

Sullivan County Department of Education



Request for Proposals

RFP #E2015FMSS(KD)

DUE ON OR BEFORE
THURSDAY, FEBRUARY 12, 2015 (2:00 P.M.)

Financial Management Software System

REQUEST FOR PROPOSALS – Financial Management Software System

Sullivan County Department of Education

Bidder's Profile

In compliance with this Request for Proposals, and subject to all the conditions thereof, the undersigned offers, if this bid is accepted, to furnish any or all of the items and/or services upon which prices are quoted, at the price set opposite each item, to be delivered at the time and place specified herein. The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of the firm named below. This form must be signed and the information contained herein will be maintained as part of Sullivan County Department of Education's Vendor File.

VENDOR NAME:	
BY (Printed):	
BY (Signature):	
TITLE:	
FEDERAL TAX ID # OR S.S.#:	
ADDRESS:	
PHONE:	
FAX:	
CELL:	
E-MAIL:	
DATE SIGNED:	

Authorized signature of this page indicates that the vendor has read and agrees to each page of this Request for Proposal and all the information contained herein.

REQUEST FOR PROPOSALS – Financial Management Software System

Sullivan County Department of Education

Proposal Information

RFP Title: Financial Management Software System

Date of RFP Release: Friday, January 23, 2015

RFP DUE Date: Thursday, February 12, 2015 at 2 p.m. EST

RFP Opening: Thursday, February 12, 2015 at 2 p.m. EST

Sullivan County Courthouse
Purchasing Department Conference Room
3411 Highway 126, Suite 201
Blountville, TN 37617

Remit SEALED RFPs to: Sullivan County Purchasing Department
Attn: Kris Davis, Purchasing Agent
3411 Highway 126, Suite 201
Blountville, TN 37617

Direct Questions **VIA EMAIL** to: Kris Davis, Purchasing Agent
Email: kris.davis@sullivancountyttn.gov

**PROPOSALS SHALL BE RECEIVED SEALED AND CLEARLY MARKED as follows:
“REQUEST FOR PROPOSAL – Financial Management Software System”**

Sullivan County Department of Education seeks proposals to furnish and install a Financial Management Software System consisting of AT LEAST the following core software modules:

1. General Ledger
2. Budgeting
3. Accounts Payable
4. Accounts Receivable
5. General/Misc. Billing
6. Project/Grant Accounting
7. Fixed Assets
8. Inventory
9. Purchasing
10. Payroll
11. Human Resources
12. Position Control
13. Applicant Tracking
14. Timekeeping

REQUEST FOR PROPOSALS – Financial Management Software System

Sullivan County Department of Education

General Instructions & Conditions

A. SUBMISSION OF A PROPOSAL:

1. Proposals shall be sealed in an envelope, and the outside of the envelope should be marked with “**REQUEST FOR PROPOSAL – Financial Management Software System**”. **No oral, fax, phone, or email copies will be accepted.**
2. The proposal submitted shall consist of the original Sullivan County Department of Education Proposal Bid Form and Anti-Collusion Statement. Vendors, by submitting a signed bid, certify that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States law.
3. All proposals shall contain the signature of an authorized representative of the bidder in the space provided on the Proposal Bid Form.
4. All proposals shall be typed or printed in ink. The proposer may not use erasable ink. All corrections made to the proposal shall be initialed.
5. All proposals shall be submitted on and in accordance with this form, unless otherwise stated. If more space is required to furnish a description of the services offered or delivery terms, the proposer may attach a letter hereto that will be made a part of the bid.
6. The contract period will be open-ended. A maintenance agreement shall be renewable annually per fiscal year (July 1 – June 30). Each year, the provided services will be evaluated to determine if satisfactory performance is being provided. If the service is not satisfactory, Sullivan County Department of Education reserves the right to terminate the contract within thirty (30) days of written notice to the vendor.
7. Proposers should submit One (1) complete, original, UNBOUND Request for Proposal packet and One (1) electronic **exact copy** of the Request for Proposal packet on Compact Disc (CD) or thumb drive.

B. PROPOSALS RECEIVED LATE: It is the proposer’s responsibility to ensure his/her proposal is received by Sullivan County Purchasing Department prior to the opening date and time specified above. Any proposal received after the opening date and time will remain unopened and on file. Sullivan County Department of Education will not be responsible for proposals received late because of delays by a third party delivery service; i.e., U.S. Mail, UPS, Federal Express, etc. Date of postmark will not be considered. Prices or changes shown on the outside of an envelope will not be acceptable.

C. PROPOSAL CALCULATION ERRORS: In the event there is a discrepancy between the total proposal amount or the extended amounts and the unit prices, the unit prices will prevail and the corrected sum will be considered the proposal price.

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- D. **BID PRICES:** Prices shall be stated in units of quantity specified. No additional charges shall be passed to Sullivan County, including any applicable taxes, delivery, or fuel surcharges. Prices quoted shall be final cost to Sullivan County.
- E. **PAST PERFORMANCE:** All vendors will be evaluated on their past performance and prior dealings with Sullivan County Department of Education and any related county government departments (i.e., failure to meet specifications, poor workmanship, late delivery, etc.)
- F. **WITHDRAWAL OF PROPOSAL:** Proposers have the right to request withdrawal of their proposals from consideration due to error by giving notice not later than two (2) days after proposals are publicly opened.
- G. **COUNTY RESERVES THE RIGHT:** Sullivan County reserves the right to waive minor informalities in any proposal; to reject any or all proposals with or without cause; and/or to accept the proposal that in its judgment will be in the best interest of the Sullivan County Department of Education. Sullivan County reserves the right to award by item, group of items, or total proposal.
- H. **CLARIFICATIONS, MODIFICATIONS, AND/OR AMENDMENTS:** Sullivan County Department of Education reserves the right to withdraw this RFP at any time, for any reason, and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- I. **ACCEPTANCE:** The materials and/or services delivered under the proposal shall remain the property of the Seller until a physical inspection and actual usage of the materials and/or services is found to be acceptable to the County. The materials and/or services are to be in compliance with the terms herein, fully in accord with the Bid Specifications and of the highest quality. In the event the materials and/or supplies furnished to the County are found to be defective, or do not conform to the Bid Specifications, the County reserves the right to cancel the order upon written notice to the seller and return such to the seller, at the seller's expense.
- J. **CANCELLATION OF SERVICE:** If at any time during the contract period Sullivan County determines that the vendor is performing poorly, Sullivan County may cancel the contract with the vendor at Sullivan County's discretion. Cancellation shall not release the vendor from legal remedies available to Sullivan County.
- K. **SUBSTITUTIONS:** Whenever in the Bid Specifications a brand name or make is mentioned, it is the intention of Sullivan County only to establish a grade or quality of material and not to rule out other brands or makes of equality. However, if a product other than what is specified is bid, it is the vendor's responsibility to name such product with his bid and to prove to the County that said product is equal to the product specified. Sullivan County Department of Education shall be the sole judge as to whether a product being offered by the vendor is actually equivalent to the one being specified in the Bid Specifications. (Note: This paragraph does not apply when it is determined that the technical requirements of this bid require only a specific product, as stated in the Bid Specifications.) Please include with bid any specifications, brochures, catalogs, etc., or other data as will provide adequate basis of determining the quality and functional capabilities of the product offered.
- L. **MINOR TECHNICALITIES:** The Sullivan County Purchasing Agent on behalf of the Sullivan County Department of Education reserves the right to waive minor technicalities in the RFP when it is in the best interest of Sullivan County Department of Education.

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- M. **DISCUSSIONS WITH VENDORS:** Sullivan County Department of Education may conduct discussions with responsible bidders to assure full understanding and responsiveness to solicitation requirements.
- N. **RULES, REGULATIONS, LAWS & LICENSES:** The awarded vendor shall observe and obey all rules, regulations and laws of the federal, state and local Department of Education, which may be applicable to the supply of this product or service.
- O. **QUALIFICATION OF BIDDERS:** As applicable, bids will be considered only from firms normally engaged in the sale and distribution or provision of the services, as specified herein. Bidders shall have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to Sullivan County Department of Education. The County reserves the right, before recommending award, to inspect the vendor's facility; or to take any other action necessary to determine that the vendor's ability to perform is satisfactory. Sullivan County Department of Education reserves the right to reject bids where evidence submitted or investigation and evaluation indicates an inability of the bidder to perform.
- M. **MATERIAL SAFETY DATA SHEETS:** As applicable, it is the awarded vendor's responsibility to provide Sullivan County Department of Education with Material Safety Data Sheets on bid materials.
- N. **MISCELLANEOUS:** If a conflict exists between the General Conditions and the Bid Specifications, then the Bid Specifications shall prevail.
- O. **NON-DISCRIMINATION:** During the performance of this contract, the contractor agrees as follows: he/she will not discriminate against any employees or applicants for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where one or more of these are a bona fide occupational qualification reasonably necessary to the normal operations of the contractor. The contractor agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. During the performance of this contract, the contractor agrees to provide a drug-free workplace.
- P. **REQUIRED SUBMITTALS:** Any submittals requested should be returned with the bid response and on the prescribed forms.
- Q. **ORIGINAL BID FILE:** The original bid maintained by the Sullivan County Purchasing Department shall be considered the official copy.
- R. **PROPOSAL COSTS:** All proposals will become the property of Sullivan County upon submission and will not be returned to the applicant. The County will not pay any costs incurred in proposal preparation, presentation, demonstration or negotiation, nor does it commit to procure or contract for any services. All costs of proposal preparation will be borne by the proposer.
- N. **COOPERATIVE PURCHASING AGREEMENT:** Proposers are to indicate if it is permissible for other governmental departments in Sullivan County to integrate these services and/or items at an equal or less price. Please indicate your approval of Cooperative Purchasing Agreement. ____Yes ____No

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- O. **QUESTIONS:** Bid questions shall be addressed as follows:

Sullivan Co. Purchasing Department
Kris Davis, Purchasing Agent
3411 Highway 126
Blountville, TN 37617

Email: kris.davis@sullivancountyttn.gov

Special Instructions & Conditions

- A. Any deviation in the functionality or the terms under which you are willing or able to provide a proposed system from those indicated must be noted. If the requirement cannot be met by your base system, but rather by a report writer or other software adjunct to your system, this also must be explained. If the requirement can only be met by a future release of the system, you must specify the expected release date. If the requirement would need custom programming, please indicate that as well.
- A. After the date and time that the vendor receives this solicitation, any contact initiated by any bidder with any Sullivan County representative, other than the Purchasing Department representative listed herein, concerning this RFP is **strictly prohibited**. Any such unauthorized contact may cause the disqualification of the bidder from this procurement transaction.
- B. For ease of acquisition, implementation and use, proposals from a single source offering a fully integrated solution are preferred. However, proposals for partial solutions will be fully considered provided the offered solution meets the requirements. The preferred solution (proposal) will include the software license, installation, data conversion, implementation, training, warranty, and annual software support. Sullivan County recognizes that the products of many software companies may not satisfy all the requirements of all software modules. To that extent, it is our expectation that a software firm will submit a proposal of its product(s), and also propose software for the remaining modules from other firms that market the remaining applications. In that situation, the proposer submitting the proposal to the County will act as the prime contractor and be responsible for providing a turnkey system, including implementation, training, warranty, and support for an integrated system. It is equally acceptable that a software integration firm will propose an integrated solution for all modules including products from more than one software firm. As above, the software integration firm will act as the prime contractor. In either case, it is preferred to have software modules from no more than two firms, but all proposals will be considered. Recognizing the software requirements of the County, it is possible that the most favorable proposals may include products that satisfy some but not all targeted modules. In that situation, the County reserves the right to negotiate with the proposer(s) of the most favorable solution(s) to arrive at a fully integrated application software solution that best supports the requirements of the County.

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- C. Proposers who submit proposals **may** be required to make individual presentations and on-site demonstrations of the proposed software to Sullivan County representatives as part of the evaluation process. Presentations are anticipated to be scheduled during the period of February 16, 2015 to February 25, 2015. On-site demonstrations should allow sufficient time for all modules to be fully explained and all questions reviewed.

Evaluation & Award

Evaluation of the proposals is expected to be completed within 30 days after bid closing. An evaluation team will evaluate proposals on a variety of quantitative and qualitative criteria. It is the District's intentions to procure the most functionally complete and cost-effective solution from a growing, viable and financially stable company that will meet both current and future needs. The lowest price proposal will not necessarily be selected. The school district may award based on initial proposals received, without discussion of such proposals. Selected vendors may be invited to make oral presentations or product demonstrations to the evaluation team. The District reserves the right to a) reject any or all proposals, or to make no award, b) require modifications to initial proposals or c) to make partial or multiple awards. The School System further reserves the right to excuse technical defects in a proposal when, in its sole discretion, such excuse is beneficial to the school district. Failure to include in the proposal all information outlined herein may be cause for rejection of the proposal. Information and/or factors gathered during interviews, negotiations and any reference checks, and any other information or factors deemed relevant by the school district, shall be utilized in the final award. The final award of a contract is subject to approval by the Sullivan County School Board.

