Vision

We strive to cultivate an educational foundation that empowers students to realize their full potential, thrive as productive global citizens, ignite positive change, and create a more just and equitable world.

TO: All Offerors
FROM: Lonita S. Broome, PhD, Chief Financial Officer
DATE: May 16, 2025
SUBJECT: **Request for Proposals (RFP) No. 25-007 Enterprise Resource Planning (ERP) Application Acquisition and Implementation**

City Schools of Decatur ("CSD") invites you to submit a submittal for an integrated, Enterprise Resource Planning (ERP) system and associated implementation services. These services should include providing an ERP solution that meets the requirements identified in this RFP and it should be noted that any proposal for an ERP must also include the professional services necessary to fully implement the system.

Proposals are to be sealed, marked with the offeror's name and address and labeled: **RFP # 25-007 ERP Application Acquisition and Implementation** and delivered to:

City Schools of Decatur
Elizabeth Wilson School Support Center
Attention: Kattina Abram
125 Electric Avenue
Decatur, Georgia 30030

no later than 1:30pm EDT, Friday, July 21, 2025. Submissions received after this date and time will not be considered. Having the wrapper or envelope postmarked by July 21, 2025, does not meet these RFP requirements. Delivering the document to a commercial delivery service is also insufficient until the offer is received at the designated location listed above.

The written requirements contained in this RFP shall not be changed or superseded except by a written addendum from the City Schools of Decatur. CSD reserves the right to reject any and all proposals deemed to be non-responsive and also reserves the right to reject any and all proposals, to waive any technicalities, informalities, or irregularities, and to ultimately award a contract to the firm that is deemed to have presented the best and most advantageous proposals for the School District, resulting from an evaluation process using criteria outlined in Section III of this RFP.

An ***Optional Pre-Proposal Conference*** will be held virtually on *Thursday, May 29, 2025, at 10:30am EDT* hosted by the City Schools of Decatur with a meeting link provided upon request.

Any questions regarding this RFP shall be submitted in writing no later than, *Wednesday, June 4, 2025, at 12pm noon*, to Kattina Abram via email: purchasing@csdecatur.net. Questions received after noon on *Wednesday, June 4, 2025*, will not receive a response.

PROPOSALS SHALL BE SUBMITTED IN A SEALED ENVELOPE AND MARKED "REQUEST FOR PROPOSAL NO. 25-007" ON THE OUTSIDE OF THE ENVELOPE, AS WELL AS THE DATE OF THE PROPOSAL OPENING. FOR IDENTIFICATION PURPOSES, THE OFFEROR'S NAME AND COMPLETE ADDRESS SHALL BE PRINTED OR TYPED ON THE OUTSIDE OF THE ENVELOPE.

VISIT OUR WEBSITE AT www.csdecatur.net

SOLICITATION NO. 25-007

REQUEST FOR PROPOSAL
FOR
ENTERPRISE RESOURCE PLANNING (ERP)
APPLICATION ACQUISITION AND IMPLEMENTATION

FOR

CITY SCHOOLS OF DECATUR

CITY SCHOOLS OF DECATUR
ELIZABETH WILSON SCHOOL SUPPORT CENTER
PURCHASING DEPARTMENT
125 ELECTRIC AVENUE
DECATUR, GA 30030

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SECTION I – REQUEST FOR PROPOSAL INTRODUCTION & BACKGROUND

A. PURPOSE

The City Schools of Decatur ("CSD"), the owner, is soliciting proposals from offerors experienced in providing ERP solutions in public sector organizations and providing the professional services necessary to fully implement the solution.

B. BACKGROUND

CSD is an independent public school district created by the State of Georgia General Assembly through the Charter for the City of Decatur. It serves approximately 5,700 students residing within the city's four-square-mile area, providing public education for infants to Pre-K and Kindergarten through 12th grades. CSD facilities include:

- Clairemont Elementary School
- Glennwood Elementary School
- Oakhurst Elementary School
- Westchester Elementary School
- Winnona Park Elementary School
- Talley Street Upper Elementary
- Fifth Avenue Upper Elementary
- Beacon Hill Middle School
- Decatur High School
- College Heights Early Childhood Learning Center
- Elizabeth Wilson School Support Center
- Facilities & Maintenance Department

Known within the Decatur community for its strong test scores and community involvement, CSD has a total staff of approximately 876 employees supporting these 5,700 students.

Some key statistical data for CSD includes:

- Number of full-time benefited employees: 875 that includes 100 classified employees with limited computer access (e.g., bus drivers, school nutrition workers)
- Approximate number of new hires on-boarded during FY24: 235; FY25: 164
- Approximate number of FMLA cases: FY24: 96 CASES; FY25: 72 CASES
- Approximate number of Workers Comp cases: FY24: 42 cases; FY25: 20 cases
- Approximate number of yearly employment and salary verifications: FY24: 260; FY25: 172
- Approximate number of General Ledger funds: 95
- Approximate number of General Ledger functions: 19
- Approximate number of General Ledger objects / sub-objects: 120
- Approximate number of General Ledger programs: 200
- Number of Central Office bank accounts: 11
- Number of School Nutrition bank accounts: 3
- Number of Local School bank accounts: 12
- Number of invoices processed during 2024: 11,500
- Approximate number of employee expense reports processed during 2024: 92
- Approximate number of Form 1099s issued during 2024: 125
- Approximate number of manual timesheets processed monthly: 197
- Approximate number of individual paychecks (paper) processed monthly: 20
- Approximate number of individual paychecks (direct deposit) processed monthly: 2,295

- Number of inventories maintained: 1 at Central Distribution Center, 1 at each of the 10 school nutrition sites, 1 at the Transportation Shop, 1 on each Maintenance Truck, 1 district-wide IT inventory

C. CURRENT ERP ENVIRONMENT

The CSD current ERP system is SmartFusion from Harris School Solutions and this software application supports core finance, human resources and supply chain functionality. Other software systems have been acquired to supplement functionality in finance, human resources, procurement, and document management, including:

- Frontline Central supports recruiting and hiring, applicant tracking, online job employment applications, web-based employment applications, employment contracts, hourly reporting, professional learning catalog and tracking, absence & substitute management.
- SoftDocs is used for creating document layouts (e.g., checks, purchases orders, W-2s, 1095s) and archiving
- Adobe Sign supports invoice scanning and approval processes.

There are other software applications in use besides SmartFusion and these auxiliary ERP applications, and these applications will remain even with an integrated ERP application.

- Infinite Campus Student Information System (SIS) student and parent portal also supporting School Nutrition sales collections and accounting.
- Transfinder and Busfinder supporting school bus routing.
- Georgia Teacher Keys Effectiveness System (TKES) supporting the certificated employee evaluation system.
- Google Workspace is the primary identity provider supporting multi-factor authentication (MFA) and collaboration suite. Of note: the district has only marginal use of Microsoft Office products and Windows endpoints. Although some business units have access to Microsoft Office and Windows, the organizationally and ERP userbase overwhelmingly uses macOS devices and Google Workspace.
- State Health Benefit Plan (SHBP) supporting the health enrollment for all employees.
- Campus Benefits supporting vendor-based flexible benefit plan changes.
- State of Georgia / Bank of America web-based electronic card payment management service supporting procurement cards (P-Cards).
- DocHub supports e-signatures across the school district

CSD administrative staff supports many back-office business functions through the above referenced application systems, which are not fully integrated. This requires the use of some singular-use application systems, manual processes and the use of printed forms that are manually routed to meet school district objectives and requirements.

CSD requires specific compliance with the Web Content Accessibility Guidelines (WCAG) international standard.

SECTION II – SCOPE OF SERVICES

The scope of services will be to provide CSD with a fully integrated Enterprise Resource Planning (ERP) system, including the software application acquisition, implementation, project management, and other ongoing services. CSD also expects to implement improvements to CSD' business processes as part of this project. CSD expects that the chosen vendor will understand CSD' goals, will recommend a software program(s), and provide implementation services of those software programs that will assist in guiding CSD towards achievement of these goals.

The high-level goals of this software acquisition and implementation project are to:

- Increase data quality, integrity, and reliability
- Reduce and eliminate manual processes
- Support strategic decision-making and planning
- Streamline workflow and communications
- Deliver a self-service environment

CSD requests that vendors propose on all of the software modules needed within their solution to support CSD back-office business functions. Vendors may partner with third parties to provide a fully integrated solution. The following back-office business functions and sub-functions are to be included in the ERP scope of services:

Finance	**Human Resources**	**Supply Chain**
General Ledger	Organization Management	Procurement
Accounts Receivable	Employee Data Management	Contract Management
Accounts Payable	Organization Updates	Reporting and Analysis
Grants Management	Compensation	Asset Management
Project Management	Time / Absence Management	**Information Technology**
Fixed Assets	Position Control	Technical Overlay
Reporting and Analysis	Employee Benefits	Reporting and Analysis
Payroll	Employee Relations	
Budget	Separations	
	Employment Services	
	Talent Review	
	Workforce Planning	
	Talent Acquisition / On-Board	
	Learning	
	Reporting and Analysis	
	Substitute Management	

Additional information on some of these back-office business functions and sub-functions with process efficiency concerns is provided below. This information is not to be considered all exclusive of scope, the specific Functional and Technical Requirements and Capabilities included in scope are included in Appendix A below.

Accounting / General Ledger: CSD leverages the State of Georgia chart of accounts (COAs) by adding the district location and department number. This CSD COA is up to date and sufficient for CSD purposes. CSD would expect the new system to help automate and streamline processes, eliminate use of spreadsheets to track financial or managerial data, and leverage reporting tools that provide current, accurate, and relevant data to managers. The new system should also support school-based accounting requirements to record and manage locally collected funds and funds allocated by CSD. Some process improvements CSD would like to address based on the current state include:

- Generate financial reports with drill-down capabilities directly from the system.
- Reduce the use of spreadsheets to track financial data.
- Calculate vendor discounts that can be applied automatically to invoices.
- Track local school bill payments within the general ledger system.
- Make period close adjustments in the system, and automate period end close.
- Support multi-year budgets for grants and projects, with roll over carryforwards to next fiscal year.
- Provide accurate and timely reporting on budget to actuals.
- Produce a revenue and expenditures (income statement) report and a balance sheet report for the monthly Board of Education meeting.
- Provide the capability to create required State of Georgia reports (DE046 Financial and Budget Reports, CS-1 Salary and Travel Expense Report) directly from system data to download directly to the State transmission web portal.
- Accommodate financial reporting needs at central (e.g., departments) and decentralized (e.g., local school, school nutrition) levels.

Accounts Payable: CSD would like to improve accounts payable processes through electronic workflow for invoice, better internal controls, and more efficient processes. CSD would also like to use the new system to simplify and automate the management and tracking of travel expenses. Some process improvements CSD would like to address based on the current state include:

- Implement electronic workflow for invoice routing and approval, removing the reliance on third-party signature and submission tools.
- Automate the expense reimbursement process, with policy compliance checks, advance expenses approval and mobile receipt capture that allows receipts to be retained with the expense record.
- Prevent checks being issued for negative local school accounts.
- Support P-Card transactions, approvals and reconciliations.
- Provide accurate and timely reporting of outstanding accounts payable.
- Provide editing capability of general ledger accounts coded to invoices at time of entry, but prior to payment.
- Generate bank export files (e.g., ACH and positive pay) that can be uploaded to the bank.
- Support check printing by a bank.

Accounts Receivable / Cash Management: Cash receipts are processed through the general ledger from various sources including the State of Georgia Department of Education, local school accounts, and school nutrition accounts. Each local school maintains a separate checking account for local funds with revenue from PTA contributions, fundraisers, ice cream sales and athletic admissions. School bookkeepers deposit funds into their local account and provide these deposits to Finance for General Ledger entry. Accounts receivable capability is only used for after school child care and K-12 tuition, after manual entry to accommodate automatic monthly billings to parents. Local School staff and School Nutrition staff use the Infinite Campus application to collect on-line payments from parents and to record school nutrition sales that are then entered into the general ledger. Some process improvements CSD would like to address based on the current state include:

- Support an electronic cash receipt process and reduce use of email and spreadsheets for cash receipt tracking.
- Accommodate the ability to electronically post miscellaneous receipts (e.g., copy fees, refund of overpayments, reimbursements) to the general ledger.
- Support the collection, recording and management of cash receipts and on-line payments by local school bookkeepers.
- Manage treasury and cash receipts functions in an integrated system and reduce manual entry.
- Create system-generated invoices from accounts receivable.
- Support automated bank reconciliations.

Procurement / Contracts: CSD uses purchase requisitions, purchase orders and contracts in the procurement process. Requests for Proposal (RFP), Requests for Information (RFI), Requests for Quote (RFQ), and Requests for Bid (RFB) are used and posted on the Georgia Procurement Registry (GPR) operated by the State of Georgia. CSD would like to use this project as an opportunity to consider implementing a more formal approach to procurement. Some process improvements CSD would like to address based on the current state include:

- Make budget adjustments while within the purchase order process.
- Monitor and manage spending on contracts.
- Integrate purchase orders with accounts payable.
- Transmit purchase orders directly to vendors after approval.
- Use annual blanket (not to exceed) purchase orders to support monthly payments for vendors (e.g., utilities).
- Support procurement posting on the Georgia Procurement Registry (GPR) operated by the State of Georgia.
- Leverage external sourcing systems (e.g., PlanetBids, GovWin, BidNet) in addition to Georgia Procurement Registry (GPR).
- Manage a supply base within the system that can include current and potential suppliers.
- Allow vendors to maintain their vendor information with automatic notifications to CSD staff with updates are initiated.
- Support vendor portal capability for requisitions, purchase orders, bid notifications, contract negotiations and invoicing.

Fixed Asset Accounting: CSD needs fixed (capital) asset accounting and reporting to satisfy accounting standards and State of Georgia reporting requirements with tools to assist staff with managing those assets. Some process improvements CSD would like to address based on the current state include:

- Track all assets in one system with expanded reporting capabilities.
- Track all School Nutrition assets by location for State reporting purposes.
- Record and track bundled assets (e.g., multiple assets purchased for different locations).

Budget Preparation / Reporting: CSD uses a combination of some system reports and forecasts (e.g., salary projections, historical data) and manual Excel templates to develop and manage both operating and capital budgets. Using data from the system, CSD expects the system to provide forecasting, analytic, and scenario planning tools to help the CSD management decide on allocation of resources. Some process improvements CSD would like to address based on the current state include:

- Initiate, process and approve budget transfer requests within the system.
- Create budget scenarios and budget forecasts based on the chart of accounts and forecasting of expenditures.
- Support salary scenario projections for different types of increases / raises that includes the identification of true position vacancies.

