.		NR			
AUD-AP	33	Charge an invoice payment to multiple funds.		NR			
AUD-AP	34	Charge an invoice payment to multiple budget and fiscal years.		NR			
AUD-AP	35	Allow users to save, retrieve, and update invoice transactions by payee.		NR			
AUD-AP	36	Indicate whether payment is final or partial upon entry of the invoice.		NR			
AUD-AP	37	Associate one payment voucher to multiple purchase orders.		NR			
AUD-AP	38	Prevent freight charges on invoices that have FOB destination terms.		NR			
AUD-AP	39	Automatically default certain line item details for PO-related payments during vendor invoice entry, with override capability and appropriate security.		NR			
		Matching Process					
AUD-AP	40	Match by combination of the items below based on system configuration:		NR			
AUD-AP	40.01	One or more receiver documents		NR			
AUD-AP	40.02	One or more packing slips or delivery tickets/Bills of Lading		NR			
AUD-AP	40.03	Purchase order (Encumbering Document)		NR			
AUD-AP	40.04	Contract or other encumbering documents		NR			
AUD-AP	40.05	Invoice		NR			
AUD-AP	41	Generate payments based on successful three way or two way matching (i.e., invoice, receipt, PO).		NR			
AUD-AP	41.01	Establish, according to business rules set by user, the generation using two-way or three-way match		NR			
AUD-AP	42	Perform match process on-line or via scheduled batch.		NR			
AUD-AP	43	Highlight discrepancies between purchase order, invoice and receiving document:		NR			
AUD-AP	43.01	Unit price variances		NR			
AUD-AP	43.02	Quantity received vs. quantity ordered vs. quantity invoiced		NR			

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AUD-AP	43.03	Extended value of the PO vs. extended value of the invoice.		NR			
AUD-AP	44	Highlight discrepancies between encumbrance, invoice and authorizing documents for non-commodity purchases:		NR			
AUD-AP	44.01	Hourly rate for services (i.e., consulting, contracted personnel services, etc.)		NR			
AUD-AP	44.02	Deliverables		NR			
AUD-AP	44.03	Terms of contract		NR			
AUD-AP	44.04	Reimbursables		NR			
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.		NR			
AUD-AP	46	Allow input of freight invoices/payments where there may be no corresponding purchase order reference, with appropriate approval.		NR			
		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).		NR			
AUD-AP	48	Track and report daily, weekly, or monthly future payment requirement schedules (i.e., cash requirements reporting) for disbursements.		NR			
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.		NR			
AUD-AP	50	Accept inbound payment requests through an open interface.		NR			
AUD-AP	51	Allow authorized users to void or correct payments online, with appropriate corrections made to all financial balances, sub ledgers and subsystems.		NR			
AUD-AP	52	Allow users with appropriate security to override the default accounting period presented to the user during payment cancellation.		NR			
AUD-AP	53	Record refund payments to vendors.		NR			

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AUD-AP	54	Link refund payments to a specific receipt or collection and the associated revenue transaction.		NR			
AUD-AP	55	Produce payment registers.		NR			
AUD-AP	56	Assign the accounting period automatically based on user-defined criteria with the option of a manual override for payments, with appropriate security.		NR			
AUD-AP	57	Enable user to correct errors on-line prior to processing a payment (e.g., voucher balance, account number, data error).		NR			
AUD-AP	58	Allow release of payment vouchers for payment processing by the following:		NR			
AUD-AP	58.01	Batch		NR			
AUD-AP	58.02	Document		NR			
AUD-AP	58.03	Individual Line Item		NR			
AUD-AP	58.04	Vendor		NR			
AUD-AP	59	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.		NR			
AUD-AP	60	Consolidate payments into a single payment across departments, where vouchers may have different department numbers.		NR			
AUD-AP	61	Restrict ability to process payments (checks or EFT/ACH) until authorized personnel release payment voucher records.		NR			
AUD-AP	62	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.		NR			
AUD-AP	63	Notify users when a vendor has a credit memo that exceeds the payment voucher amount.		NR			
AUD-AP	64	Apply specific credit or debit memos to a specific related invoice or line item of an invoice based on user selected criteria.		NR			
AUD-AP	65	Track the balance remaining on a credit memo and displays the invoices to which the credit has been applied.		NR			
AUD-AP	66	Produce a warning message if the account distribution on credit memo transactions is not the same as the original expense account distribution.		NR			

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AUD-AP	67	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.		NR			
AUD-AP	68	Automatically update liability account and accounts payable balances in the general ledger for payment processes.		NR			
AUD-AP	69	Track all cash disbursements by financial reporting categories required by GAAP (i.e., other funds, component units, related governments, private customers, federal).		NR			
AUD-AP	70	Accept electronic billings from vendors and process appropriate payments to vendors.		NR			
AUD-AP	71	Cancel payments made in a previous period and generate appropriate general ledger transactions in the current period.		NR			
AUD-AP	72	Restrict user, except with appropriate security, from preventing payment from being produced on a processed payment voucher.		NR			
AUD-AP	73	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.		NR			
AUD-AP	74	Post accounting entries to record cancellation information accepted by the system.		NR			
AUD-AP	75	Able to cancel a payment or check or a portion of or entire check run by entering certain payment cancellation information, including a cancel reason code (e.g., pending cancel, cancel, stop, etc.).		NR			
AUD-AP	76	Place a “cancellation” on disbursements and generate the appropriate General Ledger transaction.		NR			
AUD-AP	77	Automatically or by batch update the financial balances, including general ledger and available budget in the appropriate budget year.		NR			
AUD-AP	78	Track archived payments by vendor name, check number, date, funding and amount.		NR			
AUD-AP	79	Track pending payments by scheduled payment date.		NR			
AUD-AP	80	Allow the user to retrieve payment information and its status (e.g. redeemed, stop payment, etc.).		NR			
		Discounts					

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AUD-AP	81	Set up standard payment terms at the vendor level or specify individual payment terms at the payment level.		NR			
AUD-AP	82	Store a due date, discount date and discount percentage.		NR			
AUD-AP	83	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.		NR			
AUD-AP	84	Automatically distribute discounts taken during payment processing to the general ledger.		NR			
AUD-AP	85	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.		NR			
AUD-AP	86	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.		NR			
AUD-AP	87	Add a discount to the invoice during processing.		NR			
AUD-AP	88	Track and report discounts for the following:		NR			
AUD-AP	88.01	Discounts taken		NR			
AUD-AP	88.02	Discounts lost (by department)		NR			
AUD-AP	89	Notify users when a transaction is eligible for a discount whereby transactions can be expedited.		NR			
		Holds					
AUD-AP	90	Put a payment on hold.		NR			
AUD-AP	91	Cannot produce a payment for vendors in "hold" status, with the ability to override.		NR			
AUD-AP	92	Place a payment "hold" on encumbrances/purchase order documents, etc., such that no payment can be generated until the "hold" is lifted.		NR			
		Banking					
AUD-AP	93	Utilizes EFT / ACH payments and allows ability to specify which type of EFT / ACH transaction to use (PPD, CCD, EDI, etc.).		NR			
AUD-AP	94	Sort ACH pre-notes by account and bank for transmission to bank.		NR			

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AUD-AP	95	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).		NR			
AUD-AP	96	Retain obsolete EFT/ ACH vendor bank information for research purposes.		NR			
AUD-AP	97	Allow effective dating (including future dating) of updated EFT / ACH bank information.		NR			
AUD-AP	98	Use multiple banks with multiple accounts for both checks and EFT / ACHs.		NR			
AUD-AP	99	Generate payment through direct deposit (EFT)/ACH if designated to do so in the vendor file (for vendors) or in the employee master file maintained in the People Soft HRMS.		NR			
		Payment Authorization					
AUD-AP	100	Establish an electronic hierarchical approval path for approvals of payment requests.		NR			
AUD-AP	101	Hold processing of payments and wire transfers until funds are available or request is deleted.		NR			
AUD-AP	102	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).		NR			
AUD-AP	103	Automatic notification to specified users when a wire transfer payment is approved.		NR			
		Printing and Handling					
AUD-AP	104	Provides for all standard check writing functionality including:		NR			
AUD-AP	104.01	Check register, in both paper or electronic format		NR			
AUD-AP	104.02	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.		NR			
AUD-AP	105	Print checks through the following means:		NR			
AUD-AP	105.01	On-demand (override batch)		NR			
AUD-AP	105.02	On-schedule/same day		NR			
AUD-AP	105.03	Manual (immediate)		NR			
AUD-AP	106	Prevent the printing or producing of checks with no payee specified or incomplete address information based on user defined criteria.		NR			

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AUD-AP	107	Prevent the printing or producing of blank, negative, or zero amount checks based on user defined criteria.		NR			
AUD-AP	108	Suppress printing or producing of checks under a user-defined dollar amount parameter (e.g., $2.00).		NR			
AUD-AP	109	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.		NR			
AUD-AP	110	Reprint remittance advices.		NR			
AUD-AP	111	Transmit remittance advices electronically (i.e., via e-mail using e-mail address stored in vendor table) for EFT / ACH transactions.		NR			
AUD-AP	112	Enter "global" promotional or reminder comments on the remittance advice.		NR			
AUD-AP	113	Enter a user-specified payment message on one particular payment voucher and have it print on the remittance advice.		NR			
AUD-AP	114	Produce, through secure printers, checks with:		NR			
AUD-AP	114.01	MICR encoding		NR			
AUD-AP	114.02	Electronic Signatures		NR			
AUD-AP	115	Print checks at various locations with proper security.		NR			
AUD-AP	116	Generate replacement checks to replace canceled, stale dated, lost, voided checks or any other reason and generate related ledger updates for the replacement checks.		NR			
AUD-AP	117	Designate checks for special handling and specify sort in the printing cycle.		NR			
AUD-AP	118	Allow for overflow to a separate remittance advice when the number of invoices exceeds available space on initial advice.		NR			
AUD-AP	119	Optionally combine payment transactions by vendor across the chart of accounts (i.e., fund, organization, and project).		NR			
AUD-AP	120	Print checks using preprinted or blank check stock.		NR			
AUD-AP	121	Restart check and remittance advice printing at a user-specified starting point.		NR			
AUD-AP	122	Sequentially number and control payments and remittance advices		NR			
AUD-AP	123	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.		NR			

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AUD-AP	124	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.		NR			
		Positive Pay Banking					
AUD-AP	125	Accommodate positive pay banking.		NR			
AUD-AP	126	Record non-match paid checks from the bank's check file to the system for inquiry on an exception file.		NR			
AUD-AP	127	Transmit check number, $ amount, payee name and issue date of checks issued.		NR			
AUD-AP	128	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.		NR			
AUD-AP	129	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).		NR			
AUD-AP	130	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.		NR			
AUD-AP	131	Able to change the issuance number (i.e., manual check number recorded incorrectly) with proper security.		NR			
AUD-AP	132	Allow electronic updates when payment cancellations are confirmed.		NR			
		Stale Dating of Checks					
AUD-AP	133	Generate reports and electronic files of cancelled and stale dated checks and allows for the transmission of electronic information.		NR			
AUD-AP	133.01	Fields to record escheatment status and date.		NR			
AUD-AP	134	Accept and post cancellation status and cancellation date of posted stale dated checks.		NR			
AUD-AP	135	Post accounting entries to the unclaimed money fund, to record cancellation information accepted by the system.		NR			
		Issuance Reconciliation					

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AUD-AP	136	Reconcile by bank account, issue date, issuance number, and dollar amount.		NR			
AUD-AP	137	Receive an electronic file of cleared checks to upload for inquiry and/or reporting purposes, including the ability to view the remittance advice.		NR			
AUD-AP	138	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.		NR			
AUD-AP	139	Automated bank reconciliation processes to accommodate multiple bank accounts with multiple banks.		NR			
AUD-AP	140	Provides both manual and automated reconciliation process that can be used at the user's discretion.		NR			
AUD-AP	141	Provides user-defined status codes that can be applied to checks to track the claims for check restoration and the stages of the research (i.e., requested, assigned, researched, restored).		NR			
AUD-AP	142	Reports/inquiries to track history of claims for stale-dated checks through each successive status.		NR			
AUD-AP	143	Produce a monthly detailed Stale Dated Checks Listing by bank account, fund, date and by check type.		NR			
AUD-AP	144	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.		NR			
AUD-AP	145	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.		NR			
AUD-AP	146	Print a daily, monthly, annual, or specified date range report of all cleared checks by bank account number and by fund.		NR			
AUD-AP	147	Produce a daily general ledger accounting report of the check clearing transactions.		NR			
AUD-AP	148	Produce a daily, monthly, annual or specified date range report that shows the total amount and number of outstanding checks by bank account.		NR			
AUD-AP	149	Compute the number and dollar amount of checks written per check run by day and per month.		NR			

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AUD-AP	150	Store paid check images to electronic media.		NR			
		1099 Processing					
AUD-AP	151	Track and report all 1099 form types with appropriate logic to support the forms.		NR			
AUD-AP	152	Track 1099 and W-9 forms, using imaging.		NR			
AUD-AP	153	Report 1099 amounts by Taxpayer ID (i.e., SSN, FEIN or TIN).		NR			
AUD-AP	154	Provides backup withholding functionality.		NR			
AUD-AP	155	Provides for payments to multiple 1099 codes.		NR			
AUD-AP	156	Produce a 1099 file that fully complies with current and on-going IRS standards (i.e., no special characters, appropriate use of blanks, etc.).		NR			
AUD-AP	156.01	Provide for automatic upload to IRS for 1099 reports.		NR			
AUD-AP	157	Query and print 1099 data.		NR			
AUD-AP	158	Include 1099 information from interfaced disbursement systems for consolidated reporting.		NR			
AUD-AP	159	Reprint 1099 forms for an individual vendor.		NR			
AUD-AP	160	Correct 1099 information in the system, reprint the 1099 form, and produce a correction file for the IRS.		NR			
AUD-AP	161	Appropriately adjust 1099 reportable balances for both on-line and batch/interface payments and payment cancellations.		NR			
AUD-AP	162	Automatically identify transactions as 1099 reportable based upon the expenditure object even if the vendor is not 1099 reportable.		NR			
AUD-AP	163	Has field that indicates if a vendor is 1099 reportable.		NR			
		Employee Reimbursement					
AUD-AP	164	Reimburse employees for travel and other expenses (with proper workflow and approvals).		NR			
AUD-AP	165	Generate payments to employees based on reconciliation of advances vs. expense reports .		NR			
AUD-AP	166	Employee self-service to initiate reimbursement for their travel expenses through direct entry of travel expenses into the System and to query on the status of their pending travel reimbursements.		NR			

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AUD-AP	167	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.		NR			
AUD-AP	168	Differentiate between accountable (detailed reporting and payment for actual expenses) and non-accountable (per diem) travel reimbursements.		NR			
AUD-AP	169	Report certain travel payments on a 1099 form in compliance with current and ongoing IRS rules and regulations.		NR			
AUD-AP	170	Report travel payments on a W-2 form in compliance with current and ongoing IRS rules and regulations.		NR			
AUD-AP	171	Query or edit against employee master files in the Human Resources module to verify that requestor was in fact an active County employee at the time of the expense.		NR			
AUD-AP	172	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.		NR			
AUD-AP	172.01	Travel encumbrance should be adjusted when the cash receipt is entered.		NR			
AUD-AP	173	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.		NR			
AUD-AP	174	Provides for the payment of per diem rates for meals.		NR			
AUD-AP	175	Edit transactions to ensure that the federal or state maximum lodging rates are not exceeded without appropriate approvals.		NR			
AUD-AP	176	Permit entry and submission of travel claims by selected users on behalf of other employees (proxy submission) with appropriate security and electronic signatures.		NR			

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AUD-AP	177	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).		NR			
AUD-AP	178	Require pertinent travel information included on the County official travel form, including, but not limited to:		NR			
AUD-AP	178.01	Department/Division		NR			
AUD-AP	178.02	Employee Name		NR			
AUD-AP	178.03	Employee Number		NR			
AUD-AP	178.04	Travel Period From		NR			
AUD-AP	178.05	Travel Period To		NR			
AUD-AP	178.06	Taxpayer ID (SSN or TIN)		NR			
AUD-AP	178.07	Residence Street Address		NR			
AUD-AP	178.08	City		NR			
AUD-AP	178.09	County		NR			
AUD-AP	178.10	State		NR			
AUD-AP	178.11	Zip (plus 4)		NR			
AUD-AP	178.12	Fiscal Year		NR			
AUD-AP	178.13	All Chart of Account Elements (e.g., Fund, Department)		NR			
AUD-AP	178.14	Amount		NR			
AUD-AP	178.15	Official business date		NR			
AUD-AP	178.16	Official business purpose of trip		NR			
AUD-AP	178.17	Travel points From		NR			
AUD-AP	178.18	Travel points To		NR			
AUD-AP	178.19	Personal vehicle miles		NR			
AUD-AP	178.20	Lodging		NR			
AUD-AP	178.21	Registration fee		NR			
AUD-AP	178.22	Airfare		NR			
AUD-AP	178.23	Parking/other transportation costs		NR			
AUD-AP	178.24	Meals: Morning		NR			
AUD-AP	178.25	Meals: Noon		NR			
AUD-AP	178.26	Meals: Evening		NR			
AUD-AP	178.27	Other Allowable expenses		NR			

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AUD-AP	179	Default the object of expenditure based upon the selected travel category.		NR			
AUD-AP	180	Permit authorized users to override/change the default object of expenditure.		NR			
AUD-AP	181	Default the chart of account elements based upon the traveler User ID.		NR			
AUD-AP	182	Permit authorized users to override/change the default chart of account elements.		NR			
AUD-AP	183	Provides explanation field for each line item.		NR			
AUD-AP	184	Generate a warning message when travel claims are entered for the same traveler with overlapping travel periods.		NR			
AUD-AP	185	Notify approvers that travel claims have overlapping travel periods.		NR			
AUD-AP	186	Calculate mileage based upon user specified origination and destination.		NR			
AUD-AP	187	Identify travel line items that require receipts.		NR			
AUD-AP	188	Prevent an employee from altering the travel claim while it is being reviewed by the approver.		NR			
AUD-AP	189	Automatically notify approvers that a travel claim has been submitted.		NR			
AUD-AP	190	Allow employees to modify rejected travel claims.		NR			
AUD-AP	191	Inquire and report with proper security on:		NR			
AUD-AP	191.01	Status of all travel claims by employee		NR			
AUD-AP	191.02	Paid travel claims by employee		NR			
AUD-AP	191.03	Unpaid travel claims by employee		NR			
AUD-AP	191.04	Travel claims awaiting action by approver		NR			
AUD-AP	191.05	Travel claims approved by approver		NR			
AUD-AP	191.06	Travel claims rejected by approver		NR			
AUD-AP	191.07	Travel claims awaiting payment by department		NR			
AUD-AP	191.08	Travel Advance report (with ability to drilldown)		NR			
AUD-AP	191.09	Retain images of receipts and documents		NR			
AUD-AP	191.10	Comments on travel questions, repayments, etc.		NR			
Procurement/Travel Card (P-Card/T-Card) Processing							

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AUD-AP	192	Support use of a bank card (P-Card and/or T-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.		NR			
AUD-AP	193	Capture key accounting classification data at time of order for subsequent matching to file received from bank.		NR			
AUD-AP	194	Encumber funds for P-Card and T-Card transactions in department approval process.		NR			
AUD-AP	195	Track the P-card/T-card procurement vendor ID and small business/minority/women-owned business status.		NR			
		Agency Fund Accounts					
AUD-AP	196	Establish individual trust account beneficiaries as vendors (such as children, cash bonds, condemnations, etc.)		NR			
AUD-AP	197	Use the case number to establish a liability account.		NR			
AUD-AP	198	Disburse funds (principal) from the trust account to / for the beneficiary and updates ledgers/balances accordingly.		NR			
AUD-AP	199	Disburse administrative fees (i.e., 10% of interest for interest bearing accounts; $50 fee for non-interest bearing accounts) from the trust account to the County and updates ledgers/balances accordingly.		NR			
AUD-AP	200	Disburse payments to the beneficiary, trustee and/or vendor by check or electronic batch payments.		NR			
AUD-AP	201	Capture the following information about the trust account for the beneficiary, including, but not limited to:		NR			
AUD-AP	201.01	Case/Account number		NR			
AUD-AP	201.02	Originating amount		NR			
AUD-AP	201.03	Maturity date		NR			
AUD-AP	201.04	Beneficiary name		NR			
AUD-AP	201.05	SSN		NR			
AUD-AP	201.06	Date of Birth		NR			
AUD-AP	201.07	Financial Institution location		NR			
AUD-AP	201.08	1099 Indicator		NR			
AUD-AP	201.09	Vendor number (vendor name defaults from vendor number)		NR			
AUD-AP	201.10	Beneficiary Address (City/State/Zip)		NR			
AUD-AP	201.11	Phone		NR			

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AUD-AP	202	Capture the following information about the trust account for the trustee, including, but not limited to:		NR			
AUD-AP	202.01	Case/Account number		NR			
AUD-AP	202.02	Trustee Name		NR			
AUD-AP	202.03	Trustee Address (City/State/Zip)		NR			
AUD-AP	202.04	Phone		NR			
AUD-AP	202.05	Vendor number (vendor name defaults from vendor number)		NR			
AUD-AP	202.06	1099 Indicator		NR			
AUD-AP	203	Capture the following information about the trust account for the vendor, including, but not limited to:		NR			
AUD-AP	203.01	Case/Account number		NR			
AUD-AP	203.02	Vendor number (vendor name defaults from vendor number)		NR			
AUD-AP	203.03	Vendor Address (City/State/Zip)		NR			
AUD-AP	203.04	Phone		NR			
AUD-AP	203.05	1099 Indicator		NR			
AUD-AP	203.06	Tax Id		NR			
AUD-AP	204	Support interfaces to/from various systems to update ledger balances, as needed, and support reconciliation of trust accounts (interest allocation), including, but not limited to:		NR			
AUD-AP	204.01	Registry Systems		NR			
AUD-AP	204.02	Financial Institutions		NR			
		Query and Reports					
AUD-AP	205	Generate and print, screen or paper, for any specified time period the following reports, including but not limited to:		NR			
AUD-AP	205.01	Invoice Aging Report		NR			
AUD-AP	205.02	Match Discrepancy Report (discrepancies between matched items by quantify and price) by vendor		NR			
AUD-AP	205.03	Missing Match Report (2 out of 3 items in the 3 way match in the system)		NR			
AUD-AP	205.04	Report of payments made within or on 30 days from receipt of the invoice		NR			
AUD-AP	205.05	Report of payments not made within 30 days from the receipt of the invoice		NR			

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AUD-AP	205.06	Report of all outstanding encumbrances as of a user specified date.		NR			
AUD-AP	205.07	Report of payments not made within 30 days of receipt of goods.		NR			
AUD-AP	205.08	Report of payment transactions processed for a user-defined period.		NR			
AUD-AP	205.09	Report of error transactions		NR			
AUD-AP	205.10	Report of invoices approved for payment for a user-defined period.		NR			
AUD-AP	205.11	Report of time lapsed from receipt of invoice to payment of invoice.		NR			
AUD-AP	205.12	Report of payment vouchers that have not been approved for payment		NR			
AUD-AP	205.13	Outstanding Check Report, including the actual date of checks, by bank account, check # and check amount on a daily, monthly or annual basis or by a specified date range		NR			
AUD-AP	205.14	Claims Registry - report of all payments for a user-defined period, by user-defined criteria.		NR			
AUD-AP	205.15	Report of vendor information for user-defined period of time and criteria.		NR			
AUD-AP	205.16	Report of expenditures vs. appropriations and/or actuals		NR			
AUD-AP	205.17	Report of individual/detailed object of expense		NR			
AUD-AP	205.18	Report of Vendor Master Listing (by any element in the file)		NR			
AUD-AP	205.19	Report of Vendor Multiple Address listing		NR			
AUD-AP	205.20	Report of Summary Payments by Vendor (for a user determined time period)		NR			
AUD-AP	205.21	Report of checks generated		NR			
AUD-AP	205.22	Reports relating to 1099 Reporting		NR			
AUD-AP	205.23	Check register		NR			
AUD-AP	205.24	Report by bank account of checks generated		NR			
AUD-AP	205.25	Report of cash requirements and timing		NR			
AUD-AP	205.26	Report for transfers to general ledger		NR			
AUD-AP	205.27	Report of ledger distribution		NR			
AUD-AP	205.28	Report of transfer distribution of amounts to be transferred between funds		NR			

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AUD-AP	205.29	Report of expenditures vs. appropriations and/or actuals		NR			
AUD-AP	205.30	Report relating to Procurement Card transactions		NR			
AUD-AP	206	Download all reports and inquiries, including but not limited to, using Microsoft Word, Access, and Excel; PDF; HTML, etc.		NR			
AUD-AP	207	Create and print ad-hoc queries and reports using an English-based report writer.		NR			
AUD-AP	207.01	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.		NR			
		Interfaces					
AUD-AP	208	The following are required interfaces to/from the Accounts Payable module:		NR			
AUD-AP	208.01	CIJS (Common Integrated Justice System) - used for all courts district attorney, JP offices to input vouchers online to initiate the payment process for certain court activities (i.e., social studies, out of county costs, etc).		NR			
AUD-AP	208.02	Financial Institutions (i.e., P-card/T-Card electronic files uploaded to create bank payments; bank account activity files to update balances/ledgers).		NR			
AUD-AP	208.03	PeopleSoft HRMS - County's HR / Payroll system		NR			
AUD-AP	208.04	Jury Management System		NR			
AUD-AP	208.05	Registry Systems		NR			