SCOPE OF WORK

1. Sullivan County Department of Education seeks proposals to furnish and install a Human Resources/Financial Management software system consisting of at least the functions listed below. Sullivan County Department of Education understands these functions will be listed in modules. Pricing should be given for all modules (one price) AND individual pricing for each module. Sullivan County Department of Education will determine which, if any, modules will be purchased. ONE (1) project manager shall be assigned to Sullivan County Department of Education to assist through the implementation process. Sullivan County retains the right to select the trainer that is the best fit.
2. The successful bidder shall be required to provide immediate delivery of services upon award of the bid. The following modules are required (other optional modules may be submitted):
 - a. General Ledger
 - b. Budgeting
 - c. Accounts Payable
 - d. Accounts Receivable
 - e. General/Misc. Billing
 - f. Project/Grant Accounting
 - g. Fixed Assets
 - h. Inventory
 - i. Purchasing
 - j. Payroll
 - k. Human Resources
 - l. Position Control
 - m. Applicant Tracking
 - n. Timekeeping
3. Sullivan County Department of Education is seeking ONE (1) vendor to supply these functions, deploying ONE (1) central database. Any deviation in the functionality or the terms under which you are willing or able to provide a proposed system from those indicated in this request must be noted. If the requirement cannot be met by your base system, but rather by the report writer or other software adjunct to your system, this must also be explained. If the requirement can only be met by a future release of the system, you must specify the expected release date. If the requirement would require custom programming, you must clearly specify.
4. For ease of acquisition, implementation, and use, proposals from a single source offering a fully integrated solution are preferred.

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5. The ideal proposal and preferred solution is a single, integrated software application for all modules from a single, proprietary source. The preferred proposal will include:
 - a. Software license
 - b. Installation
 - c. Implementation
 - d. Training
 - e. Warranty
 - f. Annual software support

6. The proposer shall provide hardware recommendations with capacity requirements for the proposed software solution. Please include all hardware such as servers, storage, etc. Also include best practice for landscape environment such as development, test, training, and production .The proposer shall itemize all required and recommended software to make the proposed software operate in the most efficient manner. This is to include Operating System, Database, Web Browser, etc. The Sullivan County Department of Education reserves the right to select or reject the Proposer's hardware proposed, independent of the selection of the Proposer's software. (If the Proposer chooses not to offer a hardware proposal option, the Proposer must state the hardware requirements for efficient operation of its proposed software.). In the event Sullivan County Department of Education provides hardware through inventory or purchase, the Proposer shall be responsible for ensuring that the software will function on the hardware provided. Should the Proposer offer a solution where there are multiple platform options, information shall be provided for each platform separately.

7. The Proposer shall provide procedures for adequate backup and recovery of files related to the proposed software. The procedure must assure, to a reasonable degree that upon software failure, disk failure or other system component failure that system databases are restored to their pre-failure status and that data integrity is maintained. Recovery from failure must be provided such that operation may be continued immediately following replacement of the failing component.

A turnkey system including implementation, training, warranty, and support for an integrated module system is preferred.

TERMINATION OF CONTRACT

1. Each year, the provided services will be evaluated to determine if satisfactory performance is being provided. If the service is not satisfactory, Sullivan County Department of Education reserves the right to terminate the contract within thirty (30) days of written notice to the vendor.

Proposal Layout

1. Cover Letter
2. Executive Summary – Describe the scope of the products and services being proposed to meet the requirements of this RFP.
3. Company Background – Provide a summary to demonstrate the overall strengths of your company and its commitment to the Financial Management market.
4. Product Overviews – Summarize the proposed products clearly indicating the features and benefits that these products will provide the County.
5. System Architecture – Provide hardware recommendation on servers, workstation, and peripheral requirements needed to sustain the proposed products.
6. Implementation Plan and Timeline – Discuss your approach and methodologies used in implementing your solution. Also, provide a preliminary project plan identifying all implementation tasks to be performed, timetables/timelines, project milestones, deliverables and conversion of historical data.
7. Training – Provide training methodologies and sample training agendas.
8. Support – Describe the annual software support program. On the proposal response, include the annual cost. Include the average response times for issues, including payroll issues.
9. State Reporting – Describe how you as a vendor maintain the required State Reports, specifically Tennessee Consolidated Retirement System (TCRS).
10. Third-Party Products/Optional Software – Describe any/all third-party products that are either part of the proposed solution, required to make the software fully operational, or would otherwise enhance operation of the proposed software.
11. Comptroller’s Acceptance – Provide proof of the State of Tennessee Comptroller’s acceptance of proposed software components.
12. References – Provide a minimum of three (3) references, including contact name and telephone number where similar software is currently being utilized.
13. Contracts and Terms and Conditions – Provide relevant contractual documents.
14. Software Capabilities – Complete the Software Capabilities ON THE FORMS PROVIDED by placing an X in the correct column (Yes, No, Third Party) for each requirement and provide an explanation in the Comments column if needed.

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15. Cost Proposal – Provide a detailed cost proposal ON THE FORM PROVIDED for each module in the package separately. Identify the five (5) year costs including any additional training that may be required in the subsequent years.

CURRENT OPERATIONAL DEMOGRAPHICS

Sullivan County Department of Education has approximately 1,250 full-time employees, 275 part-time employees and 380 substitutes. The District operates 23 schools with a student membership of 10,338. Sullivan County Department of Education uses Apple and Windows-based computers in day-to-day operations, along with Microsoft Office products, i.e., Word, Excel, PowerPoint, Publisher, Outlook, etc. The following software packages are currently utilized:

Bridge Computer Systems (Saratoga)

- Budgeting
- Financial Reporting
- Purchase Order Processing
- Accounts Payable
- Accounts Receivable
- Payroll
- Personnel Management

Lotus Approach Database

- Fixed Asset Management

Current System Architecture

Sullivan County Department of Education is a Microsoft Windows environment. Client PC's are operating Windows 7 in 32-bit and 64-bit versions. All clients have at least Intel Pentium III processor, and 512 MB RAM.

Current Payroll Architecture

Our current payroll software is from Bridge Computer Systems, Inc., which is a division of Saratoga Technologies, Inc. This runs on a dedicated UNIX server.

Mandatory Requirements

The proposed solution should be written in an Industry Standard programming language and run on an Industry Standard Computer Operating System such as Microsoft Windows, WINSP, Windows NT, etc. The system must be fully ODBC (Open Data Base Connectivity) compliant. Microsoft Windows environment, and must be accessible using existing client PC's.

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Specification Compliance / Anti-Collusion Statement

Proposers shall note in the space provided below any exceptions or deviations in any way from the minimum standards of any section of this RFP. Proposals should provide complete detail of exceptions or deviations.

No Exceptions Taken

Proposal Exceptions: (Must detail below)

Item

Description of Exception

<u>Item</u>	<u>Description of Exception</u>

By signature below, proposer acknowledges any submittal to be in full compliance with all aspects of each section of the RFP not noted above. The undersigned hereby declares that no person or party other than the undersigned has any interest whatsoever in this proposal, that it is without any connection or collusion with any person or persons making or having made any proposal for the same work and without any previous understanding with such person or persons as to relative prices, obviating competition, and that it is made in good faith. No premiums, rebates, or gratuities to any employee or agent are permitted with, prior to, or after any delivery of materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from the Vendor List and could constitute a felony and result in a fine, imprisonment, as well as civil damages.

Company

Representative Name & Title

Signature

Date

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RFP Timeline / Dates of Interest (subject to change)

<u>Item</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
RFP Release	Friday, January 23, 2015	4 p.m.	
RFP Due Date and Opening	Thursday, February 12, 2015	2 p.m.	Sullivan County Courthouse, Purchasing Department Conference Room
Software Presentations	Monday, February 16, 2015 to Wednesday, February 25, 2015	TBD	TBD
Vendor Selection for Board Approval	Thursday, February 27, 2015	TBD	Sullivan County Department of Education Central Office Second Floor Conference Room
Presentation to School Board for Approval	Monday, March 2, 2015	6:30 p.m.	Sullivan County School Board Meeting Room
Presentation to County Budget Committee for Approval	Thursday, March 12, 2015	TBD	Sullivan County Courthouse, Second Floor Courtroom
Software Implementation Date (running parallel with current software)	Monday, June 1, 2015	7:45 a.m.	
Software “Go Live” Date	Wednesday, July 1, 2015	7:45 a.m.	

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RFP Checklist

<input checked="" type="checkbox"/>	<u>RFP Item</u>
<input type="checkbox"/>	Completed and signed Bidder's Profile Form
<input type="checkbox"/>	SEALED submission is clearly marked "REQUEST FOR PROPOSAL – Financial Management Software System" on the OUTSIDE of the envelope
<input type="checkbox"/>	Anti-Collusion Form Completed
<input type="checkbox"/>	Cost Proposal Completed and signed
<input type="checkbox"/>	Submission includes One (1) original, UNBOUND proposal AND One (1) electronic EXACT copy of your proposal on Compact Disc (CD) or thumb drive.
<input type="checkbox"/>	Proposal is presented in proper layout as specified on page 11 of RFP Terms and Conditions
<input type="checkbox"/>	Each section of the Bid Specifications (see included Excel spreadsheet) is completed in its entirety

#	Description	Yes	No	Third-Party	Comment
#	General Ledger Description				
Maintenance Requirements					
GL1.01	Support an alphanumeric chart of accounts as set forth by the State of Tennessee.				
GL1.02	Provide summary account, account and sub-account roll-up capabilities. Each level should contain descriptions.				
GL1.03	Allow authorized staff to define account structures on-line.				
GL1.04	Provide for authorized users to establish new general ledger account codes.				
GL1.05	Enable access to accounts by full account code or by segment(s) of account code.				
GL1.06	Support an alphanumeric organization structure.				
GL1.07	Provide summary organization structure levels.				
GL1.08	Allow authorized staff to define organization structures on-line.				
GL1.09	Provide for authorized users to establish new organization codes.				
GL1.10	Enable access to organizations by full organization code or by segments of the organization code.				
GL1.11	The combination of the organization structure and chart of accounts structure must meet State of Tennessee reporting requirements.				
GL1.12	Accommodate the County fiscal calendar and multiple payroll calendars.				
GL1.13	Archive General Ledger information according to a County-defined schedule, and allow archived information to be restored.				
Transaction Requirements					
GL2.01	Permit Accounting staff to enter and update journal entries on-line with the generation of appropriate workflow approval process.				
GL2.02	Allow manual ledger transactions, and provide a way to distinguish manual transactions from those which are part of a batch process.				
GL2.03	Provide validation features for journal entries.				
GL2.04	Support double-entry bookkeeping procedures which do not allow unbalanced entries--e.g., debits must always equal credits before a posting may be made.				
GL2.05	Provide an automatic journal balancing feature.				
GL2.06	Provide automatic fund balancing mechanism.				
GL2.07	Allow the County to identify journal entries that require authorization before posting.				
GL2.08	Allow journal entries to be reviewed and approved prior to posting.				
GL2.09	Permit Accounting staff to make journal entries to the current year, current accounting period, prior year, prior accounting period, and future accounting periods.				
GL2.10	Create recurring journal entries for items that occur in each accounting period.				
GL2.11	Allow the County staff with the proper authority to transfer available funds among accounts.				
GL2.12	Interface with Payroll to post journal entries for payroll runs automatically, and link the journal entries to detailed information, but not limited to, employee group, employee, etc.				
GL2.13	Interface journal entries from third party applications and Excel spreadsheets.				
GL2.14	Interface and post real-time payroll and Accounts Payable expenditures at the time the checks are written.				