- Automate the creation of operating and capital budgets using system templates, assumptions, and validations.
- Improve access to budget to actual reports by any general ledger component and any location.
- Track budget adjustments with approval routing based on policy.
- Support budget development for multiple-year capital / grant projects.
- Accommodate budget accountability for general ledger accounts or groups of accounts (e.g., substitute teacher accounts cannot go negative, salary accounts can go negative).
- Document all General Fund budget changes within the system (e.g., teachers with salary additions from additional certificates).
- Link the budget to Position Control so that the budget is adjusted if needed before a position can be filled.

Project / Grant Management: CSD would like improvements in the development and management of both projects and grants from inception to completion often across multiple fiscal years. Some process improvements CSD would like to address based on the current state include:

- Track and manage a variety of capital projects through activity estimations, scheduling, cost control and budget management, resource allocation, change control and reporting.
- Track and manage a variety of federal, state and local grants through activity estimations, scheduling, cost control and budget management, resource allocation, change control and reporting.

Human Resources: CSD uses a combination of system processes, paper documents and spreadsheets for human resources processes such as personnel actions, job postings and reporting. CSD would like to maintain all employee records and actions within the core human resource system that is fully integrated with finance, position control, payroll, projects / grants and procurement. Some process improvements CSD would like to address based on the current state include:

- Accommodate on-line interactive data entry capabilities.
- Provide an integrated electronic personnel action form with approval workflows.
- Accommodate effective dating for all human resources transactions (e.g., mass changes, annual salary adjustments).
- Provide configurable fields and/or screens for CSD specific needs (e.g., certificate tracking and reporting).
- Support centralized grievance and investigations tracking and case management capabilities with ability to track multiple discipline types, an employee's discipline incident record, and discipline actions with workflow and historical data.
- Provide full employee data history to include all positions occupied, all salary / benefit actions, employment contracts and leave.
- Maintain employee certifications within the system.
- Accommodate the development and processing of employment contracts using system data and contract templates.
- Provide employee / manager self-service functions (e.g., employee portal, employee / manager self-service (ESS / MSS) with potential access to team information, staff qualifications, educational backgrounds, employment history, salary information, performance management, employment and income verifications and employment documents (e.g., pay stubs, W-2s).

Position Control: CSD would like to use the new system to implement position control for the management of position-related data, including Full-Time Equivalents (FTE), new positions, vacancies, position classifications and resource allocation. Position control should store all the characteristics of the position within the employee record. Some process improvements CSD would like to address based on the current state include:

- Accommodate the definition of positions and job classifications for administration of personnel budget and authorized positions.
- Automate the process for position approval, budget allocation, and position inventory maintenance.
- Link position control to leave with definition of how each position type earns leave.
- Move positions to other district locations using system functionality.

Talent Acquisition: CSD would like improvements in processes used for personnel requisitions, recruiting, employment applications, hiring and employee onboarding. Recruiting, hiring and on-boarding are presently supported by the Frontline system which requires this data to be entered into the core human resources system. Open positions are posted to CSD Website, Teach Georgia, K-12 Jobspot (linked to Frontline), LinkedIn (linked to Frontline), and the CSD Facebook page. Some process improvements CSD would like to address based on the current state include:

- Automate requisition development and approval supported by system job requirement and qualification data with workflow routing through review to job posting.
- Automate the notification and analysis of an existing or future position opening created to fill a resource to a vacant position.
- Support integrated processes for electronic employment applications, interview scheduling, interview documentation, final evaluation and selection.
- Provide electronic interfaces with job boards (e.g., current boards, LinkedIn).
- Provide a career / recruitment portal where applicants can post applications, access application status, access CSD information, schedule interviews and access on-boarding documents.
- Support integrated hiring actions to include compensation determination, offer letter development and processing, contract development and finalization, employment form completion and employee start date scheduling and notifications.

Payroll / Employee Benefits: CSD has some challenges with the integration of payroll and employee benefit processes and data integrity between the systems currently in use. CSD would like to improve the calculation and management of compensation data and management of multiple compensation and benefits plans. Some process improvements CSD would like to address based on the current state include:

- Accommodate the development and maintenance of salary schedules for all employee classes and instructional supplements (e.g., coaching supplements).
- Support salary schedules with different work schedules (e.g., 185-day work schedules, 190-day work schedules, 200-day work schedules).
- Provide the ability to determine budget, review salary, perform market analysis, and administer salary changes.
- Accommodate integrated salary changes based on effective dating with system documentation for all changes.
- Provide a long-range view of compensation and benefits across positions and employees, with the analytical capability to analyze compensation and benefits.
- Manage employee benefit data, including but not limited to, beneficiaries, eligibility determination, plan enrollment / change and employee total contribution.

- Support open employee benefit enrollments processed and uploaded through the State Health Benefit Plan (SHBP) enrollment portal and the CSD employee benefit vendor (Campus Benefits) portal.
- Manage CSD defined benefit and contribution pension plans and other retirement benefit plans including optional annuity plans such as 403b plans.
- Support the workers' compensation with ability to manage, maintain, review, analyze, and process all payments required by OCGA 34-9, and track and manage employee injuries and occupational diseases.
- Process and manage employee absences (e.g., personal leave, sick leave, FMLA) through the system with integrated leave request submission and approval / denial.
- Capture, monitor and report electronic employee time and attendance submissions from decentralized local school and department locations.
- Provide a real-time calculation of leave accruals with the ability to track and communicate these accruals.
- Provide for a voluntary sick leave bank (e.g., voluntary leave transfer program, leave bank program) that will track leave contributions from employees and withdrawals by those in need. The system should also support eligibility criteria for participating in a leave bank for enforcement, and track the amount of leave that can be withdrawn.
- Automate the calculation of overtime according to employment contracts.

Technical Overlay: It is the preference of CSD to acquire and implement a cloud-based ERP application using either a multi-tenant architecture or a single tenant architecture if customizations would be needed for critical functionality. The CSD deployment approach preference is a phased rollout approach should implementation risk assurance be obtained for critical processes like payroll. Otherwise, a parallel adoption deployment approach may be preferred. Google Workspace is used as the primary identity provider and multi-factor authentication (MFA) is used. Some process improvements CSD would like to address based on the current state include:

- Restrict specific data to authorized users with full audit trails for transactions.
- Seamless integration with Google Drive with definition for maintenance of original Google Drive records
- Intuitive user interface for both administrators and employees that includes easy navigation, clear instructions, and user-friendly features.
- Accommodate employee data integrations with Student Information System (SIS) system for syncing district employment and assignment data.
- Automate integrated reporting capabilities, including the generation of ad-hoc reports, user dashboard and tracking of key metrics.
- Support the creation and maintenance of in-depth data analytics and visualizations.

SECTION III – SUBMITTAL RESPONSE REQUIREMENTS AND FORMAT

The scope of work associated with this solicitation includes acquisition, implementation and training to adopt a new, integrated Enterprise Resource Planning (ERP) solution to support City Schools of Decatur operations. All terms, conditions, requirements, and procedures included in this RFP must be met for a proposal to be qualified. A proposal that fails to meet any material term, condition, requirement, or procedure of this RFP may be disqualified. To facilitate the comparison of vendor proposals, it is required that each proposal be organized into the following sections:

- Executive Summary
- Offeror Background, Qualifications and Capability
  - Background
  - Qualifications and Capability
  - Licensing
  - Insurance
  - Suspension and Debarment
  - Conflict of Interest
- Solution Proposed and Application Software Capabilities
- Implementation, Go Live and Support Approach
  - Project Management
  - System Design
  - Build
  - Testing
  - Training
  - Knowledge Transfer
  - Change Management
  - Go Live / Support
  - Implementation Schedule
  - Integration and Interfaces
  - Reporting and Analysis
  - Data Conversion
- Project Team / Personnel Capability
- Hosting and Service Level Agreement (SLA)
- Pricing, Fee and Term Structure
- K-12 Public School Clients / References

The executive summary or transmittal letter should be in the form of a standard business letter on the Offeror's letterhead and shall be signed by an individual authorized to legally bind the Offeror. The executive summary should at a minimum include the following:

- Explanation of how the proposed solution achieves the objectives of CSD.
- Identification of the name, title, telephone number and email address of the person(s) authorized by their organization to contractually obligate the software provider organization and implementation services organization (if different).
- Signature by an officer of the organization submitting the proposal.
- Organizational overview with the offeror's background and local organization support.
- Description of how the offeror's capabilities will serve to make this ERP acquisition and implementation project a success.

- Statement that all proposed software application products and proposal price is a valid offer and shall be binding upon the Offeror in all respects for a period of 180 days from submission. Reference to a certain number of days in this RFP shall mean business days unless otherwise specified.
- Acknowledgement of receipt of any and all amendments or addenda to this RFP.

Proposers should plan to provide sufficient system access for CSD to fully implement their desired business processes. Proposals should include services to complete implementation and any appropriate training services to prepare all CSD staff for using the system. The table below provides an estimate of the number of expected CSD users within each department:

Department / Area	Estimated Users
Executive / Administrative	50
Finance	10
Human Resources	10
Information Technology	10
Operations	10
Local School Administrative	50
Time-Clock Employees	200

All proposals submitted in response to this RFP will become the exclusive property of CSD. Proposals will not be returned to respondents.

By submitting a proposal, the respondent acknowledges that it has read this RFP, understands it, and agrees to be bound by its requirements unless clearly and specifically noted in the proposal submitted.

A. MANDATORY REQUIREMENTS

The following mandatory requirement criteria will be applied to all offeror's responses received:

1. All proposals must include all software within scope (SECTION II – SCOPE OF SERVICES) and all requested implementation services (SECTION III – SUBMITTAL RESPONSE REQUIREMENTS AND FORMAT, C – PROPOSAL REQUIREMENTS). Proposals that present and bid only software or only services will be disqualified upon receipt.
2. The offeror has documented success in the provision of the scope of services contained in this RFP for K-12 clients of similar size and complexity. Preference for an installed base in K-12 school districts in the State of Georgia.
3. The proposed software application solution must currently be operational at other clients. Do not respond based on a future release. By implication, you must be able to demo a live database.
4. The offeror will propose a fully hosted, cloud-based, Software-as-a-Service solution hosted in the cloud by the vendor or at a third-party site arranged by the successful vendor. The system must be accessible via a variety of web browsers (e.g., Chrome, Safari, Edge, Firefox, etc.). Preference for the system to be developed using web technologies.
5. The offeror will propose an integrated financial, human resources and supply chain HR information solution to address CSD requirements. The offeror can bring together independent solutions in its proposal as long as these independent solutions are fully integrated for transactional and reporting purposes. The proposed solution must also have the ability to integrate with ancillary systems (e.g., student

information system).

6. The offeror will ensure the implemented solution meets all Georgia Department of Education and Professional Standards Commission requirements.
7. The offeror must be authorized to transact business in Georgia as a domestic or foreign business entity as required by the Secretary of State Corporation Division.
8. The offeror will ensure that updates dictated by the State of Georgia will be integrated into the platform. If changes are made to the tax laws effective for the tax year of implementation, the warranty must specify that the vendor will make these changes at no additional cost.
9. The offeror will ensure the proposed solution maintains CSD ownership of all its data. CSD data should not be made available or accessible to any third-party organization or data sources beyond those authorized through the awarded contract. No CSD data, either transactional or example data, should be moved or accessed off-shore (outside continental United States).

B. OFFEROR BACKGROUND, QUALIFICATIONS AND CAPABILITY

1. BACKGROUND

The offeror and all of its subcontractors should provide a brief overview of business operations, with an emphasis on ERP-related operations in the public sector or other organizations of similar size and complexity. ERP experience in organizations of similar size and complexity should be detailed, with a focus on K-12 school districts.

The offeror and all of its subcontractors (or third-party solutions) must be in good financial standing. To document financial standing, offeror proposals should include the following types of financial information to indicate the ability for continued application implementation and support services throughout the base and option contract periods:

- A statement from a Certified Public Accountant certifying the firm's financial stability including information as to current or prior bankruptcy proceedings. OR
- Copies of audited financial statements from each of the last three years, by an independent certified public accounting firm.

2. QUALIFICATIONS

A detailed description of all software application modules (including third-party and data analytics/reporting applications) necessary to meet the requirements specified in this RFP. In addition to the comprehensive software solution, modules/ software proposed, provide a general understanding of relationships and dependencies between software modules.

For the software solution proposed, the offeror should provide a list in table format of ERP installations by the Software Solution Provider for organizations of similar size and complexity that have come into production within the last three years. Include in the table any K-12 School District ERP installations that are in progress (contracted but not in production) as of the proposal due date. If desired, public sector or commercial customers who are similar in size and complexity to CSD can be included. This table should include the organization name, initial production date (or target date of production) by module, product(s) initially deployed and release/version, including the functional modules deployed within a major functional area and if upgraded since initial production, date of upgrade and current release/version.

For the implementation services proposed, the offeror should provide a list in table format implementations by the Implementation Services Provider (ISP) of the proposed software solution where the ISP was prime contractor (e.g., provided more than 50% of implementation services) for K-12 and public sector clients that have come into production within the last three years. Include in the table all implementations that are in progress (contracted but not in production) as of the proposal due date. This table should include the organization name and location, initial production date (or target date of production), product(s) initially deployed and release/version, and scope of services provided for this organization by the ISP.

3. LICENSING

All offerors for the project must be properly licensed under the laws of the State of Georgia and DeKalb County, and in good standing before submitting any offer and before commencing any work.

4. CONTRACT PERFORMANCE

If a vendor has terminated a contract for default during the past five years, these incidents must be disclosed in the RFP response. “Termination for default” is defined as notice to stop performance due to the vendor’s non-performance or poor performance, and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default. Submit full details of all terminations for default experienced by the vendor during the past five years, including the other party’s name, address, and telephone number. Present the vendor’s position on the matter. CSD will evaluate the facts and may, at its sole discretion, reject the vendor’s proposal if the facts discovered indicate that a selection of the vendor may jeopardize the completion of a contract resulting from this RFP. If the vendor has experienced no such termination for default in the past five years, so declare. If the vendor has had a contract terminated for convenience, non-performance, non-allocation of funds, or any other reason, which termination occurred before completion of the contract during the past five years, describe fully all such terminations, including the name, address, and telephone number of the other contracting party.