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Accts Receivable/Billing/Cash Receipts 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.		NR			
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.		NR			
AUD-AR	3	Import transaction files from a third party.		NR			
AUD-AR	4	Monitor collection dates and generate workflow transactions or notifications based on user-defined date thresholds.		NR			
AUD-AR	5	Maintain an audit trail of all billing, accounts receivable, and cash receipts activity including user id, date and time of transaction.		NR			
AUD-AR	6	Print, email, fax or transmit via XML or EDI by customer, billing document, billing document type, etc.		NR			
AUD-AR	7	Upload and download capabilities for documents.		NR			
AUD-AR	8	Record billings, accounts receivable, and cash receipts.		NR			
AUD-AR	9	Simultaneously work in multiple fiscal years (i.e., have periods open in two or more fiscal years at one time).		NR			
AUD-AR	10	Creation of secure interfaces with other billing and receipting systems.		NR			
AUD-AR	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.		NR			
AUD-AR	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), etc.		NR			
AUD-AR	13	Establish default account distributions for each receivable.		NR			
AUD-AR	14	Accommodate Electronic Fund Transfers (EFT).		NR			
AUD-AR	15	Accommodate workflow for approvals.		NR			
AUD-AR	16	Maintain detailed transaction activity for each customer account.		NR			
AUD-AR	17	Charge refunds against revenue accounts		NR			

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AUD-AR	18	Track and place hold on services for past due receivables from debtors.		NR			
AUD-AR	19	Calculate interest and fees based upon funds owed to the County:		NR			
AUD-AR	19.01	State Statutes		NR			
AUD-AR	19.02	County Fee Schedule		NR			
AUD-AR	19.03	Compounding Factors (Daily, Monthly, etc)		NR			
AUD-AR	20	Maintain a master customer file.		NR			
AUD-AR	21	Accommodate Check 21 criteria and remote deposit capture.		NR			
AUD-AR	22	Integration with following modules, including but not limited to:		NR			
AUD-AR	22.01	General Ledger		NR			
AUD-AR	22.02	Accounts Payable		NR			
AUD-AR	22.03	Grants		NR			
AUD-AR	22.04	Projects		NR			
AUD-AR	22.05	Inventory/Warehouse		NR			
AUD-AR	22.06	Cash Management		NR			
		Customer Maintenance					
AUD-AR	23	Provides a central file for storing all customer-related information (e.g., name, address, contact, etc.).		NR			
AUD-AR	24	Create user-defined customer types.		NR			
AUD-AR	25	Bill, track and collect for 'one-time' customers.		NR			
AUD-AR	26	Archive inactive customers based upon user-defined parameters and proper security.		NR			
AUD-AR	27	Deactivate and reactivate customers with appropriate security and control.		NR			
AUD-AR	28	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:		NR			
AUD-AR	28.01	Multiple addresses per customer.		NR			
AUD-AR	28.02	Multiple contact names and numbers per customer.		NR			
AUD-AR	28.03	At least 20 user-definable fields that are minimally 60 characters long.		NR			
AUD-AR	29	Capture and retain a tax ID number associated with receivable customers.		NR			
AUD-AR	30	Prevent duplicate customer numbers.		NR			

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AUD-AR	31	Record a customer as blocked from future services.		NR			
AUD-AR	32	Record customers as "in dispute" with a description field dedicated to the reason and details of the dispute.		NR			
AUD-AR	33	Provides for customer history to be retained when a customer name changes.		NR			
AUD-AR	34	Copy a similar customer record when creating a new record.		NR			
AUD-AR	35	Merge multiple different customer records and their associated history into one customer record, with proper security.		NR			
AUD-AR	36	Provides unique alpha-numeric customer number that is, at a minimum, 15 characters in length.		NR			
AUD-AR	37	Link customer number in Accounts Receivables module to vendor number in Accounts Payable module.		NR			
AUD-AR	38	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.		NR			
AUD-AR	39	Restrict access to add, delete, or modify customer information by users.		NR			
AUD-AR	40	Edit receivable items with proper security.		NR			
AUD-AR	41	Track additions, changes, and deletions to the customer files with an audit trail.		NR			
AUD-AR	42	Archive inactive accounts based upon user-defined criteria and proper security.		NR			
AUD-AR	43	Query and view all receivables for one customer.		NR			
AUD-AR	44	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.		NR			
		Billing/Invoicing					
AUD-AR	45	Generate customer billing documents and provides defaults by department and/or organizational sub-level, including but not limited to the following:		NR			
AUD-AR	45.01	Enter multiple lines per billing document.		NR			

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AUD-AR	45.02	Track item, description (up to 256 characters), quantity, unit cost, unit of measure, and extended amount.		NR			
AUD-AR	45.03	Default item unit cost and any applicable fees associated with the service code.		NR			
AUD-AR	45.04	Automatically extend lines, apply any fees, and sum into the billing document total.		NR			
AUD-AR	45.05	Billing document Number		NR			
AUD-AR	45.06	Contract Number		NR			
AUD-AR	45.07	PO Number		NR			
AUD-AR	45.08	Customer Information, including name, address and phone numbers		NR			
AUD-AR	45.09	Case Number (Alpha-Numeric)		NR			
AUD-AR	45.10	Originating Billing Location (i.e., Court, School District, specific school with school district, etc.)		NR			
AUD-AR	46	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.		NR			
AUD-AR	47	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.		NR			
AUD-AR	48	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.		NR			
AUD-AR	49	Process uncollectible accounts as follows:		NR			
AUD-AR	49.01	Generate dunning letter to customer, which is customizable by the department and/or organizational sub-level.		NR			
AUD-AR	49.02	Export data to legal representatives or third-party collection departments		NR			
AUD-AR	49.03	Record at Bad Debt		NR			
AUD-AR	49.04	Retain memo entries of the receivable balance in the accounts receivable system.		NR			

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AUD-AR	49.05	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.		NR			
AUD-AR	49.06	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.		NR			
AUD-AR	50	Print comments on both an individual and group basis on the billing documents.		NR			
AUD-AR	51	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.		NR			
AUD-AR	52	Define billing cycles and frequencies based on user preferences..		NR			
AUD-AR	53	Document customer communication regarding an billing documen and associate it with the specific billing document, including the ability to attach documents or end-user comments.		NR			
AUD-AR	54	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.		NR			
AUD-AR	55	Preview, print and re-print customized billing documents/adjustments (including color, font, type, size variations), including but not limited to:		NR			
AUD-AR	55.01	by individual billing document		NR			
AUD-AR	55.02	by customer		NR			
AUD-AR	55.03	by range of billing document numbers		NR			
AUD-AR	55.04	by range of adjustment document numbers		NR			
AUD-AR	55.05	by Chart of Account elements		NR			
AUD-AR	55.06	by range of customer numbers		NR			
AUD-AR	55.07	by time period range		NR			
AUD-AR	56	Copy and modify existing billing documents.		NR			
AUD-AR	57	Create billing document templates.		NR			

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AUD-AR	58	Change account coding on billing documents through a mass change functionality, with audit trail and proper security.		NR			
AUD-AR	59	Generate an billing document number based upon a user-defined prefix and a unique system-generated sequential number.		NR			
AUD-AR	60	Generate customer statements by department or organizational sub level (e.g. index, fund, sub fund, etc.).		NR			
AUD-AR	61	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).		NR			
AUD-AR	62	Note individual lines of an billing document as "In Dispute", with ability to record user comments and associate file attachments with the comments (e.g., correspondence with the customer).		NR			
AUD-AR	63	Flag billing documents for "special handling" (e.g., confidentiality issues) with the ability to enter comments.		NR			
AUD-AR	64	Bill by type of customer.		NR			
AUD-AR	65	Support user-defined bar code or scan line (i.e., OCR, MICR, Bar-Code) printing on remittance advice to aid in remittance processing.		NR			
Accounts Receivable							
AUD-AR	66	Generate receivable transactions in the General Ledger for all original entries, adjustments, penalty and interest assessments, and write-offs.		NR			
AUD-AR	67	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.		NR			
AUD-AR	68	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.		NR			
AUD-AR	69	Maintain accounts/billing documents either on an “open item” or “balance forward” basis as determined by an department and/or organizational sub-level.		NR			
AUD-AR	70	Apply a negative (overpayment) balance total existing in an account against a new billing document, or create a refund transaction based upon user-criteria.		NR			

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AUD-AR	70.01	Identify and escheat overpayments if customer cannot be notified.		NR			
AUD-AR	71	Convert negative A/R balances to appropriate transaction based upon user-defined criteria.		NR			
AUD-AR	72	Record a protested or unidentified payment as an unapplied receivable item (i.e., maintains clearing accounts) that can later be applied to receivable balances.		NR			
AUD-AR	73	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.		NR			
AUD-AR	74	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.		NR			
AUD-AR	75	Flag accounts with a user-defined follow-up date for collection related activity.		NR			
AUD-AR	76	Include or exclude disputed billings/customers from aging, finance charges, billing document generation/printing, statistics, and dunning based upon user-defined parameters.		NR			
AUD-AR	77	Calculate various types of interest and fee payment schedules, including but not limited to:		NR			
AUD-AR	77.01	Interest-free and Fee-free periods		NR			
AUD-AR	77.02	Installment payments		NR			
AUD-AR	77.03	Deferrals of interest and fees or suspensions of interest and fee payments		NR			
AUD-AR	78	Generate an automatic refund transaction on a specified refund date to issue a payment to the customer.		NR			
AUD-AR	79	Generate a refund to a non-billed customer (e.g., grant overpayments), with proper approvals.		NR			
AUD-AR	80	Mark/flag billing document as "in collection". (Billing document has been sent to collection agency.)		NR			
AUD-AR	81	Generate various user-defined reports, based upon any billing document data field and "in collection" flag.		NR			

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		Inter-departmental Billing					
AUD-AR	82	Simultaneously create an interdepartmental accounts receivable and payment voucher that reference each other through unique identifiers in the system.		NR			
AUD-AR	83	Use billing document number to link interdepartmental receivables/payables for purposes of clearing accounts receivable when a payment is processed.		NR			
AUD-AR	84	Generate differing accounts receivable balance sheet entries by the type of accounts receivable transaction (i.e., by the type of billing document).		NR			
AUD-AR	85	Notify other departments of a newly created interdepartmental account receivable or payment voucher though workflow notification.		NR			
AUD-AR	86	Pay interdepartmental billing documents without generating an actual payment.		NR			
AUD-AR	87	Record partial payment of interdepartmental receivable billing documents.		NR			
AUD-AR	88	Flag an interdepartmental receivable or payable as "In Dispute".		NR			
AUD-AR	89	Reference an encumbrance document and liquidate that encumbrance upon payment.		NR			
		Receipts					
AUD-AR	90	Process receipts, including identifying the payment location, payee, payee phone number, payment method, billing document number and all element in the Chart of Accounts.		NR			
AUD-AR	91	Process multiple and/or partial billing document payments on the same receipt.		NR			
AUD-AR	92	Capture the data elements during a receipt transaction, including but are not limited to, the following:		NR			
AUD-AR	92.01	Chart of Account code distributions to which each receipts was deposited		NR			
AUD-AR	92.02	Date received		NR			
AUD-AR	92.03	Name/User ID of person collecting monies		NR			
AUD-AR	92.04	Date deposited to bank		NR			
AUD-AR	92.05	Name/User ID of person depositing to bank		NR			
AUD-AR	92.06	Unique, sequential receipt document number		NR			

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AUD-AR	92.07	Comments		NR			
AUD-AR	92.08	At least 20 user-defined text fields that are minimally 60 characters (e.g., case ID, case name, purpose, originating billing location, etc.)		NR			
AUD-AR	92.09	Payment Identification Number (e.g., check number)		NR			
AUD-AR	92.10	Payment Amount		NR			
AUD-AR	92.11	Place of deposit (i.e., Bank Number)		NR			
AUD-AR	92.12	Location of collection		NR			
AUD-AR	92.13	Payment Type		NR			
AUD-AR	92.14	Payment Method		NR			
AUD-AR	92.15	Receivables Number/Billing Document ID (i.e., invoice number, case number, cause number, etc.)		NR			
AUD-AR	92.16	Who Paid (Payee Name, address, phone number, etc.)		NR			
AUD-AR	92.17	Payee ID information (i.e., state drivers license number, state ID number, Social Security Number, Passport Number, etc.)		NR			
AUD-AR	92	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.		NR			
AUD-AR	93	Provides for remote users to collect funds, enter, and account for receipts.		NR			
AUD-AR	94	Record pre-payments for service and generate balancing amounts (due to/from) when reconciling revenue collected with specific transactions. For example, the system is able to properly record payment of court costs prior to creation of cost bill.		NR			
AUD-AR	95	Provides for on-line review of all items in a receipt batch before the batch is posted.		NR			
AUD-AR	96	Correct a receipt batch at any time before the batch is posted with proper authorization.		NR			
AUD-AR	97	Provides for user-defined payment methods.		NR			
AUD-AR	97.01	Credit and debit card transactions must be retained according to latest industry standards.		NR			
AUD-AR	98	Record the following information on each customer receipt at a minimum:		NR			
AUD-AR	98.01	Transaction Date/Time		NR			
AUD-AR	98.02	Cashier		NR			

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AUD-AR	98.03	Location		NR			
AUD-AR	98.04	Payment Type (multiple)		NR			
AUD-AR	98.05	Payment Method (multiple)		NR			
AUD-AR	98.06	Purpose/Description		NR			
AUD-AR	98.07	Payment Amount		NR			
AUD-AR	98.08	Reference Number (i.e., invoice number, cause number, case number, etc.)		NR			
AUD-AR	98.09	Reference Name if applicable (i.e., Style of Case)		NR			
AUD-AR	98.10	Balance Due		NR			
AUD-AR	98.11	Comment Field (at least 250 characters)		NR			
AUD-AR	98.12	Text area for general information of at least 250 characters (i.e., "Thank You. Have a nice Day", " Go Spurs Go", "Offices will be closed December 24 and 25 in observance of the holiday", etc.)		NR			
AUD-AR	99	Enter, track separately, and process simultaneously the following tendering situations (but not limited to):		NR			
AUD-AR	99.01	Cash		NR			
AUD-AR	99.02	Check, including capture of ABA/Routing number, Account number, and Check number		NR			
AUD-AR	99.03	Credit Card		NR			
AUD-AR	99.04	Money Orders, including capture of Bank Code		NR			
AUD-AR	99.05	Cashier Check		NR			
AUD-AR	99.06	EFT/ACH		NR			
AUD-AR	99.07	Debit Cards		NR			
AUD-AR	99.08	Lock Box		NR			
AUD-AR	99.09	On-line/Web payment		NR			
AUD-AR	99.10	IVR payment		NR			
AUD-AR	99.11	User-defined Tender Method		NR			
AUD-AR	100	Record and adjust receipts against the Chart of Accounts with proper security.		NR			
AUD-AR	101	Enter detailed receipt transactions for cash collected (against all chart of account elements) and apply receipts against appropriate accounts receivable balances or billing documents.		NR			
AUD-AR	102	Entry of deposit information into daily deposits (corresponding to actual bank deposits).		NR			

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AUD-AR	103	Compile receipts into deposits more or less frequently than daily and provide the ability to drill back and forth between deposit and receipt.		NR			
AUD-AR	104	Provides for daily approval and clearance processes for previously unidentified receipts held in clearing accounts.		NR			
AUD-AR	105	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.		NR			
AUD-AR	106	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).		NR			
AUD-AR	107	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.		NR			
AUD-AR	108	Change payment methodologies with proper security and audit trail.		NR			
AUD-AR	109	Processing receipts not associated with a recorded receivable (i.e., copying fees, marriage license, etc.).		NR			
AUD-AR	110	Code a receipt as an expenditure, trust account deposit, revenue transaction, etc.		NR			
AUD-AR	111	Capture receipts via electronic funds transfers (EFT), ACH, “lock box”, online/web, IVR, credit card, and/or other electronic receipts for payment.		NR			
AUD-AR	112	Void receipts with proper controls and an audit trail.		NR			
AUD-AR	113	Code, batch, collect and deposit funds on the behalf of other departments/external departments within user-defined security rules.		NR			
AUD-AR	114	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.		NR			
AUD-AR	115	Post unidentified deposits in an appropriate clearing account.		NR			
AUD-AR	116	Correct misapplied payments with proper authorization.		NR			
AUD-AR	117	Process split or mixed tendering situations.		NR			
AUD-AR	118	Override the default chart of account not allowed.		NR			

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AUD-AR	119	Process miscellaneous cash receipts without creating a billing record.		NR			
AUD-AR	120	Apply receipts against multiple billing documents (i.e., invoices, case numbers, cause numbers, etc.).		NR			
AUD-AR	121	Restrict the bank account where money can be deposited.		NR			
		Inquiry and Reporting					
AUD-AR	122	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:		NR			
AUD-AR	122.01	Billing Status		NR			
AUD-AR	122.02	Billed/Unbilled Charges		NR			
AUD-AR	122.03	Delinquent accounts and referrals of delinquent accounts and bankrupt customers		NR			
AUD-AR	122.04	Receivables tracking					
AUD-AR	122.05	Long-term receivables		NR			
AUD-AR	122.06	Memo billing status		NR			
AUD-AR	123	Query all billing document/adjustments for a single customer online and print the information queried.		NR			
AUD-AR	124	Report and print customer activity by customer type.		NR			
AUD-AR	125	Generate reports of billing documents billed, paid, or voided with a user-defined timeframe.		NR			
AUD-AR	126	Generate a report of all outstanding billing documents on a given date by chart of account elements		NR			
AUD-AR	127	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.		NR			
AUD-AR	128	Maintain records of individual billings by customer with inquiry capability.		NR			
AUD-AR	129	Report the variance between prior year revenue and actual collection on reported year-to-date revenue including estimated revenue budget.		NR			
AUD-AR	130	Generate a report for all receipts by payment method for a user-defined time period.		NR			

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AUD-AR	131	Summarize open billing documents by Chart of Account elements.		NR			
AUD-AR	132	Generate a report that compares current period to same period previous year or multiple previous years (i.e., current year and previous 5 years).		NR			
AUD-AR	133	Produce, including but not limited to, the following reports:		NR			
AUD-AR	133.01	Aging Report		NR			
AUD-AR	133.02	Receivables by Transaction Type		NR			
AUD-AR	133.03	Billed vs. Collected by Transaction Type		NR			
AUD-AR	133.04	Variance Reports		NR			
AUD-AR	133.05	Uncollected Receivables over 60+ Days		NR			
AUD-AR	133.06	Collections by Originating Billing Location		NR			
AUD-AR	133.07	Billed by Originating Billing Location		NR			
AUD-AR	133.08	Billing Transaction Detail (all billing transactions for a specific customer for a user-defined time period)		NR			
		Interfaces					
AUD-AR	134	The following are potential interfaces required to/from Accounts Receivable/Cash Receipts module:		NR			
AUD-AR	134.01	People Soft HRMS		NR			
AUD-AR	134.02	Legacy Cash Receipting System		NR			
AUD-AR	136.03	Justice of Peace - CIJS		NR			
AUD-AR	136.04	CSCD - Adult Probation		NR			
AUD-AR	136.05	Sheriff		NR			
AUD-AR	136.06	Common Integrated Justice System		NR			
AUD-AR	136.07	Trust Accounts		NR			
AUD-AR	136.08	Jail Commissary Account (County share)		NR			
AUD-AR	136.09	Juvenile Probation		NR			
AUD-AR	136.10	County Tax Assessor/Collector		NR			
AUD-AR	136.11	Medical Examiner		NR			
AUD-AR	136.12	District Attorney-Hot Checks		NR			
AUD-AR	136.13	Collection Agency		NR			

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		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.		NR			
AUD-CM	2	Entry through online electronic deposit forms of revenue information from bank statement deposits.		NR			
AUD-CM	3	Provides for manual data entry of deposit forms of revenue information from hard copy reports.		NR			
AUD-CM	4	Provides recording of county-wide investment activity.		NR			
AUD-CM	5	Restrict bank accounts by user-defined criteria.		NR			
AUD-CM	6	Restrict check data by department.		NR			
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.		NR			
AUD-CM	8	Interface with the following modules, including but not limited to:		NR			
AUD-CM	8.01	General Ledger		NR			
AUD-CM	8.02	Cash flow Reporting and Inquiry		NR			
AUD-CM	8.03	Bank Reconciliation		NR			
AUD-CM	8.04	Accounts Payable		NR			
AUD-CM	8.05	Accounts Receivable		NR			
AUD-CM	8.06	Cash Receipts		NR			
		Petty Cash					
AUD-CM	9	Maintain petty cash balances.		NR			
AUD-CM	10	Reconciliation of the petty cash accounts.		NR			
AUD-CM	11	Maintain sequential numbering unique to petty cash transactions.		NR			
AUD-CM	12	Issue checks for reimbursement of the petty cash fund utilizing the Accounts Payable module vouchering system.		NR			
AUD-CM	13	Monitor if an amount of expenditure exceeds a user-defined amount, a petty cash transaction is not created by the system.		NR			
AUD-CM	14	Provides different user defined petty cash thresholds (i.e., by location, by user, by department).		NR			
AUD-CM	15	Differentiate between reimbursements and advances.		NR			

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AUD-CM	16	Generate a statement identifying balance due/balance owed based on reconciled advances and expenses.		NR			
AUD-CM	17	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.		NR			
AUD-CM	18	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).		NR			
AUD-CM	19	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.		NR			
AUD-CM	20	Automatically replenish petty cash based upon a user-defined increment of time or dollar amount including but not limited to the following options:		NR			
AUD-CM	20.01	Automatically generate a payment voucher/payment request		NR			
AUD-CM	20.02	Notify user-specified petty cash administrator by department by location		NR			
AUD-CM	20.03	Provide the ability for each department to specify payment method for the replenishment (i.e., check, EFT to Petty Cash Bank Account, etc.)		NR			
AUD-CM	20.04	Distribute replenishment to a user defined chart of accounts).		NR			
AUD-CM	21	Provides for recording advance receipt number with accompanying reimbursement requests.		NR			
AUD-CM	22	Provides for user-defined levels of approval on all petty cash transactions.		NR			
AUD-CM	23	Approve petty cash transactions at the transaction or line-item level based on user-defined criteria.		NR			
AUD-CM	24	Provides for workflow which notifies payees when petty cash is ready for pick up (i.e., email).		NR			
AUD-CM	25	Integrates with Accounts Payable module to facilitate 1099 reporting for petty cash transactions.		NR			
AUD-CM	26	Maintain the following data in respect to petty cash transactions:		NR			

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AUD-CM	26.01	Chart of Account code or codes		NR			
AUD-CM	26.02	Date requested		NR			
AUD-CM	26.03	Date issued		NR			
AUD-CM	26.04	Unit/Name of person requesting		NR			
AUD-CM	26.05	Payee if different than requestor		NR			
AUD-CM	26.06	Amount		NR			
AUD-CM	26.07	Description		NR			
AUD-CM	26.08	Reimbursement or Advance (flag or indicator)		NR			
AUD-CM	26.09	Receipts on file (Yes or No) (flag or indicator)		NR			
AUD-CM	26.10	Justification - drop down list of at least 10 user pre-defined reasons which include one free-form field		NR			
AUD-CM	26.11	Approvals		NR			
AUD-CM	26.12	Approval Date		NR			
AUD-CM	26.13	Check #/Voucher # (system assigned)		NR			
AUD-CM	26.14	Reference Number		NR			
AUD-CM	26.15	Payee Address		NR			
AUD-CM	26.16	Payee Phone Number		NR			
AUD-CM	26.17	Prepared By		NR			
AUD-CM	26.18	Location		NR			
AUD-CM	27	Provides for user-input text field (message) on check stub.		NR			
AUD-CM	28	Setup, transact, and reconcile multiple petty cash accounts by department.		NR			
		Positive Pay Banking					
AUD-CM	29	Provides for positive pay banking.		NR			
AUD-CM	30	Record non-match paid checks from the bank's check file to the system for inquiry on an exception file.		NR			
AUD-CM	31	Receive check issuance files from County's other subsystems.		NR			
AUD-CM	32	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.		NR			
AUD-CM	33	Receive electronic files from bank and records discrepancies (i.e., differences in dollar amount, status, etc.) in a reconciliation database without updating financial balances (suspense file).		NR			
AUD-CM	34	Provides after a mismatch has been identified to subsequently post correction to clear the suspense file.		NR			

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AUD-CM	35	Change the issuance number with proper security (i.e., manual check number recorded incorrectly).		NR			
AUD-CM	36	Provides for updates (electronic and manual) when payment cancellations (voids) are confirmed.		NR			
		Bank Reconciliation					
AUD-CM	37	Reconcile bank activity per the cash management/general ledger module to bank transactions received from the County's bank accounts through automated means at the operator's discretion.		NR			
AUD-CM	38	Reconciliation bank activity per the cash management/general ledger module to bank transactions received from the County's bank accounts through manual means at the operator's discretion.		NR			
AUD-CM	39	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).		NR			
AUD-CM	40	Make corrections or changes during the reconciliation process with appropriate user authorization (i.e., NSF Checks).		NR			
AUD-CM	41	Reconcile general ledger fund cash balances with other fund cash balances, including but not limited to, trust, special accounts, etc..		NR			
AUD-CM	42	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:		NR			
AUD-CM	42.01	Utilize BAI (Bank Administration Institute) file format for bank activity input		NR			
AUD-CM	42.02	Convert non-standard bank file formats to desired format (i.e., BAI)		NR			
AUD-CM	42.03	Accommodate multiple bank accounts (note: responding vendors needs to specify how many bank accounts it can accommodate).		NR			
AUD-CM	42.04	Allow user to specify automated matching criteria		NR			
AUD-CM	42.05	Identify duplicate matches		NR			