GL2.15	Interface and automatically post the County's share of fringe benefit costs, including the ability to efficiently post the costs by cost center.				
GL2.16	Accommodate multi-change account entries for use in error correction, so that separate ledger entries for corrections can be avoided.				
GL2.17	Provide security measures for the posting and reversal of journal entries.				
GL2.18	Post journal entries immediately upon entry or at scheduled times determined by Accounting staff.				
GL2.19	Perform year-end closing automatically or according to a County-defined schedule.				
GL2.20	Provide ability to upload data to AFR to State of Tennessee in their format as requested.				
Reporting and Inquiry Requirements					
GL3.01	Allow the County to define and produce a variety of financial reports, including, but not limited to, trial balances, General Ledgers, account analysis reports, journal analysis reports, balance sheets, income statements, cash flow reports expense analysis reports				
GL3.02	Have the ability to produce financial statements at the end of year, quarterly and at any other interval, and in the format required by the County. The rollup must have the capability to be done by function.				
GL3.03	Allow the County to define and produce ad hoc financial reports.				
GL3.04	Enable Accounting staff to view details on individual accounts, journal entries, the County-issued invoices, vendor invoices and fund availability.				
GL3.05	Reflect current account balances, including funds encumbered by open purchase orders as well as funds pre-encumbered through purchase requisitions.				
GL3.06	Support multi-year financial analysis and reports.				
GL3.07	Provide the ability to tie payroll general ledger transactions to attendance registers.				
GL3.08	Provide the ability to tie receivables/deferred revenue/payables to individual events, locations, grants, etc.				
GL3.09	Provide detailed transactions supporting each general ledger amount.				
GL3.10	Provide auditor-type reports.				
GL3.11	Provide county legislative body reports.				
GL3.12	Provide a detailed audit trail for journal entries.				
#	Cash Management Description				
Maintenance Requirements					
CM1.01	Archive and/or purge bank statement information according to County-defined schedules and allow County to restore archived data when necessary.				
Transaction Requirements					
CM2.01	Integrate all cash payments and receipts into a centralized cash management system.				
CM2.02	Interface with other core financial modules, including General Ledger, Payroll, Purchasing, Accounts Payable and Accounts Receivable, to identify and monitor cash flows.				
CM2.03	Reconcile bank statements with Accounts Payable and Accounts Receivable transactions.				
CM2.04	Reconcile bank statements with all unrecorded entries; interest, bank corrections, etc.				
CM2.05	Permit monthly reconciliation and closing of cash, investment and cash receipt journals.				
CM2.06	Allow Accounting staff to manage petty cash fund disbursements and receipts.				
CM2.07	Provide an interface between the Accounting and Payroll to track the status of payments for deceased employees.				
CM2.08	Provide an interface between the Accounting and Payroll for the payment of federal and state tax liability.				

Reporting and Inquiry Requirements					
CM3.01	Allow forecasts to be exported to spreadsheet programs.				
CM3.02	Maintain a record of voided and canceled checks.				
CM3.03	Provide, at minimum, standard reports that will allow Accounting staff to perform the following: review cash forecasts, compare bank and General Ledger balances, identify transactions available for reconciliation, audit bank statement document numbers and analyze bank statements				
CM3.04	Establish and maintain a database file of unclaimed checks (payroll and other) that must be reported and turned over to the State.				
#	Budget Description				
BU1.01	Allow the County to develop and maintain multiple versions of the budget on-line, including, but not limited to, County Legislative Body Requested, County Legislative Body Proposed, and County Legislative Body Approved.				
BU1.02	Permit creation and maintenance of multiple budget types on-line, e.g., the County annual operating budget, grant fund budgets, etc.				
BU1.03	Provide the ability to add and delete chart of account codes to the budget as needed.				
BU1.04	Maintain budget accounts as hierarchies that can have an unlimited number of sub-levels and sub-accounts.				
BU1.05	Archive past year budgets according to the County-defined schedules and allow the County to restore archived data when necessary.				
BU1.06	Provide the ability to generate budgets using percentages and dollars.				
BU1.07	Provide county fund accounting within the core financial system including budgets and management of actual expenditures.				
Transaction Requirements					
BU2.01	Support revenue budgeting.				
BU2.02	Support expenditure budgeting.				
BU2.03	Support position budgeting which is driven by position authorizations.				
BU2.04	Give the budget staff the ability to define and review budgets for each organization structure level (e.g. departments, programs, functions, etc.).				
BU2.05	Give the budget staff the ability to define budget details for the entire chart of accounts structure.				
BU2.06	Give the budget staff the ability to define position level budgets for every position within the employee system.				
BU2.07	Allow the County to develop templates for staffing projections, department budgets and other budget components that can be submitted on-line, via a web interface, or allow this data to be imported into the budget module via spreadsheets or other suitable electronic formats				
BU2.08	Interface directly with Position Control to monitor and assess position deployment against budgeted positions and ensure that budgeted positions are accurately recorded.				
BU2.09	Interface with Position Control to enable Budget staff to identify vacant positions.				
BU2.10	Interface with Position Control to enable Budget staff to perform salary projections for budget development and negotiation support purposes.				
BU2.11	Interface with the Payroll module to ensure that only approved, budgeted positions are added to the payroll process.				
BU2.12	Interface with the Personnel and Payroll modules to provide Budget staff with consolidated salary data that can be used for modeling and projections.				
BU2.13	Interface with the Personnel module to obtain consolidated insurance costs, calculate cost per employee, and utilize this information for modeling and projections.				
BU2.14	Lock the finalized budget at the close of the budget cycle to prevent modification, with limited exceptions.				
BU2.15	Load finalized budget data directly into the General Ledger automatically by the beginning of the fiscal year.				

BU2.16	Provide the ability to prevent the entry of charges for which there is no budget.				
BU2.17	Allow the County to commit resources for payroll-related activities such as workshops, training, seasonal, and part time employees, in order to monitor obligations prior to actual payments.				
BU2.18	Support on-line maintenance of position authorizations, i.e., Position Control.				
BU2.19	Allow budget adjustments (i.e., reassignment or transfer of funds between accounts) to be entered on-line by individuals with the proper authority.				
BU2.20	Generate a workflow that requires appropriate approval for any budget adjustments.				
BU2.21	Allow appropriations, budgeted and actual, to be adjusted with appropriate authority on-line system-wide or within parameters set by the County.				
BU2.22	Permit posting of budget-related adjustments to the other core financial modules.				
Reporting and Inquiry Requirements					
BU3.01	Enable the County to maintain multiple budget years on-line so that long term trends can be identified and questions pertaining to earlier years can be easily researched.				
BU3.02	Provide the Budget staff with the ability to perform modeling and develop trend analyses on-line.				
BU3.03	Supply complete audit trails for budgetary transactions as well as integrity checks on manually entered information.				
BU3.04	Provide accurate and immediate reporting on the status of any account code against the budget for that account, providing detail and summary reports as well as online inquiries.				
BU3.05	Provide the ability to group accounts so that budget checking can be done on an account basis or at the top level of the group (all budget amounts are added together and no error is given if the group is not over budget)				
BU3.06	Provide a template for management of county-based operating accounts, and provide a mechanism that allows authorized staff to monitor these operating accounts on-line.				
BU3.07	Permit authorized users at each cost center to view existing account balances on-line when initiating requisitions and requests for funding.				
BU3.08	Support variance analyses generally, and particularly for projected vs. actual salaries for each position.				
BU3.09	Provide Budget staff with a wide variety of display and reporting options for budget data, including both standard and ad hoc reports.				
BU3.10	Allow the County to design budget tables, graphics, etc. that can be generated and used directly in the official budget document without having to be redrawn or recreated.				

#	Description	Yes	No	Third-Party	Comment
#	Accounts Payable Description				
Maintenance Requirements					
AP1.01	Provide the ability to automatically generate unique vendor numbers				
AP1.02	Allow vendor numbers to be assigned by authorized District staff as an on-line process without requiring preliminary paperwork.				
AP1.03	Identify vendors using the Employer Identification Number (EIN) as required by the Internal Revenue Service for 1099 purposes. This information is collected via a W9.				
AP1.04	Maintain vendor mailing address, phone number, fax number and e-mail address				
AP1.05	Maintain vendor remittance address (separate from the mailing address)				
AP1.06	Maintain an unlimited number of alternative vendor addresses				
AP1.07	Maintain vendor commodity codes – NIGP five digit xxx-xx				
AP1.08	Allow for user-defined payment cycles, e.g., daily, weekly or biweekly.				
Transaction Requirements					
AP2.01	Allow processing of batches of invoices or individual invoices.				
AP2.02	Provide entry option by line item or invoice total.				
AP2.03	Provide entry of invoices without a purchase order.				
AP2.04	Provide entry of statistics (e.g. utility usage statistics) with invoice amounts.				
AP2.05	Provide entry of multi-distribution code transactions for utility processing.				
AP2.06	Provide entry via interface with payroll for Payroll Benefit Remittance.				
AP2.07	Provide entry of procurement credit card purchases including interface of bank file.				
AP2.08	Provide entry template for multiple invoices to a single vendor, but different amount (e.g. utilities).				
AP2.09	Process entry of recurring invoices.				
AP2.10	Provide entry of invoices with a purchase order.				
AP2.11	Perform edit checks to verify purchase order numbers recorded on vendor invoices.				
AP2.12	Allow automatic closing of a Purchase Order if the invoice is within a user defined percentage of the total amount, automatically adjusting encumbrance and expenditure G/L entries.				
AP2.13	Match invoices against valid open purchase orders and contracts and the related receipts.				
AP2.14	Provide the ability for users to define what dollar and/or percentage amount difference between invoices and the purchase order are acceptable.				
AP2.15	Flag variances between an invoice amount and the purchase order.				
AP2.16	Provide an online mechanism for buyers or other approvers to see and respond to any variances between the invoice and the purchase order.				
AP2.17	Allow supporting data to be attached to an invoice as electronic files.				
AP2.18	Perform account code edit checks for all invoices entered.				
AP2.19	Perform budget availability checks for all invoices entered.				
AP2.20	Perform automatic check for duplicate invoices for all invoices entered.				

AP2.21	Permit authorized District staff to adjust or cancel invoices as necessary.				
AP2.22	Flag those invoices which require a receiving confirmation before payment can be processed.				
AP2.23	Flag invoices that offer discounts for prompt payments.				
AP2.24	Flag invoices for which payment is overdue.				
AP2.25	Allow Accounting staff to place holds on payment by supplier, invoice, or other the District-defined criteria.				
AP2.26	Select invoices for check generation based on due date or "pay all" option.				
AP2.27	Withhold selective payment from a particular check run or funding source, based on availability of cash.				
AP2.28	Allow full or partial payment of invoices.				
AP2.29	Maintain available balances for blanket purchase orders and partial payments (for all orders), and automatically adjust the balance when an invoice is written against the particular purchase order.				
AP2.30	Perform trial and final runs of the cash disbursements and post cash disbursement ledger transactions.				
AP2.31	Allow payment transactions to carry detailed information to support lease/purchase reimbursement requirements of the financial institutions.				
AP2.32	Support multiple disbursing accounts and the ability to write payments on a different set of checks for each disbursing account.				
AP2.33	Provide option to print one check per vendor, including all payable invoices per specified funding source.				
AP2.34	Generate checks that may include payments from multiple funds.				
AP2.35	Create a manual check for immediate needs and record/correct manual check entries.				
AP2.36	Assure that check numbers assigned by the system agree with the preprinted numbers if preprinted check numbers are used.				
AP2.37	Print remittance detail on check stub, including purchase order number, invoice number, description, account code, and amount.				
AP2.38	Provide option for electronic payment of vendors (EFT).				
AP2.39	Perform automated partial or complete liquidation of an encumbrance by payment of a vendor invoice against a purchase order.				
AP2.40	Indicate when final payment has been made on an invoice which has been paid via partial payments.				
AP2.41	Enable employees to submit expense reports electronically, and permit on-line approval.				
AP2.42	Provide reimbursement against travel advances and liquidate the advance.				
AP2.43	Void, cancel, and reissue checks (including reprints) and record/correct voiding entry.				
AP2.44	Provide the ability to make corrections to past accounting periods.				
AP2.45	Provide the ability to reprint checks from a prior check run.				
Reporting and Inquiry Requirements					
AP3.01	Provide vendor payment history including discounts taken/lost and returns/credits				
AP3.02	Provide vendor purchase price variance				
AP3.03	Provide report of all changes made to vendor files that may be used as an audit trail.				
AP3.04	Permit vendor history tracking, vendor classification and multiple vendor status.				
AP3.05	Provide the ability to generate and print 1099 forms in batch and manual modes.				
AP3.06	Track 1099 name and address, 1099 payments, and withholding separately from payment name and address.				
AP3.07	Maintain complete Accounts Payable history.				
AP3.08	Generate Accounts Payable posting reports.				

AP3.09	Provide trial Accounts Payable balances, expenditure posting and check generation payments.				
AP3.10	Maintain seven years of history for checks issued.				
AP3.11	Produce vendor reports based on attributes such as small business identified vendors.				
AP3.12	Provide customized check forms that can be made to comply with the information contained on current school district checks.				
AP3.13	Provide a requisition look-up for Accounts Payable staff to use during the invoice processing steps.				
AP3.14	Provide daily summaries of Accounts Payable checks for cash management purposes.				