5. VENDOR’S CURRENT LEGAL STATUS

Regarding litigation with owners, project managers, sub-contractors/consultants, and vendors:

1. List any active or pending litigation an owner, project managers, sub-consultants, and vendor has against any proposed team member and explain.
2. List any active or pending litigation any member of the firm or team has against any owner, project manager, sub-consultants, and vendors and explain.
3. Other than that just listed, has any proposed firm or team member been involved in any relevant litigation in the past five years? Explain.
4. Has any proposed firm or team member ever failed to complete any work, or has it been removed from any project awarded to the firm? Explain.
5. Debarment & Suspension Certificate: Include the completed form Appendix “H.”

6. INSURANCE

The offeror shall be responsible from the beginning of this Proposal for all injury or damage of any kind resulting from the work to persons or property, regardless of who may be the Owner of the property. In addition to the liability imposed upon the offeror on account of bodily injury (including death), or property damage suffered through the offeror's negligence, which, liability is not impaired or otherwise affected hereby, the offeror assumes the obligation to save the Owner harmless and to indemnify and defend the Owner from every claim, liability, expense, or payment arising out of or through injury (including death) to any person or persons or damage to property (regardless of who may be the Owner of the property) of any place in which work is located arising out of or suffered through any act or omission of the offeror or anyone either: (1) directly or indirectly employed by or; (2) under the supervision of any contractor in the prosecution of the work included in this proposal.

The offeror agrees to comply with the provisions of the Workers' Compensation laws of the State of Georgia. The offeror agrees that, prior to the beginning of any work by the offeror; the offeror shall furnish to CSD a certificate from the insurance company showing issuance of Workmen's Compensation coverage for the State of Georgia or a Certificate showing proof of the ability to pay compensation directly. Offerors are required to submit proof of a current insurance certificate.

The offeror shall obtain and maintain, at their expense, insurances with minimum limits as shown below and shall protect the offeror and Owner for any claims for property damage or bodily injury, including death, which may arise out of operations under this solicitation. The offeror shall furnish the Owner certificates, policies, and cancellation endorsements as shown below:

Offerors General Liability Insurance-taken out in the name of the offeror.

- Split Limits of Liability-Bodily Injury Liability: Limits of $1,000,000 for each occurrence and $2,000,000 for the aggregate of operations. Property Damage Liability: Limits of $1,000,000 for each occurrence and $2,000,000 for the aggregate of operations. Or if Combined Single Limit Liability-Bodily Injury and Property Damage Combined: $1,000,000 each occurrence, $2,000,000 aggregate.
- Cancellation Endorsement-These insurance coverages shall not be cancelled until at least 30 days prior written notice has been given to the Owner.
- Disposition-Certificate from insurance company showing insurance policy must be sent to the Owner prior to commencement of work. Offerors are required to submit proof of a current insurance certificate in the electronic platform under "Requested Information" showing City Schools of Decatur, 125 Electric Avenue, Decatur, GA 30030 as certificate holder.

Contractor's Public and Automobile Liability Insurance:

- Split Limits of Liability-Bodily Injury Liability-limits of $1,000,000 for each person and $1,000,000 each occurrence. Property Damage-limits of $1,000,000 for each occurrence.
- Or if combined Single Limit of Liability-Bodily Injury and Property Damage Combined: $2,000,000 each occurrence.
- Cancellation Endorsement-These insurance coverages shall not be cancelled until at least 30 prior written notice has been given to the Owner.
- Disposition-Certificate from insurance company showing insurance policy sent to Owner prior to commencement of work. Offerors are required to submit proof of a current insurance certificate via Bonfire under "Required Information" showing City Schools of Decatur, 125 Electric Avenue, Decatur, GA 30030 as certificate holder.

No insurance company will be acceptable unless written by a company licensed by the State Insurance Commissioner to do business in the State of Georgia at the time the policy is issued. The company must, in addition, be acceptable to the Owner.

7. SUSPENSION AND DEBARMENT

By submitting a bid or proposal, each offeror certifies that it is not currently suspended or debarred from submitting bids or proposals on contracts or in suspension or debarment proceedings by any agency of the State of Georgia and the federal government, nor is it an agent of any person or entity that is currently suspended or debarred from submitting bids on contracts or in suspension or debarment proceedings by any agency of the State of Georgia or the federal government.

8. CONFLICT OF INTEREST

By submitting a proposal, the offeror represents and warrants no official or employee of City Schools of Decatur has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made as result of this RFP, or in any expected profits to arise therefrom. The offeror is required to disclose any real or apparent conflict of interest with any City Schools of Decatur officials or employees at the time of proposal submission. For the avoidance of doubt, this paragraph shall apply also to any real or apparent conflict of interest known or suspected to be held by any member of the City Schools of Decatur Board of Education.

C. SOLUTION PROPOSED AND APPLICATION SOFTWARE CAPABILITIES

The specific application software being proposed should be described with application specifications for each system application module that will be required to meet the Functional and Technical Requirements and Capabilities included in APPENDIX A below. CSD believes that the majority of the requirements and capabilities identified can be met by packaged software products through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import / export, table-driven setups, and standard reports with no changes. A list or catalog of the delivered business processes, delivered transactions and delivered reports for the system can be used to provide clarity regarding the packaged software product. The proposal should describe how the packaged software product will meet these Functional and Technical Requirements and Capabilities and identify where functionality will need to be provided:

- Through reports generated using proposed reporting tools.
- By proposed third-party functionality that has a standard integration or interface with the primary vendor solution (e.g., a third party is defined as a separate software vendor from the primary software vendor).
- Through customization to the application, including creation of a new workflow or
- development of a custom interface, which may have an impact on future upgradability.
- Through a future release that is to be available within one year of the proposal response.

Notations should be made where functionality detailed in APPENDIX A Functional and Technical Requirements and Capabilities is not provided. The proposed services include implementation and training on this functionality, as part of the deployment of the solution.

The response should describe the features of the user interface/experience that makes the system easy to learn and use for both novice and expert users. Include features such as help screens, navigation aids, online manuals, configurable menus, configurable hotkeys, configurable tab order, search tools, using multiple windows, etc. Include a description of how the interface can be configured to specific business processes and rules. Include a discussion of coding reduction tools or validation rules that can help to ensure quicker, more accurate data entry.

The solution proposal should describe the history of the proposed application offering(s), including initial release date, current version number and brief development history. In addition, provide the following information:

- Product development roadmaps for the proposed solution.
- Process of new version releases, release cadence or timing, and the application of
- software updates to the application(s).
- Quality assurance/testing processes to follow to determine whether a new cloud version, or an upgrade or custom modification, is suitable for release.
- Process by which opportunities for system enhancements are identified, screened, programmed, field tested and released to customers.
- If the upgrade methodology includes a tracking system not only to report on the status of the upgrade, but also to record problems and bugs.

D. IMPLEMENTATION, GO LIVE, AND SUPPORT APPROACH

CSD understands that each proposer may take a different approach to implementation. However, to better compare different approaches and to ensure that essential components of the implementation are proposed, CSD requires that all vendors use the definitions below when describing implementation activities. Similarly, CSD will require that vendors provide tasks in their response to meet both the implementation component stage requirements and deliverables contained below.

1. PROJECT MANAGEMENT

Vendor will be responsible for providing overall coordination and management to the project including governance support, schedule management, risk mitigation, project communications, contract management, and quality assurance. Specific deliverables expected during this stage or section include:

- Project charter/guidelines
- Project plan
- Status reports
- Requirements traceability

2. SYSTEM DESIGN

Vendor will be responsible for facilitating the process to define how the system will be used to meet CSD's business process requirements and project goals. As part of the design, CSD expects to engage in discussions around how to use the system most effectively, what changes in business processes are required and to document configurations, interfaces, reports, workflows, and security roles. Specific deliverables expected during this stage or section include:

- System design document

3. BUILD

After completing design and after CSD has made decisions on both business process and system configurations, CSD expects that the vendor and CSD staff will work collaboratively on building the system. All activities related to system configuration, interface development, report creation, or other build tasks should be included in this stage. Specific deliverables expected during this stage or section include:

- As-built documentation

- Test scripts

4. TESTING

Throughout the process, CSD expects to engage in execution of a formal test plan. The test plan will be developed during the project and include testing approach, roles and responsibilities for testing, and clear deadlines and expectations around testing effort. The test plan should describe the recommended approach to the following types of testing that are anticipated to be performed during the implementation effort and the type of assistance they anticipate providing to CSD related to testing:

- System testing.
- Integration testing.
- Stress / performance testing.
- User acceptance testing.

Specific deliverables expected during this stage or section include:

- Testing plan
- Testing results

5. TRAINING

The vendor will perform a training needs analysis, develop a detailed user training plan document, and perform knowledge transfer for the new software application, which meet the requirements of CSD's project team, end users, and support staff. This training plan should list the nature, level, and amount of training to be provided for user training, technical training and auxiliary staff training (e.g., executive-level administration, school nutrition staff, transportation staff). The vendor will also deliver formal training courses on site through implementation for CSD power users and technical personnel on skills and techniques. These CSD power users and technical personnel should be adequately trained through these formal training courses to provide the delivery of end-user training. End-user implementation training will be via vendor-provided training utilized for power users and can use a train-the-trainer approach. Training for CSD staff on the technologies required to support the new system. The vendor will be responsible for providing training materials (in electronic format) for the initial vendor-delivered training as well as for use by CSD for subsequent end-user training. Specific deliverables expected during this stage or section include:

- Training plan
- Training materials (electronic)

CSD is also interested in post-deployment training support and invites vendors to provide a proposal for these services. It is expected that these services would include ongoing training after Go-Live such as refresher courses, workshops, or online tutorials to keep users up-to-date with new features and best practices. In addition, this post-deployment training support should include the creation of comprehensive user manuals, frequently asked questions (FAQs) documents, and video tutorials to assist users with common tasks and troubleshooting. The proposed costs for post-deployment training support can be included in the Annual Maintenance Fees section of the Pricing Proposal Template.

6. KNOWLEDGE TRANSFER

Vendor will be responsible for ensuring that CSD's project team has sufficient knowledge and understanding of the software to properly participate in the project and subsequent system and business process design discussions. Knowledge transfer stage will include all project team training. Specific deliverables expected during this stage or section include:

- Project team training plan

- Generic system documentation

7. CHANGE MANAGEMENT

The vendor will be required to provide change management services throughout the implementation. These services are to include the development and execution, in collaboration with CSD's implementation team, of a detailed change management plan. This plan should describe the approach and methodology to identify anticipated changes resulting from the project, prepare staff and stakeholders for changes, manage the implementation and adoption of those changes, and the plans and strategies to sustain desired outcomes from changes. The change management plan should also identify change management roles and responsibilities for vendor provided change management lead and other resources, CSD staff including sponsors / leadership, the project management team, the implementation team and staff and stakeholders. Specific deliverables expected during this stage or section include:

- Change management plan

8. GO LIVE / SUPPORT

At time for Go-Live, CSD expects that the vendor will assist with end user training, work to prepare a cutover plan, and assist with the transition to the new software. The vendor is expected to provide user manuals and online help for use by CSD as part of the initial training and ongoing operational support. Additionally, the vendor is expected to provide technical documentation. Go-live support should include initial assistance for after go-live with management of help-desk type functions. Specific deliverables expected during this stage or section include:

- End-user training materials
- User manuals
- Cutover plan
- Final acceptance documentation

9. IMPLEMENTATION SCHEDULE

CSD wishes to implement and go-live on their selected solution as soon as possible, while being mindful of best-practices for ERP implementations. CSD requires that vendors describe an optimal schedule that reflects the vendor's best-practice, recommended implementation schedule for an entity of CSD's size and complexity and for a solution with the scope described in this RFP. The vendor should provide detailed project plans that include project milestones, project deliverables, phases and go-live dates, project resources, project roles and responsibilities, quality assurance and testing procedures and project change control procedures in a Gantt chart or similar format. Specific deliverables expected during this stage or section include:

- Detailed project plan

10. INTEGRATION AND INTERFACES

It is expected that information should only need to be entered once into the system with system modules integrated in real time with each other such that batch processes are not required to transfer information. There will be interfaces required for general banking services information (bank and credit card reconciliation), custodial bank information (investment manager activity), Infinite Campus Student Information System (employee information), State Health Benefit Plan (SHBP) information (employer and employee contributions) and P-Card information (daily p-card data). Specific deliverables expected during this stage or section include:

- Interface plan

11. REPORTING AND ANALYSIS

It is expected that the system will provide the ability for end-user querying and reporting to be performed without impacting the performance of the transactional system. It is also expected that the system will provide the ability to upload and download information ensuring integrity of uploaded information. The offeror is expected to provide assistance to CSD staff in the development of needed reports, via technical training on the tools used for report development, database schema and architecture, etc.

12. DATA CONVERSION

CSD understands the level of effort required to convert data and is interested in converting only essential data required for the new system. It should be noted that some current CSD data is tracked in spreadsheets or outside any primary system. The table below identifies the system currently containing the CSD data that should be migrated to the new system.