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AUD-CM	42.06	Identify potential matches		NR			
AUD-CM	42.07	Provide edit capability with appropriate user authorization		NR			
AUD-CM	42.08	Provide inquiry capability with appropriate user authorization		NR			
AUD-CM	42.09	Provide for manual matching of items not matched via automated matching		NR			
AUD-CM	42.10	Provide aggregate (one-to-many or many-to-many) items matching		NR			
AUD-CM	42.11	Provide tolerance (specify variance in amount or date) matching		NR			
AUD-CM	42.12	Provide exception reporting of outstanding items		NR			
AUD-CM	42.13	Provide aging reports of reconciling items		NR			
AUD-CM	42.14	Provide custom reporting of reconciling items		NR			
AUD-CM	42.15	Provide data export to generate external research correspondence		NR			
AUD-CM	43	Record discrepancies (i.e., differences in dollar amount, status, etc.) in a reconciliation suspense file without updating financial balances.		NR			
AUD-CM	44	Provides, after a mismatch has been identified, subsequently posting the correction to clear the suspense file.		NR			
AUD-CM	45	Reconciliation of County Treasurer cash balances with fund cash balances.		NR			
AUD-CM	46	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.		NR			
AUD-CM	47	Make corrections or changes during the reconciliation process with appropriate user authorization.		NR			
AUD-CM	48	Reconciliation of cash in bank with fund cash balances.		NR			
		Check Issuance Reconciliation					
AUD-CM	49	Reconcile by issue date, issuance number, dollar amount and payee name.		NR			
AUD-CM	50	Retain cleared checks in a check reconciliation table for inquiry and/or reporting purposes, including the ability to view the remittance advice.		NR			

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AUD-CM	51	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.		NR			
AUD-CM	52	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.)		NR			
AUD-CM	53	Produce a daily general ledger accounting report of the check clearing transactions.		NR			
AUD-CM	54	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.		NR			
AUD-CM	55	Compute the number and dollar amount of checks written per check run by day and per month.		NR			
AUD-CM	56	Produce a report of checks paid and cancelled for a user-defined time period by bank account number.		NR			
AUD-CM	57	Provides for a daily file of checks paid by account number to be extracted to County's other subsystems.		NR			
		Staledating of Checks					
AUD-CM	58	Generate reports and electronic files of cancelled and staledated checks based upon user-defined criteria.		NR			
AUD-CM	59	Transmit electronic information of cancelled and staledated checks based upon user-defined criteria.		NR			
AUD-CM	59.01	Texas Comptroller Bureau of Public Accounts		NR			
AUD-CM	59.02	County Auditor's Office		NR			
AUD-CM	59.03	Crime Victims Compensation Fund		NR			
AUD-CM	60	Accept and post cancellation status and cancellation date of posted staledated checks.		NR			
AUD-CM	61	Post accounting entries to record cancellation information accepted by the system.		NR			
AUD-CM	62	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 (i.e., requested, assigned, researched, restored).		NR			
AUD-CM	63	Track history of claims for replacement checks through each successive status.		NR			

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AUD-CM	64	Produce a detail staledated Checks Listing by bank account, by fund, by check type and by check amount. (Detailed report should include check number, payee, check amount, etc.)		NR			
		Investment Management					
AUD-CM	65	Manage the general investment portfolio.		NR			
AUD-CM	66	Maintain portfolios on-line for immediate query and reporting.		NR			
AUD-CM	67	Forecasting for cash management.		NR			
AUD-CM	68	Track interest earned (including purchased interest) by individual investment on both cash and accrual basis monthly, year-to-date, and life-to-date.		NR			
AUD-CM	69	Provides for daily updates for purchase, redemption and add back of interest to an investment.		NR			
AUD-CM	70	Allocate interest earned, including negative interest on selected cash accounts based on average daily cash balances.		NR			
AUD-CM	71	Track and maintain investments including, but not limited to, the following:		NR			
AUD-CM	71.01	Investment journals		NR			
AUD-CM	71.02	Interest accruals		NR			
AUD-CM	71.03	Receipts		NR			
AUD-CM	71.04	Amortization of premium/discount		NR			
AUD-CM	71.05	Purchased interest		NR			
AUD-CM	72	Maintain investment institution information.		NR			
AUD-CM	73	Maintain narrative information on investments including instructions for reinvestment.		NR			
AUD-CM	74	Track yields.		NR			
AUD-CM	75	Provides for GAAP compliance.		NR			
AUD-CM	76	Track gains and losses per investment by the adjusted fair value basis.		NR			
AUD-CM	77	Provides for a total interest income amount and apportion according to interest ratio by fund.		NR			
AUD-CM	78	Allow manual override of interest income allocation amount per fund.		NR			
AUD-CM	79	Provides ability to re-calculate interest ratios for all funds based on change in one fund.		NR			
AUD-CM	80	Maintain records on all investment transactions for all funds.		NR			

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AUD-CM	81	Record the following information on each transaction:		NR			
AUD-CM	81.01	Date of transaction		NR			
AUD-CM	81.02	Company name		NR			
AUD-CM	81.03	Type of transaction		NR			
AUD-CM	81.04	Investment manager		NR			
AUD-CM	81.05	Amount of transaction		NR			
AUD-CM	81.06	Amount of gain		NR			
AUD-CM	81.07	Amount of loss		NR			
AUD-CM	81.08	Number of shares		NR			
AUD-CM	81.09	Price per share		NR			
AUD-CM	81.10	Chart of Account code or codes		NR			
AUD-CM	81.11	Notes		NR			
AUD-CM	81.12	Broker Name		NR			
AUD-CM	82	Search and view transactions by date, investment manager, broker name, type of transaction, company name or chart of account codes.		NR			
AUD-CM	83	Print reports, including but not limited to:		NR			
AUD-CM	83.01	Transactions by specified time period (i.e., quarterly, monthly, yearly, etc.)		NR			
AUD-CM	83.02	Transactions by company (user specified date range)		NR			
AUD-CM	83.03	Transactions by transaction type (user specified date range)		NR			
AUD-CM	83.04	Transactions by Chart of Account code or codes (user specified date range)		NR			
AUD-CM	83.05	Transactions by investment manager (user specified date range)		NR			
AUD-CM	83.06	Transactions by Broker Name (user specified date range)		NR			
AUD-CM	84	Sort each report according to user specified criteria (i.e. Transactions by company in transaction type order).		NR			
AUD-CM	85	Interface with the custodian bank's system and allow for automatic updates by the bank.		NR			
AUD-CM	86	Maintain portfolio of county investments on-line for rapid query and up-to-date reporting.		NR			
AUD-CM	87	Maintain data elements including but not limited to the following:		NR			
AUD-CM	87.01	Investment Control Number		NR			

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AUD-CM	87.02	Maturity Date		NR			
AUD-CM	87.03	Description		NR			
AUD-CM	87.04	CUSIP Number		NR			
AUD-CM	87.05	Purchase Amount (expressed in % and dollar amounts)		NR			
AUD-CM	87.06	Purchase Date		NR			
AUD-CM	87.07	Face Value		NR			
AUD-CM	87.08	Interest Rate		NR			
AUD-CM	87.09	Amortization Method (in accordance with GAAP)		NR			
AUD-CM	87.10	Interest Payment Frequency		NR			
AUD-CM	87.11	Interest Received		NR			
AUD-CM	87.12	Accrued Interest		NR			
AUD-CM	87.13	Interest Reinvested		NR			
AUD-CM	87.14	Discounts/Premiums		NR			
AUD-CM	87.15	Market Value (expressed in % and dollar amounts)		NR			
AUD-CM	87.16	Carrying Values (Book Value)		NR			
AUD-CM	87.17	Broker/Dealer Name		NR			
AUD-CM	87.18	Accrued Interest Purchased		NR			
AUD-CM	87.19	Gains/Losses		NR			
AUD-CM	87.20	Interest Payment Dates		NR			
AUD-CM	87.21	Principle Payment Dates		NR			
AUD-CM	87.22	Effective Yield		NR			
AUD-CM	87.23	Yield to Maturity		NR			
AUD-CM	87.24	Interest Receivable		NR			
AUD-CM	87.25	Safekeeping Institution		NR			
AUD-CM	87.26	Individual Purchasing Investments		NR			
AUD-CM	87.27	User-defined fields (at least 5)		NR			
AUD-CM	87.28	Number of Days to Maturity		NR			
AUD-CM	87.29	Call Dates		NR			
AUD-CM	87.30	Yield to Call Dates		NR			
AUD-CM	88	Account for all types of investments such as:		NR			
AUD-CM	88.01	Direct Obligations of the Federal Government		NR			
AUD-CM	88.02	T-Bills, T-Notes, T-Bonds		NR			
AUD-CM	88.03	Agency Securities		NR			
AUD-CM	88.04	Local Government Pool Accounts		NR			
AUD-CM	88.05	CMO's		NR			
AUD-CM	88.06	Repurchase Agreements		NR			
AUD-CM	88.07	Commercial Paper		NR			

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AUD-CM	88.08	Mutual Funds		NR			
AUD-CM	88.09	Any other type of investment instrument that the County is statutorily authorized to purchase		NR			
AUD-CM	89	Include data relating to Commissioners' Court approval, Treasurer/County Clerk approval and investment policy applicability relative to sections of investment policy in which investment is authorized under, and Texas Public Funds Investment Act.		NR			
AUD-CM	90	Include investment data in a master investment type file related to Commissioner Court's authorization of investment. When the investment is entered into system, if it is not authorized by statue or investment policy, an exception report and error message should be produced by system. The County Auditor, Investment Officer and Treasurer/County Clerk should have access to the exception reports.		NR			
AUD-CM	91	Track the history of market values and produce reports of such data by investment.		NR			
AUD-CM	92	Access and report by investment type, maturity date, investment control number, financial institution, broker/dealer, safekeeping institution, purchase date, and by any other data element.		NR			
AUD-CM	93	Calculate investment earnings, reinvested earnings, accrued earnings, amortization/accretion of premiums and discounts, days to maturity, and interest receivable over a user-specified period of time for each portfolio investment.		NR			
AUD-CM	94	Accommodate pooled or non-pooled investments, including allocation of pooled investment interest earnings, and gains/losses to the funds that participate in the pooled investment.		NR			
AUD-CM	95	Assign fund numbers to an investment.		NR			
AUD-CM	96	Provide detailed and summary investment reports.		NR			
AUD-CM	97	Provide projected earnings reports by investment and fund.		NR			
AUD-CM	98	Provide a report of carrying values, market values, unrealized/realized gains and losses.		NR			
AUD-CM	99	Select an investment maturity schedule by fund and maturity to assist in cash flow management.		NR			

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AUD-CM	100	Generate journal entries for monthly amortization/accretion of premiums and discounts.		NR			
AUD-CM	101	Generate journal entries for purchases, sales, and maturities.		NR			
AUD-CM	102	Provide entry by drop-down lists and validation of investment type and financial institution.		NR			
AUD-CM	103	Provide an on-line "screen generator" capability which allows the user to create custom screens to describe and account for additional investment information.		NR			
AUD-CM	104	Provide inquiries and reports to assist management in achieving investment objectives by accurately measuring investment performance of investment managers for pooled and non-pooled investment funds.		NR			
AUD-CM	105	Access and report by:		NR			
AUD-CM	105.01	Investment Control Number		NR			
AUD-CM	105.02	Maturity Date		NR			
AUD-CM	105.03	Investment Type		NR			
AUD-CM	105.04	Financial Institution		NR			
AUD-CM	105.05	Purpose of Investment		NR			
AUD-CM	105.06	Identification Number		NR			
AUD-CM	105.07	Purpose of Investment		NR			
AUD-CM	105.08	Broker/Dealer Name		NR			
AUD-CM	105.09	CUSIP Number		NR			
AUD-CM	105.10	Weighted Average to Maturity (WAM)		NR			
AUD-CM	105.11	Weighted Average Yield to Maturity		NR			
AUD-CM	106	Access and download information from other financial reporting entities for the purpose of collecting financial and investment information (i.e. Bloomberg, Depository Banks, Investment Advisors, etc.)		NR			
AUD-CM	107	Provides on-line history of each investment and create ad hoc reports.		NR			
AUD-CM	108	Provides for the investment application to be a fully integrated subsystem to General Ledger and have the capability of posting all investment transactions by fund.		NR			
AUD-CM	109	Generate amortization schedules including but not limited to the following:		NR			
AUD-CM	109.01	Principle		NR			
AUD-CM	109.02	Interest		NR			

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AUD-CM	109.03	Premiums		NR			
AUD-CM	109.04	Discounts		NR			
AUD-CM	110	Track portfolio performance against chosen benchmarks.		NR			
		Debt Tracking					
AUD-CM	111	Generate an unlimited number of debt schedules based on current maturity (complete amortization by year and cumulative).		NR			
AUD-CM	112	Generate amortization schedules for bonds, leases, notes, and commercial paper.		NR			
AUD-CM	113	Track debt issued, including the following:		NR			
AUD-CM	113.01	Debt and maturity type		NR			
AUD-CM	113.02	Number of validation proceedings regarding debt election		NR			
AUD-CM	113.03	Date of validation by Commissioner's Court of debt election		NR			
AUD-CM	113.04	Date Authorized by Commissioner's Court order		NR			
AUD-CM	113.05	Effective interest rate		NR			
AUD-CM	113.06	Date of Sale		NR			
AUD-CM	113.07	Denomination of bonds		NR			
AUD-CM	113.08	Date of delivery		NR			
AUD-CM	113.09	Title		NR			
AUD-CM	113.10	Purpose (at lease 60 characters long)		NR			
AUD-CM	113.11	Date of issue		NR			
AUD-CM	113.12	Amount of issue		NR			
AUD-CM	113.13	Date of Bonds		NR			
AUD-CM	113.14	Bond paying agent/contact/phone number		NR			
AUD-CM	113.15	Interest dates		NR			
AUD-CM	113.16	Interest rate (multiple, semi-annual)		NR			
AUD-CM	113.17	Purchaser- Contact Name and Phone Number		NR			
AUD-CM	113.18	Underwriter- Contact Name and Phone Number		NR			
AUD-CM	113.19	Bond Counsel- Contact Name and Phone Number		NR			
AUD-CM	113.20	Financial Advisor- Contact Name and Phone Number		NR			
AUD-CM	113.21	Dealer- Contact Name and Phone Number		NR			
AUD-CM	113.22	Lender- Contact Name and Phone Number		NR			
AUD-CM	113.23	Holder- Contact Name and Phone Number		NR			
AUD-CM	113.24	Where payable		NR			
AUD-CM	113.25	Accrued interest		NR			
AUD-CM	113.26	Sale price total		NR			

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AUD-CM	113.27	Discount/premium		NR			
AUD-CM	113.28	Bond maturity schedule		NR			
AUD-CM	113.29	Bond repayment schedule		NR			
AUD-CM	113.30	Date of maturity		NR			
AUD-CM	113.31	Maturity years		NR			
AUD-CM	113.32	Total matured amount		NR			
AUD-CM	113.33	Coupon payment date		NR			
AUD-CM	113.34	Bond identifier number		NR			
AUD-CM	113.35	Annual principle maturity amounts		NR			
AUD-CM	113.36	Bond principle payment date (multiple)		NR			
AUD-CM	113.37	Interest amount		NR			
AUD-CM	113.38	Call provisions (to call bonds early)		NR			
AUD-CM	113.39	Refunding Date		NR			
AUD-CM	113.40	Bond Issuance Cost		NR			
AUD-CM	113.41	Comments		NR			
AUD-CM	113.42	Any user defined field		NR			
AUD-CM	113.43	Secured by		NR			
AUD-CM	114	Print out a summarized description of a bond based on user-defined criteria.		NR			
AUD-CM	115	Define the appropriate Account Code Combination for principle and interest to be charge to.		NR			
AUD-CM	116	Create an amortization schedules for principle, interest, premiums/discounts, debt costs and debt losses by manually inserting known information.		NR			
AUD-CM	117	Use the amortization schedules in regards to cash flow and cash flow reporting.		NR			
AUD-CM	118	Provides ability to total principal and interest on all debt by year (fiscal and calendar), retired, defeased, issued, and outstanding.		NR			
AUD-CM	119	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.		NR			
AUD-CM	120	Post generated payment to appropriate Chart of Accounts in General Ledger.		NR			
AUD-CM	121	Print out monthly due date schedule of debt with principle and interest spread among different Chart of Accounts.		NR			

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AUD-CM	122	Attach documents (i.e., Word, Excel, scanned, etc.) to debt transactions.		NR			
AUD-CM	123	Inquire by any debt related data element.		NR			
AUD-CM	124	Separate bonds into groups such as: general obligation, revenue, notes & contracts, and general fund supported.		NR			
AUD-CM	125	Pull principle and interest dispersed amounts into various reports.		NR			
AUD-CM	126	Print report with outstanding principle and/or interest at any given date.		NR			
AUD-CM	127	Track capital and operating leases issued, including, but not limited to, the following:		NR			
AUD-CM	127.01	Effective interest rate		NR			
AUD-CM	127.02	Date of lease		NR			
AUD-CM	127.03	Date of delivery		NR			
AUD-CM	127.04	Purpose		NR			
AUD-CM	127.05	Lease amount total		NR			
AUD-CM	127.06	Description (at least 256 characters)		NR			
AUD-CM	127.07	Other charges		NR			
AUD-CM	127.08	Payment Dates		NR			
AUD-CM	127.09	Interest Dates		NR			
AUD-CM	127.10	Lessor		NR			
AUD-CM	127.11	Lease amortization schedule		NR			
AUD-CM	127.12	Lease term		NR			
AUD-CM	127.13	Lease number		NR			
AUD-CM	127.14	Early redemption provisions:		NR			
AUD-CM	127.14.01	Date		NR			
AUD-CM	127.14.02	Percent		NR			
AUD-CM	127.14.03	Cost		NR			
AUD-CM	127.15	Any other user defined field		NR			
AUD-CM	128	Provides for year-end reports showing principle and interest paid during year and outstanding balances.		NR			
AUD-CM	129	Track proceeds and interest earned on those proceeds with comparison to interest paid on the debt for arbitrage requirements.		NR			
AUD-CM	130	Track expenditures which are funded by debt proceeds utilizing the Accounts Payable and Project modules.		NR			

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		Cash flow, Reporting and Inquiry					
AUD-CM	131	Provide for year end reporting in compliance with GAAP.		NR			
AUD-CM	132	Provides cash flow monitoring and reporting, including a comprehensive cash receipts/disbursements journal based upon user-specified criteria.		NR			
AUD-CM	133	Provides user-defined cash reporting that can be run on a user-defined time period (i.e., daily, monthly, weekly, hourly, etc.).		NR			
AUD-CM	134	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.		NR			
AUD-CM	135	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:		NR			
AUD-CM	135.01	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).		NR			
AUD-CM	135.02	Maintain totals and subtotals of receipts and disbursements by specified time period and line.		NR			
AUD-CM	135.03	Retains history of actual receipt and disbursement dollar amounts.		NR			
AUD-CM	135.04	Retains history of projections.		NR			
AUD-CM	135.05	Allow users the flexibility of determining projections (using selected projection method, i.e., straight-line, proportionate allocation) down to individual item/cell level.		NR			
AUD-CM	135.06	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.		NR			
AUD-CM	135.07	Prepares reports comparing cash flow projections to actual at all levels.		NR			
AUD-CM	135.08	Prepares a cash projection for the upcoming fiscal year based on available data and user defined modeling parameters.		NR			

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AUD-CM	135.09	Display actual receipts and disbursements data with remaining projection data.		NR			
AUD-CM	135.10	Print reports at a detailed or summary level for official reports, (i.e., official statements).		NR			
AUD-CM	136	Provides drill down from summary deposit or disbursement balances to the supporting detailed transactions.		NR			
AUD-CM	137	Provides the ability for average clearance reports.		NR			
AUD-CM	138	Export average clearance report to file.		NR			
AUD-CM	139	Report daily transactions by type for user defined periods or days (i.e., 5 day projections) for all Wire, ACH, and check transactions.		NR			
AUD-CM	140	Report daily projections by type for user defined periods or days (i.e., 5 day projections) for all Wire, ACH, and check transactions.		NR			
AUD-CM	141	Produce the following reports:		NR			
AUD-CM	141.01	Cash Flow Reports		NR			
AUD-CM	141.02	Average Clearance Reports		NR			
AUD-CM	141.03	Daily Transactions by Type Reports		NR			
AUD-CM	141.04	History of Staledated Checks		NR			
AUD-CM	141.05	Check Reconciliation Reports		NR			
AUD-CM	141.06	Checks Cleared Reports		NR			
AUD-CM	141.07	Checks Status Reports		NR			
AUD-CM	141.08	Bank Recon Report		NR			
AUD-CM	141.09	Daily Deposit Transaction Report by Location by Type		NR			
AUD-CM	141.10	Outstanding Check Report		NR			
AUD-CM	141.11	Petty Cash Report		NR			
AUD-CM	141.12	Bank Recon - Outstanding Items Report		NR			
AUD-CM	141.13	Bank Recon - Reconciling Items Report		NR			
AUD-CM	141.14	Deposit Transaction Report by Day by Deposit		NR			
AUD-CM	141.15	Bank Recon Non-Match Items Report		NR			
AUD-CM	141.16	Staledated Check Reports		NR			
AUD-CM	141.17	Debt Reports-Principal and Interest by Fiscal Year by Fund		NR			
AUD-CM	141.18	Investment Transaction Reports- Detailed		NR			
AUD-CM	141.19	Investment Transaction Reports- Summary		NR			
AUD-CM	141.20	Debt Amortization Schedules		NR			

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Interfaces							
AUD-CM	142	The following are potential interfaces required to/from the Cash Management module:		NR			
AUD-CM	142.01	Bank		NR			
AUD-CM	142.02	Legacy Cash Receipts System		NR			
AUD-CM	142.03	Justice of Peace Cash Receipting System		NR			
AUD-CM	142.04	CSCD/Adult Probation Case Management		NR			
AUD-CM	142.05	CIJS (Common Integrated Justice System)		NR			
AUD-CM	142.06	Sheriff Jail Commissary Account		NR			
AUD-CM	142.07	People Soft HRMS-Retiree Health Insurance premiums		NR			
AUD-CM	142.08	Juvenile Probation Case Management		NR			
AUD-CM	142.09	Criminal Justice Case Management		NR			
AUD-CM	142.10	County Tax Assessor/ Collector		NR			
AUD-CM	142.11	Registry Systems		NR			
AUD-CM	142.12	District Attorney-Hot Checks		NR			

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		Grant Accounting General Requirements					
AUD-GA	1	Establish multiple businesses/legal entities (e.g., business units) in one financial system and track all financial activity for each entity independently.		NR			
AUD-GA	2	Integrate with other relevant modules, including but not limited to:		NR			
AUD-GA	2.01	Procurement		NR			
AUD-GA	2.02	Asset Management		NR			
AUD-GA	2.03	Accounts Payable		NR			
AUD-GA	2.04	Accounts Receivable		NR			
AUD-GA	2.05	General Ledger		NR			
AUD-GA	2.06	Inventory		NR			
AUD-GA	2.07	Cash Receipts		NR			
AUD-GA	2.08	Project Accounting		NR			
AUD-GA	2.09	Budgets		NR			
AUD-GA	2.10	Payroll/HR		NR			
AUD-GA	3	Interface with the County's timekeeping system.		NR			
AUD-GA	3.01	Accept payroll costs by employee.		NR			
AUD-GA	3.02	Allocate payroll costs by employee to various cost centers, as determined by grant requirements.		NR			
AUD-GA	4	Track and report grant operations (i.e., budget, expenditures, pre-encumbrances, encumbrances, revenue) over several different periods including but not limited to the following:		NR			
AUD-GA	4.01	County Fiscal Year		NR			
AUD-GA	4.02	State Fiscal Year		NR			
AUD-GA	4.03	Federal Fiscal Year		NR			
AUD-GA	4.04	Multiple-year Grant/Sub-Grant Period		NR			
AUD-GA	4.05	Specified period within the Grant/Sub-Grant Period		NR			
AUD-GA	5	Create and maintain grant/sub-grant applications and proposals.		NR			
AUD-GA	6	Identify grants/sub-grants by multiple user-defined identifiers including but not limited to the following:		NR			
AUD-GA	6.01	Award Number		NR			
AUD-GA	6.02	Contract Number		NR			
AUD-GA	6.03	Catalog of Federal Domestic Assistance (CFDA) Number		NR			
AUD-GA	6.04	Reporting Category		NR			

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AUD-GA	6.05	Grant Award Number		NR			
AUD-GA	6.06	Project Number		NR			
AUD-GA	7	Add, modify, activate and/or inactivate grant/sub-grant information with proper security and audit trail of all changes.		NR			
AUD-GA	8	Permit assignment of indirect cost codes by line item or grant category.		NR			
AUD-GA	9	Create and generate indirect cost data based upon a cost allocation plan.		NR			
AUD-GA	10	Record payroll information against a grant/sub-grant by position and percentage allocation, as determined by user.		NR			
AUD-GA	11	Designate a grant/sub-grant status as active or inactive.		NR			
AUD-GA	12	Enter text or comments to a specific grant.		NR			
AUD-GA	13	Execute and accommodate multiple budget transfers and adjustments for a grant.		NR			
AUD-GA	14	Maintain data across multiple fiscal years for as long as the grant/sub-grant is open and for a user-specified period after grant/sub-grant is closed.		NR			
AUD-GA	15	Track grant and sub-grant budget, expenditure, encumbrance, pre-encumbrance and revenue activity.		NR			
AUD-GA	16	Enter information by multiple departments on a single grant/sub-grant with security constraints established at transaction level.		NR			
AUD-GA	17	Comply with Federal Government's Single Audit Act.		NR			
AUD-GA	18	Route transactions requiring approval to the appropriate person.		NR			
AUD-GA	19	Account for grant/sub-grant revenues and expenditures for the fiscal year, grant year and the perpetual life of the grant/sub-grant.		NR			
AUD-GA	20	Integrate with project management tools such as Microsoft Project to track:		NR			
AUD-GA	20.01	Costs and Expenditures		NR			
AUD-GA	20.02	Time to Completion, Lag Times		NR			
AUD-GA	20.03	Critical Path		NR			
AUD-GA	20.04	Resource Leveling		NR			
AUD-GA	20.05	Resource Utilization and Costs		NR			
		Grant Ledgers					