#	Description	Yes	No	Third-Party	Comment
#	Accounts Receivable Description				
Maintenance Requirements					
AR1.01	Support multiple customer types, including, but not limited to, external customers, internal customers (e.g., schools, departments), employees, former employees, and retirees				
AR1.02	Maintain customer profiles, including, but not limited to, addresses, contact names and telephone numbers.				
AR1.03	Provide receipt numbers that are easy to understand and identify for both finance and school users.				
Transaction Requirements					
AR2.01	Interface with Benefits to automatically generate invoices to former employees for COBRA payments.				
AR2.02	Interface with Benefits to automatically generate invoices to employees and retirees for insurance premium payments.				
AR2.03	Automatically assign invoice numbers.				
AR2.04	Allow authorized staff to customize the description on the invoice of the items or services rendered.				
AR2.05	Provide itemized invoice lines that can detail the type of charges such as health, dental, life, and long term care.				
AR2.06	Allow authorized staff to print invoices at any time.				
AR2.07	Allow Accounting staff to process cash receipts at any time.				
AR2.08	Apply cash receipts to outstanding invoices based on District-defined rules.				
AR2.09	Allow recording of check number, receipt date, and other information associated with any payment received.				
AR2.10	Provide the option to generate a receipt for each payment received, or only for certain payment types.				
AR2.11	Provide the ability to track payments against receivables, including those that are either installment notes or are made through payroll deductions.				
AR2.12	Provide the ability to manage advance payment and allow the association of payments to future periods or charges.				
AR2.13	Provide the ability to handle cash receipts for items other than invoices (e.g., miscellaneous cash receipts, "over and shorts", service charges, bad debt collection, tax collection, other general ledger accounts).				
AR2.14	Provide the ability to enter credit or debit memos to update accounts receivable, and be able to list reason for credit or debit memos as needed.				
AR2.15	Allow authorized staff to view transaction balances.				
AR2.16	Record staff notes regarding collection calls.				
AR2.17	Allow flexible dates for bank reconciliation.				
Reporting and Inquiry Requirements					
AR3.01	Generate customer statements based on District-defined schedules.				
AR3.02	Allow the district to define a receivables aging schedule.				
AR3.03	Provide a variety of reports, including, but not limited to, aging, receipts, cash applications and adjustments.				

#	Description	Yes	No	Third-Party	Comment
#	Special Project and Grant Description				
Maintenance Requirements					
SP1.01	Allow projects to span years and give users the ability to view project life-to-date information.				
SP1.02	Track and manage financial information on grants in the same manner as other District accounts, including, but				
SP1.03	Maintain accounts for, and track financial information on, multiple grants.				
SP1.04	Identify individual grants in the system by the agency-assigned grant number.				
Transaction Requirements					
SP2.01	Provide a separate project structure that tracks projects, funds, accounts, etc.				
SP2.02	Monitor project budget and expenditures over multiple fiscal years.				
SP2.03	Allow for multiple funds and fund types for one project.				
SP2.04	Track grant revenue which should be loaded and sorted by grantor requirements, e.g., state Fund Source Codes				
SP2.05	Track receivables/deferred revenue/payables directly to each individual grant.				
SP2.06	Track staff time on projects through direct entry and automatic feeding of transactions from the payroll system.				
SP2.07	Track employer FICA, benefits, unemployment, workers compensation and retirement expenses incurred to a grant-funded project.				
SP2.08	Provide references from transactions to source documents such as checks, receipts, payroll records, etc.				
SP2.09	Provide the ability to directly reconcile all special project amounts to the appropriate organizational structure and chart of accounts structure in the General Ledger.				
Reporting and Inquiry Requirements					
SP3.01	Provide for multiple year reporting (e.g., life-to-date, multiple years).				
SP3.02	Provide authorized District staff with a wide variety of reporting options, including the ability to produce mandatory reports for granting agencies including the State department of education, the US Department of Education, and the US Department of Health and Human Services.				
SP3.03	Generate mandatory reports for submission to auditors and grantors.				
SP3.04	Provide the ability to sort grant expenditures to conform to individual grant reporting requirements.				
SP3.05	Generate inception-to-date, current, and prior year project summaries, by project with appropriation revision, expenditures, and available project balances.				

#	Description	Yes	No	Third-Party	Comment
#	Asset Management Description				
Maintenance Requirements					
FA1.01	Capture description for each asset.				
FA1.02	Capture acquisition date for each asset.				
FA1.03	Capture comments for each asset.				
FA1.04	Capture serial number for each asset.				
FA1.05	Capture asset tag for each asset (if applicable)				
FA1.06	Capture fund assignment for each asset.				
FA1.07	Capture funding source for each asset.				
FA1.08	Capture vendor source for each asset.				
FA1.09	Capture PO number for each asset.				
FA1.10	Provide user-defined asset categories for each asset.				
FA1.11	Identify the asset as either leased or owned.				
FA1.12	Identify the asset as either capital or noncapital.				
FA1.13	Track two location codes for each asset (school/department and physical location).				
FA1.14	Assign a specific identification number to each asset.				
FA1.15	Track replacement and trade-in assets.				
FA1.16	Purge selected fixed asset records, as specified by the user.				
Transaction Requirements					
FA2.01	Capture the acquisition cost of each asset.				
FA2.02	Provide for entry of assets not obtained via district purchase order (e.g., donated equipment).				
FA2.03	Track stages of a disposal.				
FA2.04	Automatically compute gain or loss on disposal of assets for proprietary funds and prepare journal entries to record gain/loss.				
FA2.05	Provide interface to GL for posting when an asset is sold, deleted, or auctioned.				
Reporting and Inquiry Requirements					
FA3.01	Provide historical asset information for the purpose of reporting and inquiry.				
FA3.02	Provide the ability to select data for reports and inquiries based on any of the fields listed in the Maintenance Requirements.				
FA3.03	Compare fixed asset records with inventory captured by bar code scanner.				
FA3.04	Print assets by fund, department, location, account, funding source, insurance policy, category, age, fully depreciated, tag number, acquisition date, or disposal date.				
FA3.05	Allow schools and departments "lookup" capability for assets assigned to that school or department.				
FA3.06	Comply with GASB 34 requirements for asset management and reporting.				

#	Description	Yes	No	Third-Party	Comment
#	Warehouse Description				
Maintenance Requirements					
WH1.01	Store vendor catalogs for access to part numbers, descriptions, and pricing, using vendor-provided CD-ROM.				
WH1.02	Provide conversion of quantities when vendor order units do not match inventory tracking units.				
WH1.03	Establish ordering objectives, such as min./max./EOQ.				
WH1.04	Establish stock level for each commodity by stock number and part number.				
WH1.05	Provide for multiple independent store operations.				
Transaction Requirements					
WH2.01	Provide for on-line receiving of goods ordered via Purchase Order at locations including central receiving, schools, and other district facilities.				
WH2.02	Provide for on-line recording and processing of partial receipts.				
WH2.03	Allow central receiving users to enter receiving information electronically.				
WH2.04	Indicate when receiving data has been entered for an invoice.				
WH2.05	Adjust inventory upon completion of receiving entry and issuance of inventory items.				
WH2.06	to sites.				
WH2.07	Provide for "complete" and "over/short/back order" delivery and reports.				
WH2.08	Automatically fill backorders upon receipt into inventory of backordered items.				
WH2.09	Record journal entries daily to G/L to distribute cost on issuance of inventory.				
WH2.10	Split charges by type of item and bill by project number.				
WH2.11	Generate a requisition request to purchasing system based upon an approved reorder point for inventory items.				
WH2.12	Adjust inventory because of shrinkage, returns to stock, damage, etc.				
WH2.13	Handle inventory returns, adjust inventory, and issue credits, including posting to G/L accounts.				
WH2.14	Provide inventory value that includes all purchasing costs (unit price, sales tax, freight, and discounts) for average cost				
WH2.15	Provide reconciliation process (i.e. inventory value to GL and inventory transactions to AP and GL).				
WH2.16	Provide physical inventory count process including identification of items to be counted, production of count sheets, entry of physical counts and analysis of the variances between the counts and the on-hand balances.				
WH2.17	Forecast inventory needs, trends, and costs based on user-defined criteria and using multiple forecasting techniques.				
Reporting and Inquiry Requirements					
WH3.01	Provide reporting for variances in the physical inventory counts and on-hand balances.				
WH3.02	Provide an audit trail of each inventory update transaction by user ID, time, and date.				
WH3.03	Generate report of recurring purchases of non-stocked items to determine desirability for inclusion in the inventory.				
WH3.04	Generate weekly, monthly, and year-end back-order reports by item and school.				
WH3.05	Generate weekly, monthly, and year-end inventory on-hand reports.				
WH3.06	Retain two years of historical data, divided by quarters.				
WH3.07	Produce report of daily G/L posting entry to distribute cost of issues by location or account code.				

#	Description	Yes	No	Third-Party	Comment
#	Requisition Description				
Transaction Requirements					
RQ2.01	Allow users throughout the District to submit requisitions electronically.				
RQ2.02	Allow school and department employees to order goods on-line from the District warehouse.				
RQ2.03	Create and modify a District on-line catalog for warehouse stocked items.				
RQ2.04	Provide future order needs capability for schools that feeds to the warehouse.				
RQ2.05	Provide requisition templates for frequently ordered items.				
RQ2.06	Automatically assign a District-defined, sequential requisition number.				
RQ2.07	Provide account validity and account code checking and edits for all requisitions.				
RQ2.08	Permit documents such as electronic quotations to be attached to a requisition.				
RQ2.09	Allow multiple account codes for one requisition.				
RQ2.10	Enable multiple account codes for one requisition line item.				
RQ2.11	Allow the correction of requisition account codes based on user security level.				
RQ2.12	Allow the consolidation of multiple requisitions into one bid document.				
RQ2.13	Enable funds availability checking for all requisitions at the detail budget level or at the budget group summary level.				
RQ2.14	Validate the vendor name and number against the "approved" list as a requisition is completed, and flag requisitions that are missing a vendor number.				
RQ2.15	Display and print out a requisition				
RQ2.16	Provide an option to give a pre-audit warning and stop transactions pending approval when budget accounts are over encumbered.				
RQ2.17	Once a requisition has been entered but not yet approved, update the pre-encumbrance balance so that account budget checking reflects open requisitions.				
RQ2.18	Automatically route requisitions for approval, based on workflow parameters such as dollar amount, commodity type, and management hierarchy.				
RQ2.19	Provide a workflow capability to move electronic requisitions through the approval process on a timely basis, and flag requisitions for which action is overdue.				
RQ2.20	Notify user electronically that requisition is awaiting approval.				
RQ2.21	Permit electronic signing and approval of requisitions and purchase orders, subject to strict security guidelines.				
Reporting and Inquiry Requirements					
RQ3.01	Permit the status of a requisition to be queried at any point in the process.				
RQ3.02	Track all requisitions by date, requester, budget unit, budget code, shipping location, commodity code, vendor code, and requisition number.				
#	Purchase Order Description				
Maintenance Requirements					

PO1.01	Archive previous year purchase orders according to the District-defined schedules and allow the District to restore archived data when necessary.			
PO1.02	Maintain a table of vendors approved by the Purchasing Department, and their corresponding numbers, on-line.			
PO1.03	Rank approved vendor lists by item or commodity.			
PO1.04	Automatically assign a vendor number when a vendor is added to the "approved" list by Purchasing Department staff.			
PO1.05	Provide Order Catalogs that can be populated electronically by suppliers or by the district so that users can pick catalog items during the requisition process.			
PO1.06	Provide the capability to link to on-line catalogs of popular commodities and frequently-used vendors, enabling end users and Purchasing staff to have access to accurate product and pricing information.			
Transaction Requirements				
PO2.01	Provide a bidder solicitation process which allows for quick identification and distribution of bids based on specific criteria.			
PO2.02	Provide a bidder evaluation process to assist in tabulating, tracking and evaluating bidder responses.			
PO2.03	Automatically create purchase orders from approved on-line requisitions.			
PO2.04	Automatically assign a District-defined, sequential purchase order number.			
PO2.05	Capture, at minimum, the following purchase order fields: purchase order number, requisition number, requisition date, school number, vendor number, inside delivery indicator, vendor name/address, "ship to" name/address, contract number, accounting distribution, initiator name, approvers' names, item number, description, quantity, unit of issue, unit price, total line item price and total purchase order price.			
PO2.06	Interface with the General Ledger to post encumbrance of funds based on the account distribution indicated and approved in the purchase order and remove the pre-encumbrance entries made during the requisition process.			
PO2.07	Allow an unlimited number of line items on a purchase order.			
PO2.08	Allow a single purchase order line item to be allocated to multiple accounts/projects.			
PO2.09	When a purchase order is allocated across multiple accounts, ensure that the total allocated balances with the total value of the purchase order.			
PO2.10	Allow purchase orders to span fiscal years.			
PO2.11	Allow blanket purchase orders that permit partial payments.			
PO2.12	Permit fast tracking of purchase orders that meet certain District-defined criteria, e.g., under a certain amount or of a certain type, and include a reason for the fast track.			
PO2.13	Provide the ability to print purchase orders individually or in groups based on buyer, cost center, vendor or other the District-defined criteria.			
PO2.14	Electronically transmit authorized purchase orders via CXML to vendors who have the ability to receive them in this manner.			
PO2.15	Electronically transmit authorized purchase orders to vendors via Fax.			
PO2.16	Interface with Accounts Payable to update the status of the purchase order when the vendor has been paid.			
PO2.17	Allow Purchasing staff to freeze, cancel or close out purchase orders to control future transactions.			
PO2.18	Post subsequent year payments against prior year purchase order without having to manually carry those purchase orders forward.			
PO2.19	Issue purchase orders dated in future fiscal years, but do not record to the current ledger.			