Data Conversion		
Functional Areas	**Current System**	**Comments**
General Ledger	SmartFusion	All General Ledger records and journal entry templates
Financial Reporting	SmartFusion	Report templates
Accounts Payable / Receivable	SmartFusion	All current and prior year cash receipts, vendors and payments
Budget	SmartFusion/Excel	Budget data from current and prior year
Procurement	SmartFusion	Current and prior year purchase order data
Contracts	Frontline	All Current and prior year contract data
Fixed Asset Inventory	SmartFusion/Excel	Current inventory data and inventory transactions from current year
Personnel	SmartFusion and Frontline	All employee records, absence management, benefits, and report templates
Cash Receipts	SmartFusion	Cash receipt templates
Payroll	SmartFusion	All payroll records, Forms W-2, Forms 1095 and report templates
Vendor Files	SmartFusion	All vendor files, Forms 1099 and report templates

Vendors will be required to perform data verification to confirm that all data was transferred successfully and will be required to obtain CSD’s signoff for confirmation as well. The successful vendor(s) is expected to assist CSD in the conversion of electronic data conversion as well as with the coordination and planning related to manual data conversion (e.g., hand keying) to the new system. It is expected that CSD will be responsible for data extraction from current systems and for data scrubbing and preprocessing the data. Vendors will be responsible for overall data conversion coordination, definition of file layouts, and automated data import and validation into the new software application. It is expected that CSD will be responsible for any manual data conversion (e.g., hand keying). Specific deliverables expected during this stage or section include:

- Data conversion plan

E. PROJECT TEAM / PERSONNEL CAPABILITY

The offeror must detail the type and amount of implementation support to be provided (e.g., number of personnel, level of personnel, time commitment). A worksheet has been included in the Pricing Proposal Template (Appendix B) for the offeror to provide this detail in a table format. The offeror should name Key Personnel for the design and implementation of the proposed software application to include at a minimum:

- Project Manager
- Functional Leads (two minimum for Finance and Human Resources)
- Technical Lead
- Change Management Lead

Named resources should be identified for these key positions and CSD will not accept representative resumes for the key roles. CSD expects that the named Key Personnel will be the resources assigned to the project. Include resumes for all personnel who will be assigned to the project to include their role on project, number of years employed at your company, number of years conducting their proposed role on the project, expected amount of time (hours) that they will be committed to the project and relevant previous experiences. If the Vendor is using a subcontractor, please include information on subcontracting staff being used and their specific role on the project. The staffing plan should identify the degree to which vendor staff will be on site versus off site during the project, demonstrate the ability to provide continuity of skilled consultant resources throughout the duration of the project and describe the degree to which activities will be performed during normal business hours versus off hours. Specific deliverables expected during this stage or section include:

- Overall staffing plan for the project with personnel resumes

There are a limited number of back-office staff employed by CSD. As this back-office staff will be a part of the project team, the offeror needs to provide the detailed requirements for CSD staff that have been calculated as part of the ERP implementation proposal. A framework for providing this required schedule is provided in the Pricing Proposal Template (Appendix B).

F. HOSTING AND SERVICE LEVEL AGREEMENT (SLA)

The vendor will be required to establish and provide hosting services. The approach to hosting Services should be detailed to include hosting methodology, activities, expected deliverables, and vendor and CSD responsibilities with information provided on:

- Hosting & cybersecurity environment with technical architecture roadmap
- Current architecture diagram
- Any unique tools and methods that would be used to manage CSD's environments and to manage development / test data.
- Provide facility operations and maintenance, including facility security and HVAC.
- Server management, including release management and maintenance.
- Storage and storage management.
- Test planning, and disaster recovery.
- Directory synchronization for Identity Management.
- Entitlement management.
- Environment management.
- Regional failover.

CSD has service level expectations for the proposed solution, the response should include a proposed SLA that minimally addresses the availability of the proposed software solution for use by CSD to access, view, process, and use content. Some key SLA metrics to be included:

- Monthly Uptime Percentage of at least 99.9% during any calendar month.
- Monthly average combined availability of no less than 99.9%.

- Incident priority level structure (e.g., critical, high, medium, low).

Subject to the SLA Exclusions, if the successful vendor does not meet the Service Level Commitment, CSD expects to be eligible to receive a Service Credit. The vendor must provide monthly uptime data for CSD as part of the SLA and provide at least 24 hours advance notification of scheduled maintenance to the digital content product. Scheduled maintenance shall not occur Monday through Friday between 7 a.m. and 6 p.m. EST. Specific deliverables expected during this stage or section include:

- Service Level Agreement

G. PRICING, FEE AND TERM STRUCTURE

1. PRICING AND FEES

The vendor should provide an explanation of the pricing proposal for the scope of work including pricing of fees and costs, billing practices, and payment terms that would apply. The pricing proposal should include:

- Software licensing fees (including fees associated with tools or utilities required to run the ERP application).
- Implementation fees.
- Service and maintenance fees.
- Terms of any offered on-going maintenance and support (e.g., applicable service level agreements, disaster recovery).
- Milestone implementation schedule for proposed phases that supports the pricing proposal and identifies implementation deliverables.

Pricing will be evaluated on pricing scheme, as well as price in comparison to all other offerors. The pricing proposal should be provided using the Appendix B – Pricing Proposal Template.

CSD may utilize lowest cost / best value, lowest total cost, and/or total cost of ownership (TCO) to determine the most competitive price proposal at their discretion. The pricing proposal may be scored on an overall basis or at the category / sub-category/line level (as applicable) relative to other proposals. The offeror deemed to have the most competitive pricing proposal overall, as determined by CSD, will receive the maximum score for this evaluation component. In the alternative that the pricing proposal is scored at the category / sub-category / line-level, CSD may assign the maximum score per category / sub-category / line for the most competitive proposal at that level. Other proposals will receive a percentage of the score based on the percentage differential between the most competitive cost proposal and the specific proposal in question.

2. CONTRACT TERM STRUCTURE

Contract will be between the CSD Board of Education (CSD BOE) and a single Awardee. With the approval of the CSD BOE, the successful Offeror will be notified in writing and a contract confirming price and other terms shall be signed by the parties.

This is a multi-term contract solicitation that has been deemed to be in the best interest of CSD. The initial term of the contract(s) is for five base years from the execution date of the contract(s), subject to the CSD BOE obligating funding for contract continuation. The contract price must be held firm for the entire initial term of the contract.

CSD shall have an additional five one-year option(s) to renew. These options shall be exercisable at the sole discretion of CSD. Upon mutual agreement, renewal will be accomplished through the issuance of Notice of Award Amendment.

In the event that the contract(s), if any, resulting from the award of this RFP shall terminate or be likely to terminate prior to the making of an award for a new contract for the identified products and/or services, CSD may, with the written consent of the awarded Offeror(s), extend the contract(s) for such period of time as may be necessary to permit CSD's continued access to the identified products and/or services.

CSD reserves the right to terminate any resulting contract, in whole or in part, without penalty, upon 30 days written notice to the Offeror for just cause, to include but not limited to non-performance of contract terms. Non-performance shall be construed to include but is not limited to failure of the Offeror to deliver equipment or perform services in the time specified or in the manner required. In the event of contract termination by CSD, CSD will be responsible only for those services and deliverables that have been received and accepted. Any contract cancellation notice shall not relieve the Offeror of the obligation to provide services until the effective date of the contract(s) termination.

3. FUNDING OUT CLAUSE

No award or contract will be made if funding is not approved by the CSD BOE. It is necessary that fiscal funding-out provisions be included in all contracts in which the terms are for periods longer than one year. Therefore, the following funding-out provisions are an integral part of this RFP and must be agreed to by all Offerors. CSD may, during the contract period, terminate or discontinue the purchase of goods, services or systems covered in this RFP at the end of CSD's then current fiscal year and upon 30 days prior written notice to the contracted Offeror. Such prior written notice will state:

- That the lack of appropriated funds is the reason for termination, and
- Agreement not to replace the items or services being terminated with items or services with functions similar to those performed by the items or services covered in this RFP from another Offeror in the succeeding funding period.

The complete statement "This written notification will thereafter release CSD of all further obligations in any way related to such goods, services or systems covered herein." must be included as part of any agreement with CSD. No agreement will be considered that does not include this provision for "funding out".

4. PAYMENTS AND PRICING

Payments for the proposed solution shall be based on defined Implementation deliverables that have been accepted by CSD. No payments shall be made in advance of work performed. The awarded Offeror shall submit to CSD all invoices promptly upon completion and acceptance of a defined deliverables.

All invoices must be itemized and should not include any costs other than those identified in the executed CSD purchase order processed under a contract, if any, resulting from this RFP or any subsequent change orders issued.

- CSD will not pay any penalties for late payment of invoices.
- CSD is exempt from State sales tax. All federal and state taxes and fees that can be eliminated in sales to public school systems in the State of Georgia should not be included in the proposed price.

Proposed prices shall include all charges to complete the work as specified. All deliveries are Free on Board (FOB) Designation with CSD assuming ownership and liability when the project is complete at each specified site. All product warranties shall begin upon delivery to each specified site.

H. K-12 PUBLIC SCHOOL CLIENTS / REFERENCES

The vendor should provide a full client list for K-12 public school clients where they have performed implementation services and support the hosting environment. Where all these services have not been provided for K-12 public school clients, vendors can provide similar public sector organizations on this list.

The vendor should describe no fewer than four and no more than six projects in order of most relevant to least relevant that demonstrate the vendor's and any partner vendor's capabilities to perform this CSD project. For each project, the following information should be provided:

- The name of the organization to which the services were provided.
- Project name and location
- Dates during which services were performed.
- Brief description of the project and services performed.

For at least three references for which the offeror has provided services similar to those included in the Scope of Services, include the individual point of contact information so that CSD can validate these references through individual contact.

I. OTHER PROPOSAL CONDITIONS

1. NON-COLLUSION AFFIDAVIT

By submitting a proposal, the offeror represents and warrants he or she has not directly or indirectly prevented or attempted to prevent competition by any means, has not prevented or endeavored to prevent anyone from submitting a response to this RFP by any means, and has not caused or induced another to withdraw a proposal for the work. Before commencing the work, the successful offeror must make an oath in writing. By submitting proposals, the offeror represents and warrants no official, employee, or agent of the Owner or Authority has been offered, has accepted, or has been contracted to accept, either directly or indirectly, any part of the payer profit arising out of the contract(s) that may result from this RFP.

2. COST INCURRED BY OFFERORS

The offeror (s) is responsible for all expenses involved with preparing proposals and any work performed in connection with them.

3. MINORITY BUSINESS POLICY STATEMENT

The Board of Education of the City Schools of Decatur does not discriminate based on race, color, religion, sex, national origin, disability, age, marital status, sexual orientation, or gender identity in employment practices, programs, activities, or student placement. The City Schools of Decatur encourages Minority and Women Businesses to compete in the RFP process and encourages all businesses to provide for the participation of MBE/WBE businesses through partnerships, subcontracts, and other contractual opportunities.

4. PROJECT ORGANIZATION

The City of Decatur Board of Education is CSD's governing body and has authorized the district to administer this project.

5. CONTACT WITH CSD STAFF

Except for submitting written questions directed to Kattina Abram, as previously outlined in this RFP, on or after June 4, 2025, any contact made by an offeror with CSD Staff may immediately disqualify said entity.

6. RFP APPENDIX(S)

The RFP documents consist of the following Appendix(s):

- APPENDIX A: Functional and Technical Requirements and Capabilities
- APPENDIX B: Pricing Proposal Template
- APPENDIX C: Acknowledgment of Addendum Form
- APPENDIX D: Reference Survey Form
- APPENDIX E: Proposal Submittal Checklist
- APPENDIX F: Security and Immigration Compliance Affidavit
- APPENDIX G: Subcontractor Affidavit Under O.C.G.A. 13-10-91(b)(3)
- APPENDIX H: Debarment & Suspension Certificate

7. NON-EXCLUSIVE RIGHTS

The contract is not exclusive. During the term of this contract, CSD reserves the right to select other Contractors to provide services similar to those described in the request for proposals and the contract.

8. NO MINIMUMS GUARANTEED

The contract does not guarantee any minimum level of purchases or use of services.

9. PERFORMANCE EXPECTATIONS

All such incidents must be disclosed if the vendor has terminated a contract for default during the past five years. “Termination for default” is defined as notice to stop performance due to the vendor’s non-performance or poor performance, and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default. Submit full details of all terminations for default experienced by the vendor during the past five years, including the other party’s name, address, and telephone number. Present the vendor’s position on the matter. CSD will evaluate the facts and may, at its sole discretion, reject the vendor’s proposal if the facts discovered indicate that the completion of a contract resulting from this RFP may be jeopardized by a selection of the vendor. If the vendor has experienced no such termination for default in the past five years, so declare. If the vendor has had a contract terminated for convenience, non-performance, non-allocation of funds, or any other reason, which termination occurred before completion of the contract during the past five years, describe fully all such terminations, including the name, address, and telephone number of the other contracting party.

10. CHANGE OF SCOPE

A discretionary work Request shall be executed and filed with CSD for all changes and/or additional work or materials exceeding the contract's requirements. When endorsed by the vendor and CSD, the discretionary work request shall become binding on both parties.

11. CONTRACTOR AFFIDAVIT

The vendor will be required to execute a Contractor Affidavit and require its subcontractors to execute Subcontractor Affidavits in accordance with O.C.G.A. § 13-10-91 (Security and Immigration Compliance).

SECTION IV – PROPOSAL SUBMITTAL

Proposals shall not exceed fifty typed pages. The font shall be no less than 11 points, and you may utilize double siding. All proposals shall include the information specified in the Submittal Response Requirements and Format section above.

All proposals received will become a part of the official contract file and may be subject to disclosure.

CSD is a governmental entity subject to the Georgia Open Records Act ("ORA"). After the contract award, documents submitted to CSD in the bidding process are presumed to be subject to the ORA; however, documents that an offeror contends contain specific trade secrets may be marked as trade secrets. An offeror must submit and attach to the particular trade secret record an affidavit affirmatively declaring the exact information in the records that constitutes a trade secret, as defined by Georgia law. If the offeror attaches such an affidavit and if inspection or copies are requested under the ORA, CSD will contact the offeror to advise the offeror that said documents have been requested and will be produced if CSD determines they do not constitute trade secrets. The offeror shall have the time stated in the notice to seek legal remedy preventing the disclosure of the documents. If CSD has not received a valid judicial order or decree avoiding the disclosure of the documents, they will be disclosed in accordance with the time requirements contained in the ORA.

A. RFP TIMETABLE

The anticipated schedule for the RFP and contract approval is as follows (all times EST):

RFP Released to Vendor Community	Friday, May 16, 2025
Vendor Virtual Pre-Proposal Meeting	Thursday, May 29, 2025, 10:30am
Vendor Submitted Questions Deadline	Wednesday, June 4, 2025, 12:00pm
Question Responses Posted by CSD	Wednesday, June 18, 2025
RFP Submission Deadline	Monday, July 21, 2025, 1:30pm
Initial RFP Administrative Review Completed	Wednesday, August 6, 2025
Final RFP Written Proposal Review Completed	Tuesday, September 23, 2025
Demo Invitations / Scripts to Vendors	Wednesday, September 24, 2025
K-12 District / Client References Completed	Friday, October 24, 2025
On-site Vendor Scripted Demos Begin	Monday, October 27, 2025, 8:30am
Site Visits to Reference Sites Begin (Optional)	Monday, November 3, 2025
Award Recommendation to CSD School Board	Tuesday, December 9, 2025
Anticipated Contract Award	Wednesday, December 10, 2025

Please note that CSD staff will not be available on the following off contract days:

- May 26, 2025
- June 26 through July 7, 2025
- September 1, 2025
- September 25 through September 26, 2025

B. PROPOSAL SUBMISSION

One original and four printed copies, and one copy in electronic format on a USB flash drive of the complete signed proposal package must be received by Monday, July 21, 2025, at 1:30pm EST. Proposals must be submitted in a sealed envelope or container with the offeror's name, address, telephone number, the RFP number, and title:

CITY SCHOOLS OF DECATUR
Elizabeth Wilson School Support Center

ATTN: Kattina Abram – Purchasing Department
RFP 25-007 – ERP Application Acquisition and Implementation
125 ELECTRIC AVENUE
DECATUR, GEORGIA 30030

Hand-delivered copies may be delivered to the above address only between 8:00am and 4:00pm EST, Monday through Friday. If used, offerors are responsible for informing any commercial delivery service of all delivery requirements and ensuring the required address information appears on the outer wrapper or envelope used by such a service. Submissions received after the said date and time will not be considered. Having the wrapper or envelope postmarked by Monday, July 21, 2025, does not meet the requirements of this Request for Proposal. Delivering the document to a commercial delivery service is also insufficient until the proposals are received at the designated location.