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AUD-GA	21	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:		NR			
AUD-GA	21.01	Grant number		NR			
AUD-GA	21.02	Grant name		NR			
AUD-GA	21.03	Grant description (at least 256 characters)		NR			
AUD-GA	21.04	Grantor		NR			
AUD-GA	21.05	Grantor Contact Name (at least 99 contact names with storage of appropriate contact information, as shown below in 21.06 through 21.08)		NR			
AUD-GA	21.06	Grantor’s mailing address		NR			
AUD-GA	21.07	Grantor’s email		NR			
AUD-GA	21.08	Grantor's phone number (office, fax)		NR			
AUD-GA	21.09	Original grant approval amount, including for category budgets		NR			
AUD-GA	21.10	Grant fiscal period		NR			
AUD-GA	21.11	Date application submitted		NR			
AUD-GA	21.12	Date application approved or denied		NR			
AUD-GA	21.13	Grant beginning date		NR			
AUD-GA	21.14	Grant expiration date		NR			
AUD-GA	21.15	Grant Extension Date		NR			
AUD-GA	21.16	Grant Budget Begin Date		NR			
AUD-GA	21.17	Grant Budget End Date		NR			
AUD-GA	21.18	Close-out End Date		NR			
AUD-GA	21.19	Award Date		NR			
AUD-GA	21.20	Archive Date		NR			
AUD-GA	21.21	Responsible department or division (multiple)		NR			
AUD-GA	21.22	Department or division contact and phone number (multiple)		NR			
AUD-GA	21.23	Contract/Project Award Number		NR			
AUD-GA	21.24	Contract/Project Number		NR			
AUD-GA	21.25	Original Request Amount		NR			
AUD-GA	21.26	Award Amount		NR			
AUD-GA	21.27	Adjusted Award Amount (current award amount), by overall and by category		NR			
AUD-GA	21.28	Retainage		NR			
AUD-GA	21.29	County match (if any) broken out by types including but not limited to the following:		NR			

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AUD-GA	21.29.01	Cash		NR			
AUD-GA	21.29.02	In-Kind		NR			
AUD-GA	21.30	Amounts of County matching funds (multiple)		NR			
AUD-GA	21.31	Amounts of State matching funds (multiple)		NR			
AUD-GA	21.32	Amounts of Federal matching funds (multiple)		NR			
AUD-GA	21.33	Amounts of In-kind matching funds (multiple)		NR			
AUD-GA	21.34	Amounts of 3rd Party matching funds (multiple)		NR			
AUD-GA	21.35	Description for each of the matching funds		NR			
AUD-GA	21.36	Matching funds contact information for each of the matching funds, including drill down to one or more:		NR			
AUD-GA	21.36.01	Interlocal Agreement		NR			
AUD-GA	21.36.02	Memorandum of Understanding		NR			
AUD-GA	21.37	Matching funds percentages		NR			
AUD-GA	21.38	Federal Indirect Cost Rate (FICR) Allowable indicator (yes/no)		NR			
AUD-GA	21.39	FICR Rate		NR			
AUD-GA	21.40	FICR Type (provision, pre-determined, fixed, final)		NR			
AUD-GA	21.41	Grant Type (e.g., Federal, State, etc.)		NR			
AUD-GA	21.42	CFDA number		NR			
AUD-GA	21.43	CFDA title		NR			
AUD-GA	21.44	Federal Agency Code		NR			
AUD-GA	21.45	Federal Agency Name		NR			
AUD-GA	21.46	Funding Source - user defined (Federal grant, Foundation grant, State, Other, etc)		NR			
AUD-GA	21.47	Non-Financial Grant Requirements (narrative fields of at least 256 characters)		NR			
AUD-GA	21.48	Grant Reporting Function/Category (multiple)		NR			
AUD-GA	21.49	Commissioners' Court approval date		NR			
AUD-GA	21.50	Number and type of positions by unit of assignment		NR			
AUD-GA	21.51	Allowable expenditures (by type, category, class, percentage, etc.)		NR			
AUD-GA	21.52	Account codes for expenditures and revenue		NR			
AUD-GA	21.53	Grant Reporting Due Dates (multiple)		NR			
AUD-GA	22	Track Sub-Recipient information, with the ability for the department to require or make optional the following fields:		NR			
AUD-GA	22.01	Sub-Recipient number		NR			
AUD-GA	22.02	Sub-Recipient name		NR			

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AUD-GA	22.03	Organization type (user-defined)		NR			
AUD-GA	22.04	FEID #		NR			
AUD-GA	22.05	Vendor ID (linked to vendor file)		NR			
AUD-GA	22.06	Sub-Recipient description (at least 256 characters)		NR			
AUD-GA	22.07	County Department Grantor Name		NR			
AUD-GA	22.08	Sub-Recipient Contact Name		NR			
AUD-GA	22.09	Sub-Recipient's mailing address		NR			
AUD-GA	22.10	Sub-Recipient's email		NR			
AUD-GA	22.11	Sub-Recipient Phone number (office, fax)		NR			
AUD-GA	22.12	Original Sub-Recipient approval amount		NR			
AUD-GA	22.13	Sub-Grant budget		NR			
AUD-GA	22.14	Sub-Grant amendments		NR			
AUD-GA	22.15	Sub-Grant carryovers		NR			
AUD-GA	22.16	Sub-Grant fiscal period		NR			
AUD-GA	22.17	Date Sub-Grant application received		NR			
AUD-GA	22.18	Sub-Grant application approved or denied date		NR			
AUD-GA	22.19	Sub-Grant beginning date		NR			
AUD-GA	22.20	Sub-Grant expiration date		NR			
AUD-GA	22.21	Sub-Grant Extension Date		NR			
AUD-GA	22.22	Sub-Grant Budget Begin Date		NR			
AUD-GA	22.23	Sub-Grant Budget End Date		NR			
AUD-GA	22.24	Sub-Grant Close-out End Date		NR			
AUD-GA	22.25	Sub-Grant Archive date		NR			
AUD-GA	22.26	Sub-Grant Award date		NR			
AUD-GA	22.27	County Department contact and phone number (multiple)		NR			
AUD-GA	22.28	Payment schedule		NR			
AUD-GA	22.29	Original Grant Award Number		NR			
AUD-GA	22.30	Original Allocation		NR			
AUD-GA	22.31	Sub-Grant Adjusted Award Amount (current amount)		NR			
AUD-GA	22.32	Sub-Grant Retainage		NR			
AUD-GA	22.33	Amounts of County matching funds (multiple)		NR			
AUD-GA	22.34	Amounts of County non-matching funds (multiple)		NR			
AUD-GA	22.35	Amounts of State matching funds (multiple)		NR			
AUD-GA	22.36	Amounts of State non-matching funds (multiple)		NR			
AUD-GA	22.37	Amounts of local cash matching funds (multiple)		NR			
AUD-GA	22.38	Amounts of local in-kind match (multiple)		NR			
AUD-GA	22.39	Amounts of 3rd Party matching funds (multiple)		NR			

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AUD-GA	22.40	Amounts of Other Resources non-match		NR			
AUD-GA	22.41	Description for each of the matching and non-matching funds		NR			
AUD-GA	22.42	Match/Non-match percentages		NR			
AUD-GA	22.43	Sub-Recipient Indirect Cost Rate (ICR)		NR			
AUD-GA	22.44	Sub-Recipient ICR Type (provision, pre-determined, fixed, final)		NR			
AUD-GA	22.45	Sub-Grant Type (multiple)		NR			
AUD-GA	22.46	CFDA number (multiple)		NR			
AUD-GA	22.47	CFDA title (multiple)		NR			
AUD-GA	22.48	Original Funding Source		NR			
AUD-GA	22.49	Non-Financial Sub-Grant Requirements (narrative fields of at least 256 characters)		NR			
AUD-GA	22.50	Sub-Grant Reporting Function/Category (multiple)		NR			
AUD-GA	22.51	Commissioners' Court approval date		NR			
AUD-GA	22.52	Number and type of positions by unit of assignment		NR			
AUD-GA	22.53	Allowable expenditures (by type, category, class, percentage, etc.)		NR			
AUD-GA	22.54	Account codes for expenditures and revenue		NR			
AUD-GA	22.55	Sub-Recipient Reporting Due Dates (multiple)		NR			
AUD-GA	23	Permit single entry of information by populating data-entry fields from the grant to the sub-grant including but not limited to the following fields:		NR			
AUD-GA	23.01	Sub-Grant beginning date		NR			
AUD-GA	23.02	Sub-Grant expiration date		NR			
AUD-GA	23.03	Sub-Grant Extension Date		NR			
AUD-GA	23.04	Sub-Grant Budget Begin Date		NR			
AUD-GA	23.05	Sub-Grant Budget End Date		NR			
AUD-GA	23.06	Sub-Grant Close-out End Date		NR			
AUD-GA	23.07	Sub-Grant Archive date		NR			
AUD-GA	23.08	Sub-Grant Award date		NR			
AUD-GA	23.09	County Department contact and phone number (multiple)		NR			
AUD-GA	23.10	CFDA number (multiple)		NR			
AUD-GA	23.11	CFDA title (multiple)		NR			
AUD-GA	24	Cascade subsequent updates to the grants to populate sub-grant budget and amendment data from the sub-grant budget transactions.		NR			

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AUD-GA	25	Define the budget year of the grant independent of the established fiscal year.		NR			
AUD-GA	26	Set up and report budget items based on multiple fiscal years and grant years.		NR			
AUD-GA	27	Calculate on a user defined basis indirect costs associated with any grant and to provide system-generated entries.		NR			
AUD-GA	28	Calculate on a user defined basis and track matching fund requirements associated with any grant/sub-grant and to provide system generated entries.		NR			
AUD-GA	29	Accommodate grant year accounting, and comply with both grant year and fiscal year budgeting requirements.		NR			
AUD-GA	30	Support the carry forward budget at County fiscal year end where applicable to do so.		NR			
AUD-GA	31	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 (i.e., Department, project, and contract).		NR			
AUD-GA	32	Provide grant budgetary control options as follows:		NR			
AUD-GA	32.01	Absolute Control - prevents transaction from processing, may not be overridden;		NR			
AUD-GA	32.02	Override Control - prevents transaction from processing with the ability to override error with appropriate security;		NR			
AUD-GA	32.03	Warning - provides warning message but allows transaction to process.		NR			
AUD-GA	32.04	Tracking Only / No Control - allows transaction to process without warning.		NR			
Grant Processing							
AUD-GA	33	Establish and adjust budgets by authorized users for grants through the use of budget transactions.		NR			
AUD-GA	34	Maintain and review grant/sub-grant detail and summary history.		NR			
AUD-GA	35	Uniquely identify each subgrantee for grants and all grant financial activity related to subgrantees.		NR			
AUD-GA	36	Archive expired grants after user-specified period of time, with proper security.		NR			

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AUD-GA	37	Accommodate the transparency of reporting and single entry needs through the capture of all financial grant activity through the general ledger.		NR			
AUD-GA	38	Identify and differentiate between federal, state, private and other grants for audit purposes.		NR			
AUD-GA	39	Support the linking of grants to multiple projects.		NR			
AUD-GA	40	Allow the linking of multiple grants to a single project.		NR			
AUD-GA	41	Support the use of automation and utilize a defined workflow to notify grant administrators and other users (at user-defined time periods) of grant/sub-grant milestones (expiration dates etc.).		NR			
AUD-GA	42	Through user-defined workflow, notify grant administrators when a review and/or approval of information is required.		NR			
AUD-GA	43	Provide support for cash basis, modified accrual, or accrual accounting.		NR			
AUD-GA	44	Permit adjustments to any open accounting period, provided the year is open, for any grant.		NR			
AUD-GA	45	Accumulate data for invoice for reimbursable expenditures for any grant for a user-defined period of time.		NR			
AUD-GA	46	Through the use of a flag/indicator (i.e., hold status), prevent transactions from posting against the grant/sub-grant.		NR			
AUD-GA	47	Suspend grant/sub-grant transactions based on user-defined criteria (e.g., expiration date or grant status).		NR			
AUD-GA	48	Notify the user if a transaction contains an invalid grant number using an edit warning/error message.		NR			
AUD-GA	49	Suspend a grant/sub-grant prior to completion.		NR			
AUD-GA	50	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 expenditu		NR			
AUD-GA	51	Permit closing of a support grant/sub-grant independent of the County's fiscal year.		NR			
AUD-GA	52	Archive closed grants/sub-grants that have no activity beyond a user-defined time interval.		NR			

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AUD-GA	53	Enable an archive process for expired grants/sub-grants or non-awarded grants/sub-grants after a user-specified period of time.		NR			
AUD-GA	54	Record memo postings and statistical transactions within the financial records.		NR			
AUD-GA	55	Record memo entry for the 'in-kind' value (e.g., non-cash match) as part of grant activity.		NR			
AUD-GA	55.01	Report memo entry in financial reports, if specified by user.					
AUD-GA	56	Track and account for reimbursements and advance payments in accordance with County, Federal and State requirements.		NR			
AUD-GA	57	Generate a bill for the grantor from grant data (e.g., grant phase, object, match rate) when a bill is required.		NR			
AUD-GA	58	Provide the ability for a mechanism to bill multiple participants on a grant (e.g., Federal, local, other state, other state agency, or private entity).		NR			
AUD-GA	59	Enforce business logic through edit check to ensure grant billings do not exceed the project/grant budget.		NR			
AUD-GA	60	Enables the use of an electronic tickler or warning message to the user for outstanding receivables after a user-specified length of time.		NR			
AUD-GA	61	Integrates with Accounts Receivable to provide billing, aging, and tracking capabilities.		NR			
AUD-GA	62	Ability to track retainage withheld on each contract for each grant.		NR			
		Reporting					
AUD-GA	63	Generate a variance year-to-date, inception-to-date, or another use defined time period report using any of the Chart of Accounts fields.		NR			
AUD-GA	64	Support the retention of supporting documentation images directly related to the grant information provided in the Catalog of Federal Domestic Assistance (CFDA).		NR			
AUD-GA	65	Support the reporting of compliance with Grant Administrative and Programmatic Conditions by user-defined criteria (e.g., funding sources).		NR			

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AUD-GA	66	Assist in regular accounting practices by running reports to reconcile between Grants and General Ledger.		NR			
AUD-GA	67	Support the diverse requirements of sponsors and provide the level of detail each requires.		NR			
AUD-GA	68	Provide a report of grant expenditures/encumbrances at all budgetary levels of the grant.		NR			
AUD-GA	69	Accommodate federal/state reporting requirements for capital projects (e.g., federal government had different threshold, etc.).		NR			
AUD-GA	70	Enable the generation of a scheduled or ad-hoc report on purchase orders by all budgetary levels of the grant.		NR			
AUD-GA	71	Summarize by County, state, federal fiscal year, or user-defined time period for reporting purposes.		NR			
AUD-GA	72	Support the ability to retain user developed queries/inquiries for future use.		NR			
AUD-GA	73	Generate reports for specific Chart of Account field value and/or range of values.		NR			
AUD-GA	74	Permit user/administrator to modify grant reports for future changes in federal and state reporting purposes.		NR			
AUD-GA	75	Retain ten years of data history to permit user to generate reports for grant tracking purposes.		NR			
AUD-GA	76	Generation the County's Schedule of Federal/State Financial Assistance.		NR			
AUD-GA	77	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, etc.		NR			
		Potential Interfaces					
AUD-GA	78	Please list any potential interfaces (automated and manual) necessary in this area:		NR			
AUD-GA	78.01	People Soft HRMS		NR			
AUD-GA	78.01.01	Payroll		NR			
AUD-GA	78.01.02	Time Keeping and Labor Distribution		NR			
AUD-GA	78.02	Bank		NR			
AUD-GA	78.03	Projects		NR			
AUD-GA	78.04	Legacy Cash Receipts System		NR			

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		General Design					
AUD-PA	1	Establish multiple businesses/legal entities (e.g., business units) in one financial system and track all financial activity for each entity independently.		NR			
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.		NR			
AUD-PA	2.01	Track changes to allocation of funding in a proposed budget prior to approval and assignment of funding.		NR			
AUD-PA	2.02	Allocate payroll costs by employee to various projects, as determined by project requirements.		NR			
AUD-PA	3	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:		NR			
AUD-PA	3.01	Project Number (at least 12 characters in length)		NR			
AUD-PA	3.02	Project Type		NR			
AUD-PA	3.03	Category		NR			
AUD-PA	3.04	Project Phase		NR			
AUD-PA	3.05	Project Task		NR			
AUD-PA	3.06	Project Begin Date		NR			
AUD-PA	3.07	Project End Date		NR			
AUD-PA	3.08	Effective Start Date (Phase or Task)		NR			
AUD-PA	3.09	Effective End Date (Phase or Task)		NR			
AUD-PA	3.10	Project Title		NR			
AUD-PA	3.11	Phase Title		NR			
AUD-PA	3.12	Task Title		NR			
AUD-PA	3.13	Project Approval Request Date		NR			
AUD-PA	3.14	Project Approval Date		NR			
AUD-PA	3.15	Descriptive Information/Comments (at least 256 characters)		NR			
AUD-PA	3.16	Project Role (e.g., Project Manager, Supervisor) - Table driven with user-defined values		NR			

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AUD-PA	3.17	Project Role Name		NR			
AUD-PA	3.18	Group Code (i.e., value used to group like or associated projects together)		NR			
AUD-PA	3.19	Location		NR			
AUD-PA	3.20	Project Status (e.g., Open, Open for GL Entry, Closed) - Table driven with user-defined values		NR			
AUD-PA	3.21	Multiple user-defined fields		NR			
AUD-PA	3.22	Multiple Funding Source		NR			
AUD-PA	3.23	Precinct Number		NR			
AUD-PA	4	Enter a variety of descriptive information about a project, such as a narrative, including, but not limited to the following:		NR			
AUD-PA	4.01	Project Fiscal Year		NR			
AUD-PA	4.02	Project Fiscal Year Start		NR			
AUD-PA	4.03	Grant Number (if applicable) - multiple lines if associated with more than one grant		NR			
AUD-PA	4.04	Asset #/Property Tag # (if applicable) - asset # or property tag # if project related to a specific asset		NR			
AUD-PA	4.05	Certificate of Occupancy Date (if applicable)		NR			
AUD-PA	5	Allocate direct and indirect financing costs to projects.		NR			
AUD-PA	6	Link multiple projects to a grant.		NR			
AUD-PA	7	Link multiple grants to a project.		NR			
AUD-PA	8	Access prior years' project cost.		NR			
AUD-PA	9	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.		NR			
AUD-PA	10	Track projects over multiple years.		NR			
AUD-PA	11	Monitor project progress and milestone accomplishments against a project-specific schedule.		NR			
AUD-PA	12	Integrate with the Accounts Receivable module to provide all billing, aging, and tracking capabilities.		NR			
AUD-PA	13	Maintain historical data for all projects independent of GL data (across multiple fiscal years).		NR			
AUD-PA	14	Assign resources (e.g., people, equipment) to a project.		NR			
AUD-PA	15	Establish a project hierarchy of at least four levels, such as:		NR			
AUD-PA	15.01	Project		NR			
AUD-PA	15.02	Category		NR			

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AUD-PA	15.03	Phase		NR			
AUD-PA	15.04	Task		NR			
AUD-PA	15.05	User-defined fields		NR			
AUD-PA	16	Manage at least 10 sub-projects under one project.		NR			
AUD-PA	17	Record and track defined project milestones.		NR			
AUD-PA	18	Perform roll-ups and drill downs at various levels within the chart of accounts hierarchy.		NR			
AUD-PA	19	Route transactions requiring approval to the appropriate person.		NR			
AUD-PA	20	Support cash, modified accrual and accrual accounting.		NR			
AUD-PA	21	Integrate with the following functions/modules:		NR			
AUD-PA	21.01	General Ledger		NR			
AUD-PA	21.02	Accounts Payable		NR			
AUD-PA	21.03	Accounts Receivable		NR			
AUD-PA	21.04	Asset Management		NR			
AUD-PA	21.05	Purchasing		NR			
AUD-PA	21.06	Grant Accounting		NR			
AUD-PA	21.07	Inventory		NR			
AUD-PA	21.08	Budget		NR			
AUD-PA	22	Support the assignment of indirect cost codes.		NR			
AUD-PA	23	Generate indirect cost data based upon a cost allocation plan (i.e., communications billed, building services billed, transportation billed).		NR			
AUD-PA	24	Record timesheet information against a project.		NR			
AUD-PA	25	Allow for the designation of project status as active or inactive.		NR			
AUD-PA	26	Allow for entry of text or comments to a specific project (vendors must specify in the Comments column how many characters are allowed).		NR			
AUD-PA	27	Accommodate multiple change orders and multiple transfers of funds within projects.		NR			
AUD-PA	28	Maintain data across multiple fiscal years for as long as the project is open and for a user-specified period after project close.		NR			
AUD-PA	29	Track project expenditure and revenue activity.		NR			

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AUD-PA	30	Allow multiple departments to enter information on a single project with security constraints established at transaction level.		NR			
AUD-PA	31	Account for project revenues and expenditures for the fiscal year, project year and the perpetual life of the project.		NR			
AUD-PA	32	Integrate with project management tools such as Microsoft Projects.		NR			
		Project Maintenance					
AUD-PA	33	Enter descriptive information (narrative, contract terms, funding limits) about a project and track statistical data.		NR			
AUD-PA	34	Define projects at multiple hierarchical levels (i.e., category, phase, task) and multiple funding sources.		NR			
AUD-PA	35	Maintain multiple types of project completions/status.		NR			
AUD-PA	36	Prevent charges from being allocated or recorded against an inactive project.		NR			
AUD-PA	37	Apply multiple or split funding sources.		NR			
AUD-PA	38	Define uniform expenditure types based upon County, State and/or Federal guidelines.		NR			
AUD-PA	39	Maintain project and fund accounts over multiple fiscal years.		NR			
AUD-PA	40	Establish/track project budgets.		NR			
		Project Ledgers and Budget					
AUD-PA	41	Establish project budgets across funds.		NR			
AUD-PA	42	Perform flexible budgeting for capital and operating projects while adhering to the level of budgetary controls established in the General Ledger.		NR			
AUD-PA	43	Differentiate all transactions between operating and capital budgets.		NR			
AUD-PA	44	Associate multiple funding sources with projects and track the application of funding to actual expenditure.		NR			
AUD-PA	45	Create budget hierarchy up to at least 5 levels.		NR			
AUD-PA	46	Forecast budgets for multi-year periods.		NR			
AUD-PA	47	Maintain multiple fiscal year budgets for projects.		NR			
AUD-PA	48	Allocate and track budget dollars by selected user-defined levels.		NR			
AUD-PA	49	Record and maintain the following financial data for each unique project:		NR			

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AUD-PA	49.01	Estimated Budget		NR			
AUD-PA	49.02	Project Budget		NR			
AUD-PA	49.03	Adjusted Project Budget		NR			
AUD-PA	49.04	Total Expenditures		NR			
AUD-PA	49.05	Total Revenues		NR			
AUD-PA	49.06	Pre-Encumbrances		NR			
AUD-PA	49.07	Encumbrances		NR			
AUD-PA	49.08	Transfers (i.e., inter-fund, intra-fund or other financing sources)		NR			
AUD-PA	49.09	Project Fund Balance		NR			
AUD-PA	50	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.		NR			
AUD-PA	50.01	Project (total)		NR			
AUD-PA	50.02	Project Phase		NR			
AUD-PA	50.03	Department		NR			
AUD-PA	50.04	Fund		NR			
AUD-PA	50.05	Organization Structure (Hierarchical)		NR			
AUD-PA	50.06	Task		NR			
AUD-PA	50.07	Appropriation		NR			
AUD-PA	50.08	Grant		NR			
AUD-PA	50.09	Project Year		NR			
AUD-PA	50.10	Fiscal Year		NR			
AUD-PA	51	Maintain multiple revisions and amendments to the budget in the above detail, including audit trail.		NR			
AUD-PA	52	Track projects by budget revisions.		NR			
AUD-PA	53	Maintain project budgets through budget transactions, including description of the transaction.		NR			
AUD-PA	54	Post all project budget transactions to a "budget" ledger in sufficient detail to account for all details of budget transactions.		NR			
AUD-PA	55	Record and maintain data at the following levels of detail, including but not limited to:		NR			
AUD-PA	55.01	Fiscal Year (County)		NR			
AUD-PA	55.02	Funding Source Fiscal Year		NR			
AUD-PA	55.03	Type		NR			

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AUD-PA	55.04	Phase		NR			
AUD-PA	55.05	Contract		NR			
AUD-PA	55.06	Task		NR			
AUD-PA	55.07	Department		NR			
AUD-PA	55.08	Project Period (Inception to Date)		NR			
AUD-PA	55.09	All chart of accounts elements as defined in the General Ledger requirements		NR			
AUD-PA	56	Roll forward unexpended project budgets over year-end.		NR			
AUD-PA	57	Accumulate and bill for all reimbursable portions of projects from the Accounts Receivable module.		NR			
AUD-PA	58	Ability for project budgetary control options by project budget line as follows:		NR			
AUD-PA	58.01	Absolute control - prevents transaction from processing, may not be overridden		NR			
AUD-PA	58.02	Override Control - prevents transaction from processing with the ability to override error with appropriate security		NR			
AUD-PA	58.03	Warning – provides warning message but allows transaction to process		NR			
AUD-PA	58.04	No control – allows transaction to process without warning		NR			
AUD-PA	59	Establish project budgets and track/control revenues and expenditures against the budget.		NR			
AUD-PA	60	Summarize or "rollup" expenditures to a higher budget level (i.e., budget not requiring minute detail).		NR			
AUD-PA	61	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.		NR			
AUD-PA	62	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 reach 90% of project budget, email is sent to project manager.		NR			
AUD-PA	63	Allocate and track budget dollars by selected user-defined levels.		NR			
AUD-PA	64	Establish project accounts to record project budgets, pre-encumbrances, encumbrances, revenues and expenditures.		NR			