Reporting and Inquiry Requirements					
PO3.01	Display and report outstanding requisition and purchase order encumbrances.				
PO3.02	Track total purchases from a vendor on a fiscal year basis as well as total to-date.				
PO3.03	List purchase orders open at year-end or any other time, sorted by purchasing agent, account code, fund, purchase order number, location, or vendor name.				
#	Encumbrance Description				
Maintenance Requirements					
EN1.01	Enable the District to specify how encumbrances are allocated.				
Transaction Requirements					
EN2.01	Pre-encumber funds based on purchase requisitions entered and submitted on-line.				
EN2.02	Encumber funds automatically based on valid purchase orders and contracts.				
EN2.03	Encumber salaries at the beginning of the budget year, interface with the Payroll module to track them as they are paid, and flag those accounts in which expenditures may exceed the budgeted amounts.				
EN2.04	Automatically adjust encumbrance amounts when a modification is made to a purchase order, etc.				
EN2.05	Automatically adjust salary encumbrance amounts when salary changes occur.				
EN2.06	Maintain encumbrances for grant funds.				
EN2.07	Allow authorized District staff to enter and adjust encumbrances on-line.				
EN2.08	Allow the District to select encumbrances and balances to be carried forward from one fiscal year to the next.				
Reporting and Inquiry Requirements					
EN3.01	Record vendor numbers and document numbers (e.g., purchase order numbers) for encumbrances resulting from valid purchase orders or contracts.				
EN3.02	Maintain a complete encumbrance history for each General Ledger item.				
EN3.03	Provide a complete audit trail for encumbrance entries.				
EN3.04	Provide available balances for, at minimum, the following: accounting period to date, quarter to date, year to date and project/program to date.				
EN3.05	Allow Accounting staff to review available funds on-line.				
EN3.06	Provide reports which compare cash requirements forecasts against encumbered funds for a specific period of time.				
EN3.07	Identify, at the end of the fiscal year, as well as at any time during the fiscal year on demand, all open encumbrances.				
EN3.08	Support on-line report generation and viewing for authorized the District staff.				
EN3.09	Produce user-friendly, prior year encumbrance reports so account managers may follow up either by expediting payment or canceling encumbrance.				

#	Description	Yes	No	Third-Party	Comment
#	Payroll Description				
Maintenance Requirements					
PR1.01	Support Monthly, semi-monthly, bi-weekly, alternative bi-weekly, and special payrolls.				
PR1.02	Support a payroll process that is driven by district and contract defined rules and time and attendance entries.				
PR1.03	Allow the Payroll Office to maintain the payroll control facilities, i.e., payroll tables, schedules, calendars and rules.				
PR1.04	Permit effective-dating of all activities and features, including rules.				
PR1.05	Support multiple types/methods of pay, including, but not limited to, salaried, hourly, contract, addenda, etc. that can be associated per employee.				
PR1.06	Support multiple frequencies including monthly, semi-monthly, bi-weekly, etc.				
PR1.07	Allow the district to make modifications to data fields, formats, reports, etc., easily and efficiently to meet internal and externally-mandated requirements.				
PR1.08	Allow the district to easily modify payroll processing to support changes resulting from contract negotiations.				
PR1.09	Permit multiple pay rates or positions per employee.				
PR1.10	Provide both hourly and salary pay rate for the same employee.				
PR1.11	Accommodate 10-month employees who are paid over a 12-month period, including automatic calculation of semi-monthly, biweekly pay amounts, summer pay and reconciliation of "earned vs. paid" amounts.				
PR1.12	Identify substitute teachers meeting long term substitute criteria that is set by the user (e.g. works the same sub assignment for more than X number of days).				
PR1.13	Support multiple methods for calculating overtime, consistent with statutory and negotiated agreement requirements.				
PR1.14	Adjust different pay rates and schedules in compliance with union agreements for a single employee or group of employees.				
PR1.15	Support all current federal, state and local tax laws and calculations without customization; the system must be able to accommodate withholdings for employees regardless of their state of residence.				
PR1.16	Accommodate separate tax-exempt controls; additional withholding fields; and taxable wage controls for federal, state and local taxes.				
PR1.17	Support resident, non-resident and allocated taxes for states and localities.				
PR1.18	Support federal, state and local supplemental wage taxation.				
PR1.19	Accommodate all statutory filing statuses.				
PR1.20	Process non-taxed payments, such as expenses.				
PR1.21	Allow Payroll staff to add and or modify deductions easily.				
PR1.22	Support unlimited earning categories, e.g., regular, overtime, special pay, bonuses, back-pay, etc.				

PR1.23	Support on-line maintenance of coach pay schedule including base amounts and conversion to hourly rates.				
PR1.24	Support an unlimited number of deductions.				
PR1.25	Allow Payroll staff to add and or modify deductions easily.				
PR1.26	Provide the capability to setup deduction codes based on number of payrolls or paychecks.				
PR1.27	Permit mass add, change or deletion of employee voluntary deduction codes.				
PR1.28	Process deductions based on effective dates, and provide the ability to apply deduction start and stop dates.				
PR1.29	List each type of deduction separately on the employee's check stub.				
PR1.30	Provide automated annual update of employee life insurance deductions based on salary or wage increases and age				
PR1.31	Support multiple garnishments per employee.				
PR1.32	Allow entry of a cap or maximum amount for a particular garnishment, and automatically discontinue the garnishment when the cap is reached.				
PR1.33	Manage separate payroll companies for retiree payroll.				
Transaction Requirements					
PR2.01	Interface with Time and Attendance to validate entries based on established rules.				
PR2.02	Maintain unlimited employee pay history on-line, including payroll check history, voluntary and involuntary deduction amounts, taxes amounts, and gross and net pay amounts.				
PR2.03	Allow on-line correction of employee wage history including applicable tax accounts.				
PR2.04	Have the ability to process pay based on standard hours.				
PR2.05	Pay employees by any combination of salary, daily, hourly or contract rates.				
PR2.06	Change rate and calculate appropriate pay amounts for substitutes who qualify as a long term substitute which is automatically calculated based on thresholds				
PR2.07	Capability for mass accrual and calculation of vacation and floating holidays for bi-weekly employees.				
PR2.08	Use then-current tables and formulas when calculating retroactive and previous pay period adjustments.				
PR2.09	Provide the ability to split hours and pay and calculate net pay and taxes accordingly when a table or calculation change occurs in the middle of a pay period.				
PR2.10	Process separation payments for reasons of termination and retirement or death.				
PR2.11	Provide the ability to back-pay a termed employee.				
PR2.12	Based on district's payroll rules for paid leave, automatically create time worked record, calculate pay and generate earnings for employees on paid leave.				
PR2.13	Accommodate special pays, e.g., those from which only mandatory deductions are taken.				
PR2.14	Automatically calculate statutory holiday time based on district's calendar.				
PR2.15	Support non-wage payments to employees such as travel or other expense reimbursement.				
PR2.16	Provide the ability to automatically reduce monthly, semi-monthly or bi-weekly pay amounts over the remainder of the school year, if necessary, to recoup overpaid wages.				
PR2.17	Automatically apply pay withholdings based on information maintained in the employee's record.				
PR2.18	Provide the ability to enforce compliance and track and report information on Tax Sheltered Annuities (TSAs).				

PR2.19	Allow Payroll staff to make manual adjustments to the payroll as necessary.				
PR2.20	Create an audit trail of who made adjustments and the source of the data.				
PR2.21	Automatically calculate final payout for terminating employees based on remaining contract days, termination penalties, and moneys owed to/by the employee.				
PR2.22	Permit Payroll staff to make manual entries and edits to year-to-date totals, which then generate General Ledger entries.				
PR2.23	Support manual adjustments to all employee balances and automatically adjust all relevant account balances, e.g., reporting and tax accounts.				
PR2.24	Support prior period adjustments, including rolling forward the adjustment effect on all quarterly and year-to-date balances.				
PR2.25	Update an employee's record automatically when manual pay transactions are processed.				
PR2.26	Perform labor/cost distribution (payroll and benefit costs) based on employee's position(s).				
PR2.27	Record direct deposit information as part of the employee's payroll record.				
PR2.28	Provide options for identifying an employee by something other than a Social Security Number e.g. an employee number.				
PR2.29	Provide all authorized staff (to include each employee access to their own payroll data) with on-line, real time access to detailed employee payroll data, including access to all pay periods within the current and prior calendar and fiscal years.				
PR2.30	Interface with the Personnel module to ensure that only employees who have been properly hired and entered into the system are paid.				
PR2.31	Provide a General Ledger interface that posts payroll transactions automatically with the ability to post different payroll related expenditures to different accounts.				
PR2.32	Provide a two-way interface between the district's Sub finder system and payroll to import substitute teacher payroll information into the employee/payroll master file.				
PR2.33	Interface to Sub finder system to allow conversion of substitute's daily assignment into hours within the payroll system time worked file.				
PR2.34	Provide an electronic interface for importing time and attendance data from a time clock system for hourly employees.				
PR2.35	Incorporate timekeeping rules by type of employee to validate time entries.				
PR2.36	Permit remote entry of time and attendance information by local timekeepers.				
PR2.37	Provide an on-line time entry screen that can be customized to reflect district requirements (e.g., listings, by cost center, of all employees authorized and/or assigned to work at the cost center).				
PR2.38	Capture time and attendance information including employee name, social security number, job, payroll code, account number, time and leave.				
PR2.39	Track time and attendance day by day, so that an employee's hours for any given day can be determined.				
PR2.40	Record time in full hours and fractions of hours, as required by district.				
PR2.41	Allow multiple absence codes for a single day.				

PR2.42	Allow for unlimited number of pay codes.				
PR2.43	Allow the ability to tie the general ledger account number and calculation type to each pay code.				
PR2.44	Provide an on-line approval capability for time and attendance entries.				
PR2.45	Allow notes and comments to be added to time and attendance entries.				
PR2.46	Automatically determine which schools, departments or employees have or have not entered payroll time cards for the current pay period.				
PR2.47	Provide authorized users (to include employee access to their own records) on-line access to historical time worked and attendance records.				
PR2.48	Maintain unlimited on-line time and attendance history.				
PR2.49	Accumulate regular hours and overtime hours based on, at minimum, the following criteria: bi-weekly pay period, fiscal year-to-date and federal reporting year-to-date.				
PR2.50	Ensure that no paycheck is issued unless appropriate e.g. employees terminated or inactive are not paid.				
PR2.51	Provide front-end edit ability to detect duplicate time and attendance submissions.				
PR2.52	Calculate daily federal and state tax liability.				
PR2.53	Calculate pay period rates based on annual earnings.				
PR2.54	Provide the ability to run proforma payrolls prior to actual payroll runs.				
PR2.55	Permit payrolls to be run more than once in a single pay period.				
PR2.56	Allow payroll edits (proforma and actual payroll) to be run an unlimited number of times during each pay cycle.				
PR2.57	Process special pay runs between normal payrolls without affecting the normal pay cycle.				
PR2.58	Permit earnings calculations to be established on-line.				
PR2.59	Pay bonuses and incentives as lump sum earnings.				
PR2.60	Apply the appropriate tax rules to each type of earnings.				
PR2.61	Allow flat dollar amount adjustments to be made to any earnings.				
PR2.62	Compute overtime pay for non-exempt employees on a daily basis, according to FLSA and district rules.				
PR2.63	Calculate overtime pay accurately for employees who hold multiple jobs.				
PR2.64	Track compensatory time and flag amounts eligible for payment for leave not used within negotiated or statutory parameters.				
PR2.65	Maintain shift and other authorized differential rates.				
PR2.66	Segregate regular earnings from total earnings for the purpose of calculating retirement.				
PR2.67	Allow authorized district staff to assign a temporary or "acting" pay rate to an employee who is assigned to a position on an interim basis.				