C. RFP QUESTIONS AND REQUESTS FOR INFORMATION

Any inquiries regarding this RFP must be submitted in writing no later than 12:00 p.m. (noon) EDT on Wednesday, June 4, 2025, to Kattina Abram, City Schools of Decatur, 125 Electric Avenue, Decatur, GA 30030, or via email: purchasing@csdecatur.net. Questions will be answered in writing by addendum. Questions received after this time will not receive a response.

D. ADDITIONAL INFORMATION/ADDENDA

CSD will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued before the proposal's due date. Offerors should not rely on any representations, statements, or explanations other than those made in this RFP, including the Appendix, or in any addendum to this RFP. The last addendum will prevail when there appears to be a conflict between the RFP and any addenda issued.

E. LATE PROPOSALS, LATE MODIFICATIONS, AND LATE WITHDRAWALS

Proposals and modifications received after the proposal's due date and time will not be considered. The City Schools of Decatur shall not be responsible for the premature opening of a proposal package that has not been properly addressed, identified, and/or delivered to the proper designation.

F. REJECTION OF PROPOSAL

CSD may reject any and all proposal packages submitted and reserves the right to waive any irregularities or informalities in any proposal packages submitted or in the proposal procedure. Proposals received after the said time or at any place other than the time and place stated in the notice will not be considered.

G. SCRIPTED DEMONSTRATIONS

During the evaluation process CSD may, at its discretion, request scripted, oral demonstrations of the software application proposed from any one, few, or all offeror(s) for the purpose of clarification or amplifying the materials presented; however, offerors are cautioned CSD is not required to request clarification. Therefore, all proposals should be complete and reflect the most favorable terms available from the offeror. CSD anticipates these scripted demonstrations being held on or about October 27, 2025.

An agenda and detailed demonstration script will be provided prior to these demonstrations to provide the sequence and time frames allocated for each functional area (e.g., Finance, Human Resources, Supply Chain). Offerors would be provided sufficient time to cover the required scripts in these functional areas. There will be an opportunity to ask questions in preparation for an effective demonstration after the demonstration has been scheduled and scripts provided. The decision to interview and the number of offerors to include will be at the sole discretion of the Evaluation Team. All costs associated with onsite scripted demonstrations and interviews will be the expense of the proposing Offeror.

H. SITE VISITS

CSD anticipates making optional site visits to selected reference sites on or about November 3, 2025. These site visits should take between 2-3 hours to cover areas relevant to this proposal. It is expected that the offerors will make the necessary arrangements with the site visit location and reference staff. CSD will provide their own transportation.

SECTION V – PROPOSAL EVALUATION AND AWARD

To be eligible for consideration, proposals shall be presented in accordance with the instructions of this solicitation and within the timeframe specified. It shall be the responsibility of the awarded contractor to meet all specifications and guidelines. CSD reserves the right to modify this process as necessary to serve the best interests of the School District.

A. ADMINISTRATIVE REVIEW / MANDATORY REQUIREMENTS

After the closing date and time, submittals will be initially reviewed to determine if the response was submitted by the deadline defined in the RFP TIMETABLE (Section IV. A) and whether the response is complete and contains all required documents defined in the RFP SUBMISSION CHECKLIST. Complete and timely responses will be reviewed for compliance with MANDATORY REQUIREMENTS (Section III. B) and determined to be pass or fail in regard to these requirements. Proposals that are deemed to be untimely or non-responsive to MANDATORY REQUIREMENTS will be eliminated from further review and scoring.

B. EVALUATION OF WRITTEN PROPOSALS

Proposals that are deemed to be responsive will be submitted to the Evaluation Team for review in accordance with proposal requirements outlined above in SECTION III – SUBMITTAL RESPONSE REQUIREMENTS AND FORMAT. An Evaluation Team composed of representatives of CSD will review each offeror's response in detail. If an offeror fails to meet a proposal, they will determine if the deviation is material. A material deviation will be cause for rejection of the response. An immaterial deviation will be processed as if no deviation had occurred. The presence of multiple non-material issues in a solicitation or response does not constitute a material issue unless deemed material by the Evaluation Team.

- **Offeror Background, Qualifications and Capability** – Points shall be assigned based on proposal requirements outlined in SECTION III, B. OFFEROR BACKGROUND, QUALIFICATIONS AND CAPABILITY.
- **Solution Proposal and Software Application Capabilities** – Points shall be assigned based on proposal requirements outlined in SECTION III, C. SOLUTION PROPOSED AND SOFTWARE APPLICATION CAPABILITIES.
- **Implementation, Go Live, and Support Approach** – Points shall be assigned based on proposal requirements outlined in SECTION III, D. IMPLEMENTATION, GO LIVE AND SUPPORT APPROACH
- **Project Team / Personnel Capability** – Points shall be assigned based on proposal requirements outlined in SECTION III, E. PROJECT TEAM / PERSONNEL CAPABILITY
- **Hosting and Service Level Agreement (SLA)** – Points shall be assigned based on proposal requirements outlined in SECTION III, F. HOSTING AND SERVICE LEVEL AGREEMENT (SLA)

After written proposals have been evaluated and scored as outlined above, CSD reserves the right to establish the number of offerors to be considered in the short list.

C. FINAL EVALUATION

For identified Offerors, remaining evaluation components will be evaluated by the Evaluation Team in accordance with proposal requirements outlined above in SECTION III – SUBMITTAL RESPONSE REQUIREMENTS AND FORMAT and SECTION IV – PROPOSAL SUBMITTAL.

- **Pricing, Fee and Term Structure** – The Pricing Proposal template will be reviewed and points shall be assigned based on proposal requirements outlined in SECTION III, G. PRICING, FEE AND TERM STRUCTURE.
- **K-12 Public School Clients / References** – References submitted by the Offeror will be reviewed and validated and points shall be assigned based on proposal requirements outlined in SECTION III, H. K-12 PUBLIC SCHOOL CLIENTS / REFERENCES. CSD reserves the right to contact other organizations where it is known this current version of the proposed solution/modules are in place or being implemented.

The table below provides a summary of available points that can be assigned by the Evaluation Team. At the discretion of the Evaluation team, Offerors may be invited to provide onsite demonstrations to provide evaluators with an opportunity to view how the proposed software application processes sample CSD transactions and interview the proposing Offeror (Section IV, G. SCRIPTED DEMONSTRATIONS). There is no separate scoring for the vendor scripted demonstrations; however, the Evaluation Team reserves the ability to adjust the written proposal scoring based on these demonstrations.

Evaluation Component	Available Points
Administrative Review	
Administrative Review and Mandatory Requirements	Pass / Fail
Evaluation of Written Proposals	
Offeror Background, Qualifications and Capability	10
Solution Proposed and Software Application Capabilities	25
Implementation, Go Live and Support Approach	20
Project Team / Personnel Capability	10
Hosting and Service Level Agreement (SLA)	10
Final Evaluation	
Pricing, Fee and Term Structure	15
K-12 Public School Clients / References	10
Offeror Scripted Demonstrations / Site Visits	-
Maximum Points Available	**100**

D. SELECTION / AWARD

Following review of all qualified proposals and selection of a suitable offeror, and preliminary contract negotiations, a recommendation for contract award will be made to the CSD Board of Education. Any contract award will be made only upon approval by the Board. Following approval, CSD will complete contract negotiations.

Note: CSD reserves the right to accept the response which is determined to be in the best interest of CSD and its employees. CSD reserves the right to reject any and/or all proposals.

APPENDIX A – Functional and Technical Requirements and Capabilities

RFP # 25-007

ERP APPLICATION ACQUISITION AND IMPLEMENTATION

A. Finance Requirements (Process Level 0)

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
FIN_001	1	General Ledger	System Governance	The system has the ability to retain a common chart of account (COA) structure for use in consolidated reporting, track changes to the chart of accounts, store reasons for the change, maintain records of historical chart of accounts and provide shortcuts for data entry of chart of account information. The issuance and updating the chart of accounts must comply with local units of administration (LUAs) standards for reporting budget and financial data to the Georgia Department of Education (*https://www.gadoe.org/Finance-and-Business-Operations/Financial-Review/Pages/default.aspx*). The system is able to incorporate attributes / parameters determined by the district (e.g., subledger accounts that should not be posted manually), and the system is able to block an account for posting. The system has the ability to have multiple/ unlimited user defined categories within the master data.
FIN_002	2	General Ledger	System Governance	The system has the ability to upload an existing chart of accounts that includes all attributes and conditions.
FIN_003	3	General Ledger	System Governance	The system has the ability to post journal entries (JEs) automatically based on subledger transaction type and other criteria as determined by the district. The system is able to allow users to create validation rules for posting transaction header and detail level, as well as create substitution rules accordingly. Additional rules for subledger posting should be able to be configurable for automatic posting.
FIN_004	4	General Ledger	System Governance	The system has the ability to meet regulatory requirements, including Georgia Department of Education guidelines for accounting (*see FIN_001 link*), within the chart of accounts structure, provide approval capabilities for establishing chart of account values and initiate workflow approval for any new segments.
FIN_005	5	General Ledger	System Governance	The system has the ability to maintain a set of accounts for local schools that can provide separate reporting and be pulled into the district general ledger.
FIN_006	6	General Ledger	System Governance	The system has the ability to support the governmental basis of accounting (e.g., cash basis, budget basis, modified accrual basis, accrual basis) and maintain data capture and reporting standards to meet new GASB statements at their effective date per GASB. The system should be able to support governmental fund revenues on the cash basis and expenditures on the modified accrual basis.
FIN_007	7	General Ledger	System Governance	The system has the ability to provide "invoiced not received" reporting for exception matching and "receipts not invoiced" reporting for accruals.
FIN_008	8	General Ledger	System Governance	The system has the ability to retain all accounting transaction detail and documentation with that transaction including transaction approvals.
FIN_009	9	General Ledger	Technical Accounting	The system has the ability to support encumbrance accounting during the procurement cycle (pre-encumbrance, encumbrance, expenditure/expense)
FIN_010	10	General Ledger	Technical Accounting	The system has the ability to provide for flexible closing rules based upon specific accounting segments (e.g., inter-district, projects, grants)
FIN_011	11	General Ledger	Technical Accounting	The system has the ability to provide real-time integration between accounts payable (AP) and general ledger (GL), accounts receivable (AR) and GL, Fixed Assets and GL, Project Management and GL, Grants Management and GL, Inventory and GL, Cash Management / Treasury and GL and Payroll and GL.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
FIN_012	12	General Ledger	Period End Reporting	The system has the ability to create reconciliation reports for data feeds from other systems (e.g., banking systems, credit card vendors, school nutrition sales sources), support and balance inter-district reconciliations and automate account reconciliations. The system should be able to support auto reconciliation of accounts and supporting workflow. These bank reconciliations should include the School Nutrition daily deposit reconciliations.
FIN_013	13	General Ledger	Period End Reporting	The system has the ability to prepare external reports like the 13th month income statement for financial statements. The system has the ability to run multi-year trial balances.
FIN_014	14	General Ledger	Period End Reporting	The system has the ability to run pre-defined materiality thresholds for use in variance analysis reports and compare financial data across ledgers with delivered variance reporting.
FIN_015	15	General Ledger	Period End Reporting	The system has the ability to produce configurable management reports for standard variance analysis, run trend analysis, actual compared to prior month and support configurable attributes / parameters for the purposes of tracking and generating financial reports.
FIN_016	16	General Ledger	Period End Reporting	The system has the ability for users to perform quick user created system queries through ad hoc reporting by selecting values from multiple dimensions (self-service analytics). User access should be able to be limited to data sets (e.g., departments, operating units like schools) based on security rules.
FIN_017	17	General Ledger	Period End Reporting	The system has the ability to have subtotals on reports, show only subtotal on reports, generate a report by business unit (e.g., school) with deficits, configure and group general ledger accounts from one COA section to another for reporting purposes, run financial statements at any period of time for any fiscal year including current fiscal year, distribute financial reports to a pre-defined distribution list and automatically email or notify of year-to-date financials to departments / school district management.
FIN_018	18	General Ledger	Period End Reporting	The system has the ability to provide the following financial statements: Detailed Trial Balance, Consolidated Financial Statements, Chart of Accounts Reports, General Ledger Reports, Income Statements with a user defined start and end date, Revenue Reports, Cash Flow Reports and Balance Sheets. The system should be able to produce trial balance reports for each School Nutrition location in the district. The system should also be able to produce basic statements of the Comprehensive Annual Financial Report (CAFR) and external reports like the 13th month income statement for financial statements. The system is able to produce ending account balance by period for all reports.
FIN_019	19	General Ledger	Period End Reporting	The system has the ability to inquire on journal entries using a delivered page and to inquire on specific ledgers for ledger activity and balances. The system should be able to create and manage a period-end close calendar and checklist with task dependencies (including hotlinks and drill-down capabilities to see dependencies) with the ability for escalation that is part of the workflow. The calendar can be viewed comprehensively. The system should be able to produce driven dates that can be reported in a dashboard or by email. The system is able to track changes made by users.
FIN_020	20	General Ledger	Period End Reporting	The system has the ability to create reconciliation reports for data feeds from other systems (e.g., banking systems, sales sources), support and balance intercompany reconciliations and automate account reconciliations. The system should be able to support auto reconciliation of accounts and supporting workflow.
FIN_021	21	General Ledger	Period End Reporting	The system has the ability to prepare external reports like the 13th month income statement for financial statements. The system has the ability to run multi-year trial balances.
FIN_022	22	General Ledger	Period End Reporting	The system has the ability to run pre-defined materiality thresholds for use in variance analysis reports and compare financial data across ledgers with delivered variance reporting