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AUD-PA	65	Record project activity over multiple years.		NR			
AUD-PA	66	Record project activity over multiple departments.		NR			
AUD-PA	67	Accommodate a variety of projects, such as:		NR			
AUD-PA	67.01	Small capital expenses (e.g., remodeling)		NR			
AUD-PA	67.02	Large capital projects (e.g., buildings, infrastructure)		NR			
AUD-PA	67.03	Miscellaneous projects, such as elections		NR			
AUD-PA	67.04	Routine work order(s) for non-capital expenditures		NR			
AUD-PA	67.05	Renewals (e.g., PC replacement, carpet replacement, painting, etc.)		NR			
AUD-PA	68	Classify the project by:		NR			
AUD-PA	68.01	Type of project (paving, building, etc.)		NR			
AUD-PA	68.02	Location (e.g., precinct, geographical area, etc.)		NR			
AUD-PA	68.03	Administering department		NR			
AUD-PA	68.04	User defined category indicating CAFR or GAAP categories (General Government, Public Works, Public Welfare, Public Safety, Parks)		NR			
AUD-PA	69	Track the following dates:		NR			
AUD-PA	69.01	Planned start date		NR			
AUD-PA	69.02	Actual start date		NR			
AUD-PA	69.03	Commissioners' Court approval date		NR			
AUD-PA	69.04	Planned completion date		NR			
AUD-PA	69.05	Project completion date		NR			
AUD-PA	70	Associate projects with other projects in a hierarchical structure (i.e. sub-projects).		NR			
AUD-PA	71	Classify project costs according to task (i.e., inspection, design).		NR			
AUD-PA	72	Prevent charges from being allocated to a closed project, sub-project, phase or task with the ability to override with the proper security.		NR			
AUD-PA	73	Maintain multiple types of project completions/status. For example, project may be complete from a performance viewpoint but still open for accounting purposes.		NR			
AUD-PA	74	Validate charges against project master files to determine if:		NR			
AUD-PA	74.01	Charges are to open projects, sub-projects, phases, or tasks		NR			
AUD-PA	74.02	Accounts charged are valid for specified projects (e.g., costs are valid or budgeted for the project)		NR			

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AUD-PA 75	Reflect funds that are redirected from and to another project through a budget amendment.		NR			
AUD-PA 76	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).		NR			
AUD-PA 77	Establish / modify project budgets and ensure that project budgets do not exceed funding source.		NR			
AUD-PA 78	Define the project/phase/task or budget year of the project independent of the established fiscal year.		NR			
AUD-PA 79	Set up and report budget items based on multiple fiscal years and project years.		NR			
AUD-PA 80	Calculate on a user defined basis indirect costs associated with any project and to provide system-generated entries.		NR			
AUD-PA 81	Accommodate project year accounting, and comply with grant year and fiscal year budgeting requirements.		NR			
AUD-PA 82	Carry forward budget at year end where applicable to do so.		NR			
Project Funding						
AUD-PA 83	Move funding from one project to another, with user defined security control.		NR			
AUD-PA 84	Increase or decrease project funding after project is in place, with user defined security control.		NR			
AUD-PA 85	Track the application of funding to actual expenditure.		NR			
AUD-PA 86	Associate multiple funding sources with projects.		NR			
AUD-PA 87	Associate multiple funding sources to multiple phases within projects.		NR			
Project Details						
AUD-PA 88	Track the change order process for projects.		NR			
AUD-PA 89	Track retainage and release by user-defined percentages.		NR			
AUD-PA 90	Track both contracts and in-house spending to a project.		NR			
AUD-PA 91	Transfer transaction detail from one project to another.		NR			
AUD-PA 92	Accommodate multiple change orders.		NR			
AUD-PA 93	Automatically set aside retainage by multiple user-defined percentages and release formulas.		NR			

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AUD-PA	94	Record non-financial data without affecting financial accounts.		NR			
AUD-PA	95	Ability for input, adjustments, and transfer of costs at the lowest level of account coding.		NR			
AUD-PA	96	Generate on-line, user-defined warnings when project and phase expenditures nears or exceeds the original project estimates.		NR			
		Project Processing					
AUD-PA	97	Edit transaction to ensure that project billings do not exceed the project budget.		NR			
AUD-PA	98	Carry forward fiscal year appropriation and cash balances for multi-year projects.		NR			
AUD-PA	99	Calculate interest earnings by project.		NR			
AUD-PA	100	Separate costs by real estate acquisition, construction and A&E services (Architectural and Engineering).		NR			
AUD-PA	101	Ability for hierarchical approach to tracking and reporting projects costs and other user-defined fields (e.g., main project, sub-project, task, sub-task).		NR			
AUD-PA	102	Link a project to multiple funding sources (e.g., Bond issuances, Grants, etc.).		NR			
AUD-PA	103	Link a funding source to multiple projects.		NR			
AUD-PA	104	Assign indirect cost codes.		NR			
AUD-PA	105	Differentiate between direct and indirect costs and identify the type of costs (i.e., fixed, fixed plus flat fee, etc.).		NR			
AUD-PA	106	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.		NR			
AUD-PA	107	Notify Project Manager and Vendor if payment put on hold due to user-defined criteria not being met.		NR			
AUD-PA	108	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.		NR			

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AUD-PA	109	Allow processing of project-related revenue transactions outside of the project service dates through override capability.		NR			
AUD-PA	110	Identify expenditures by grant number, project number, and outstanding pre-encumbrances/encumbrances for a specific project number.		NR			
AUD-PA	111	Post non-financial transactions to project ledgers without corresponding posting to general ledger accounts.		NR			
AUD-PA	112	Edit check journals (for coding) before processing		NR			
AUD-PA	113	Provide appropriation control (funds availability check) at the project level.		NR			
AUD-PA	114	Provide cash control (cash availability check).		NR			
AUD-PA	115	Account for projects that may cross funds or budgets.		NR			
AUD-PA	116	Carry forward project balances and project budgets to future years		NR			
AUD-PA	117	Enter funding from multiple funding sources for multiple fiscal years in one transaction.		NR			
AUD-PA	118	Ability to do phased budgeting for multi year awards when funding is received in installments.		NR			
AUD-PA	119	Maintain and monitor transactions for County, State and/or Federal aid project by user-defined criteria (i.e., appropriation code, department, multiple funds, etc.)		NR			
AUD-PA	120	Authorize limited users to charge labor time on a project		NR			
AUD-PA	121	Calculate and post labor costs to a project		NR			
AUD-PA	122	Ability for positions to be funded from multiple projects		NR			
AUD-PA	123	Create multiple allocations utilizing multiple allocation methods, targets, sources, basis types across funds and projects		NR			
AUD-PA	124	Change allocations automatically based on monthly, quarterly or user-defined time period (e.g., FTE in a particular area).		NR			
AUD-PA	125	Accumulate equipment and usage costs by project		NR			
AUD-PA	126	Ability to include/exclude equipment depreciation rate.		NR			
AUD-PA	127	Define a cost plus rate for internal costs, revenue accruals and billing		NR			
AUD-PA	128	Ability to reclassify billable status of transactions		NR			
AUD-PA	129	Ability to support revenue and invoice payments.		NR			

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AUD-PA	130	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.		NR			
AUD-PA	131	Meet County, State and/or Federal reporting requirements by tracking time and effort (not just expenditures)		NR			
AUD-PA	132	Record a revenue budget for projects.		NR			
AUD-PA	133	Generate invoices/payments based on defined milestones		NR			
AUD-PA	134	Produce an invoice that meets the billing requirements for each funding source		NR			
AUD-PA	135	Classify a project transaction as billable or non-billable.		NR			
AUD-PA	136	Establish and adjust budgets for projects through the use of a budget amendment.		NR			
AUD-PA	137	Provide for online project summary history.		NR			
AUD-PA	138	Track all financial activity related to projects and subprojects.		NR			
AUD-PA	139	Archive expired projects after user-specified period of time, with proper security.		NR			
		Project Close					
AUD-PA	140	Suspend a project (i.e., prevent transactions from posting against the project).		NR			
AUD-PA	141	Identify projects lacking financial activity for a user-defined period for possible closeout.		NR			
AUD-PA	142	Identify inactive projects for possible close.		NR			
AUD-PA	143	Allow the user to specify and control the project closing process through user tables and security.		NR			
AUD-PA	144	Support multiple closing of projects at the user's option.		NR			
AUD-PA	145	Ability to close projects partially (e.g., close by phase) or completely.		NR			
AUD-PA	146	Ability for an automated procedure to archive data for closed projects.		NR			
AUD-PA	147	Ability to close a project at user-specified date (e.g., future dated).		NR			
AUD-PA	148	Ability to close and capitalize each capital project as completed and make required entries to the asset classification and work-in-progress accounts.		NR			

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AUD-PA	149	Ability to re-open a closed project with proper security.		NR			
AUD-PA	150	Ability to transfer construction-in-progress accounts to fixed asset accounts at project close or completion.		NR			
AUD-PA	151	Ability to close projects independent of the County fiscal year.		NR			
		Reporting					
AUD-PA	152	Provide project variance, year to date, inception to date, project start/end dates and user-defined time period reporting.		NR			
AUD-PA	153	Identify projects lacking financial activity over a user defined time period.		NR			
AUD-PA	154	Report project budget variances by dollar amount and percentage.		NR			
AUD-PA	155	Run reports to reconcile between Project and General Ledger		NR			
AUD-PA	156	Monitor and report on project spending across one or multiple departments.		NR			
AUD-PA	157	Generate, on demand, a report that depicts the status of projects under construction.		NR			
AUD-PA	158	Support the diverse requirements of sponsors and provide the level of detail each requires.		NR			
AUD-PA	159	Report project expenditures by all budgetary levels, Chart of Account fields, or user-defined criteria.		NR			
AUD-PA	160	Accommodate reporting requirements for capital projects.		NR			
AUD-PA	161	Report on project activity by County fiscal year, State fiscal year, Grant year, or any other user-defined time period.		NR			
AUD-PA	162	Summarize by fiscal year (i.e., County, state, etc. fiscal years) for reporting purposes.		NR			
AUD-PA	163	Retain queries and inquiries for future use.		NR			
AUD-PA	164	Report on specific Chart of Account values and range of values.		NR			
AUD-PA	165	Perform monthly, quarterly, yearly, project-to-date or any user-defined time period reporting.		NR			
AUD-PA	166	Ability for all reports and inquiries to be downloaded, including but not limited to, Microsoft Word, Access, and Excel; PDF; HTML, etc.		NR			
AUD-PA	167	Allow users to create and print ad-hoc queries and reports.		NR			
		Potential Interfaces					

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AUD-PA	168	Please list any potential interfaces (automated and manual) necessary in this area:		NR			
AUD-PA	168.01	People Soft HRMS		NR			
AUD-PA	168.01.01	Payroll		NR			
AUD-PA	168.01.02	Time Keeping and Labor Distribution		NR			
AUD-PA	168.02	Infrastructure		NR			
AUD-PA	168.03	GIS		NR			

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		General Requirements					
AUD-FA	1	Enter and maintain fixed asset records online and properly accounts for assets in accordance with the County chart of accounts.		NR			
AUD-FA	2	Maintain pertinent data on both capitalized and non-capitalized assets, as follows:		NR			
AUD-FA	2.01	Capitalize assets based upon a user-specified criteria, including amount threshold by asset type.		NR			
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 (e.g., mobile phones).		NR			
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.		NR			
AUD-FA	4	Allow authorized users to perform the following functions for fixed assets, including, but not limited to:		NR			
AUD-FA	4.01	Additions		NR			
AUD-FA	4.02	Changes to all and any asset information		NR			
AUD-FA	4.03	Deletions/Disposals/Theft		NR			
AUD-FA	4.04	Reverse previous transactions, including depreciation		NR			
AUD-FA	4.05	Transfers		NR			
AUD-FA	4.06	Inquiries		NR			
AUD-FA	4.07	Betterments/Improvements		NR			
AUD-FA	4.08	Depreciation		NR			
AUD-FA	4.09	Amortization (of leases) or other intangibles		NR			
AUD-FA	4.10	Association of additions to other assets, i.e., light bar to police vehicle		NR			
AUD-FA	5	Limit the asset management functions based on security access granted to users.		NR			
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.		NR			

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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.		NR			
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.		NR			
AUD-FA	9	Provides full integration between Fixed Asset Management and the following Financial modules:		NR			
AUD-FA	9.01	General Ledger		NR			
AUD-FA	9.02	Accounts Payable		NR			
AUD-FA	9.03	Accounts Receivable		NR			
AUD-FA	9.04	Inventory		NR			
AUD-FA	9.05	Purchasing		NR			
AUD-FA	9.06	Projects		NR			
AUD-FA	9.07	Grants		NR			
AUD-FA	9.08	Budgets		NR			
AUD-FA	9.09	Work Orders		NR			
AUD-FA	10	Generate standard governmental fixed asset reports and user-defined fixed asset reports in compliance with GAAP, and report on all fixed asset balances in the standard CAFR format (with supporting notes and schedules).		NR			
AUD-FA	11	Establish multiple businesses/ legal entities (i.e. business units) within one financial system and track all financial activity for each entity independently.		NR			
		Asset Additions and Maintenance					
AUD-FA	12	Carry forward relevant purchasing, descriptive, receipt, invoice and accounting information as a starting point for recording the asset.		NR			
AUD-FA	13	Allow entry of and track the following categories of assets, including, but not limited to:		NR			
AUD-FA	13.01	Land		NR			
AUD-FA	13.02	Buildings		NR			
AUD-FA	13.03	Leasehold improvements		NR			
AUD-FA	13.04	Equipment		NR			

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AUD-FA	13.05	Furniture and fixtures		NR			
AUD-FA	13.06	Mobile Equipment		NR			
AUD-FA	13.07	Heavy Equipment		NR			
AUD-FA	13.08	Capitalized leases		NR			
AUD-FA	13.09	Construction in progress		NR			
AUD-FA	13.10	Infrastructure		NR			
AUD-FA	13.11	Other user-defined categories		NR			
AUD-FA	13.12	Mineral interest		NR			
AUD-FA	13.13	Computer Software		NR			
AUD-FA	13.14	Land improvements		NR			
AUD-FA	13.15	Historical documents		NR			
AUD-FA	13.16	Works of Art		NR			
AUD-FA	14	Support multiple user-defined asset types.		NR			
AUD-FA	15	Establish and associate standard asset descriptive data for all assets. The standard asset descriptive data from this table reduces and standardizes data entry and reporting.		NR			
AUD-FA	16	Select the standard asset descriptive data from a drop down list.		NR			
AUD-FA	17	Free-form narrative long description of each asset item.		NR			
AUD-FA	18	Identify users of assets, in addition to recording property custodian.		NR			
AUD-FA	19	Automatically create and assign an alpha-numeric asset reference number to an asset record.		NR			
AUD-FA	20	Allow authorized users to manually assign an asset number (minimum 10 digits)		NR			
AUD-FA	21	Track the detailed cost for each item that makes up a whole asset.		NR			
AUD-FA	22	Store up to 999 different asset numbers/references for assembled assets.		NR			
AUD-FA	23	Allow authorized users to change the manual asset number and retain all associated information and history.		NR			
AUD-FA	24	Maintain detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following:		NR			
AUD-FA	24.01	Asset Number Manually Assigned		NR			
AUD-FA	24.02	System Assigned Asset Reference Number		NR			

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AUD-FA 24.03	User Defined Fields (at least 5)		NR			
AUD-FA 24.04	Property Custodian		NR			
AUD-FA 24.05	Location Segments (e.g., address, building, floor, section, room)		NR			
AUD-FA 24.06	Multiple Organizational Ownership Info. (including assets loaned to/from other entities)		NR			
AUD-FA 24.07	Funding Sources (multiple) by percentage or dollar amount		NR			
AUD-FA 24.08	Chart of Account distribution		NR			
AUD-FA 24.09	Requisition Number		NR			
AUD-FA 24.10	Purchasing Document Numbers		NR			
AUD-FA 24.11	Asset Acquisition Date		NR			
AUD-FA 24.12	Asset Acquisition Source Code (user-defined)		NR			
AUD-FA 24.13	In-service Date		NR			
AUD-FA 24.14	Asset Condition		NR			
AUD-FA 24.15	Asset Type		NR			
AUD-FA 24.16	Delivery Date		NR			
AUD-FA 24.17	Payment Number (Check/ACH Number)		NR			
AUD-FA 24.18	Asset Status (e.g., inactive, surplus, retired, etc.)		NR			
AUD-FA 24.19	Unit Cost/Value		NR			
AUD-FA 24.20	Value Basis		NR			
AUD-FA 24.21	Trade-in Credit (calculated by system or entered)		NR			
AUD-FA 24.22	Item Classification Code (user-defined / commodity codes) with multiple sub-class codes.		NR			
AUD-FA 24.23	Vendor Number		NR			
AUD-FA 24.24	Asset Descriptive Information field		NR			
AUD-FA 24.25	Manufacturer Number or Name		NR			
AUD-FA 24.26	Model Year		NR			
AUD-FA 24.27	Model Number		NR			
AUD-FA 24.28	Contact Information		NR			
AUD-FA 24.29	Salvage Value		NR			
AUD-FA 24.30	Serial Number		NR			
AUD-FA 24.31	License Number (if applicable)		NR			
AUD-FA 24.32	Warranty/Maintenance Information		NR			
AUD-FA 24.33	Betterments/Improvements		NR			
AUD-FA 24.34	Disposal Information		NR			
AUD-FA 24.35	Lease Asset Information (if applicable)		NR			

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AUD-FA	24.36	Estimated Useful Life		NR			
AUD-FA	24.37	Replacement Cost – This field can be updated as needed by users		NR			
AUD-FA	24.38	Depreciation Schedule (Method and Life)		NR			
AUD-FA	24.39	Depreciation Convention (Beginning of Month, Half-Year, Mid-Month, or user defined)		NR			
AUD-FA	24.40	Budget Year (from which asset was purchased)		NR			
AUD-FA	24.41	Project number		NR			
AUD-FA	24.42	Identify asset as capital project, grant asset, etc, using user-defined criteria in drop down menu.		NR			
AUD-FA	24.43	Ability to drill down to image of any supporting document for any field maintained for fixed assets.		NR			
AUD-FA	25	Link component units (parent/child relationship) whereby each component maintains a financial life of its own.		NR			
AUD-FA	26	Maintain an audit trail of all changes made to asset records, including userid, date time stamp and action.		NR			
AUD-FA	27	Add and maintain assets obtained through non-expenditure transactions (e.g., gifts, donations, eminent domain, commissary funds).		NR			
AUD-FA	28	Ability to copy an asset record to create a similar asset record.		NR			
AUD-FA	29	Allow authorized users to correct discrepancies in asset records by overriding initially loaded information (received from General Ledger, Accounts Payable, and Purchasing modules) with proper security (i.e., all changes recorded in audit trail)		NR			
AUD-FA	30	Ability to capture/maintain detailed property information to properly account for and safeguard County lands, including, but not limited to the following:		NR			
AUD-FA	30.01	Legal description per survey		NR			
AUD-FA	30.02	Property's full address		NR			
AUD-FA	30.03	Acquisition information		NR			
AUD-FA	30.04	Number of acres or lot size		NR			
AUD-FA	30.05	Purchase / Donation Value		NR			
AUD-FA	30.06	Fair market value		NR			
AUD-FA	30.07	Cost per acre (multiple)		NR			
AUD-FA	30.08	Deed record information		NR			

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AUD-FA	30.09	Options to purchase property		NR			
AUD-FA	30.10	Geographic Information System technology location (latitude and longitude)		NR			
AUD-FA	30.11	Other user-defined fields (5)		NR			
AUD-FA	31	Ability, during mass additions process, to allow users to split asset record entries for identical items and then assign separate property tag / inventory control numbers (e.g., purchase of 20 identical personal computers).		NR			
AUD-FA	32	Ability to transfer fixed assets within or between departments/offices at the individual asset level and corresponding accounting entries are appropriately generated, if entry required.		NR			
AUD-FA	33	Maintain information about the condition of the asset (e.g., good, idle, obsolete, broken, etc.)		NR			
AUD-FA	34	Support multiple organization asset ownership for each property item (e.g., multiple organization units or funds may finance an asset).		NR			
AUD-FA	35	Track assets purchased with various funding sources (i.e., grants).		NR			
AUD-FA	36	Prevent duplication of an manually assigned asset number, unless noted as a sub-part of the primary asset number.		NR			
AUD-FA	37	Prevent the purge of assets and their associated information, except under security.		NR			
AUD-FA	38	Place an asset in a suspense status until all asset information is captured and deemed completed by County's business requirements.		NR			
AUD-FA	39	Ability, when an asset is in a suspense status, to transmit a user-defined notification to identified departments/offices of items in suspense, requesting additional information or action.		NR			
		Asset Disposition, Retirement, and Theft					
AUD-FA	40	Generate either financial or memo transactions for the General Ledger to reflect the financial impact of asset dispositions, and should automatically compute the gain/loss associated with a disposal.		NR			
AUD-FA	41	Capture/maintain the following information related to disposals, trade-ins, missing, lost, or stolen assets:		NR			

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AUD-FA 41.01	Asset number / Sub-asset number		NR			
AUD-FA 41.02	Reporting individual		NR			
AUD-FA 41.03	Date of occurrence or date first noticed missing		NR			
AUD-FA 41.04	Description of circumstances surrounding the disappearance/disposition		NR			
AUD-FA 41.05	Steps taken to locate item		NR			
AUD-FA 41.06	Disposal date		NR			
AUD-FA 41.07	Disposal amount		NR			
AUD-FA 41.08	Disposal method		NR			
AUD-FA 41.09	Sheriff's Office Report to Commissioners Court		NR			
AUD-FA 41.10	Gains on sales or losses of disposed property by user defined criteria		NR			
AUD-FA 41.11	Reference number for trade-ins		NR			
AUD-FA 41.12	User-defined fields (3)		NR			
AUD-FA 42	Support a Y/N flag to indicate an imaged document is available.		NR			
AUD-FA 42.01	If flag is checked, the system will prompt user to attach the file(s).		NR			
AUD-FA 43	Track replacement needs for assets.		NR			
AUD-FA 44	Track estimated replacement life and provide electronic notification to users when replacement life threshold is nearing.		NR			
AUD-FA 45	Allow application of indices and/or factors to historical costs to asset(s) to update the replacement cost data.		NR			
AUD-FA 46	Record grant asset dispositions and proceeds of sales which integrate with the Grants Management module.		NR			
AUD-FA 47	Attach grant expiration date to asset and notify users when expiration date is imminent.		NR			
AUD-FA 48	Flag assets with multiple disposal restrictions and display the restriction message for user handling (e.g., federal grant items that must be returned to the federal government)		NR			
	Surplus Property					
AUD-FA 49	Split and distribute the proceeds of an asset disposition to multiple funds or departments.		NR			
AUD-FA 50	Establish an electronic approval path for dispositions.		NR			

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AUD-FA	51	Allow authorized users to indicate or change the asset status, whereby status includes, but not limited to the following:		NR			
AUD-FA	51.01	Surplus		NR			
AUD-FA	51.02	Retired		NR			
AUD-FA	51.03	Disposed		NR			
AUD-FA	51.04	Donated		NR			
AUD-FA	51.05	Lost / Unaccounted for		NR			
AUD-FA	51.06	Active		NR			
AUD-FA	52	Support electronic advertisement of items for sale (e.g., on the web) to designated customers with user-specified information to be available.		NR			
AUD-FA	53	Support receipt of surplus property bid responses through electronic means.		NR			
AUD-FA	54	Prohibit the acceptance of a bid through electronic means if bid opening date and time has expired.		NR			
AUD-FA	55	Maintain a file of customers that commonly bid on surplus properties.		NR			
AUD-FA	56	Indicate the condition of items surplused.		NR			
AUD-FA	57	Sell items via sealed bid and perform bid tabulations to show highest bidder.		NR			
AUD-FA	58	Group items into lots for sale while retaining specific item user information, as defined by the County.		NR			
AUD-FA	59	Record the sale price or donation value received when item is sold		NR			
AUD-FA	60	Produce a bill of sale that includes sale price, item number and description.		NR			
AUD-FA	61	Generate a report of items sold or disposed.		NR			
AUD-FA	62	Interface to/from-banking systems for credit card authorizations and check verifications.		NR			
AUD-FA	63	Process the disposition of donated federal, state or other governmental entities property, including:		NR			
AUD-FA	63.01	Identify which accounts will have the proceeds recorded against.		NR			
AUD-FA	63.02	Generate reports as deemed appropriate for the donated entity's need.		NR			
		Depreciation					