PR2.68	Allow employees to have multiple pay rates within a pay period.				
PR2.69	Provide payment by direct deposit and by printed checks.				
PR2.70	Allow employees to opt in to having pay information distributed to them electronically only.				
PR2.71	Permit district to print checks and direct deposit vouchers on cut-sheet blank stock using laser printing technology.				
PR2.72	Provide the ability to add digitized signatures to checks.				
PR2.73	Display the rates, hours and pay for each assignment on the check stub for employees, such as substitute teachers and temporary employees, who may have multiple assignments.				
PR2.74	Maintain an on-line payroll check register that allows unlimited entries.				
PR2.75	Capability to generate a payroll exception report identifying those employees receiving a negative paycheck.				
PR2.76	Capability to void checks on-line with a corresponding entry into the payroll check register.				
PR2.77	Provide on-line query capability for authorized district staff to determine whether an employee will receive payment by check or direct deposit on a given payday.				
PR2.78	Create a positive pay file for transmission to the bank for all checks issued, including manual and/or miscellaneous checks.				
PR2.79	Enable district to generate manual and miscellaneous checks (i.e., checks outside a normal payroll run).				
PR2.80	Generate direct deposits (EFT transfers), bank tapes and payroll vouchers.				
PR2.81	Allow checks to be voided, with proper authority, by entering the appropriate check number.				
PR2.82	Automatically reverse all entries, calculations and accumulators resulting in a check when that check is voided.				
PR2.83	Allow employees to designate distribution of their net pay to more than one financial institutions.				
PR2.84	Record more than one bank account per employee for direct deposit of pay.				
PR2.85	Automatically calculate retroactive pay and adjustments based on effective dates.				
PR2.86	For selected categories of employees, provide the ability to automatically produce retroactive salary adjustments from the effective date of the salary change.				
PR2.87	Maintain arrears separately in an employee's pay history.				
PR2.88	Provide a year-end rollover calculation process for deduction plans and programs.				
PR2.89	Schedule payroll deductions for the fiscal year and/or for a specific number of pay periods in a fiscal year for a given deduction.				
PR2.90	Allow district to "turn off" specific deductions for a particular period of time, when necessary.				
PR2.91	Maintain child support and dependent care deductions.				
PR2.92	Calculate union dues by flat rate and by formula.				

PR2.93	Allow garnishments to a single payee to be consolidated into one payment representing multiple employees.				
PR2.94	Trigger increases and decreases in the garnishment amount based on variations in the employee's salary.				
PR2.95	Include all of an employee's district jobs when calculating disposable income for garnishments.				
PR2.96	Allow Payroll staff to view the disposable income figure from which garnishments are calculated, for responding to inquiries.				
PR2.97	List each garnishment separately on the employee's check stub.				
PR2.98	Have the ability to process, at minimum, the following types of garnishments: federal tax liens, state tax liens, child support/alimony, bankruptcies, student loans, debt recovery (court-ordered) and child support arrearages.				
PR2.99	Define disposable earnings for use in determining garnishment amount to be deducted.				
PR2.100	Deduct for garnishments (e.g., child support, student loans, IRS levies) that are tracked by individual case/account numbers.				
PR2.101	Allow district to assign General Ledger accounts to payroll data so that payroll transactions are automatically recorded in the General Ledger.				
PR2.102	Provide a default structure whereby payroll costs are assigned to account and/or program/project codes, but district has the ability to override the code assignments when the defaults do not represent the proper accounting distribution.				
PR2.103	Track, at minimum, the following payroll distribution information: project/funding sources, pay period information, month-to-date information, calendar year-to-date information, fiscal year-to-date information, General Ledger account				
PR2.104	Support payments to TSA vendors, union dues and credit unions, as well as employee reimbursements and other payments subject to tax withholdings, directly from the payroll system.				
PR2.105	Accommodate a pay period that extends over two fiscal years, with salary information for labor distribution posting to the proper year.				
PR2.106	Allow district to update the previous year's data (fiscal and calendar year) in the current year.				
Reporting and Inquiry Requirements					
PR3.01	Calculate a payroll proforma and compare it against the actual payroll, flagging any discrepancies.				
PR3.02	Allow the district to perform ad hoc querying and reporting of payroll information.				
PR3.03	Allow on-line look up of employee positions and corresponding account code distribution.				
PR3.04	Enable authorized district staff to view employee earnings and salary for verifications requested by financial institutions, etc.				
PR3.05	Allow authorized district staff to access concurrent year information and multiple year earnings information.				
PR3.06	Provide on-line real-time access to payroll data by account code or position.				
PR3.07	Display complete pay information for an employee, including the ability to break down the total pay by job assignment, addenda and pay code.				

PR3.08	Generate exception reports to identify subs and other employees being paid for more than 8 hours (one day).				
PR3.09	Calculate, and provide on-line simulation of, gross-to-net and net-to-gross pay.				
PR3.10	Provide the employee the ability to do payroll modeling to explore potential changes like pre-tax flexible spending deductions or 403(b) contributions.				
PR3.11	Support reporting of manual adjustments for pay period, quarter-to-date, calendar year-to-date and fiscal year-to-date.				
PR3.12	Produce a report listing employees within each union meeting requirements for longevity, step, and service bonus pay.				
PR3.13	Produce a report listing substitute teachers due wage rate increases at 5 and 7 years of district service.				
PR3.14	Provide the ability to produce ad hoc reports from employee payment history records.				
PR3.15	Support positive pay data transmission for automated and manual checks.				
PR3.16	Capability to generate the monthly Bureau of Labor Statistics report.				
PR3.17	Capability to generate and electronically file the Unemployment Compensation report.				
PR3.18	Allow reporting of time on both an exception and positive basis, depending on the type of employee.				
PR3.19	Generate duplicate/replacement W-2 forms on demand, as required.				
PR3.20	Allow district to run simulations of the W-2 process at any time during the year.				
PR3.21	Have the ability to run the W-2 process in the new year for the past year, and keep the past year open for adjustments.				
PR3.22	Generate an accounting transaction file when prior year checks are canceled.				
PR3.23	Generate a district payroll report for federal, state and local withholding.				
PR3.24	Provide payroll reconciliation capability.				
PR3.25	Generate federal and state statutory and regulatory forms.				
PR3.26	Report real-time tax liability on-line.				
PR3.27	Accumulate taxes by, at minimum, the following criteria: tax code, payee, district system-wide, pay period, federal reporting month-to-date, quarter to date and federal reporting year-to-date.				
PR3.28	Support withholding and tax reporting requirements for wage earnings paid to deceased employees.				
PR3.29	Accumulate earnings by, at minimum, the following criteria: earnings code, district-wide earnings, pay period earnings, earnings since last pay period, quarter-to-date earnings, fiscal year-to-date earnings and federal reporting year-to-date				
PR3.30	Accumulate union dues based on, at minimum, the following criteria: union/employee group code, payee, district system-wide, pay period and federal reporting year-to-date.				
PR3.31	Accumulate garnishments based on, at minimum, payee and pay period.				
PR3.32	Ability to run reports on specific payroll deductions.				

PR3.33	Ability to view all deductions per payroll check.				
PR3.34	Ability to view year to date and school year to date amounts for each deduction.				
PR3.35	Automatically report when an employee hits the federal maximum for Tax Sheltered Annuities. This includes the ability to set different limits based on age and years of service.				
PR3.36	Allow payroll and employees the ability to access school year summary of pay, taxes and deductions. Not just based on calendar year.				
PR3.37	Ability to examine check history with most recent check listed first.				
PR3.38	Ability to produce payroll check remittance electronically and accessible online to the employees and e-mailed to the employee's school e-mail address.				
PR3.39	Ability to route payroll checks to different locations other than the work location.				
PR3.40	Allow on-line lookup of employees charged to a specific account or accounts employees are charged.				
PR3.41	Provide a fully integrated time and attendance system that updates payroll and interfaces with time off.				

#	Description	Yes	No	Third-Party	Comment
#	Human Resources Description				
Maintenance Requirements					
HR1.01	Allow the same data and history to be maintained for employees as for applicants.				
HR1.02	Employee name fields must accommodate both married, maiden names and former names..				
HR1.03	Provide a single search off of any of the employee names listed (married, maiden and former.)				
HR1.04	Employee name fields must accommodate hyphenated surnames of varying lengths.				
HR1.05	First names and surnames must be captured as separate fields.				
HR1.06	Store individual elements of an employee's address in separate fields, e.g., city and state are recorded separately.				
HR1.07	Able to store foreign addresses with different characteristics than U.S. addresses.				
HR1.08	Maintain multiple addresses per employee, e.g., home address, mailing address, temporary address.				
HR1.09	Record unlimited history of name and address changes for each employee.				
HR1.10	Store e-mail addresses for employees.				
HR1.11	Store work phone number(s) for employees.				
HR1.12	Store multiple telephone numbers per employee, e.g., home, cellular, etc., and flag home telephone numbers as unlisted if required.				
HR1.13	Store complete emergency contact information, including, but not limited to, name, address, telephone number, relation to employee, and alternate contact.				
HR1.14	Record driver's license number, type and restrictions.				
HR1.15	Store employee education experience including degree, major, GPA, school/university, dates attended.				
HR1.16	Ability to store a minimum of five degree records on an employee.				
HR1.17	Store school/company experience including dates of employment, job title, salary, full/part time position, employment dates, whether public or private school experience.				

HR1.18	Provide a method for clearly distinguishing the records of active employees from those of inactive employees and for preventing inactive employees from being processed as active.				
HR1.19	Provide user defined sub-types of employees beyond active and inactive including retired, resigned, full-time or part-time.				
HR1.20	Maintain data on, at minimum, five different certifications.				
HR1.21	Maintain, at minimum, the following data on employees: name of high school attended, name(s) of colleges or universities attended, location of school, dates of attendance, year of graduation, type of degree and major/minor courses of study.				
HR1.22	Maintain, at minimum, the following data on student teaching experience: name of school, location of school, dates of service and grades/subjects taught.				
HR1.23	Track professional licenses/affiliations.				
HR1.24	Record license/certification/qualification expiration dates.				
HR1.25	Maintain a certification history for district employees, which allows unlimited entries.				
HR1.26	Maintain, at minimum, the following data on state teaching certification: date certification application mailed, date of certificate issue/renewal, term of certificate, expiration date, certified subjects and date certificate is sent to the teacher.				
HR1.27	Maintain, at minimum, the following experience reporting fields: last year taught, other Tennessee teaching experience, teaching experience outside of the state, military experience, professional experience outside of teaching for which credit is granted, prior district				
HR1.28	Record whether an employee has paid the certification fee or has authorized district to deduct the fee from a future paycheck.				
HR1.29	Track and process employee requests for credit in the following areas: professional growth, certificate renewal, being taken off provisional salary, credit toward certification or advanced professional certificate, reimbursement, renewal of provisional certificate,				
HR1.30	Allow the degree credits to "bank" towards crossing various thresholds and calculate towards increases on the salary schedule at the appropriate time.				
HR1.31	Flag employees whose certification status is scheduled to expire, within a user-specified period from the expiration date.				
HR1.32	Record, at minimum, the following post-baccalaureate entries for teachers: school/organization name, date of course completion, course number, amount and type of credit given, and course title.				
HR1.33	Provide the ability to link employee records to on-line storage of the documentation to support their certification status.				
HR1.34	Maintain a complete history of employee performance reviews including interventions and improvement plans on-line.				
HR1.35	Update employee addresses within Accounts Payable for employee reimbursements automatically based on the Human Resource employee address.				
Transaction Requirements					
HR2.01	Automatically disallow reuse of an employee code or number.				
HR2.02	Provide self-service and on-line options for employees to update their personal information, e.g., change of address or telephone number, addition of married name, etc., through such means as the Internet or through public kiosks/workstations.				

HR2.03	Provide the ability for employees to see certain information/history on all their positions.				
HR2.04	Ability to view certifications, recorded degrees, credit record information, and evaluation due dates.				
HR2.05	Record the projected acquisition date of skills and/or certifications.				
HR2.06	Record how a skill or certification is attained.				
HR2.07	Record teacher examination results.				
HR2.08	Permit employees to apply on-line for course approval.				
HR2.09	Interface with Position Control to verify grade/step changes associated with achievement of professional objectives (certification, obtaining a degree, etc.).				
HR2.10	Allow for overlap of employees in Position Control due to transition periods, employee covering for a leave of absence, etc.				
HR2.11	Interface with Payroll to process salary increases, including retroactive increases, tied to achievement of professional objectives (certification, obtaining a degree, etc.).				
HR2.12	Interface with Accounts Payable to process employee reimbursements for course work.				
HR2.13	Record information on additional types of training received.				
HR2.14	Calculate next review date due differently based on probationary, non-probationary and different bargaining unit rules.				
HR2.15	Provide the ability to create and maintain a "future file" which is a duplicate database for teachers that allows the school district to make staffing changes for the next school year while leaving the current contract year untouched.				
HR2.16	Provide a mechanism to compare individual field changes in the "future file" to the current file and roll that information into the current file at the start of each school year.				
HR2.17	Allow for employee history correction, i.e. change the effective date of an employee's position to an earlier or later date, change the effective dates of an employee's hire or rehire to an earlier or later date.				
HR2.18	Ability to reverse changes that are made to employees including those made several changes earlier.				
HR2.19	Allow for tracking of multiple, unique seniority dates for a person in different bargaining units.				
HR2.20	Allow for tracking contract type (regular, temporary, temp due to license, etc.) on each position an employee holds.				
HR2.21	Allow for tracking of employee attendance at various required orientations defined by the school district.				
HR2.22	Allow for tracking health information including TB tests, Hepatitis B shots, etc.				