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
FIN_023	23	General Ledger	Period End Reporting	The system has the ability to produce configurable management reports for standard variance analysis, run rate/trend analysis, and actual compared to prior month and support configurable attributes for the purposes of tracking and generating financial reports.
FIN_024	24	General Ledger	Period End Reporting	The system has the ability for users to perform quick user created system queries through ad hoc reporting by selecting values from multiple dimensions (self-service analytics). User access is limited to data sets (e.g., departments, operating units) based on security rules.
FIN_025	25	General Ledger	Period End Reporting	The system has the ability to have subtotals on reports, show only subtotal on reports, generate a report by business unit with deficits, configure and group general ledger accounts from one COA section to another for reporting purposes, run financial statements at any period of time for any fiscal year including current fiscal year, distribute financial reports to a pre-defined distribution list and automatically email or notify of year-to-date financials to departments / executive management.
FIN_026	26	General Ledger	Period End Reporting	The system has the ability to provide the following financial statements: Detailed Trial Balance, Consolidated Financial Statements, Chart of Accounts Reports, General Ledger Reports, Income Statements with a user defined start and end date, Revenue Reports, Cash Flow Reports and Balance Sheets. The system should also be able to produce basic statements of the Comprehensive Annual Financial Report (CAFR) and external reports like the 13th month income statement for financial statements. The system is able to produce ending account balance by period for all reports.
FIN_027	27	General Ledger	Period End Reporting	The system has the ability to inquire on journal entries using a delivered page and to inquire on specific ledgers for ledger activity and balances. The system should be able to create and manage a period-end close calendar and checklist with task dependencies (including hotlinks and drill-down capabilities to see dependencies) with the ability for escalation that is part of the workflow. The calendar can be viewed comprehensively. The system should be able to produce driven dates that can be reported in a dashboard or by email. The system is able to track changes made by user.
FIN_028	28	General Ledger	Pre-Close Activities	The system has the ability to perform on-line "drill downs" from general ledger summary balances to detail transactions and referenced documents.
FIN_029	29	General Ledger	Pre-Close Activities	The system has the ability to close modules / ledgers (including multiple ledgers simultaneously) at predefined times while others remain open for period processing (e.g., close AP prior to closing GL) and to process manual journal entry adjustments to any open accounting period. The system should be able to manage the month-end close process so that account balances at month end are balanced and adjusted and reports produced that are representative of the district's true financial position.
FIN_030	30	General Ledger	Pre-Close Activities	The system has the ability to automatically create balancing journal entries by business unit (e.g., department, school), audit journal transactions by person, date, and time, enter journal entries by statistical accounts/codes, provide comments detailing the error at transaction line level for lines in error in a journal (transaction attributes),
FIN_031	31	General Ledger	Pre-Close Activities	The system has the ability to allow for journal entries to be reversed (e.g., posted in error) without requiring re-entry (auto reversals), journal entries to be deleted if not posted to the general ledger accordingly, and prevent journal entries from being deleted if the journal has posted to the general ledger. The system should be able to validate journal entries for accuracy as they are entered based on business rules (e.g., out of balance).
FIN_032	32	General Ledger	Pre-Close Activities	The system has the ability to provide users with notifications when there are journal entries pending for their review by email and via worklist.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
FIN_033	33	General Ledger	Pre-Close Activities	The system has the ability to automatically initiate, monitor, notify, reroute and secure approval of transactions within the JE approval workflow based on business rules (e.g., journal entry type, specified amount, relevant manager). The journal entry should be posted after the final approval. These workflows should enforce approval hierarchy, allow reclassification requests for journals already posted and automatically escalate JE approval workflow based on time periods or other business rules. This workflow should provide journal entry approval notifications by email and via worklist.
FIN_034	34	General Ledger	Pre-Close Activities	The system has the ability to upload journal entries from flat files or from spreadsheets (e.g., Excel, comma delimited) subject to the same validation requirements. The system should be able to provide journal entry templates that support copy and paste capabilities.
FIN_035	35	General Ledger	Pre-Close Activities	The system has the ability to save JEs in a pending status, save documents descriptions and JE initiators within the JE, attach supporting documents and notes, copy JEs from current / prior period JEs and to accept JE requests from users outside of the designated departments. The system is able to provide users access to attachments before JEs have been approved to post. The system should be able to post JEs with a reference number to allow for cross referencing when the JE is regarding a project / grant and support journal entry categories to sort entries or search for entries under specific identifiers.
FIN_036	36	General Ledger	Pre-Close Activities	The system has the ability to support journal entry processing including manual JEs, recurring JEs, automatically recorded JEs, top-side JEs, JE allocations based on specific dates, JE reversals and auto-reversals, JE templates and JE scheduling, and requires both debit/credit for each journal entry (e.g., preventing one-sided entries). Journal entry capabilities should also include statutory entries.
FIN_037	37	General Ledger	Pre-Close Activities	The system has the ability to determine which journal entries have not been interfaced and posted from the sub modules to the general ledger (GL).
FIN_038	38	General Ledger	General Ledger Close	The system has the ability to support a fiscal year adjusting period outside of the core 12-month fiscal cycle (e.g., 13 periods).
FIN_039	39	General Ledger	General Ledger Close	The system has the ability to see "available balance" of any revenue, expenditure, or expense GL account (including unposted, posted, encumbered, and year-to-date)
FIN_040	40	General Ledger	General Ledger Close	The system has the ability to compare amounts in the general ledger accounts with the amounts in the related subsidiary records and create reports for those accounts that are out of balance. The system should also provide an option to not allow for ledgers / sub-ledgers to be out of balance and validate a chart of account string for all financial transactions.
FIN_041	41	General Ledger	General Ledger Close	The system has the ability to create and capture audit trails on additions / changes / deletions of financial transactions based on user defined key fields (configurable to organizational specifications).
FIN_042	42	General Ledger	General Ledger Close	The system has the ability to accommodate prior period and prior year adjustments, with the ability to secure and lock down these adjustments. The user needs to be able to update Retained Earnings / Fund Balance Equity and re-run the close process.
FIN_043	43	General Ledger	General Ledger Close	The system has the ability to allocate general ledger account balances to non-general ledger attributes (e.g. interest income to multiple investments), allow the user to define a default allocation method that will be applied to all transactions in the allocation pool, derive allocation calculations using subledger data points, validate allocation calculations through multi-step process, and retain allocation maintenance tasks in the system (e.g., update allocations, rerun allocations).
FIN_044	44	General Ledger	General Ledger Close	The system has the ability to create allocations that can be recorded down to any COA segment and then create journal entries automatically as result of these allocations, create journal entries automatically as a result of allocations, schedule and automatically execute an allocation based on specified dates, and programmatically generate allocations based on statistics (e.g., FTE headcount or State of Georgia / grant revenue).