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AUD-FA	64	Generate either financial or memo transactions for the General Ledger to reflect the capital asset depreciation expense in specified funds in accordance with GASB 34.		NR			
AUD-FA	65	Provide for batch processing of depreciation.		NR			
AUD-FA	66	Perform the following depreciation functions:		NR			
AUD-FA	66.01	Assign depreciation schedules to fixed assets		NR			
AUD-FA	66.02	Generate user-defined depreciation by asset for any element in the classification structure.		NR			
AUD-FA	66.03	Automatically calculate depreciation in accordance with the depreciation method and convention as designated for an asset		NR			
AUD-FA	66.04	Automatically charge depreciation to multiple chart of accounts for split-ownership assets, with appropriate interfund transactions generated.		NR			
AUD-FA	67	Support user-defined time periods for recording depreciation.		NR			
AUD-FA	68	Allow users with proper authority to change the asset useful life, value basis, salvage value, and depreciation method, when necessary, and the system will automatically recalculate depreciation expense in accordance with such changes.		NR			
AUD-FA	69	Support user-defined allocation tables used for allocating asset costs and depreciation expenses.		NR			
AUD-FA	70	Store an acquisition date and a depreciation start date, without the dates having to be the same.		NR			
AUD-FA	71	Support multiple depreciation methods, including but not limited to:		NR			
AUD-FA	71.01	Straight Line		NR			
AUD-FA	71.02	Declining Balance		NR			
AUD-FA	71.03	Sum of the Years Digits		NR			
AUD-FA	71.04	Hours/Mileage/Utilization		NR			
AUD-FA	71.05	User-Defined		NR			
AUD-FA	72	Prevent depreciating an asset's value or salvage value below zero.		NR			
AUD-FA	73	Record different conventions for depreciable assets, such as beginning of month, half year, mid-month, etc.		NR			
AUD-FA	74	Allow individual assets to be designated as non-depreciable (e.g., modified approach).		NR			

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AUD-FA	75	Calculate and allocate depreciation based on the funding source used to purchase the asset.		NR			
		Physical Inventory					
AUD-FA	76	Integrate and support the following technology for physical inventory tagging upon acquisition/purchase and annual inventory certification(s):		NR			
AUD-FA	76.01	Bar Code Scanning		NR			
AUD-FA	76.02	RFID Technology		NR			
AUD-FA	77	Interface with the asset tagging hardware and software used to generate the tag.		NR			
AUD-FA	78	Generate a file from the scanned bar-coded or RFID data for analysis and comparison purposes.		NR			
AUD-FA	79	Allow the scanned data to update asset location information and “last inventoried date” for each scanned asset.		NR			
AUD-FA	80	Generate a report of variances between system amounts and physical counts and allow authorize users to perform adjustments as needed.		NR			
		Capital Projects					
AUD-FA	81	Identify/record all capitalizable costs associated with the construction or purchase/acquisition of an asset.		NR			
AUD-FA	82	Identify, record, and depreciate betterments/improvements associated with an asset, including the option of assigning an unique identification for betterments/improvements associated with component units.		NR			
AUD-FA	83	Capture activity/costs resulting from several County departments working concurrently on a project, including capture of payroll information.		NR			
AUD-FA	84	Produce notification of project status (e.g., in-progress, completed, etc.) based upon user-defined criteria.		NR			
AUD-FA	85	Capture and maintain construction work in progress information and provides the ability to recognize fixed/capital assets when they are completed.		NR			
		Leases					
AUD-FA	86	Track assets in accordance with the requirements of GAAP, as amended, including but not limited to:		NR			

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AUD-FA	86.01	Record the capital lease or operating lease and the corresponding leasehold improvements		NR			
AUD-FA	86.02	Track lease payments		NR			
AUD-FA	86.03	Periodic cost recognition (e.g., combined area maintenance)		NR			
AUD-FA	86.04	Track lessee and lessor		NR			
AUD-FA	86.05	Track facility accessibility and responsible party for making accessibility modifications (lessee or lessor)		NR			
AUD-FA	86.06	Identify source of rental income for leased asset		NR			
AUD-FA	86.07	Track purchase options		NR			
AUD-FA	86.08	Track lease terms		NR			
AUD-FA	86.09	Track lease types (e.g., capital, operating, etc.)		NR			
AUD-FA	87	Differentiate between leased assets and purchased assets.		NR			
AUD-FA	88	Perform lease/purchase comparative analyses.		NR			
AUD-FA	89	Record the transfer of leases to the County.		NR			
AUD-FA	90	Amortize leases in compliance with GAAP.		NR			
AUD-FA	91	Support changes to lease data required due to lease amendments.		NR			
AUD-FA	92	Automatically generate a notification that a lease is going to expire within a certain period as specified by the user.		NR			
AUD-FA	93	Send an electronic notification to user-defined end users, if lease is terminated.		NR			
AUD-FA	94	Maintain lease payment schedules.		NR			
		Asset Warranties and Services					
AUD-FA	95	Maintain online maintenance history information for assets, by user-defined criteria such as type.		NR			
AUD-FA	96	Maintain warranty/service agreement information for assets, by type of asset.		NR			
AUD-FA	97	Attach hyperlinks of the vendor’s web site to reference asset maintenance and warranty information.		NR			
AUD-FA	98	Allow authorized users to inquire on maintenance and service information through the entry of a serial number and/or property tag/inventory control number.		NR			
AUD-FA	99	Record and track regular/preventive maintenance performed on selected assets.		NR			

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AUD-FA	100	Notify select users of warranty or service agreement expiration.		NR			
		Querying and Reporting					
AUD-FA	101	Inquire/report on assets for all fields required for financial reporting purposes, including function, department, etc.		NR			
AUD-FA	102	Generate standard governmental fixed asset reports and user-defined fixed asset reports in compliance with GAAP.		NR			
AUD-FA	103	Display or print a report of surplus property, including but not limited to:		NR			
AUD-FA	103.01	Each surplus item's history		NR			
AUD-FA	103.02	Time (how long) item has been in "surplus" status		NR			
AUD-FA	103.03	Location of surplus		NR			
AUD-FA	104	Produce a transaction register audit trail of all acquisitions, transfers, changes, deletions and retirements based on user-defined criteria.		NR			
AUD-FA	105	Produce depreciation reports by multiple levels (e.g., All Chart of Account Elements, commodity, responsibility area, function, etc.).		NR			
AUD-FA	106	Produce a physical inventory worksheet to be sorted, grouped and aggregated based on user defined criteria to assist in conducting physical inventory.		NR			
AUD-FA	107	Generate a report of all property changes as of a user specified date		NR			
AUD-FA	108	Produce a report of warranty expirations based on a user-defined date range.		NR			

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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:		NR			
AUD-RP	1.01	Automated annual financial reporting (CAFR)		NR			
AUD-RP	1.02	Addition of statistical information in a section of the general ledger that does not affect trial balance.		NR			
AUD-RP	1.03	Required monthly statutory reporting		NR			
AUD-RP	1.04	Annual financial trend reporting		NR			
AUD-RP	1.05	Annual popular report (citizens report)		NR			
AUD-RP	1.06	Demand reports of primary accounting and analysis reports		NR			
AUD-RP	1.07	English-based queries, using standard terminology and drop down menu of available fields		NR			
AUD-RP	1.08	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.)		NR			
AUD-RP	2	Provides user drill down to supporting documents and related transactions from any transaction within the system.		NR			
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.		NR			
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.		NR			
AUD-RP	5	Accommodate the creation of reports by the report generator for user production statistics by user ID.		NR			
AUD-RP	6	Provide a report generator that can produce reports which include user designed graphs and charts, including but not limited to:		NR			
AUD-RP	6.01	Graphic organizational charts (hierarchical)		NR			
AUD-RP	6.02	Line graphs		NR			
AUD-RP	6.03	Pie charts		NR			
AUD-RP	6.04	Stacked bar charts		NR			

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AUD-RP	6.05	Min / Mid / Max line graphs		NR			
AUD-RP	6.06	Regression lines on scatter-plot diagrams		NR			
AUD-RP	7	Supports the export of the query and its report results into various file formats including, but not limited to:		NR			
AUD-RP	7.01	MS Access - .mdb		NR			
AUD-RP	7.02	MS Word - .doc		NR			
AUD-RP	7.03	MS Excel - .xls		NR			
AUD-RP	7.04	Rich Text Format - .rtf		NR			
AUD-RP	7.05	Text files - .txt		NR			
AUD-RP	7.06	Adobe - .pdf		NR			
AUD-RP	7.07	ASCII files		NR			
AUD-RP	7.08	XML		NR			
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.		NR			
AUD-RP	8.01	View results of query online, as printed report, or download report file to disk or other media.		NR			
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.)		NR			
AUD-RP	10	Allow for simultaneous access to multiple files and/or tables.		NR			
AUD-RP	11	Accommodate the following report writer needs:		NR			
AUD-RP	11.01	User-defined sorting, merging and summarization of records.		NR			
AUD-RP	11.02	Save queries for future use.		NR			
AUD-RP	11.03	View results of a query online, as a printed report, or download report file to disk or other media.		NR			
AUD-RP	11.04	Preview ad hoc report format prior to running against live data.		NR			
AUD-RP	12	Perform calculations on existing fields to reach intended results.		NR			
AUD-RP	13	Provide 24/7 access to the reporting system.		NR			
AUD-RP	14	Performance is not affected when a large report or inquiry is being run.		NR			
AUD-RP	15	Allow users access to online inquiry.		NR			
AUD-RP	16	View results of standard reports on-line with an option to print(all or specified pages), where practical.		NR			

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AUD-RP	17	Execute standard reports or queries upon user's request.		NR			
AUD-RP	18	Schedule the following reports to run on a user-defined frequency (e.g., daily, weekly, monthly, quarterly, annually):		NR			
AUD-RP	18.01	Standard reports		NR			
AUD-RP	18.02	Ad hoc queries		NR			
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		NR			
AUD-RP	20	Allow the use of wildcards in report queries.		NR			
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.		NR			
AUD-RP	22	Queries that would otherwise overtax the OLTP system be routed to the reporting database.		NR			
AUD-RP	23	Wildcard queries, be truncated at that threshold on the OLTP system and rerouted to the reporting database.		NR			
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.		NR			

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		BUDGET DESIGN					
BUD	1.00	Control budget by all elements in the chart of accounts and/or by all elements in a project.		NR			
BUD	2.00	Report on and control multiple budgets on alternate year budget control by either fiscal year or project to date basis. Projects should have the ability to have a project life budget control as well as a fiscal year budget control by all elements of the chart of accounts.		NR			
BUD	3.00	Specify the appropriate category level and/or function for each account.		NR			
BUD	4.00	Accommodate pre-encumbrance control based upon funds availability.		NR			
BUD	5.00	Accommodate encumbrance control.		NR			
BUD	6.00	Validate pre-encumbrances, encumbrances, and expenditures against the appropriation budget.		NR			
BUD	7.00	Support budgetary allotments by month, quarter, year or other period as defined by the user.		NR			
BUD	8.00	Set up "uncontrolled" or tracked budgets (i.e., salary) based on appropriate security role.		NR			
BUD	9.00	Notify specified users when uncontrolled factors are being used		NR			
BUD	10.00	Validate field values within the budget entry screen.		NR			
BUD	11.00	Departments across the County can access budget information on an inquiry basis for their unit, with authorized users only being able to make changes.		NR			
BUD	12.00	Security features are robust to control the "views", "changes" and "approvals" by different organizational units (within department) of the County.		NR			
BUD	13.00	Display information graphically (i.e. pie chart, bar chart, graph).		NR			

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BUD	14.00	Provide the following online queries by year and by period:					
BUD	14.01	Actual Fund Balances for user-defined periods		NR			
BUD	14.02	Beginning Expenditure Balance		NR			
BUD	14.03	Beginning Expenditure Budget		NR			
BUD	14.04	Amended Expenditure Budget		NR			
BUD	14.05	Pre-encumbrances		NR			
BUD	14.06	Encumbrances		NR			
BUD	14.07	Actuals Expenditures		NR			
BUD	14.08	Actuals Revenues		NR			
BUD	14.09	Transfers (In and Out)		NR			
BUD	14.10	Available Expenditure Budget Balance		NR			
BUD	14.11	Balance Sheet Account		NR			
BUD	14.12	Original Revenue Budget		NR			
BUD	14.13	Amended Revenue Budget		NR			
BUD	14.14	Accrued Revenue		NR			
BUD	14.15	Collected Revenue		NR			

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BUD	14.16	Revenue Surplus/Deficit		NR			
BUD	14.17	Negative Expenditure Balances		NR			
BUD	15.00	Reports are capable of including data for the prior year actual, current budget, current year-to-date actual, current year projections, and future year proposed. Reports should be able to include up to 5 years in the past and 5 years in the future.		NR			
BUD	16.00	Accept entry of budget requests at all organizational levels based on user authorization.		NR			
BUD	17.00	Restrict access to confidential data by user.		NR			
BUD	18.00	Prohibit multiple users from updating the same record simultaneously.		NR			
BUD	19.00	Provide department budgets (separate from the appropriation budget), used to control budgets at a lower or different level of detail than the appropriation budget.		NR			
BUD	20.00	Ensure that all transactions using or affecting budget authority (appropriation, grant, project, department) are validated online, real-time against up-to-date budget totals based on established budgetary controls.		NR			
BUD	21.00	Provide multiple levels of controls for department budgets.		NR			
BUD	22.00	Provide different workflow and approval rules by department.		NR			
BUD	23.00	Provide separate data entry for appropriation and department budgets and budget transactions.		NR			
BUD	24.00	Track original budget, budget adjustment, and budget transfer line items for each line item and appropriation.		NR			
BUD	25.00	Prevent department level users from updating budget information after it has been submitted or as of a specific cut-off date.		NR			
BUD	26.00	Receive data from and export data to spreadsheet (Excel), database application (Access) or reporting tool (Crystal Reports).		NR			
BUD	27.00	Attach files (i.e., Word, Excel) to particular issues, revisions and line items with the system.		NR			

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BUD	28.00	Budget by quantity and unit cost, rather than total amount.		NR			
BUD	29.00	Ability to route proposed budget through Purchasing for unit costing, route to IT for approval of equipment, route to equipment services for pricing of gas powered equipment (vehicles, mowers, etc) or other County department for function specific information.		NR			
		BUDGET PREPARATION					
BUD	30.00	Allow Central Budget Office (CBO) to "push" via workflow system-embedded spreadsheets out to departments electronically for budget preparation.		NR			
BUD	31.00	Allow departments to "return" budgets back to the CBO electronically via workflow.		NR			
BUD	32.00	Track, through an audit trail, every movement of the departmental worksheets.		NR			
BUD	33.00	Easily identify when viewing a department budget whether or not it has been submitted to the CBO.		NR			
BUD	34.00	Summarize or roll up department/division worksheets into department budgets.		NR			
BUD	35.00	Roll up department worksheets into County-wide master budget.		NR			
BUD	36.00	Roll up department worksheets into County-wide master budget at various user-defined levels.		NR			
BUD	37.00	Utilize the grant and project budgets created in those modules for creation or adjustment to department budget.		NR			
BUD	38.00	Create a budget for a group of accounts.		NR			
BUD	39.00	CBO has access to view progress by departments in budget preparation.		NR			
BUD	40.00	Departments have access to view progress by sub-units as defined by the user.		NR			

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BUD	41.00	"Lock" (prevent other changes to that budget version) budgets at any phase of the budget, including after submission by departments.		NR			
BUD	42.00	Unlock a frozen budget with the appropriate security control at the department level unless it has already been submitted to the CBO.		NR			
BUD	43.00	Develop both detail budgets, at any level of the chart of accounts, and summary budgets in a distributed environment.		NR			
BUD	44.00	Provide for data entry into multiple budget versions during budget preparation.		NR			
BUD	45.00	Allow users to attach narratives and justifications to budget worksheets.		NR			
BUD	46.00	Allow documents (e.g., contracts, MS Word/Excel documents, pdf documents, possibly reports generated by system on measures or reports generated by other systems on measures) to be attached to budget worksheets.		NR			
BUD	47.00	Allow entering, storing, and reporting performance data linked to programs and program budgets, including performance measures and results, and associate these with financial data.		NR			
BUD	48.00	Record budget credits (negative numbers).		NR			
BUD	49.00	Produce budget requests as decision packages (decision packages include multiple account numbers and possibly multiple departments - for example - New person includes: salary, benefits, education & conference, office supplies, desk, chair, phone, computer, uniform, dues & subscriptions, vehicle, etc.) submitted together, with a base request plus "budget issues", supplemental requests above or below base.		NR			
BUD	50.00	Indicate, by line item, one time expenditures in the budget "issues."		NR			
BUD	51.00	Allow users the option of including multi-line text in budget issues for justification purposes (e.g., contractuals increased because of bargaining agreements).		NR			
BUD	52.00	Allow users to list budget issues at any level in the hierarchical structure.		NR			

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BUD	53.00	Process and maintain all budget iterations, from Department request to CBO Proposed to Commissioners' Court Adopted Budget (need support for approximately 25 budget levels such as Base, Dept Request, Salaries, Analyst Changes, Budget Officer Changes, BDJ changes, Auditor changes, Commissioners Court changes, etc.).		NR			
BUD	54.00	Record various "review" dates (e.g., departmental review, CBO review, Board review/approval, Commissioners' Court approval).		NR			
BUD	55.00	Compare budget versions to demonstrate cost changes that have been made between versions.		NR			
BUD	56.00	Provide an "approved" or "not approved" flag to mark budget issues within a decision package by line item or by total.		NR			
BUD	57.00	Provide for approval of budget issues within a decision package at an amount greater than, less than, or equal to the amount requested.		NR			
BUD	58.00	Forecast real account balances, revenues and expenditures for the remainder of the year based on historical trends, percentages, or other specified parameters and allows for adjustments to the forecast.		NR			
BUD	59.00	Provide reports/inquiries, including graphs, to accommodate analysis of historical trends.		NR			
BUD	60.00	Drill down to compare budgets to actuals from highest level to lowest level of detail.		NR			
BUD	61.00	Generate budget documents in standard approved government format.		NR			
BUD	62.00	Import standard templates and style sheets.		NR			
BUD	63.00	Provide document publishing features including:					
BUD	63.01	Producing high quality final budget document pages		NR			
BUD	63.02	Producing budget reports and documents in PDF format		NR			
BUD	63.03	Producing camera-ready output		NR			
BUD	63.04	Producing the table of contents and index for the budget document		NR			

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BUD	63.05	Providing the user a function to create or enter footnotes and comments for budget publications		NR			
BUD	63.06	Producing both the Budget and the Budget in Brief from a wide variety of source files, including system output from the database		NR			
BUD	63.07	Producing historical, current year projections and proposed budget data at any level of the hierarchical structure in a high quality printed form		NR			
BUD	63.08	Includes at a minimum department name, description, mission, programs and program purpose statements in the budget document		NR			
BUD	63.09	Includes performance measures and results in the budget document		NR			
BUD	63.10	Incorporates charts, graphs, spreadsheets, etc. in the budget document		NR			
BUD	63.11	Capability to automatically update charts, graphs, spreadsheets, etc. when data stored in budget system is altered		NR			
BUD	63.12	Desktop publishing capabilities, i.e. flexibility in formatting, object placement, page layout		NR			
BUD	63.13	Incorporates non-budget information into the budget document such as the glossary		NR			
BUD	63.14	Capability to incorporate objects from various sources, including commercial clipart and photos		NR			
BUD	63.15	Incorporates organizational chart from the HR system and/or produces organizational chart		NR			
BUD	63.16	Provides spell and grammar check		NR			
BUD	63.17	Produce fund summary reports showing historical data as well as new budget data (fund balance, plus revenues, less expenditures, projected fund balance)		NR			
BUD	63.18	Concurrent user access to budget document publisher for preparation and editing purposes		NR			
BUD	64.00	Access all expenditure and revenue line items currently in use by the financial system during budget formulation.		NR			

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BUD	65.00	Role based security, maintained by authorized budget office personnel, to control access to the budgeting system based on defined security roles created by a central security group.		NR			
BUD	66.00	Provide the following budget worksheet information:					
BUD	66.01	Three or more years historical budget and actual data		NR			
BUD	66.02	Year-to-date Actual		NR			
BUD	66.03	Original Current Year Budget		NR			
BUD	66.04	Modified Current Year Budget		NR			
BUD	66.05	Current Year Projected		NR			
BUD	66.06	Next Year's Budget		NR			
BUD	66.07	Program		NR			
BUD	66.08	Project		NR			
BUD	67.00	Provide worksheet information by month, quarter, or user-defined period.		NR			
BUD	68.00	Apply a percentage, fixed amount or other formula driven increase or decrease to a budgeted figure on a line-by-line basis, at both the department and County level.		NR			
BUD	69.00	Create an initial version of the budget using the following:					
BUD	69.01	Zero balances in all accounts		NR			
BUD	69.02	Current year's original budget		NR			
BUD	69.03	Current year's modified budget		NR			

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BUD	69.04	Last year's budget		NR			
BUD	69.05	Last year's actual		NR			
BUD	69.06	Current year's budget or actual plus/minus a percentage		NR			
BUD	69.07	Previous year's budget or actual plus/minus a percentage		NR			
BUD	69.08	Any combination of the above budget versions		NR			
BUD	69.09	Multiple users to help establish base budget (ex. Analyst go in to increase or decrease line items based on information previously provided to CBO)		NR			
BUD	70.00	Forecast current year budget and actual (either on a line-by-line basis or on an entire budget) based on:					
BUD	70.01	Straight line projection		NR			
BUD	70.02	Percentage based on last year actual		NR			
BUD	70.03	Last year actual or budget for the remainder of the current fiscal year		NR			
BUD	70.04	User-defined formula		NR			
BUD	71.00	Utilize more than one method (straight line projection and percentage based on last year actual, for example) within the same budget.		NR			
BUD	72.00	Perform "what-if" budget scenarios.		NR			
BUD	73.00	Save multiple budget "what-if" scenarios.		NR			
BUD	74.00	Enter budget seasonally by month, quarter, or user-defined period.		NR			

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BUD	75.00	Create budget relationships (e.g., salary changes automatically adjust benefits and vice versa, enter in individual benefit calculations by line so that if salary is changed the rest will change automatically).		NR			
BUD	76.00	Budget by fund.		NR			
BUD	77.00	Budget for multi-year (project to date) and multi-fund projects under one project name and budget by project life across multiple funds.		NR			
BUD	78.00	Control spending by revenue source.		NR			
BUD	79.00	Accommodate integrated workflow notices and work lists.		NR			
		BUDGET CONTROL					
BUD	80.00	Enter budget adjustments, with attached justification documentation, in a pending status for final approval.		NR			
BUD	81.00	Use workflow to notify appropriate personnel of adjustments for approval and update to GL and notify department when adjustment is made.		NR			
BUD	82.00	Adjust budgets within user-defined security profiles.		NR			
BUD	83.00	Override budget control with appropriate user-defined security role.		NR			
BUD	84.00	Drill down capability for all aspects of a budget amendment (moved to/moved from).		NR			
BUD	85.00	Stamp all budget adjustment activity by:					
BUD	85.01	User		NR			
BUD	85.02	Date		NR			
BUD	85.03	Transaction Code (minimum of 18 numeric characters)		NR			

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Reference Number		Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comments
BUD	85.04	Final Approval Number		NR			
BUD	85.05	Approval Date		NR			
BUD	86.00	Rollover budgets from a prior year		NR			
BUD	87.00	Control the budget by any major element of the general ledger account structure or project.		NR			
BUD	88.00	Create, control, and report a single budget for a group or category of accounts.		NR			
		POSITION CONTROL					
BUD	89.00	Perform the following operations online:					
BUD	89.01	Add or delete positions from budget module		NR			
BUD	89.02	Reclassify positions within the budget module (based on position titles integrated from PeopleSoft system)		NR			
BUD	89.03	Modify positions within the budget module (based on position titles integrated from PeopleSoft system)		NR			
BUD	89.04	Transfer positions within the budget module (based on position data integrated from PeopleSoft system)		NR			
BUD	89.05	Freeze or unfreeze positions within the budget module (based on position data integrated from PeopleSoft system)		NR			
BUD	89.06	Split positions (fund positions in multiple departments / funds) within the budget module and integrate that information to/from the PeopleSoft system.		NR			
BUD	89.07	Change the number of authorized full time equivalents per position within the budget module (based on position titles integrated from PeopleSoft system)		NR			
BUD	89.08	Control the number of employees filling a position based on the authorized full time equivalents online in real time within the budget module (based on position titles integrated from PeopleSoft system)		NR			

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Reference Number		Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comments
BUD	90.00	Override budget controls for specific position types.		NR			
BUD	91.00	Perform online edit checking and validation to prevent more than one employee from being assigned to the same position number within the Budget module, if so desired, (position data will need to be integrated from the PeopleSoft system).		NR			
BUD	92.00	Route position change requests online to various staff members for approval (position data will need to be integrated from the PeopleSoft system).		NR			
BUD	93.00	Notify requestor when position has been approved and initiate other related events (i.e. workflow notice to HR to start the PeopleSoft process or an integration into PeopleSoft to launch the process and then trigger PeopleSoft workflow and send workflow notice to Purchasing and IT to begin requisition process of items needed for position).		NR			
BUD	94.00	Maintain position history within the budget module (based on position titles integrated from PeopleSoft system)		NR			
BUD	95.00	Maintain budgeting and controls by:					
BUD	95.01	Costs		NR			
BUD	95.02	Full time equivalents		NR			
BUD	95.03	Headcount (using characteristics defined by the user, e.g., full-time, part-time, sworn, union, etc.)		NR			
BUD	96.00	Enter single or multiple funding sources for each position within the budget module (based on position titles integrated from PeopleSoft system).		NR			
BUD	97.00	Allow employees to hold single or multiple positions, up to a certain user-defined number of positions (position data will need to be integrated from the PeopleSoft system).		NR			
BUD	98.00	Track budget vacancies for open positions, including length of time a position is vacant (position data will need to be integrated from the PeopleSoft system).		NR			
BUD	99.00	Changes in organization structure automatically create a dated record at the employee level to reflect the change (position data will need to be integrated from the PeopleSoft system).		NR			