HR2.23	Allow for tracking of 9, 10 and 12 month employee schedules.				
HR2.24	Allow mass updating of employee information – either multiple changes to a single employee or a single change to a group of employees.				
HR2.25	Allow for storage of notes on an employee’s records including the note date.				
HR2.26	Allow for storage of different locations/departments that can be user defined including check location, mail location, physical work (building) location, contract location, department, etc.				
HR2.27	Ability to export information to SubFinder, ePDP and Kronos.				
HR2.28	Ability to track layoff information including date, expected recall date, date the recall will expire, etc.				
HR2.29	Track position-specific supervisors for an employee.				
HR2.30	Provide an ad-hoc procedure to create new positions daily which are attached to an account number to pay employees for extra work.				
Reporting and Inquiry Requirements					
HR3.01	Provide an employee basic information screen that includes at least active status, original hire date, most recent hire date, termination date and seniority date by position.				
HR3.02	Ability to see history on rehire dates.				
HR3.03	Allow authorized staff to access the following data on district employees: mailing date of contract, type of contract/agreement, date of contract signing, date teaching began, resignation date, dates of leaves of absence and reason for leaving, address, employee number,				
HR3.04	Record unlimited employment history including positions held, “from” and “to” effective dates, and reason for change.				
HR3.05	Ability to view the actual transaction history and report off the changes to an employee’s position(s) so history correction can be seen.				
HR3.06	Record unlimited employment history including leaves taken, “from” and “to” effective dates, and leave type.				
HR3.07	Record and report information on whether a teacher is teaching “out of field.”				
HR3.08	Record and report information on teacher and other employee tenure.				
HR3.09	Permit post-baccalaureate experience to be viewed in chronological order.				
HR3.10	Enable human resources staff to respond to employee inquiries re: certification status by viewing the employee’s record on line and/or printing summary information.				
HR3.11	Provide the ability to export certification data to the district student information system.				
HR3.12	Allow on-line tracking of employee performance review due-dates, and next date to review.				
HR3.13	Allow tracking of review due dates/next review dates in multiple bargaining units for a single employee.				

HR3.14	Allow on-line tracking of employee performance review conducted dates.				
HR3.15	Integrate employee information with Novell, GroupWise and the security system.				
HR3.16	Provide flexible searches for employee information based on first and last name, social security number, employee number, location and former employee name.				
HR3.17	Ability to run surplus, layoff and staffing reports that point to the data entered in the "future file" for the upcoming year.				
HR3.18	Ability to run staffing reports that incorporate current data and selected types of pending employee record changes.				
HR3.19	Allow on-line tracking of employee performance review results including performance ratings and action plans as a result of the rating.				
#	Compensation Description				
Maintenance Requirements					
CO1.01	Support a salary program based on grades and steps.				
CO1.02	Accommodate, at minimum, 14 different pay tables.				
CO1.03	Provide the ability to associate an additional longevity percent on top of the pay table step and grade. The amount paid for this percent should be able to be excluded from calculations such as union dues.				
CO1.04	Support a salary program that uses multiple criteria in pay tables, including job performance, experience, education, etc.				
Transaction Requirements					
CO2.01	Automatically generate employee contracts.				
CO2.02	Suggest a next salary review date based on district policies.				
CO2.03	Record multiple types of pay status, including full time, part time and combinations/variations thereof.				
CO2.04	Allow entry of full time equivalency, e.g., 1.0, 0.5, etc. by position, contract type and union.				
CO2.05	Record annual, pay period, daily and hourly rates of pay per position.				
CO2.06	Accommodate multiple pay rates per employee in a pay period.				
CO2.07	Allow an employee to have, and be compensated for, multiple jobs.				
CO2.08	Allow an employee to have unlimited jobs.				
CO2.09	Provide the ability to create and maintain salary tables on-line.				
CO2.10	Link salary tables to jobs/positions.				
CO2.11	Maintain pay tables on-line and permit authorized users to modify the pay tables.				
CO2.12	Record multiple reasons for rate changes and salary adjustments.				
CO2.13	Permit authorized staff to make dollar amount adjustments to an employee's schedule, grade and step salary.				
CO2.14	Provide the ability to assign a new step and level salary adjustment to employees based on multiple factors such as internal credits achieved, external degrees, and other factors.				
CO2.15	Calculate salary changes based on an employee's performance rating.				
CO2.16	Add or update salaries in batch mode.				
CO2.17	Allow future-date salary changes.				
CO2.18	Provide an authorization mechanism for rate changes.				
CO2.19	Record unlimited salary history which tracks hourly rate, annual rate, pay period rate, "from" and "to" effective dates, amount of change, percentage change and reason for rate change.				
CO2.20	Allow future-date compensation changes/transactions.				
CO2.21	Properly calculate blended-rate overtime.				
CO2.22	Provide the ability to exclude certain factors of pay (e.g. longevity) from calculations of union dues.				

Reporting and Inquiry Requirements					
CO3.01	Provide decision tools for projecting and analyzing salary information and pay equity.				
CO3.02	Monitor compliance with system-maintained salary tables before salary changes occur and after the changes are finalized including a tie to the related budget.				
CO3.03	Provide pay equity compliance reporting.				
CO3.04	Allow the tracking of standard hours versus scheduled hours for reporting purposes.				
CO3.05	Provide to authorized staff data with salary certification benefits by paid date range for general ledger account number.				
#	Benefits Description				
Maintenance Requirements					
BN1.01	Maintain multiple health plan types, including self-insured, insured and unbundled coverages.				
BN1.02	Incorporate rules for participation in and contribution to TSAs including stopping contributions based on federal maximums, age, service and contributions.				
Transaction Requirements					
BN2.01	Provide a plan participation record.				
BN2.02	Provide a plan participation history record.				
BN2.03	Link benefit plans to job/employee group.				
BN2.04	Allow default benefits (e.g., retirement, life insurance) to be set up for new hires.				
BN2.05	Allow each plan to have unique enrollment, eligibility and coverage dates.				
BN2.06	Allow employees to enroll in benefit coverage online when eligible.				
BN2.07	Enroll employees automatically when a defined enrollment date is reached, based on the employee's selected coverage (if coverage has been selected).				
BN2.08	Record coverage dates for employees and dependents.				
BN2.09	Track enrollment dates and stop dates for all employees and dependents separately.				
BN2.10	Allow benefits changes and transactions to be future-dated.				
BN2.11	Allow retroactive benefits deductions to be applied to an employee's paycheck.				
BN2.12	Monitor compliance with system-maintained benefit tables before benefit changes can occur.				
BN2.13	Monitor compliance with system-maintained benefit tables after benefit changes are finalized.				
BN2.14	Maintain details of each district benefit plan on-line.				
BN2.15	Maintain carrier information including at minimum name, phone number, address, and email address for carrier/policy contacts, and carrier web site(s).				
BN2.16	Permit formula-driven benefit coverages and premiums.				
BN2.17	Maintain life insurance beneficiary information.				
BN2.18	Calculate payments due to all insurance carriers (e.g. life, health, dental, etc.).				
BN2.19	Calculate and track imputed income for life insurance, health and dental insurance.				
BN2.20	Allow definition of benefit maximums and frequencies.				
BN2.21	Record benefit start and end dates for employees and dependents.				
BN2.22	Maintain an accurate record of employee's hire date for the purpose of benefit calculation.				
BN2.23	Provide an effective-dating capability for all benefits activities.				
BN2.24	Permit adding, changing and termination of benefits automatically by effective date.				
BN2.25	Provide the ability to have employees, like teachers, remain eligible for benefits after termination through August 31 while other employees remain eligible for benefits after termination only one month beyond the termination date.				
BN2.26	Provide premium and benefits statements.				
BN2.27	Maintain demographic data and insurance elections for retirees.				
BN2.28	Provide the ability to setup retiree into a separate company for retiree escrow accounts or Accounts Receivable.				

BN2.29	Integrate with Accounts Receivable to provide online billing and tracking of retiree escrow accounts.				
BN2.30	Automatically draw down retiree escrow balance based on payment of insurance premiums elected by the participant.				
BN2.31	Provide the ability for a retiree to change, enroll or cancel elected benefits.				
BN2.32	Calculate health insurance amounts to be deducted from retirement checks.				
BN2.33	Provide setup of all insurance premiums in a separate retiree company.				
BN2.34	Flag employees and retirees who are on district benefit plans but are direct billed for premiums.				
BN2.35	Calculate health insurance amounts to be direct-billed to employees and retirees.				
BN2.36	Interface with Accounts Payable to prepare and issue payments to life insurance and all other insurance carriers.				
BN2.37	Interface with Accounts Receivable to generate invoices to employees and retirees for insurance premium payments.				
BN2.38	Interface with Accounts Receivable to generate invoices to former employees, former employee spouses and former employee dependents for COBRA payments.				
BN2.39	Provide the ability to track non-employees tied to the employee record like spouses and dependents.				
BN2.40	Integrate leave employees into Accounts Receivable for full insurance premiums owed. Employees on leave do not automatically lose their insurance coverage.				
BN2.41	Provide on-line request, approval routing, and processing of sick leave requests.				
BN2.42	Update sick leave bank balance based on days approved and used by district teachers.				
BN2.43	Maintain information on employee terminations to support unemployment eligibility investigations.				
BN2.44	Maintain spouse and dependent data including, but not limited to, names, dates of birth, gender, relationship to employee, social security number and coverage start and stop dates by insurance plan.				
BN2.45	Track premium payments by employer and employee for different coverage (single, single + 1, family).				
BN2.46	Allow the employer portion to be based on one coverage type (e.g. employer pays only single and family).				
BN2.47	Allow certain employees to pay the full cost of the premiums.				
BN2.48	Allow benefits to be added and/or updated in batch mode.				
BN2.49	Record benefits history including effective and ending dates, and allowing unlimited entries including rate changes.				
BN2.50	Provide a year-end carryover calculation and process for benefits plans and programs.				
BN2.51	Support flexibility and variations in benefits and premium sharing by union/position type.				
BN2.52	Allow for pre-tax status of selected benefits, including the ability to refund pre-tax deductions through the payroll system resulting in adjusted W-2 forms.				
BN2.53	Maintain a historical file for each employee that includes prior health, dental, life and all other insurance enrollments and changes.				
BN2.54	Provide self-service options for allowing district employees and retirees to view, enroll and update their benefits selections and receive benefits statements.				
BN2.55	Accommodate, at minimum, 31 different TSA vendors.				
BN2.56	Track employee TSA deductions.				
BN2.57	Calculate and report payments due TSA vendors.				
BN2.58	Interface with Accounts Payable to prepare and issue TSA vendor payments.				
BN2.59	Allow district management to monitor compliance of TSA programs.				
BN2.60	Track information separately on employee claims for workers' compensation insurance and disability leave.				
BN2.61	Interface with Time and Attendance to obtain an accurate record of days worked for the purpose of calculating disability leave.				
BN2.62	Ability to determine and track FMLA eligibility for state and federal requirements.				
BN2.63	Record incident and medical assistance details by employee.				
BN2.64	Record workers compensation details by employee.				
BN2.65	Record multiple reasons for disability and non-disability leaves.				

BN2.66	Record amounts of payment per incident or claim, by employee.				
BN2.67	Record whether the disability absence is paid, unpaid or partially paid.				
BN2.68	Track disability absences taken by employees and the corresponding dollar values.				
BN2.69	Permit Human Resources staff to override automatic calculations manually.				
BN2.70	Track disability absence history, allowing unlimited entries.				
BN2.71	Provide the ability to interface with the information systems of state and federal reporting agencies.				
BN2.72	Track relevant COBRA information.				
BN2.73	Provide the ability to update life insurance annually based on age and benefit eligible FTE salary. Include in this update the imputed income for group term life accordingly.				
BN2.74	Provide the ability to manage long term care benefits separate from health insurance benefits.				
BN2.75	Provide flexible spending accounts including medical and dependent care with appropriate tracking of federal maximums.				
Reporting and Inquiry Requirements					
BN3.01	Generate accurate monthly enrollment reports, including employees adding or changing coverage, and effective dates of coverage, for submission to carriers and for reconciliation with carrier-supplied reports.				
BN3.02	Electronically submit enrollment reports to carriers.				
BN3.03	Provide life insurance benefits statements for employees and retirees.				
BN3.04	Allow benefits modeling/forecasting.				
BN3.05	Generate individual statements of benefit enrollments before and after open enrollment.				
BN3.06	Generate a total compensation statement which combines costs of all benefits, time off with pay and payroll information.				
BN3.07	Generate reports of workers' compensation data for a third party administrator and for OSHA.				
BN3.08	Provide ability to generate custom reports using Crystal Reports, Excel queries or other similar tools.				
BN3.09	Provide the ability to generate a report identifying all benefit deductions still owed to the respective vendors.				
#	Leave Administration Description				
Maintenance Requirements					
LA1.01	Support an unlimited number of leave plans.				
Transaction Requirements					
LA2.01	Automatically calculate and update employee leave accruals according to defined policy.				
LA2.02	Accrue leave balance based upon specific position full time equivalent.				
LA2.03	Track leave accrual by dollars, hours and days including partial amounts.				
LA2.04	Track different types of leave by category; e.g., Leave of Absence, FMLA, for the purpose of calculating the cost of various types of leave to district.				
LA2.05	Maintain on-line accrual of leave rules and calculations.				
LA2.06	Allow employees to view their leave balances on-line.				
LA2.07	Provide for on-line entry, approval routing, and processing of leave and time off requests.				
LA2.08	Monitor compliance with system-maintained leave rules, policies and/or tables before leave is taken, during leave and after leave is taken.				
LA2.09	Maintain health plan and other benefit plan enrollment data for employees on Leaves of Absence or Family Medical Leave.				
LA2.10	Automatically generate form letters to an employee granted leave specifying leave of absence terms based on leave type code.				
LA2.11	Record leave carried over, if permitted by district policy, by employee.				
LA2.12	Create the appropriate forms automatically to advise carriers, managers, etc. of leave endings.				
LA2.13	Allow year-end rollovers for leave entitlements and accruals to be processed on demand.				
LA2.14	Ability to process and type of leave transaction independent of a payroll, i.e. leave transactions can be processed alone.				
LA2.15	Ability to reverse leave transactions and remove the transaction from the historical record.				
LA2.16	Provide the ability to automatic enroll and remove employees from plans based on employee record changes.				