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
FIN_045	45	General Ledger	General Ledger Close	The system has the ability to create the annual State of Georgia DE046 Financial and Budget Report and process the electronic transmission directly to the State transmission web portal.
FIN_046	46	General Ledger	General Ledger Close	The system has the ability to generate year-end closing entries which zero out all revenue and expense / expenditure accounts, posts the net loss / gain to retained earnings, and carries forward the balance-on-balance sheet accounts.
FIN_047	47	Accounts Receivable	Billing Management	The system has the ability to generate customer invoices based on the terms of the contract, (e.g., date, milestones), contract billing, generate customer invoices based on an established processing time (e.g., 30 days) and create recurring bills on a user-specified frequency where the amount may vary on each invoice. Workflow should be available for routing invoices for electronic approval and should have the ability to demonstrate the date that the invoice was sent.
FIN_048	48	Accounts Receivable	Billing Management	The system has the ability to create and preview a draft invoice, assign invoice numbers automatically or manually at invoice creation, add notes and or text to a single invoice or a group of invoices, process a single manual invoice, generate consolidated invoices where single sponsors fund multiple awards, process milestone invoices, calculate encumbrances, and create general ledger accounting entries. The system should be able to search invoices, edit invoice numbering and text through workflow and include detailed notes during approval or rejection in workflow (so that notes included with the invoice will be visible to all users). The system has the ability to check for duplicate invoice dates, invoice numbers and invoice text notes.
FIN_049	49	Accounts Receivable	Billing Management	The system has the ability to credit bill and reverse the original invoice, copy invoices, reprint invoices, process sales order returns, send invoices electronically and identify electronic invoices not successfully transmitted, send email reminders to appropriate users when invoicing triggers are met, and upload external transactions from other source systems.
FIN_050	50	Accounts Receivable	Billing Management	The system has the ability to create, print, and reprint individual monthly statements or consolidated customer statements and distribute these statements electronically.
FIN_051	51	Accounts Receivable	Cash Applications	The system has the ability to be a single source for processing Continuous Linked Settlement (CLS) prepayments (e.g., application fees), payments (e.g., checks, ACH), accept the various payment types (e.g., checks, cash, credit cards, direct deposit, one-time, repetitive), automatically update customer balances when the payment is received and create the general ledger accounting information. The system provides the ability to process and apply lockbox files. The system has the ability to allow the entry of detailed receipt transactions for cash collected and then can automatically apply the receipts against appropriate AR balances or invoices.
FIN_052	52	Accounts Receivable	Cash Applications	The system has the ability to automate the processing of all payment application scenarios (e.g., full payments, partial payments, overpayments, miscellaneous payments) and receipts not associated with a specific receivable (e.g., local school online payment receipts, miscellaneous, non-AR cash), and customer / vendor netting. The system should be able to create chargebacks and credits, automatically apply payments to open items based on a user-specified set of system delivered rules (e.g., applying multiple invoices to open balance) and accommodate additional form of payment (e.g., manual check drop-off, lockbox).
FIN_053	53	Accounts Receivable	Cash Applications	The system has the ability to reconcile unapplied, misapplied and unidentified payments by recording and moving the deposit into a clarification account until it is resolved at a later time. The process is to be integrated with workflow that aligns with business needs.
FIN_054	54	Accounts Receivable	Cash Applications	The system has the ability to process unidentified receipts and apply unidentified receipts to customer accounts. Workflow should be available for supervisory approval and customer notification once the unidentified receipt is approved.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
FIN_055	55	Accounts Receivable	Collections Management	The system has the ability to perform collection activity according to business rules, manually match payments to open balances, perform escalation and follow ups and produce analytical reporting of this process.
FIN_056	56	Accounts Receivable	Collections Management	The system has the ability to send overdue letters to customers based on configuration settings, generate reports or return query results of invoices billed, paid, or voided within a user-defined timeframe, track customer communications using conversation functionality and document customer communication regarding an invoice and associate it with the specific invoice.
FIN_057	57	Accounts Receivable	Collections Management	The system has the ability to generate reports or return query results of invoices billed, paid, or voided within a user-defined timeframe and apply a financing charge to a customer. The system provides for aged customer account balances with the aging periods defined by the users.
FIN_058	58	Accounts Receivable	Customer Set Up	The system has the ability to use existing system data where it exists to establish customer profiles and leverages customer profile classes to group customers (e.g., child care customers, tuition customers). The system should be flexible enough to accommodate user defined attributes specific to individual customer accounts and to integrate in real-time with the processing Continuous Linked Settlement (CLS) application. The system should identify duplicate vendors at set-up based on name or tax identification number. Workflow should be available for routing customer profile changes invoices and remaining customer balances and workflow must be configurable based on organization, department, amount and account.
FIN_059	59	Accounts Receivable	Integration	The system has the ability to integrate in real-time with sales transactions, with accounts payable to process refunds (e.g., unidentified receipts), other relevant modules (e.g., Cash, GL, AP, Projects), outside banking platforms and file sharing exchanges.
FIN_060	60	Accounts Receivable	Reporting & Analytics	The system has the ability to generate reports or return query results of invoices billed, paid, or voided within a user-defined timeframe through standard inquiry pages and reports that include detailed information for all payments within a deposit. The system provides an end user tool to select customer information, billing data, and receivables data based on user defined criteria.
FIN_061	61	Accounts Receivable	Reporting & Analytics	The system has the ability to perform a user-defined aging analysis of outstanding accounts receivable based upon user-defined aging buckets (e.g., 30, 60, 90, 120, greater than 120 days) using the original invoice date and current system date, an aging report by customer, and a revenue analysis.
FIN_062	62	Accounts Receivable	Reporting & Analytics	The system has the ability to prepare revenue forecasting & analysis reports that can be leveraged for budgeting and forwarded electronically including a workflow for the approval of these reports.
FIN_063	63	Accounts Receivable	Reporting & Analytics	The system has the ability to track Accounts Receivable and Revenue KPIs based on business rules, and generate KPI reports, analytics and graphical presentations that can be uploaded to the dashboard reporting tool.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
FIN_064	64	Accounts Payable	Invoice Processing & Payment	The system has the ability to receive, validate, approve and post invoices that would include budget checking of funds prior to payment with override capability, and tracking of grant and project withdrawals. The system should support the ability to match the payables supporting documents (e.g., purchase requisitions), purchase order, receipt document (including local school receipts) using three-way matching, track retainage through general ledger codes that can be offset when payments are processed and book inter-district transactions automatically. The system should be able to add scan / images of documents with the entry of an invoice, payment and other data entry points, support free form text fields and show as paid with payment cleared date. The system should also support advance payments for travel, the tracking of capital expenditures and direct fixed asset and construction in process postings, automate the recording of expenses and expenditure liabilities at receipt, and close accounts payable subledger independently of other sub ledgers or general ledger. A set of workflow processes that are configurable based on organization, department, amount and account should be available to support the routing of invoices for electronic approval.
FIN_065	65	Accounts Payable	Invoice Processing & Payment	The system has the ability to manage invoice exceptions including the ability to flag a fund or vendor so that no payments can be disbursed and to manage accruals as receipts/invoices are entered but not paid.
FIN_066	66	Accounts Payable	Invoice Processing & Payment	The system has the ability to consolidate invoices for payment and generate a payment file including ACH and wire payment files and the AP accounting entries to be distributed to the general ledger. The system should be able to generate Payee Positive Pay files in standard bank formats and generate a stop action for staff review and confirmation of the consolidation before routing for workflow approval.
FIN_067	67	Accounts Payable	Invoice Processing & Payment	The system has the ability to provide for electronic invoice acceptance and posting via the vendor portal, XML, EDI, web services or other technology, including electronic signatures, and integrate with bank systems to provide access to banking records in real-time.
FIN_068	68	Accounts Payable	Invoice Processing & Payment	The system has the ability to allow for Return to Vendor (RTV) requests to be staged in the AP voucher data and supports invoice one-step reversals, cancellation or reversal of payments and unidentified receipts in a single step.
FIN_069	69	Accounts Payable	Invoice Processing & Payment	The system has the ability to attach/view multiple document images to the check request record with drill down capability to initial source transaction/document and to support document imaging with an ability to attach electronic documents for review.
FIN_070	70	Accounts Payable	Invoice Processing & Payment	The system has the ability for duplicate invoice checking for invoice number and supplier (vendor) identification (ID) number and to support invoice inquiries using multiple filter attributes. The system should be able to support the business rules and edits that guide invoice validation prior to submission and inquiries through self-service for vendors or employees (e.g., invoice payment status available on vendor portal).
FIN_071	71	Accounts Payable	Invoice Processing & Payment	The system has the ability to define a user definable accounting template to default standard transaction accounting such as accounts payable, freight, sales tax, and discount accounts and the calculation of net due date, discount due date, and discount amounts.
FIN_072	72	Accounts Payable	Invoice Processing & Payment	The system has the ability to allow for global defaulted payment terms that could be driven from the invoice date (e.g., payment methods, payment bank accounts) and supports discounts, down payments, partial payments and payments being held.
FIN_073	73	Accounts Payable	Invoice Processing & Payment	The system has the ability to pay expenses via AP with workflow options (e.g., ability to apply rules / logic-based rules and route expenses differently) and expense entry method using installation / setup options. The system should be able to support a dynamic workflow configuration process that allows authorized business users to make changes in business rules (e.g., dollar thresholds, approvers) that can then be approved.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
FIN_074	74	Accounts Payable	Invoice Processing & Payment	The system has the ability to generate all 1099 forms and IRS files (e.g., 1099-MISC, 1099-INT, 1099-NEC) compliant with current and on-going IRS standards, either in mass or on demand. This ability should include system-generated 1099 forms that are editable and/or adjustable.
FIN_075	75	Accounts Payable	P Card Administration	The system has the ability to manage procurement cards (P Card) set up including the ability to provide a bank with 2 years of audited financial reports as part of an initial application.
FIN_076	76	Accounts Payable	P Card Administration	The system has the ability to manage P Card expenditure business rules, administration and reporting including the designation of program administrator(s), justification of need for each cardholder, time limits for cutting off dormant cards, spending limits, and internal controls around card use.
FIN_077	77	Accounts Payable	P Card Administration	The system has the ability to manage P Card transaction analysis and timely reconciliation processes.
FIN_078	78	Accounts Payable	Travel & Expense	The system has the ability to pay travel expenses via AP with workflow options (e.g., ability to apply rules / logic-based rules and route expenses differently). The system should be able to support a dynamic workflow configuration process that allows authorized business users to make changes in business rules (e.g., dollar thresholds, alternative approvers) that can then be approved. The AP process should also support integration with a travel booking tool.
FIN_079	79	Accounts Payable	Travel & Expense	The system has the ability to provide users with a link to district travel policies that can provide details of documentation requirements, non-reimbursable expenses, travel booking guidelines and expense report submission deadlines (e.g., X days after travel completed).
FIN_080	80	Accounts Payable	Travel & Expense	The system has the ability for employees to seek advance expense approval and secure expense cash advances and then initiate expense reimbursement using AP or smartphone / mobile submissions. Expense processing should accommodate per diem expenses and mileage reimbursements based on district or external mileage charts with the posting of electronic documents (e.g., receipts) for review. There should be an ability to delegate another user to enter expense reports on other's behalf and the ability to split receipts on Expense Reports.
FIN_081	81	Accounts Payable	Reporting	The system has the ability to access and configure standard and ad hoc AP reporting, such as Trial Balance, Open Payables, Aging, Cash Requirements, AP Exception, Match Audit, Pre-Check Register, 1099s, Payment Register, Invoices on Hold Report, Invoices paid for a vendor or multiple vendors during a specific time frame including payment information, GL account information and purchase order number. This reporting should include the generation of vendor notifications for ACH payments including payment advice slips.
FIN_082	82	Accounts Payable	Reporting	The system has the ability to generate an on-demand reports that support spend reporting and analysis (e.g., account totals by journal ID, AP / GL open liabilities, RNI (received but not invoiced), released and unreleased invoices, payments created during a specific Pay Run Date--Check Register).and to support service level agreement (SLA) reporting and analysis
FIN_083	83	Grants Management	Grant Applications	The system has the ability to identify available grant funding, support the preparation of grant applications and track grant application proposal status per funding source. The system should be able to set-up a pre-award budget and provide Project Manager input through workflow. The system has the ability to provide a grant award notification to a pre-defined group of users (e.g., grant accountant, grant initiator) and integrate with third parties to include the Georgia Department of Education.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
FIN_084	84	Grants Management	Award Set up	The system has the ability to set up the grant by establishing the grantor, creating the award template, creating a robust account structure to support Award / Project / Activity information with greater detail that what will be provided to the general ledger, entering the award details and allowing the allocation of cost share percentages, which can be a fixed amount or a percentage. The system should be able to categorize grants according to the award of the grant (single year or multiyear).
FIN_085	85	Grants Management	Award Set up	The system has the ability to set up pass through grants. The system should be able to track all grant expenses that are 100% local share, but that are a part of the total grant award.
FIN_086	86	Grants Management	Award Set up	The system has the ability for the automated calculation and subsequent processing of facilities and administration (F&A) overhead charges for awards / projects. The system has the ability to process indirect costs.
FIN_087	87	Grants Management	Award Set up	The system has the ability to design a grants-specific accounting distribution that is captured in a standard way throughout all transaction entry pages (e.g., purchase order entry, journal entry, supplier invoice entry) that is based on a fixed dollar amount or a percentage.
FIN_088	88	Grants Management	Award Set up	The system has the ability for salary and effort allocations to sponsored projects as well as to operational departments entered by defined users and allows for appropriate approval process flows to activate those allocations
FIN_089	89	Grants Management	Award Management	The system has the ability to review and post all subledger transactions, review transactions, projects and grant coding when reviewing expenditures and posting to the general ledger (including when corrections need to be made) and take corrective actions within the source system.
FIN_090	90	Grants Management	Award Management	The system has the ability to attach supporting documentation or a link to each award and provide access for each user for visibility to the documentation.
FIN_091	91	Grants Management	Award Management	The system has the ability to support an annual or multi-year funding allocation process that allows for both expenditures and budgets to carry-over from a prior budget period.
FIN_092	92	Grants Management	Award Management	The system has the ability to add new contract lines to a grant, update the grant amount, make administrative changes to a grant, automatically process amendments, and allow movement of resources between grants, activities, or budgets.
FIN_093	93	Grants Management	Manage Billing and Revenue	The system has the ability to integrate grant billing approvals and requests for reimbursements with the functionality in the procurement department, including the ability to track billing and costs by grant funding source and by codes that are specific to each grant agency. The system is able to separate specific costs in project billing to distribute across multiple grants and identify unallowable costs.
FIN_094	94	Grants Management	Manage Billing and Revenue	The system has the ability to generate invoices for grant sponsors leveraging sponsor templates and to produce a Letter of Credit draw that can also store previously billed amounts.
FIN_095	95	Grants Management	Manage Billing and Revenue	The system has the ability for the automated calculation and subsequent processing of facilities and administration (F&A) overhead charges for Awards / Projects so that F&A rates and rate basis can be accessed by award with effective dates and with all historical changes available online. The system should be able to automate grant receipts to open receivables related to grants at the moment that transactions are imported.
FIN_096	96	Grants Management	Manage Billing and Revenue	The system has the ability to manage all grant billings through the system that can be approved through a configurable workflow process and generate postings for the general ledger.
FIN_097	97	Grants Management	Integration	The system has the ability to integrate in real-time with the other relevant application modules (e.g., Procurement, AP, GL, Fixed Assets, Projects, Expense Management, Contracts, Billing, AR, Time Entry, Payroll, HR). The system should be able to process changes to obligations / encumbrances (e.g., grant purchase orders balances), and utilize workflow to obtain approval of grant funded transactions and federal clauses.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
FIN_098	98	Grants Management	Grant Close Out	The system has the ability to develop an Award Closeout Checklist that can be partially automated and provide an efficient close out of an Award / Project / Activity by role and/or user.
FIN_099	99	Grants Management	Reporting	The system has the ability to provide a full range of user-defined grant reports to include a Grants Summary Report (Budget, Commitments, Spend), Revenue and Expense Report for each grant / award, Milestone Report, Grant Receivable Aging Report, Detailed Grant Trial Balance Report, and Obligations and Unliquidated Obligations Report. These reporting capabilities should align with grant requirements set by the grantor (e.g., Federal Department of Education, Georgia Department of Education, other entities).
FIN_100	100	Grants Management	Reporting	The system has the ability to integrate in real-time with other source systems (e.g., AP, Payroll / HR, Pre-Award System) to support standard and ad-hoc reporting needs.
FIN_101	101	Grants Management	Reporting	The system has the ability to set up tolerances to identify expenditures that experience an overrun or underrun. The system is able to provide access to external auditors to review underrun and overrun amounts.
FIN_102	102	Grants Management	Reporting	The system has the ability for grant users to create custom queries, reconciliation reports, and exception reports.
FIN_103	103	Grants Management	Reporting	The system has the ability to integrate in real-time with other source systems (e.g., AP, Payroll / HR, Pre-Award System) to support standard and ad-hoc reporting needs.
FIN_104	104	Project Management and Accounting	Project Creation & Approval	The system has the ability to create standardized, automated project proposals with corresponding data, content and business rules that can be approved and converted into active projects through auditable workflow processes throughout the project management / lifecycle.
FIN_105	105	Project Management and Accounting	Project Creation & Approval	The system has the ability to capture contract number, contracting entity, bid results, awards details, start / end dates, associated account numbers (e.g., general ledger, banks) and to create projects across fiscal years supporting a variety of project types such as capital, work-orders (non-capital expenditures) that are approved through workflow processes.
FIN_106	106	Project Management and Accounting	Project Creation & Approval	The system has the ability to identify key project dates (e.g., start, milestones), generate a predefined project activity list to better track depreciation and costs per department, assign resources (e.g., vendors, personnel, equipment, activities), assign responsible officials, create and maintain activity codes for tracking, identify and link multiple funds, funding sources, expenditure types and fixed assets for each project, and link multiple projects. Ability to monitor progress by time and budget, as well as make the necessary changes in Project Master Data.
FIN_107	107	Project Management and Accounting	Project Creation & Approval	The system has the ability to create a budget for a project, track the budget vs. actuals from the inception date, create a project forecast along fiscal year or other than fiscal year basis, create budgets for a project (e.g., monthly, fiscal year, calendar year, custom period), create custom project checklists, and support assignment of multiple projects to a grant and multiple grants to a project.
FIN_108	108	Project Management and Accounting	Project Creation & Approval	The system has the ability for seamless real-time integration to other systems / applications (e.g., financial asset management systems, time management, timesheets, task management, resource scheduling systems) and to district project systems (e.g., Maximo, Primavera).
FIN_109	109	Project Management and Accounting	Project Creation & Approval	The system has the ability to create and manage project proposals across fiscal years supporting a variety of project types such as capital, operating and work-orders (non-capital expenditures).
FIN_110	110	Project Management and Accounting	Project Creation & Approval	The system has the ability to create project proposals that can be assign multiple projects to a grant and multiple grants to a project
FIN_111	111	Project Management and Accounting	Project Creation & Approval	The system has the ability to forecast annual capital and operating costs (budget) for a project that includes project forecasts created along fiscal year or other than fiscal year basis for up to 25 years