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BUD	100.00	Budget using actual resource (person assigned to the position) or utilize position budgeting (position data will need to be integrated from the PeopleSoft system).		NR			
		REPORTING / QUERYING					
BUD	101.00	Drill-down from any field within the budget entry screen.		NR			
BUD	102.00	Run various types of budget reporting (accrual vs. cash, fund balance reports, expenditure reports, revenue reports, etc.)		NR			
BUD	103.00	Query the following online information by year, date, fund, budget, department, program, line item and/or by period:					
BUD	103.01	Beginning Balance		NR			
BUD	103.02	Beginning Budget		NR			
BUD	103.03	Amended Budget		NR			
BUD	103.04	Department Summary to Department Detail		NR			
BUD	103.05	Pre-encumbrances		NR			
BUD	103.06	Encumbrances		NR			
BUD	103.07	Actuals		NR			
BUD	103.08	Transfers (In and Out)		NR			
BUD	103.09	Balance		NR			
BUD	103.10	Revenues by Funding Source		NR			
BUD	103.11	Expenditure Report by Funding Source		NR			
BUD	103.12	Performance-based reports (measures and financials)		NR			
BUD	103.13	Previous years actuals and previous years budgets		NR			
BUD	103.14	Create ad hoc report and download in to excel and pdf format		NR			

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Reference Number		Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comments
BUD	104.00	Create ad hoc queries and reports on any budget data element.		NR			
BUD	105.00	Generate a budget variance report for current and prior years.		NR			
BUD	106.00	Review multiple versions of budget online with proper security access.		NR			
BUD	107.00	Group account numbers for internal and external reporting purposes, including category levels.		NR			
BUD	107.00	Report budgets by the grouped account numbers (category) and show if the category is negative or positive		NR			
BUD	108.00	Ability to develop a standard and save a set of reports and inquiries for end-users.		NR			
BUD	109.00	Ability to merge other module data into budget reports (e.g., budgeted and actual positions).		NR			
BUD	110.00	Ability to report projects by funding source and by project type.		NR			
		PROJECT AND GRANT BUDGETING					
BUD	111.00	Maintain historical data for all capital and operating projects independent of G/L data (across multiple fiscal years and across multiple funds).		NR			
BUD	112.00	Roughly calculate what administrative cost is (i.e. estimate % of budget to be added to cover administrative function to add to grant)		NR			
BUD	113.00	Prevent the entry of an account transaction if a project number is not entered.		NR			
BUD	114.00	Require linking accounts to project before an account can be used in a project.		NR			
BUD	115.00	Control budget by project life as well as by fiscal year, or ability to not require a project budget.		NR			
BUD	116.00	Override the GL account budget with the project budget.		NR			

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BUD	117.00	Control account budgets within a project.		NR			
BUD	118.00	Enter a project estimated budget and have it not hit GL (example road bonds that have not been sold yet)		NR			
BUD	119.00	Attach documents such as interlocal agreement to project once project has been funded and goes to court for approval		NR			
BUD	120.00	Attach documents such as court orders and budget amendment documentation to help explain why funds have been moved to/from this project		NR			
BUD	121.00	Ability to set up, control and report budget items based on multiple fiscal years and grant years.		NR			
BUD	122.00	Attach documents such as grant committee forms, court order authorizing acceptance of grant, etc.		NR			
BUD	123.00	Notify department and grant administrator, via workflow, 90 days before grant expiration that grant is going to expire.		NR			
BUD	124.00	If grant has personnel tied to it, ability to notify HR, via workflow or integration to PeopleSoft, 90 days before grant expiration.		NR			
BUD	125.00	Establish and monitor against a grant budget separate and unique from the departmental or appropriations budget.		NR			
BUD	126.00	Provide the following reports project and grant budget reports:					
BUD	127.00	Expenditures and revenues per project		NR			
BUD	128.00	Project Estimated Budget		NR			
BUD	129.00	Project Original Budget (Adopted at time of ILA)		NR			
BUD	130.00	Project Adjusted Budget		NR			
BUD	131.00	Actual expenditures		NR			
BUD	132.00	Encumbrances		NR			

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BUD	133.00	Balance		NR			
BUD	134.00	% over/under estimated budget		NR			
BUD	135.00	% over / under adopted budget		NR			
BUD	136.00	Create ad hoc queries and reports of the project and grant budget data.		NR			

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		PURCHASING DESIGN					
PO	1.00	Support encumbrance control for budgeted funds.		NR			
PO	2.00	Support "soft" pre-encumbrance control, whereby a warning is given if sufficient funds are not available.		NR			
PO	3.00	Copy information from one process to another without rekeying (i.e., requisition to purchase order).		NR			
PO	4.00	Copy, paste and spell check all information.		NR			
PO	5.00	Drill down to supporting documents within the purchasing system.		NR			
PO	6.00	Establish and maintain information concerning:					
PO	6.01	Vendors		NR			
PO	6.02	Commodities and a commodity coding structure (NIGP codes)		NR			
PO	6.03	Standards or specifications for items acquired		NR			
PO	6.04	Standard text for terms and conditions of purchases		NR			
PO	7.00	Receive, record and tabulate bids.		NR			
PO	8.00	Process and track receipt of goods/services.		NR			
PO	9.00	Track vendor performance including delivery, complaints and resolution.		NR			
PO	10.00	Track vendor performance against user defined criteria or standards.		NR			
PO	11.00	Record and maintain history of purchases, commodities, and volumes.		NR			

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PO	12.00	Support workflow for procurement approval process, including multiple approvals at the departmental and central purchasing levels.		NR			
PO	13.00	Support two-way, three-way and four-way matching of documents.		NR			
PO	14.00	Utilize the Internet for vendor communication.		NR			
PO	15.00	Support automatic entry into other modules, such as inventory and fixed assets from purchasing.		NR			
PO	16.00	Maintain history of all purchasing processes including requisitions, bid/quotes, multiple types of purchases, and receiver information.		NR			
PO	17.00	End-users to check expenditures to date against encumbrances and budgets and see results on-line in real time prior to processing an expenditure request.		NR			
PO	18.00	Support updating general ledger accounts for all procurement transactions.		NR			
PO	19.00	Look up real-time status of purchasing processes.		NR			
PO	20.00	Track last purchase date and amount for any item.		NR			
PO	21.00	Track expenditures against credit cards issued to employees.		NR			
PO	22.00	Utilize imaged or scanned documents such as vendor invoices and other source documents.		NR			
PO	23.00	Support EDI or fax capabilities for purchase orders and other vendor/procurement functions.		NR			
PO	24.00	Vendors to download County purchase orders from the Web.		NR			
PO	25.00	Support purchasing thresholds by vendor (e.g., $25,000 bid limit).		NR			
PO	26.00	Analyze vendor bids/quotations and make comparisons.		NR			
PO	27.00	Stock reorders to default to the primary vendor for the ordered item		NR			

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PO	28.00	Pre-assignment of commodity codes by requisition initiator tied to line items		NR			
		VENDOR FILES					
PO	29.00	Support one master vendor file for all modules in the system, with security on the change and/or update vendor records.		NR			
PO	30.00	Store the following vendor information:					
PO	30.01	Name		NR			
PO	30.02	DBA Name		NR			
PO	30.03	Title (e.g., Dr., Attorney, etc.)		NR			
PO	30.04	Employee designation		NR			
PO	30.05	Vendor number		NR			
PO	30.06	Multiple addresses (i.e., bid, orders, multiple remit to, etc.) (Please list in the Comments column the number of addresses allowed per vendor.)		NR			
PO	30.07	Vendor e-mail & web site information		NR			
PO	30.08	Contact person(s)		NR			
PO	30.09	Federal Tax Identification Number (TIN)		NR			
PO	30.10	Phone, mobile phone, and fax number(s)		NR			
PO	30.11	Minority/woman/disadvantaged business indicator		NR			
PO	30.12	Last date vendor utilized		NR			

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Reference Number		Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comments
PO	30.13	Parent/child relationships		NR			
PO	30.14	Default chart of account information		NR			
PO	30.15	Payment methods		NR			
PO	30.16	Type of company (e.g., corporation, partnership, etc.)		NR			
PO	30.17	Commodity		NR			
PO	30.18	Standard payment terms		NR			
PO	30.19	Problem vendor flag		NR			
PO	30.20	Preferred vendor flag		NR			
PO	30.21	Preferred vendor rank (Primary, Secondary, Tertiary, etc.)		NR			
PO	30.22	Vendor-on-hold flag (e.g. litigation, payment dispute, etc.)		NR			
PO	30.23	Other user-defined information		NR			
PO	31.00	Track vendor W9 & 1099 information.		NR			
PO	32.00	Maintain pricing information, quantity breaks, freight terms and shipping information for each vendor.		NR			
PO	33.00	Track vendors by performance / history and date added.		NR			
PO	34.00	Classify one-time vendors.		NR			
PO	35.00	Delete or deactivate vendor from vendor listing by date with reason. Historical data would be retained.		NR			

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PO	36.00	Rate vendor at each event point (milestone) based on user-defined criteria for commodities as well as professional services.		NR			
PO	37.00	Have numeric vendor numbers be system generated.		NR			
PO	38.00	Search vendor files from within purchasing processes (i.e., requisition and purchase order).		NR			
PO	39.00	Create vendor groupings for specific commodities, locations, etc.		NR			
PO	40.00	Maintain an accumulated purchase history for each vendor in system.		NR			
PO	41.00	Maintain an audit trail for changes to the vendor master file.		NR			
PO	42.00	Change vendor name without losing the history.		NR			
PO	43.00	Maintain a history of payments made to vendor.		NR			
PO	44.00	Detect duplicate vendor information upon entry of vendor information.		NR			
PO	45.00	Allow transactions with valid vendors only.		NR			
PO	46.00	Allow the selective inactivation or purging of vendor records by user-defined criteria.		NR			
PO	47.00	Search for a vendor by item code, number, or description (in other words, attach vendor to an item(s)).		NR			
PO	48.00	Accommodate vendor self-service:					
PO	48.01	vendor registration		NR			
PO	48.02	vendor file administration, with workflow approval before update		NR			
PO	48.00	download of forms from County website		NR			

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PO	49.00	Maintain statistics in dollar amounts for each vendor for user-specified periods for the following criteria:					
PO	49.01	Payment history		NR			
PO	49.02	Discounts taken		NR			
PO	49.03	Discounts lost		NR			
PO	49.04	Purchase price variances		NR			
		PROCESSING					
PO	50.00	Effective date transactions, either before or after the current date.		NR			
PO	51.00	Enter a percentage discount on the requisition.		NR			
PO	52.00	Reflect trade-in value on requisitions.		NR			
PO	53.00	Enter future dates beyond the end of the fiscal year		NR			
PO	54.00	Record "competing quotes" for each procurement transaction and display them by total in a line item format.		NR			
PO	55.00	Ability for competing quotes summary to include the following information:					
PO	55.01	Bid number (user-defined)		NR			
PO	55.02	Vendor Name & Address		NR			
PO	55.03	Vendor contact person		NR			
PO	55.04	Vendor phone		NR			

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PO	55.05	Vendor fax		NR			
PO	55.06	Vendor e-mail & web site information		NR			
PO	55.07	Vendor mobile phone		NR			
PO	55.08	Contacted by		NR			
PO	55.09	Contact Date		NR			
PO	55.10	Dollar Amount		NR			
PO	56.00	Comment (text) field (Please state in the Comment column if there is a maximum for free-form text entry.)		NR			
PO	57.00	Summarize charges on an account and project level at the end of a purchase order.		NR			
		Disencumber the PO from the prior year; re-encumber and charge the expense to the current year		NR			
PO	58.00	**REQUISITION PROCESSING**					
PO	59.00	Electronically process multi-delivery, direct ship, blanket and non-blanket requisitions.		NR			
PO	60.00	Assign default primary and secondary account codes for certain expenditures, which can be overridden if needed.		NR			
PO	61.00	Prioritize allocation of costs to various primary/secondary account codes by either percentage or fixed amount.		NR			
PO	62.00	Display multiple account numbers on any line item on requisitions.		NR			
PO	63.00	Requisition by commodity description.		NR			
PO	64.00	Perform the following requisition functions, with the appropriate security:					

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PO	64.01	Inquiry		NR			
PO	64.02	Add		NR			
PO	64.03	Change		NR			
PO	64.04	Cancel		NR			
PO	64.05	Delete		NR			
PO	65.00	Provide for multiple lines of input per individual requisition.		NR			
PO	66.00	Provide reports to users and management on requisition status.		NR			
PO	67.00	Create and track all requisitions by date, by requester, by budget, by item, by action item, etc.		NR			
PO	68.00	Check against the budget and pre-encumber requisition per line item.		NR			
PO	69.00	Assign project and grant accounting data per line item.		NR			
PO	70.00	Modify items ordered through change order (add or delete) including part, class, quantity, unit of measure, vendor, cost, project, fund, with the appropriate security.		NR			
PO	71.00	Users to look up vendors based upon commodity code.		NR			
PO	72.00	Copy requisition information from one already in the system with proper security.		NR			
PO	73.00	Track requisitions and automatically date and time stamp (received, accepted, returned, re-received) with notes and comments.		NR			
PO	74.00	Track requisitions and log requisition number, fund number, budget number, account number, division number, activity, project.		NR			
PO	75.00	Convert lines of requisitions to multiple purchase orders and different vendors.		NR			

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PO	76.00	Flag requisitions for bid process by total amount or line item amount.		NR			
PO	77.00	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.		NR			
		BID AND QUOTE PROCESSING					
PO	78.00	Support the following types of bids: advertised sealed bids, phone and fax quotes, written requests for proposals/bids, requests for information, and quotations.		NR			
PO	79.00	Access and update the vendor tables from within the bid/quote process with proper security.		NR			
PO	80.00	Enter bid process directly from requisitions flagged by monetary value.		NR			
PO	81.00	Produce a list of potential vendors/bidders who provide the requested commodities based on the commodity coding system.		NR			
PO	82.00	Create bid mailing lists of vendors by specific commodities.		NR			
PO	83.00	Electronically send bids and RFPs.		NR			
PO	84.00	Generate emails or postcard notifications to specific vendors that a bid, RFI, or RFP has been posted on the County website.		NR			
PO	85.00	Allow inquiry into entire bid or bid item by vendor name or number, bid number, buyer or item number.		NR			
PO	86.00	Provide entry by County staff of vendor quote responses (under $25,000), with the appropriate security.		NR			
PO	87.00	Use system tools to analyze bids by price, quantity and availability by entire bid or single line item.		NR			
PO	88.00	Copy information from one bid transaction to another with proper security.		NR			
PO	89.00	Provide a facility for standard and prototype bids with any number of associated vendors.		NR			
PO	90.00	Track Bid / RFP by awards, dollar amounts, vendor responses, buyer, commodity.		NR			

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PO	91.00	Track bid list / file by commodity code.		NR			
PO	92.00	Track vendor bid list by vendor history, past awards, bid responses and new vendors.		NR			
PO	93.00	Enter budgeted amount for a bid.		NR			
PO	94.00	Track bid addenda (before opening and award).		NR			
PO	95.00	Post award information on the Intranet and Internet.		NR			
PO	96.00	Download vendor catalog data from various formats including the Internet, with the appropriate security.		NR			
PO	97.00	Develop customized catalogs by vendor and item.		NR			
		CONTRACT ADMINISTRATION					
PO	98.00	Convert awarded bid, including multiple and split awards, to approved contract(s).		NR			
PO	99.00	Create and track blanket order contracts and the ongoing associated dollar amount per account.		NR			
PO	100.00	Create user-defined contract releases.		NR			
PO	101.00	Encumber contracts per line items and also assign project and grant accounting data across multiple accounts.		NR			
PO	102.00	Track multiple encumbrances and payments against a single contract.		NR			
PO	103.00	Allow multiple contracts per vendor, multiple items per contract and multiple dates.		NR			
PO	104.00	Track service performance against a contract.		NR			
PO	105.00	Attach many and/or large volume documents to a contract.		NR			

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PO	106.00	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).		NR			
PO	107.00	Evaluate vendor based on key user-weighted events – delivery date, quantity return / defective items, billing problems -- by commodity or contract.		NR			
PO	108.00	Review and print contract text.		NR			
PO	109.00	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).		NR			
PO	110.00	Flag vendor indicating that an insurance certificate and bonds (e.g., payment, performance, maintenance, surety, etc.) are on file.		NR			
PO	111.00	Track several purchase orders or other reference documents within a single contract.		NR			
PO	112.00	Close and reopen contracts across fiscal years.		NR			
PO	113.00	Carry forward approval and user contact information from the requisition to the purchase order.		NR			
PO	114.00	Support various contract periods, including multiple year contracts (i.e., those that span fiscal and/or calendar years).		NR			
PO	115.00	Track and report contract operations over several different periods including County, federal, or other user defined fiscal year.		NR			
PO	116.00	Record and track contract limits at user specified levels of detail over the life of the contract.		NR			
PO	117.00	Maintain a transaction listing of all contract change orders including date and source (to understand why changes were made, what amount, who approved, etc.).		NR			
PO	118.00	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).		NR			
PO	119.00	Encumber only a portion of a contract based on fiscal year.		NR			
PO	120.00	Track and monitor contractor insurance and bond certificates and flag expiration dates.		NR			

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PO 121.00	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.		NR			
PO 122.00	Track and flag contract expiration/extension dates. Provide the set flag timing to build in lead time to extend or re-bid the contract.		NR			
PO 123.00	Automatically assign contract numbers to contracts (based upon user defined criteria).		NR			
PO 124.00	Store and maintain historical information in respect to all contracts, including but not limited to the following details:					
PO 124.01	Dollar value		NR			
PO 124.02	Milestones		NR			
PO 124.03	Start/end and extension dates		NR			
PO 124.04	Expiration dates		NR			
PO 124.05	Date of Commissioners' Court approval		NR			
PO 124.06	Status (text reference field)		NR			
PO 124.07	Payment schedule & adjustments, including change orders		NR			
PO 124.08	Retainage amounts by % of contract or flat dollar amount		NR			
PO 124.09	Vendor/customer information		NR			
PO 124.10	Commodity codes		NR			
PO 124.11	Contract number		NR			
PO 124.12	Contract Administrator's name, phone, fax numbers and email		NR			

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PO	124.13	Other user-defined criteria		NR			
PO	125.00	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.).		NR			
PO	126.00	View payments to/from contract parties.		NR			
PO	127.00	Notify (via workflow) appropriate personnel when a contract milestone is imminent.		NR			
PO	128.00	Have contract milestones be user-defined.		NR			
PO	129.00	Break out multi-year contracts and allocate & report expenditures/revenues to specific periods.		NR			
PO	130.00	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.		NR			
PO	131.00	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)		NR			
PO	131.02	Work completed to date		NR			
PO	131.03	Payment schedules & payments made/received		NR			
PO	131.04	Timelines/deadline dates		NR			
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)		NR			
PO	131.06	User-defined milestones & thresholds		NR			
PO	132.00	Provide access to contract information to central and remote users with appropriate security.		NR			
PO	133.00	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).		NR			

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		PURCHASE ORDER MANAGEMENT					
PO	134.00	Customize one County-wide purchase order layout/format (and create templates).		NR			
PO	135.00	Have multiple line items per purchase order with capability for one/multiple delivery schedules per line printed on purchase order.		NR			
PO	136.00	Automatically number purchase orders with the restart the numbering process with each fiscal year.		NR			
PO	137.00	Create purchase orders from requisitions, bid/quotes and contracts.		NR			
PO	138.00	Process blanket purchase orders.		NR			
PO	139.00	Allow for unlimited standard and free form messages at the header and line item level.		NR			
PO	140.00	Send purchase orders to vendors in the following formats: electronic data exchange, fax, e-mail or printed copy (with electronic signature, where applicable).		NR			
PO	141.00	Generate bill to and ship to information automatically with secondary or internal delivery to location.		NR			
PO	142.00	Maintain original and revised promised ship dates, prices, open quantities and “ship via” information.		NR			
PO	143.00	Assign multiple general ledger account codings per line item to purchase orders with multiple project codes.		NR			
PO	144.00	Reprint hard copy of purchase orders and change orders when required.		NR			
PO	145.00	Identify duplicate or reprinted purchase orders or change orders as such.		NR			
PO	146.00	Automatically close a purchase order when all items are received and the final invoice is paid.		NR			
PO	147.00	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.		NR			

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PO	148.00	Accommodate tolerances of either percentages or dollar amounts.		NR			
PO	149.00	Automatically encumber final purchase order amount in general ledger, track differences and totals, and update remaining budget.		NR			
PO	150.00	Allow annual automatic processing or renewal of on-going blanket purchase orders, with the appropriate workflow approval.		NR			
PO	151.00	Receive notification when blanket or contract purchase order is about to be used up according to a user-defined dollar amount or percentage threshold.		NR			
PO	152.00	Track freight by line item or lump sum and divide by total estimated/actual.		NR			
PO	153.00	Purchase order to specify multiple delivery dates and locations.		NR			
PO	154.00	Allow one purchase order to be charged to multiple cost centers, accounts or budgets.		NR			
PO	155.00	Allow purchase order to be tracked and monitored by buyer, vendor, item, class budget, dollars.		NR			
PO	156.00	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.		NR			
PO	157.00	Require approval for change orders over a user-defined percentage of the original amount.		NR			
PO	158.00	Ensure that changes to a PO result in automatic adjustments to encumbrance totals with audit and control trails.		NR			
		RECEIVING					
PO	159.00	Provide three-way or four-way matching capabilities.		NR			
PO	160.00	Notify specified users when orders have not been received after a user-specified period of time.		NR			
PO	161.00	Accommodate partial receipts.		NR			
PO	162.00	Trigger Accounts Payable process based upon receipt information.		NR			

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PO	163.00	Detect and measure early / late and over / under shipments.		NR			
PO	164.00	Maintain discrepancy file by vendor, stock number, item, dates, control number, purchase order number (receiving exception file).		NR			
PO	165.00	Manually flag purchases for fixed asset tables upon receipt of good, with the appropriate security.		NR			
PO	166.00	Audit receiving data by logon ID, date, time, etc.		NR			
PO	167.00	Flag received goods for entry into inventory by item number.		NR			
		WEB-ENABLEMENT					
PO	168.00	Allow Internet vendor e-registration and updating of company information.		NR			
PO	169.00	E-mail notifications of bid solicitations and RFPs to vendors.		NR			
PO	170.00	Post bids on County's website and other websites as determined by the County.		NR			
PO	171.00	Interested registered parties to download bid documents via the Internet from the County's website, with the monitor activity via cookies.		NR			
PO	172.00	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.		NR			
PO	173.00	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.		NR			
PO	174.00	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.		NR			
		REPORTING / QUERYING					
PO	175.00	Produce the following reports:					

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PO	175.01	Requisition Report, which can be sorted by buyer		NR			
PO	175.02	Open Purchase Orders Report		NR			
PO	175.03	Orders & Receipts Report		NR			
PO	175.04	Actual vs. Invoice Variance Report		NR			
PO	175.05	Mismatch report		NR			
PO	175.06	Purchase order and change order generation		NR			
PO	175.07	Contracts report		NR			
PO	175.08	Vendor performance/expenditure report		NR			
PO	175.09	Items Not Received Listing		NR			
PO	175.10	dashboard reporting for performance measurement		NR			
PO	176.00	Display and/or print any / all reports and screens.		NR			
PO	177.00	Generate reports of all purchase orders based on calculated user-defined criteria (e.g., >$2500 or between 5/1/ and 6/1).		NR			
PO	178.00	Generate vendor reports based upon user defined criteria.		NR			
PO	179.00	Track and report on requisition, purchase order and receiving information.		NR			
PO	180.00	Track and report on bid transaction data.		NR			
PO	181.00	Track or report on contract data.		NR			

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PO	182.00	Users to query all transactions for progress within the purchasing system.		NR			
PO	183.00	Report and query from any field within the purchasing module (produce ad hoc on-line requests and printed reports).		NR			

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		INVENTORY DESIGN					
INV	1.00	Establish, maintain, adjust and delete inventory stock item records in real time.		NR			
INV	2.00	Provide charge allocation data for supplies withdrawn from inventory based on the organization cost center and budget line item and optionally a project code.		NR			
INV	3.00	Provide for multiple warehouses.		NR			
INV	4.00	Associate multiple alternate warehouse bin locations to a single stock item number.		NR			
INV	5.00	Maintain and track the following information for inventory items:					
INV	5.01	Item description (short)		NR			
INV	5.02	Text description (long - please indicate maximum length in Comments column)		NR			
INV	5.03	Unit of measure		NR			
INV	5.04	Order price		NR			
INV	5.05	Average price (calculated value)		NR			
INV	5.06	Vendor number		NR			
INV	5.07	Primary Vendor Rank		NR			
INV	5.08	Quantity on hand		NR			
INV	5.09	Quantity received on orders		NR			
INV	5.10	Ordered year-to-date		NR			

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Reference Number		Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comments
INV	5.11	Received year-to-date		NR			
INV	5.12	Issued current period		NR			
INV	5.13	Issued year-to-date		NR			
INV	5.14	Commodity code		NR			
INV	5.15	Sub Commodity Code		NR			
INV	5.16	Item Number		NR			
INV	5.17	Item Status Type		NR			
INV	6.00	Update stock item data and maintain all the specific data for:					
INV	6.01	Purchases		NR			
INV	6.02	Returns to stock		NR			
INV	6.03	Returns to supplier		NR			
INV	6.04	Adjustments		NR			
INV	6.05	Transfers		NR			
INV	6.06	Receipts		NR			
INV	6.07	Requisitions		NR			
INV	6.08	Material reservations (Allocations)		NR			