LA2.17	Do not allow employees to go into a negative balance for leave accruals.				
Reporting and Inquiry Requirements					
LA3.01	Generate an exception report identifying employees on medical leave of absence approaching long term disability status or other specified time frame.				
LA3.02	Provide an audit trail for leave balance changes.				
LA3.03	Generate reports including pending leave transactions.				
LA3.04	Generate reports of leave accruals by descending order, i.e. most recent at the top.				
LA3.05	Provide management reports for monitoring and planning leave usage.				
#	Other Human Resources Description				
OH1.01	Provide document scan capabilities to keep electronic files of employee paperwork.				
OH1.02	Calculate and record deductions for, at minimum, the following types of voluntary deductions: union dues and representation fees, union political contributions, union dental plans, income protection plans, uniforms, United Way, Savings Bonds and credit union.				
OH1.03	Provide the flexibility to add, delete and modify deductions based on district-defined priorities.				
OH1.04	Process elections, changes and cancellations of voluntary deductions on-line.				
OH1.05	Interface with Accounts Payable to prepare and issue payments to organizations receiving voluntary deductions.				
OH1.06	Provide the ability to make manual changes to the TCRS retirement data export.				
OH1.07	Track service credits by month, year and grand total at the employee level.				
OH1.08	Track separately the employee contributions made by the employer versus employer contributions made by the employer.				
OH1.09	Record performance-related disciplinary incidents, as well as other types of incidents as defined by district.				
OH1.10	Document and monitor warnings issued to employees, both written and verbal.				
OH1.11	Track disciplinary information, including date of the action, current status, types of action taken, comments and resolution.				
OH1.12	Maintain discipline history, permitting unlimited entries.				
OH1.13	Provide security measures that limit access to employee disciplinary information to authorized personnel.				
OH1.14	Record information on modified work assignments, including description, duties/responsibilities, restrictions, start date and projected/actual end date.				
OH1.15	Support current US Equal Employment Opportunity legislation and regulations.				
OH1.16	Analyze individual personnel actions to ensure compliance with federal and state employment law and EEO regulations.				
OH1.17	Record the dates, and circumstances of comments, epithets, jokes and/or remarks.				
OH1.18	Track complaints, including basis and issue, resulting from comments, epithets, jokes and/or remarks.				
Reporting and Inquiry Requirements					
OH2.01	Support the production of all required district, state and federal health and safety reports.				
OH2.02	Support generation of EEO-1, EEO-5, Affirmative Action Job Group Analysis, Affirmative Action Work Force Analysis, Vets-100, Applicant Adverse Impact Analysis, PI1202 and other mandated reports as defined by district.				
OH2.03	Provide an easily accessible report to assist with reconciling TCRS for year end and monthly remittance.				
OH2.04	Provide reporting that accounts for previous calendar year retro payments.				

#	Description	Yes	No	Third-Party	Comment
#	Position Control Description				
Transaction Requirements					
PC2.01	Create positions.				
PC2.02	Track position funding information as well as position counts and type information.				
PC2.03	Allow employees to be assigned to multiple positions.				
PC2.04	Allow more than one employee to be assigned to one position.				
PC2.05	Allow one position to be assigned to more than one organizational unit.				
PC2.06	Allow split-funded positions and positions split over multiple locations.				
PC2.07	Allow positions to be paid as salary or hourly.				
PC2.08	Support position splits.				
PC2.09	Track open and filled positions by date.				
PC2.10	Flag positions as permanent or temporary or limited term employment.				
PC2.11	Flag positions as not to be filled prior to a certain date.				
PC2.12	Perform mass update of job descriptions.				
PC2.13	Perform mass update to reflect organizational changes.				
PC2.14	Assign employees to positions; hire or job change should update position assignment.				
PC2.15	Transfer vacant positions from one business unit to another.				
PC2.16	Exchange positions (e.g., schools may trade a teacher position for two teacher assistant positions).				
PC2.17	Allow for future-dated and retroactive changes.				
PC2.18	Permit analysis of position changes by various sort criteria.				
PC2.19	Prepare and record multiple year personnel budgets concurrently on-line.				
PC2.20	Support job/position budgeting by full time equivalencies.				
PC2.21	Provide the ability to accommodate temporary positions and non-regular employees when developing position budgets.				
PC2.22	Maintain current year, last year and next year personnel budgets concurrently on-line.				
PC2.23	Interface with the Budget module so that once a budget is established, authorized personnel have access to information regarding funded positions.				
PC2.24	Provide the ability to generate official position authorization documents that distribute positions by title, grade and number in accordance with budgeted resources.				
PC2.25	Enable authorized personnel, including account managers, to view position control information on-line.				
PC2.26	Allow on-line entry and electronic approval routing of requests for new positions.				
PC2.27	Allow Human Resources to staff positions within the parameters established by the budget, and flag instances where over hiring may occur.				

PC2.28	Permit authorized personnel to make adjustments to budgeted positions when necessary, e.g., hire into an already-filled position, override a restriction on a position, etc., within prescribed authority limitations.				
PC2.29	Record current position costs and position budget history.				
PC2.30	Analyze costs by incumbent.				
PC2.31	Forecast salary and benefits-related expenses.				
PC2.32	Allow what-if analysis using various percentages of increase.				
PC2.33	Support contract negotiation by allowing for salaries and benefits projections and what-ifs extrapolating from current and historical data.				
PC2.34	Allow personnel assigned to a position to be put in a leave status so that the district can assess the impact of Leaves of Absence on the assignment of personnel to positions.				
PC2.35	Maintain position information on a historical basis, including position changes and allocation changes, permitting unlimited history entries.				
Reporting and Inquiry Requirements					
PC3.01	Create budget variance reports.				
PC3.02	Make vacancy information accessible on-line to Budget and Finance for use in developing budgets.				
PC3.03	Make vacancy information accessible on-line to Human Resources for developing job postings.				
PC3.04	Allocations by position for a location.				
PC3.05	Position assignments.				
PC3.06	Vacant position reports.				
PC3.07	Vacancy summary report by location, region, and employment staff.				
PC3.08	Filled positions for range of dates.				
PC3.09	Number of positions allocated by job type, location, type of school (elementary, middle, and high school), and funding source with rollups.				
PC3.10	Generate listing of vacancies and related dollar savings for vacancy period.				

#	Description	Yes	No	Third-Party	Comment
#	Applicant Tracking Description				
Maintenance Requirements					
AT1.01	Track job posting history, allowing unlimited entries.				
AT1.02	Record, at minimum, the following applicant information: demographic data, previous employment history, education, certification, training, test results, special skills, languages, professional affiliations and position(s) desired.				
AT1.03	Ability to add/change available fields on an application ad-hoc.				
AT1.04	Ability to add attachments to postings for specialized experience inventories.				
AT1.05	Ability to add fields to track certain scores and data elements on applicants that are visible only to authorized personnel.				
Transaction Requirements					
AT2.01	Permit on-line entry and approval of job postings.				
AT2.02	Set security for entry/approval statuses of a job posting.				
AT2.03	Integrate the job posting function with position control.				
AT2.04	Permit future-dating of job postings.				
AT2.05	Permit auto-closing of job postings.				
AT2.06	Record opening/closing dates and status (open, filled, etc.) of job postings.				
AT2.07	Provide self-service options for potential job applicants to view job openings, e.g., via the Internet or public kiosks/workstations.				
AT2.08	Provide the ability to complete internal job transfer forms in the same manner as the job applications.				
AT2.09	Provide self-service and on-line options for completion of job applications, e.g., via the Internet or through public kiosks/workstations.				
AT2.10	Allow applicants to apply for multiple job postings without having to re-enter personal information				
AT2.11	Track outside applicants as well as internal district applicants for positions.				
AT2.12	Support experience inventory questions as part of an on-line application.				
AT2.13	Associate testing requirements with job postings based on position types.				
AT2.14	Allow on-line recording and tracking of applicant testing information.				
AT2.15	Allow pre-screening of applicants by Human Resources so that managers and interviewers only see qualified applicants.				
AT2.16	Track applicant screening status (date and decision).				
AT2.17	Allow tracking a different screening status on each job posting linked to an applicant.				
AT2.18	Allow multiple statuses and status changes to track the applicant's status in relation to the posting as it goes through each stage.				
AT2.19	Track applicant reference contacts including name, organization, and reference comments.				
AT2.20	Provide the ability to flag applicants whose certification has been revoked or who have failed a criminal background check.				
AT2.21	Provide self-service options for applicants to review the status of their applications, e.g., via the Internet or through public kiosks/workstations.				

AT2.22	Provide a facility for scanning of all application materials so that applicant information is available to Human Resources staff on-line.				
AT2.23	Provide the ability to link applicant records to on-line copies of documentation supporting their applications, including resumes, transcripts, letters of recommendation, criminal investigation records, certifications, recommendations, etc.				
AT2.24	Provide a facility for hiring managers, principals and other authorized personnel to be able to view available applicants for specific positions on-line.				
AT2.25	Provide field and status level security on application and notes information.				
AT2.26	Record interviewer names, ratings, results and comments.				
AT2.27	Provide function for approvals of new hires.				
AT2.28	Automatically generate employee contracts for approved new hires.				
AT2.29	Integrate Applicant Tracking with Human Resources and Payroll so that when an applicant is hired, relevant information is automatically added to the employee record.				
AT2.30	Provide an applicant file management facility that can purge files by date and/or archive them off-line.				
AT2.31	Allow mass updates including mass addition of notes to multiple applicants, mass status changes of multiple jobs on a single applicant or a single job on multiple applicants.				
AT2.32	Allow the ability for hiring authorities to make notes and add attachments that are visible to HR personnel.				
AT2.33	Allow security to certain job application statuses so hiring authorities can notify HR of progress/changes with applicant interviews, reference checks, and other activities.				
Reporting and Inquiry Requirements					
AT3.01	Automatically generate or initiate, at minimum, the following types of correspondence: receipt of application, incomplete application notification, status of application, offer letters, and rejection letters.				
AT3.02	Ability to save e-mails to send and resend later.				
AT3.03	Analyze and track applicant statistics.				
AT3.04	Provide the ability to analyze new hires and transfers by various sort criteria, e.g., area of specialization, certifications, etc.				
AT3.05	Allow the ability to archive old job postings to clean up listings.				

COST PROPOSAL

RFP #E2015FMSS(KD)

Financial Management Software System –Modules

Finance (GL, AP, AR)

Budgeting

General/Misc. Billing

Project/Grant Accounting

Fixed Assets

Inventory

Purchasing

Payroll

Human Resources

Position Control

Applicant Tracking

Timekeeping

Initial Data Conversion

Historical Data Conversion

Annual Support - First Year

Annual Support - Second Year

Annual Support - Third Year

Annual Support - Fourth Year

Annual Support - Fifth Year

Total Package Price \$ _____ -

THE UNDERSIGNED IS AN AUTHORIZED REPRESENTATIVE OF THE RESPONDING COMPANY WHO HAS READ AND UNDERSTANDS THE TERMS, CONDITIONS AND CONTENTS OF THIS RFP AND CAN LEGALLY SUBMIT THIS PRICED PROPOSAL.

PERSON SUBMITTING RFP _____ **DATE:** _____

PHONE NUMBER: _____ **FAX:** _____

EMAIL: _____

AUTHORIZED SIGNATURE: _____