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Reference Number		Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comments
INV	6.09	Backorders		NR			
INV	6.10	Defective or Damaged Parts Returned to Vendor		NR			
INV	6.11	Issuance of Inventory		NR			
INV	6.12	Surplus or Junk Items		NR			
INV	6.13	Recalls		NR			
INV	7.00	Maintain in-house inventory of "central stores" items.		NR			
INV	8.00	Provide on-line stock catalogs.		NR			
INV	9.00	Provide security of data by limiting access through user-specified fields such as department number, warehouse number, building location and account code.		NR			
INV	10.00	Accommodate a user-defined stock item table.		NR			
INV	11.00	Handle Stores inventory processing.		NR			
INV	12.00	Automatically assign stock requisition numbers.		NR			
INV	13.00	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.		NR			
INV	13.02	issue or receive material using bar-coding with a handheld device (or other mechanism -- please specify in the Comments column).		NR			
INV	13.03	recognize SKU and multiple commodity codes via bar-code technology.		NR			
INV	13.04	Track issues, returns, surplus, sold, or work order material using bar code technology and make appropriate updates to inventory modules.		NR			

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Reference Number		Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comments
INV	13.05	Associate parts to work orders or job orders using bar code technology		NR			
INV	13.06	Perform bar code scans in real time		NR			
INV	13.07	scan and use manufacturers bar code to update inventory receipts, issues, returns, surplus, sold or work order.		NR			
INV	13.08	associate multiple vendor bar codes to a single county assigned bar code number per part.		NR			
INV	13.09	print bar code labels.		NR			
INV	14.00	Maintain an audit trail of all automatic inventory processes.		NR			
INV	15.00	Allow inventory to be classified by purchasing commodity code.		NR			
INV	16.00	Merge multiple inventory items to a new or existing inventory item with an audit trail.		NR			
INV	17.00	Verify that inventory parts to be merged have no associated open PO's.		NR			
INV	18.00	Track expiration/spoil date by specific stock items		NR			
INV	19.00	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.		NR			
INV	20.00	Maintain a history of part number if the manufacturer's part number changes.		NR			
INV	21.00	Track and produce a hard copy stock tag (bar code label) which includes the following information:					
INV	21.01	Stock location		NR			
INV	21.02	Manufacturer's part number		NR			
INV	21.03	Manufacturer name		NR			

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Reference Number		Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comments
INV	21.04	Item number		NR			
INV	21.05	Unit of measure		NR			
INV	21.06	Issuing unit by location		NR			
INV	21.07	Cost		NR			
INV	21.08	Commodity Code		NR			
INV	21.09	Sub Commodity Code		NR			
INV	21.10	Reference Field (user defined)		NR			
INV	21.11	Part Number		NR			
INV	21.12	Other fields as defined by users		NR			
INV	22.00	Accommodate items with zero dollar value and/or zero quantity.		NR			
INV	23.00	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.).		NR			
INV	24.00	Allow for electronic approval for receipts, issues, and other related inventory functions with appropriate security		NR			
INV	25.00	Provide for inventory control accounts (or central stock accounts) as defined by users.		NR			
INV	26.00	Provide a multi-level location structure, to include:					
INV	26.01	Building, room and desk		NR			

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Reference Number		Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comments
INV	26.02	Warehouse (for example - central supply)		NR			
INV	26.03	Storage Area (for example - 2nd floor NW quadrant)		NR			
INV	26.04	Aisle		NR			
INV	26.05	Bin		NR			
INV	26.06	Shelf		NR			
INV	26.07	Rack		NR			
INV	26.08	Cart		NR			
INV	26.09	Required environmental conditions for the specific location		NR			
INV	26.10	Other fields as defined by users		NR			
INV	27.00	Allocate purchases and stock to various departments, warehouses, section of warehouse, cost center, etc. (i.e., drop shipping).		NR			
INV	28.00	Charge parts to a specific fleet unit directly from the Inventory module with or without a supporting work or job order and with or without bar coding functionality.		NR			
INV	29.00	Provide primary and multiple secondary locations of stocked items.		NR			
INV	30.00	Indicate stock on hand by each location or multiple locations.		NR			
INV	31.00	Define default warehouse views for users (i.e., users are restricted to using certain warehouses based on region, etc.).		NR			
INV	32.00	Allow users to specify a mark-up or overhead cost for each individual commodity code or item.		NR			

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Reference Number		Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comments
INV	33.00	Provide the following inventory costing methods: actual cost, moving average, LIFO, FIFO and replacement.		NR			
INV	34.00	Provide user-defined costing methods.		NR			
INV	35.00	Post purchase orders to GL "stores" accounts, rather than to expense accounts.		NR			
INV	36.00	Automatically adjust item costs in the inventory system based upon adjustments made in accounts payable system.		NR			
INV	37.00	Create issue tickets automatically with appropriate approval, based on electronic supply requisitions.		NR			
INV	38.00	Generate issue tickets at prescheduled times.		NR			
INV	39.00	Bundle items into "carts". A cart consists of items which are always ordered together. Each cart is assigned a tracking number.		NR			
INV	40.00	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		NR			
INV	41.00	Compare stock items received to open requests for stock items to determine which requests (i.e., backorders) may be filled.		NR			
INV	42.00	Provide an automatic reorder process for all, or selected, stock items including electronic request and approval.		NR			
INV	43.00	Track item usage and provide automatic notification to appropriate user of all items under the minimum on-hand quantity or at the reorder point.		NR			
INV	44.00	Define, by item, the variables used in determining reorder points and reorder quantities.		NR			
INV	45.00	Provide for manual overrides of reorder points and reorder quantities.		NR			
INV	46.00	Automatically update inventory on-order information at the time that a requisition is created.		NR			
INV	47.00	Reverse, cancel, or reject any stock requisition.		NR			

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Reference Number		Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comments
INV	48.00	Enter transactions online for multiple sites.		NR			
INV	49.00	Provide on-line inventory adjustment capabilities with proper approval levels.		NR			
INV	50.00	Automatically update inventory balances and order status at the time of transaction entry.		NR			
INV	51.00	Provide automatic cycle count scheduling.		NR			
INV	52.00	Select and sequence physical inventory and cycle count documents.		NR			
INV	53.00	Archive history information for stock items with a zero on-hand quantity and no activity over a user-defined time period.		NR			
INV	54.00	Sort and group inventory items by user selectable fields for display and printed reports.		NR			
INV	55.00	Archive and purge inactive inventory records based on user defined criteria.		NR			
		PHYSICAL INVENTORY					
INV	56.00	Initiate physical inventory counts by building.		NR			
INV	57.00	Freeze inventory to prevent inventory action within the building.		NR			
INV	58.00	Print inventory worksheets by user selectable criteria.		NR			
INV	59.00	Enter inventory counts from the worksheets either manually or by bar code.		NR			
INV	60.00	Generate physical inventory discrepancy report.		NR			
INV	61.00	Automatically update inventory adjustments with appropriate approval and security.		NR			

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Reference Number		Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comments
		REPORTING / QUERYING					
INV	62.00	Produce the following reports by user selected criteria:					
INV	62.01	Inventory stock catalog		NR			
INV	62.02	Inventory transactions report		NR			
INV	62.03	Inventory Count report		NR			
INV	62.04	Inventory Status report		NR			
INV	62.05	Departmental Charge Summary Report		NR			
INV	62.06	Unfilled Stock Requisitions Report		NR			
INV	62.07	Cumulative purchases		NR			
INV	62.08	Usage year-to-date or user defined period		NR			
INV	62.09	Inventory by Bin Location and Alternate Bin Location		NR			
INV	62.10	Inventory Item List by user selected fields		NR			
INV	63.00	Produce ad hoc queries from any field within the inventory modules.		NR			
INV	64.00	Generate and print bin labels.		NR			
INV	65.00	Provide inventory detail and summary reports sequenced by location.		NR			

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Reference Number		Functional Requirements	Response	Answer Submitted	Module(s)/Sub-module(s) Required to Fulfill Requirements	Assumptions	Comments
INV	66.00	Create physical inventory reports, including the following:					
INV	66.01	Exception report of quantity variances		NR			
INV	66.02	Inventory value with value variance		NR			

Attachment B: Staffing Level Worksheet

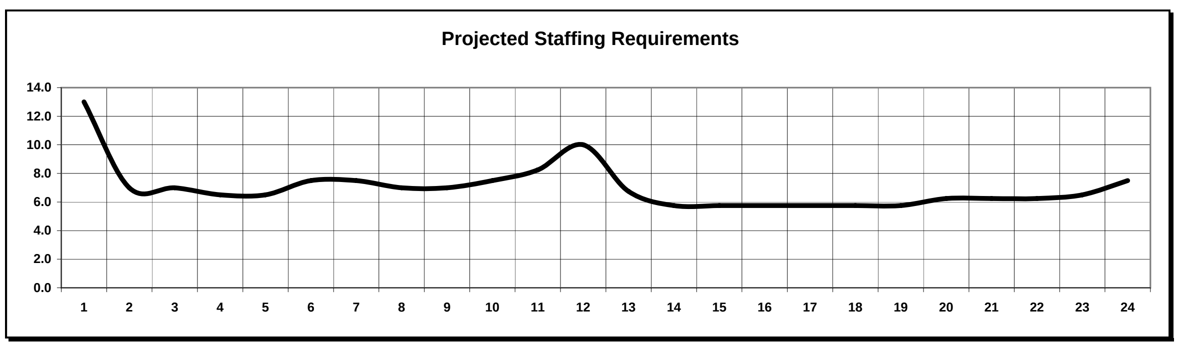
Refer to document Attachment B - Staffing.xls

Schedule 1 - SAMPLE

Estimated Client Staffing Levels

	Month																							
PROJECT ROLL-OUT	**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
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	0.5	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**	**3.0**	**2.0**	**2.0**	**2.0**	**2.0**	**2.0**	**2.0**	**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	1.0	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.5	1.0
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**	**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 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**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**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**	**1.8**	**1.8**	**1.8**	**1.8**	**1.8**	**1.8**	**1.8**	**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

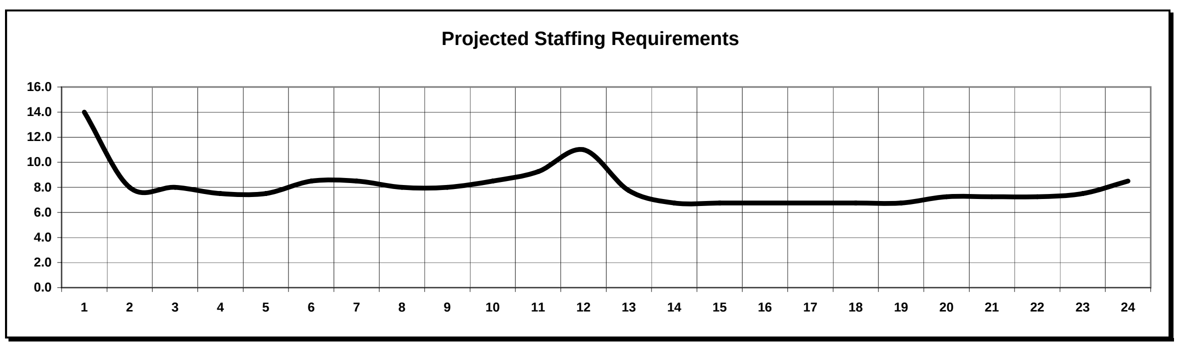
Assumptions:



Schedule 2 - SAMPLE
Estimated Consultant Staffing Levels

	Month																							
PROJECT ROLL-OUT	**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	0.5	0.5	0.5	0.5	0.5	0.5	1.0
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	1.0	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.5	1.0
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**	**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	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	1.0
Total for Phase II FTE	**2.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**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 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	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	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	0.3
Total Technical Support FTE	**3.0**	**1.8**	**1.8**	**1.8**	**1.8**	**1.8**	**1.8**	**1.8**	**1.8**	**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	0	1

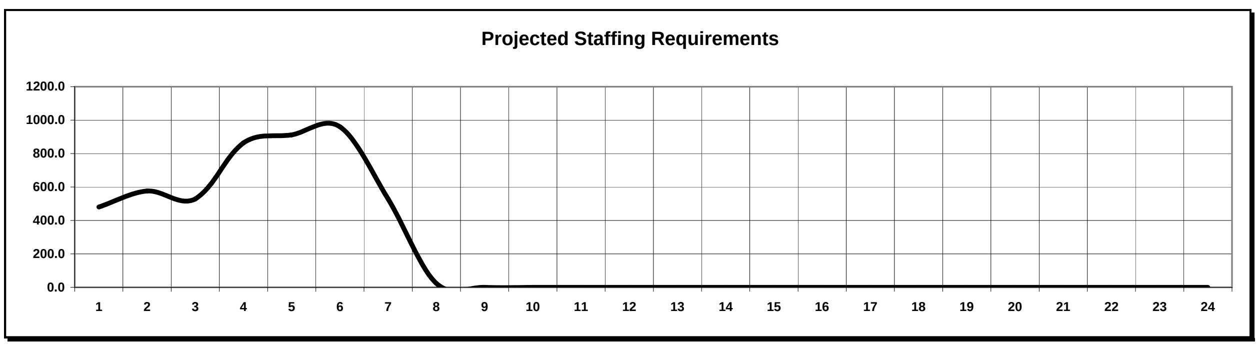
Assumptions:



Schedule 2
Estimated County Staffing Levels

	Month																							
PROJECT ROLL-OUT	**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																								
Project Manager - Greg Elliott	96.0	96.0	96.0	96.0	96.0	96.0	96.0	24.0	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 Lead -																								
Total Cross-Phase FTE	**96.0**	**96.0**	**96.0**	**96.0**	**96.0**	**96.0**	**96.0**	**24.0**	**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																								
GL/Fixed Assets SME	96.0	96.0	96.0	96.0	96.0	96.0	48.0	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			
AP/AR SME	96.0	96.0	96.0	96.0	96.0	96.0	48.0	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			
Budget SME	96.0	96.0	96.0	96.0	96.0	96.0	48.0	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			
Projects/Grants SME	0.0	0.0	0.0	96.0	96.0	96.0	48.0	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			
Purchasing/Contracts/Inventory SME	48.0	96.0	96.0	96.0	96.0	96.0	48.0	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			
Work Order SME (*if applicable*)	0.0	0.0	0.0	96.0	96.0	96.0	48.0	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			
Public Works SME (*if applicable*)	0.0	0.0	0.0	96.0	96.0	96.0	48.0	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			
Development Services SME(*if applicable*)	0.0	0.0	0.0	96.0	96.0	96.0	48.0	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 for Phase I FTE	**240.0**	**288.0**	**288.0**	**672.0**	**672.0**	**672.0**	**336.0**	**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																								
Not considered at this time																								
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																								
Technical Lead - TBD	72.0	96.0	72.0	48.0	72.0	96.0	48.0	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 - TBD	72.0	96.0	72.0	48.0	72.0	96.0	48.0	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 Technical Support FTE	**144.0**	**192.0**	**144.0**	**96.0**	**144.0**	**192.0**	**96.0**	**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	**480.0**	**576.0**	**528.0**	**864.0**	**912.0**	**960.0**	**528.0**	**24.0**	**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	96	-48	336	48	48	-432	-504	-24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

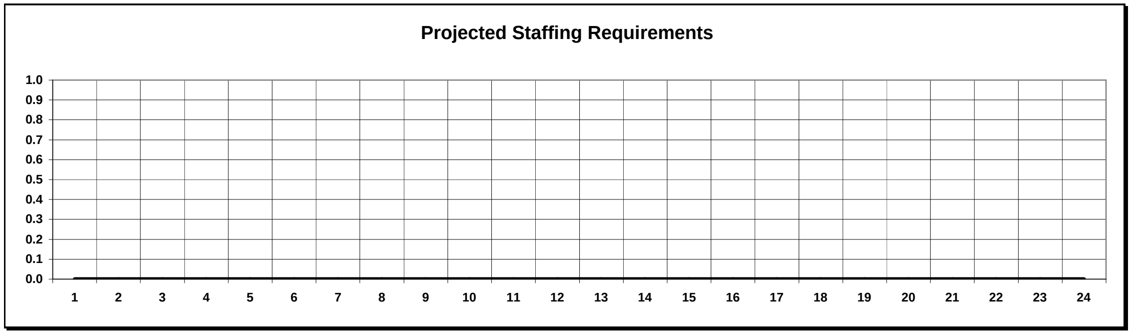
Assumptions:
Respondent assumes most configuraton duty
Couny SME provides guidance, oversight and rough order acceptance.
County resources available Tue - Thur.



Schedule 2
Estimated Consultant Staffing Levels

	Month																							
PROJECT ROLL-OUT	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 configuraton duty
Couny SME provides guidance, oversight and rough order acceptance.
County resources available Tue - Thur.



Attachment C: Proposed Cost Schedule

Refer to document Attachment C - Cost.xls

Attachment 5

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!!

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				
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.***

Assumptions/Additional Comments

List all other assumptions here.

Please check all cell formulas!!

Attachment 5

Schedule 3: Professional Services
Estimated Professional Services By Implementation Phase

1. Estimated Vendor Hours and Cost

Activity / Phase	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)

Activity / Phase	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 5

Schedule 4: Training Costs
Estimated Cost of Training by Phase

1. Training Hours and Costs By Trainee

Phase	Number of	Project Team			Functional SME			Med/Heavy User			Inquiry Only			Other			Total	
Trainee Type	Students	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

Phase		Project Team			Functional SME			Med/Heavy User			Inquiry Only			Other			Total	
Type		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

3. Total Training Costs

Phase		Project Team			Functional SME			Med/Heavy User			Inquiry Only			Other			Total	
Total Cost				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 5

Schedule 5: Travel & Other Costs

Travel and Other Costs

Phase / Category	Phase I	Phase II	Phase III	Phase IV	Phase V	Total
	Cost	Cost	Cost	Cost	Cost	Cost
Total	$ -	$ -	$ -	$ -	$ -	

The County assumes that only one implementation phase will be proposed. Please label each Phase to be consistent with your implementation methodology if proposing multiple implementation phases.

Assumptions/Additional Comments

Please check all cell formulas!!

Attachment D: Software 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:	
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:	
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:	
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: Collin County Signature Page

Refer to document Attachment G - Signature Page.doc

ATTACHMENT G
SIGNATURE PAGE

ADDENDA

The undersigned acknowledges receipt of the following Addenda which are part of the Bidding Documents:

ADDENDUM NO._________DATE:____________
ADDENDUM NO._________DATE:____________
ADDENDUM NO._________DATE:____________
ADDENDUM NO._________DATE:____________

SIGNATURE

TYPE OR PRINT:

Firm Name	Authorized Representative
Street Address and/or P.O Box	Title
City State, Zip	Phone Number
Tax Identification Number	Fax Number
	E-Mail Address

____________________________________/____________
SIGNATURE **DATE**

Attachment H: 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
Personnel Information	PeopleSoft	Personnel related data such as employee billing rate, work schedule, schedule time off, organizational information, etc.	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

C O L L I N C O U N T Y, T E X A S
TERMS AND CONDITIONS

1.0 GENERAL INSTRUCTIONS

1.0.1 Definitions

1.0.1.1 Bidder/Quoter/Offeror: refers to submitter.

1.0.1.2 Vendor/Contractor/Provider: refers to a Successful Bidder/Quoter/Contractor/Service Provider.

1.0.1.3 Submittal: refers to those documents required to be submitted to Collin County, by a Bidder/Quoter/Offeror.

1.0.1.4 IFB: refers to Invitation For Bid.

1.0.1.5 RFQ: refers to Request For Quotation.

1.0.1.6 RFP: refers to Request For Proposal.

1.0.1.7 RFI: refers to Request For Information.

1.1 If Bidder/Quoter/Offeror does not wish to submit an offer at this time, please submit a No Bid Form.

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

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

1.4 Collin County exclusively uses BidSync for the notification and dissemination of all 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 bid non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other company.

1.5 A bid/quote/submittal may not be withdrawn or canceled by the bidder/quoter/offeror prior to the ninety-first (91^{st}) day following public opening of submittals and only prior to award.

1.6 It is understood that Collin County, Texas reserves the right to accept or reject any and/or all Bids/Quotes/Proposals/Submittals for any or all products and/or services covered in an Invitation For Bid (IFB), Request For Quotation (RFQ), Request For Proposal (RFP) and Request For Information (RFI) 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.

1.7 All IFB's, RFP's, RFQ's and RFI's submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with the IFB/RFP/RFQ/RFI 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.

1.8 No oral, telegraphic or telephonic submittals will be accepted. IFB's, RFP's, RFQ's and RFI's may be submitted in electronic format via BidSync.

1.9 All Invitation For Bids (IFB), Request For Proposals (RFP), Request For Quotes (RFQ), Request For Information (RFI) submitted electronically via BidSync shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the IFB, RFP, RFQ and/or RFI.

1.10 Time/date stamp clock in Collin County Purchasing Department shall be the official time of receipt for all Invitation For Bids (IFB), Request For Proposals (RFP), Request For Quotes (RFQ), Request For Information (RFI) submitted in hard copy paper form. IFB's, RFP's, RFQ's, RFI'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.

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

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

1.13 Any interpretations, corrections and/or changes to an Invitation For Bid/Request For Quotation/Request For Proposal/Request for Information 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 BidSync, by facsimile, E-mail transmission or mailed via the US Postal Service.

1.13.1 Addenda will be transmitted to all that are known to have received a copy of the IFB/RFQ/RFP/RFI and related Specifications. However, it shall be the sole responsibility of the Bidder/Quoter/Offeror to verify issuance/non-issuance of addenda and to check all avenues of document availability (i.e. BidSync www.bidsync.com , telephoning Purchasing Department directly, etc.) prior to opening/receipt date and time to insure Bidder/Quoter/Offeror's receipt of any addenda issued. Bidder/Quoter/Offeror shall acknowledge receipt of all addenda.

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

1.15 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.

1.16 The Bidder/Quoter/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.

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

1.18 Bidders/Quoters/Offerors taking exception to the specifications shall do so at their own risk. By offering substitutions, Bidder/Quoter/Offeror shall state these exceptions in the section provided in the IFB/RFQ/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.

1.19 Minimum Standards for Responsible Prospective Bidders/Quoters/Offerors: A prospective Bidder/ Quoter/Offeror must meet the following minimum requirements:

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

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

1.19.3 have a satisfactory record of performance;

1.19.4 have a satisfactory record of integrity and ethics;

1.19.5 be otherwise qualified and eligible to receive an award.

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

1.20 Vendor shall bear any/all costs associated with it's preparation of an RFI/IFB/RFQ/RFP submittal.

1.21 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.

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

1.23 Interlocal Agreement: Successful bidder 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.

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

The county will make a determination as to the responsiveness of bids 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 bids received will be available for inspection at that time.

2.0 TERMS OF CONTRACT

2.1 A bid/quote/proposal, when properly accepted by Collin County, shall constitute a contract equally binding between the Vendor/Contractor/Provider 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.

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.

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.

2.4 The Vendor/Contractor/Provider 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.

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

2.6 Bids/Quotes/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.

2.7 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.

2.8 Vendor/Contractor/Provider 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.

2.9 Vendor/Contractor/Provider 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/Contractor/Provider's breach of the contract arising from an award, and/or any negligent act, error, omission or fault of the Vendor/Contractor/Provider, or of any agent, employee, subcontractor or supplier of Vendor/Contractor/Provider in the execution of, or performance under, any contract which may result from an award. Vendor/Contractor/Provider shall pay in full any judgment with costs, including attorneys' fees and expenses which are rendered against Collin County and/or participating entities arising out of such breach, act, error, omission and/or fault.

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

> 2.10.1 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).

2.10.2 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).

2.11 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.

2.12 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 Vendor/Contractor/Provider 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 Vendor/Contractor/Provider.

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

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

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

2.16 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/Contractor/Provider and the purchase order number must appear on all itemized invoices.

2.17 Invoices shall be mailed directly to the Collin County Auditor's Office, Sixth Floor, Collin County Courthouse, 200 South McDonald Street, Suite 300, McKinney, Texas 75069. All invoices shall show:

2.17.1 Collin County Purchase Order Number;

2.17.2 Vendor's/Contractor's/Provider's Name, Address and Tax Identification Number;

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

2.18 Payment will be made in accordance with V.T.C.A., Government Code, Title 10, Subtitle F, Chapter 2251.

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

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

2.21 The Vendor/Contractor/Provider agree to protect Collin County from any claims involving infringements of patents and/or copyrights.

2.22 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.

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

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.

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

2.26 The Vendor/Contractor/Provider understands, acknowledges and agrees that if the Vendor/Contractor/Provider subcontracts with a third party for services and/or material, the primary Vendor/Contractor/Provider (awardee) accepts responsibility for full and prompt payment to the third party. Any dispute between the primary

Vendor/Contractor/Provider 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/Contractor/Provider by Collin County for any payments owed to the third party.

2.27 Vendor/Contractor/Provider 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.

2.28 Criminal History Background Check: If required, ALL individuals may be subject to a criminal history background check performed by the Collin County's Sheriff's Office prior to access being granted to Collin County. Upon request, Vendor/Contractor/Provider shall provide list of individuals to Collin County Purchasing Department within five (5) working days.

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.

2.30 Vendors/Contractors/Providers 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.

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 Bidder/Quoter/Offeror 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 bid/proposal submission and time of award, the Bidder/Quoter/Offeror will notify the Collin County Purchasing Agent. Failure to do so may result in terminating this contract for default.

2.32 Notice to Vendors/Contractors/Providers 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.

2.33 Delays and Extensions of Time when applicable:

2.33.1 If the Vendor/Contractor/Provider 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/Contractor/Provider'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.

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 IFB/RFQ/RFP/RFI Solicitation documents as Special Terms, Conditions and Specifications.

Attachment J: Collin County Insurance Requirements

The following Collin County insurance requirements are in effect for this RFP.

1.0	**INSURANCE REQUIREMENTS**

1.1 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.

1.1.1 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.

1.1.2 Workers Compensation insurance required by Texas Law at statutory limits, including employer's liability coverage at minimum limits. 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).

1.1.2.1 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.

1.1.2.12 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.

1.1.3 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.

1.1.4 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.

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

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

1.3.2 The vendor's insurance coverage shall name Collin County as additional insured under the General Liability policy.

1.3.3 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.

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

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

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

1.5 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:

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

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