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
FIN_112	112	Project Management and Accounting	Project Creation & Approval	The system has the ability to assign multiple projects to a grant and multiple grants to a project. The system has the ability to post multi-level budget targets and long range (20 year) financial plans in the relevant sections of the system.
FIN_113	113	Project Management and Accounting	Project Creation & Approval	The system has the ability to identify multiple funds, funding sources, expenditure types, and fixed assets for each project. The system is able to produce detailed cost tracking.
FIN_114	114	Project Management and Accounting	Project Creation & Approval	The system has the ability to identify key project dates (e.g., start, Notice to Proceed, milestones, go-live, substantial completion).
FIN_115	115	Project Management and Accounting	Project Execution, Monitoring & Controlling	The system has the ability to provide portfolio balancing, project and program benefit maps, prioritization/ranking and optimizing the portfolio as needed throughout the year, what-if analysis with associated reports and dashboards. The system has the ability to accommodate project prioritization and balancing against available funds and resources (looking forward 5 years) as part of the annual budgeting process.
FIN_116	116	Project Management and Accounting	Project Execution, Monitoring & Controlling	The system has the ability to track the project scope to maintain and update the project management plan, verify deliverables, update the Requirements Traceability Matrix, monitor and update the project schedule, baseline and multiple baselines (with historical tracking) to re-baseline the project schedule if needed, maintain an original plan and multiple versions as project progresses
FIN_117	117	Project Management and Accounting	Project Execution, Monitoring & Controlling	The system has the ability to provide high-level project tracking where detailed tracking is not required
FIN_118	118	Project Management and Accounting	Project Execution, Monitoring & Controlling	The system has the ability to track project progress payments and budget reconciliations including reconciliations with all system modules.
FIN_119	119	Project Management and Accounting	Project Execution, Monitoring & Controlling	The system has the ability to monitor project quality, document inspections and testing results, resolve test failures and manage punch lists.
FIN_120	120	Project Management and Accounting	Project Execution, Monitoring & Controlling	The system has the ability to maintain and update an actions / issues log, risk registry, and documentation for project team meetings and steering committee meetings and produce regular status reports.
FIN_121	121	Project Management and Accounting	Project Execution, Monitoring & Controlling	The system has the ability to manage project contracts, contract modifications and contract change orders.
FIN_122	122	Project Management and Accounting	Project Execution, Monitoring & Controlling	The system has the ability for users to interact with others working on projects using a "social" user interface. This may support alerting team members to information or events that may interest them.
FIN_123	123	Project Management and Accounting	Project Execution, Monitoring & Controlling	The system has the ability to calculate and allocate overhead costs evenly or from predefined user criteria, automatically calculate a predetermined overhead rate / burden for capital invoices, and manage CIP, grant funded CIP, bond funded CIP, and non-CIP projects including milestones, PS, schedules and their financial schedules.
FIN_124	124	Project Management and Accounting	Project Execution, Monitoring & Controlling	The system has the ability to capture multiple change orders, grants and funds transfers within a project, make adjustments to reimbursement payments, and to support adjustments to reimbursement payments due to organizational change and change in the grants reimbursements process leveraged by budget adjustment templates.
FIN_125	125	Project Management and Accounting	Project Execution, Monitoring & Controlling	The system has the ability to capture and track previous task orders, capture unspent budget dollars from the previous fiscal year and transition to the next fiscal year.
FIN_126	126	Project Management and Accounting	Project Execution, Monitoring & Controlling	The system has the ability track the status of each project (e.g., proposed, open, closed, postponed, or in closing) and manage CIP, grant funded CIP, bond funded CIP, and non-CIP projects including milestones, payment milestones, schedules, risks, resources, action issues and items logs, test failure reports, quality logs, and their financial schedules.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
FIN_127	127	Project Management and Accounting	Project Billing and Revenue	The system has the ability to generate invoices based on calendar, milestone or material / labor rates and generate grant reimbursements during the fiscal year in order to prepare the Schedule of Expenditures of Federal Awards (SEFA)
FIN_128	128	Project Management and Accounting	Project Billing and Revenue	The system has the ability to support user-defined project analytics, including an Earned Value Analysis (EVA), forecasts and scenario analysis.
FIN_129	129	Project Management and Accounting	Period End Close, Reporting and Analytics	The system has the ability to exclude / include invoice detail data elements, allowable charges and overhead for specific or all invoices.
FIN_130	130	Project Management and Accounting	Period End Close, Reporting and Analytics	The system has the ability to establish and manage retainage on project invoices through a workflow process, calculate the remaining retainage balance and apply it to the last payment on the task order, and review unbilled project expenditures.
FIN_131	131	Project Management and Accounting	Period End Close, Reporting and Analytics	The system has the ability to automate project billing and revenue forecast to integrate with the project system draw down process. The system should have an ability to provide a reimbursement drawdown process that would also accommodate reimbursements.
FIN_132	132	Project Management and Accounting	Period End Close, Reporting and Analytics	The system has the ability to allow the designated user to report / query off project hierarchy
FIN_133	133	Project Management and Accounting	Period End Close, Reporting and Analytics	The system has the ability to close project purchase orders and project codes, validate deliverables against contract requirements and acceptance criteria, and produce and include project expenditures comparative reports at project closeout.
FIN_134	134	Project Management and Accounting	Period End Close, Reporting and Analytics	The system has the ability to record and track all capitalized costs and create assets before and during project completion through real-time integration with the Fixed Assets module. Ability to project capital plan prioritizations (e.g., spending scenarios), and formulate financial constraints.
FIN_135	135	Project Management and Accounting	Capitalize and Close Project	The system has the ability to track and generate a report that details outstanding invoices due based on user-defined criteria (e.g., pre-defined time period, project, contractors, partners) to support reimbursements due from contractors and partners.
FIN_136	136	Project Management and Accounting	Capitalize and Close Project	The system has the ability to track the project closeout process and document the activities and approvals with a dynamic workflow system.
FIN_137	137	Project Management and Accounting	Capitalize and Close Project	The system has the ability to record and track OPEX and budget actuals for projects.
FIN_138	138	Fixed Assets	Asset Creation	The system has the ability to create a fixed asset, assign a unique asset number to a single item or multiple items purchased, perform cost adjustments, split single asset between multiple funds and departments, establish a location and category and perform other standard fixed asset accounting procedures (e.g., depreciation, retirement, disposition, transfer). The system should be able to accumulate all costs of a project, create an asset or multiple assets from these costs (e.g., school IT equipment with different GL accounts), split costs between different fixed assets, associate all capitalized costs with the construction or purchase/acquisition of an asset (e.g., capitalized assets at project completion) and capture related accounting transactions for posting to the general ledger without manual intervention.
FIN_139	139	Fixed Assets	Asset Creation	The system has the ability to consolidate multiple detail lines into a single asset or conversely to split a single detail line into multiple assets during the real-time integration from either the procure to pay or project costing processes into assets when creating a new asset. The system should be able to capitalize non-asset spend on the GL to an asset.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
FIN_140	140	Fixed Assets	Asset Creation	The system has the ability to transfer asset invoice / expense claims from Accounts Payable directly to an asset (if in service) or to an asset shell (if not placed in service) with subsidiary ledger (subledger) transactions flowing from subledger to the GL, create the asset and acquire asset (from asset clearing to asset balance sheet account). The system should be able to transfer project related invoices directly into a WIP balance sheet account so costs can be accumulated or to an asset shell.
FIN_141	141	Fixed Assets	Asset Creation	The system has the ability to identify if a new asset is a replacement for an existing asset and create a parent asset with multiple child assets linked to it through a message indicator prompted by the system (predictive tool), asking the end-user to confirm if the asset is a new or a replacement. (e.g., building with other assets like HVAC systems).
FIN_142	142	Fixed Assets	Asset Creation	The system has the ability to track and differentiate between purchased assets and leased assets and to track the funding sources (e.g., bonds, grants, State Department of Education sources) used for these purchases (including the State Department of Education code).
FIN_143	143	Fixed Assets	Asset Creation	The system has the ability to provide real-time integration from other system modules (e.g., Projects, Grants, Accounts Payable, Procurement.) as well from other external applications. This integration should allow the creation of a new asset, the deposition of an asset, or to add additional costs to an existing asset at any time during the project or grant life cycle. The system is able to produce Sales/ Use Tax Return reporting capabilities if required.
FIN_144	144	Fixed Assets	Asset Creation	The system has the ability to place an in-service date any time during the fiscal year, regardless of the period is open or close.
FIN_145	145	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to calculate depreciation based upon the asset profile, depreciation method (e.g., straight-line), useful life and process preliminary or final depreciation through on-line/on demand or batch processes that charge depreciation automatically to cost centers in the general ledger. The system should also be able to align depreciation rates with statutory rates and in compliance with regulations. The system should be able to perform a depreciation simulation and have one-step reversals.
FIN_146	146	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to define a standard depreciation area in support of varying depreciation requirements (e.g., GAAP) and forecast / simulate depreciation expense, using various depreciation conventions, by asset types.
FIN_147	147	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to use system templates to support asset transfer between departments (cost centers) and to track and reconcile assets with scannable asset tag numbers (e.g., RFID) printed from the system based on class.
FIN_148	148	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to generate either financial reports or memos to the general ledger to reflect the financial impact of asset dispositions and should automatically compute the gain/loss associated with a disposal / trade-in.
FIN_149	149	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to reinstate and retire assets, including tracking of asset disposal.
FIN_150	150	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to provide automatic posting of general ledger journal entries, post asset accounting entries with required approvals secured through workflow and post general ledger journal entries once fixed asset write-down has been calculated and approval granted including transactions based on a write-down calculation. The system should be able to provide alert notifications through workflow and incorporate error notifications as well.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
FIN_151	151	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to track an asset at the location level so that any asset ownership transfers are reflected in the General Ledger and the asset location is tracked in the Fixed Asset Module. The system should be able to track any asset movements by fixed asset, by location and by date with the history of the movement of assets retained in the system that can also accommodate gain / loss calculations if required.
FIN_152	152	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to support registration of installed base (full product/item version control for specification change), register warranty periods, link warranty documents to the relevant Projects or Grants and transfer warranty declaration, establish a link to the Infor system (or establish messaging), and communicate with internal service department when warranty work will be performed by that internal department.
FIN_153	153	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to create a schedule and integrate lease payments through Accounts Payable in real-time.
FIN_154	154	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to categorize codes for asset disposition, retire an asset containing multiple asset components with individual asset numbers and track disposal values.
FIN_155	155	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to provide automated identification of assets at end of useful lives and ready for retirement including an approval process supported by report / query generation capability (e.g., verification of assets ready to be retired) that includes a notification on the status of the asset (e.g., pending action).
FIN_156	156	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to conduct specific transactions on a large group of assets such as recategorization, retirement and to track and retire assets on a mass scale by distinguishing assets by asset class.
FIN_157	157	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to provide identifiable asset records to match assets to be retired and a calculation tool to determine fair market value and net book value.
FIN_158	158	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to provide system template forms to standardize manual asset retirement requests from business units that do not require access to the fixed assets module.
FIN_159	159	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to create accounting entries for additions, adjustments, impairments and transfers with required approvals and to account for any cash on Sale of Disposed/Retired Assets.
FIN_160	160	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to provide identifiable asset records to match assets to be impaired and calculation tools to assess fair market value of the asset to be impaired.
FIN_161	161	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to transfer assets from one fund to another (e.g., restricted, non-restricted) with cumulative depreciation records to flow to these funds.
FIN_162	162	Fixed Assets	Period End Close	The system has the ability to produce standard asset management reports (both "as reported" and "pro forma") that can be sorted and filtered by one or more designated user defined criteria (e.g., Asset Details by Location, Asset Acquisition, Asset Net Book Value, Statement of Changes in Net Assets, Balance Sheet, Income Statement, actual/planned Project Reports).
FIN_163	163	Fixed Assets	Period End Close	The system has the ability to produce fixed asset reports for leased assets that include lease holding information, lease expirations, and asset retirements / end of service.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
FIN_164	164	Fixed Assets	Period End Close	The system has the ability to account for fixed assets that are fully depreciated, but still need to be shown internally and assets which are not fixed assets (e.g., computers, printers, file cabinets) with the same level of detail
FIN_165	165	Fixed Assets	Period End Close	The system has the ability to provide standard reporting templates and on-line inquiry for the fixed assets sub-ledger that provides life-to-date balances and transactions based on project / asset start and end dates. These templates should allow users to easily update or add information to meet reporting requirements. The system should be able to support this capability in the fixed assets module as well as in the project management and accounting module.
FIN_166	166	Fixed Assets	Period End Close	The system has the ability to allow the designated user to report / query off project hierarchy. The system should be able to support this capability in the fixed assets module as well as in the project management and accounting module.
FIN_167	167	Fixed Assets	Period End Close	The system has the ability to create and track detail closing activities (internal and external to ERP) with task description, task process steps, task requirements, supporting task information (e.g.., process definition, accounting policies, procedures), task prerequisites, task begin time, task duration, task end time, task owner(s), required task attachments, task completion time / data. The system should be able to provide views through configurable dashboards that would accommodate the tracking of assets against projects.
FIN_168	168	Fixed Assets	Period End Close	The system has the ability to provide analysis and reporting capabilities that enables management to proactively monitor and measure fixed assets from financial and non-financial perspectives. Designated users should have real time access to identify and track KPIs throughout fixed asset processes.
FIN_169	169	Fixed Assets	Period End Close	The system has the ability to close the Fixed Asset subsidiary module to the General Ledger module electronically at the user and transaction levels and to automatically generate a gain / (loss) transaction based on the changed status of any assets.
FIN_170	170	Fixed Assets	Period End Close	The system has the ability to support full compliance with GASB 34 fixed assets reporting (audit support and financial statement schedules) and roll forward balances / perform year-end close while tracking multi-year expenditures.
FIN_171	171	Fixed Assets	Reporting	The system has the ability to generate and publish as-of-date reports (e.g., Fixed Assets Register, Depreciation, Additions, Disposals, Sales, Changes etc.) at any given time, and export these reports as an Excel spreadsheet.
FIN_172	172	Fixed Assets	System Governance	The system has the ability to maintain fixed asset records that include a description of the property, a serial number and/or other identification number, the source of funding for the property, who holds title, asset designated users (in addition to recording property custodian), the acquisition date, the cost of the property, electronic document attachment (including images) and percentage of Federal participation in the project costs for the Federal award under which the property was acquired..
FIN_173	173	Fixed Assets	System Governance	The system has the ability to record an audit trail of all changes made to asset records, recording designated user ID and date.
FIN_174	174	Fixed Assets	System Governance	The system has the ability to perform online entry and maintenance of fixed asset records. Changes should be properly accounted for in the Asset Management module and the GL.
FIN_175	175	Fixed Assets	System Governance	The system has the ability to allow the designated user to assign an active/inactive status to an activity.
FIN_176	176	Fixed Assets	System Governance	The system has the ability to interface with other systems via web service to maintain cost center listings with retainage to be included in PO automatically.
FIN_177	177	Fixed Assets	System Governance	The system has the ability to monitor progress by time and budget and also necessary changes in Fixed Asset Master Data.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
FIN_178	178	Fixed Assets	System Governance	The system has the ability to link fixed assets to a project with the dynamic tables in the background and to ensure that status changes and closing of the Project so accommodated that all fixed asset costs are booked,
FIN_179	179	Planning	Performance Reporting	The system has the ability to support performance reporting through the generation of automated variance notifications, based upon established thresholds, and using multiple communication channels.
FIN_180	180	Planning	Performance Reporting	The system has the ability to provide a concise, up-to-date layout of performance metrics that track progress towards strategic goals and objectives. This layout should contain both numerical and graphical formats along with metrics across multiple factors including financial, operational, workforce and customers.
FIN_181	181	Planning	Performance Reporting	The system has the ability to provide authorized end-users with self-service access to prebuilt standard performance reports, KPI's, user-defined dashboards and ad hoc reporting to simplify access to this information.
FIN_182	182	Budget	Budget Development	The system has the ability to support departmental / user budget development that provides user-friendly input processes (e.g., budget input forms, Excel-like data entry, user dashboards), and allocate budget across cost centers (e.g., central support departments, schools), divisions, departments, projects and grants based on new or updated revenue projections / salary projections / budget figures. Cost center budget development for schools should accommodate each school to have a starting budget that is updated in real time based on revenues and disbursements. This budget allocation process should accommodate changing business requirements and regulatory needs, along with allocations based on Georgia Department of Education revenues and funding formulas. The system should be able to have budget development calendar capabilities and allow end-users to input comments relating to each budget or operational line accordingly.
FIN_183	183	Budget	Budget Development	The system has the ability to create, edit and manage multiple budget scenarios that include projected salary schedule adjustments, percentage salary increases, projected employee benefit plan cost adjustments and new school organizational units. Cost center budget development for schools should accommodate each school to have a starting budget that is updated in real time based on revenues and disbursements.
FIN_184	184	Budget	Budget Development	The system has the ability for top down and bottom up, variable / fixed budgeting and zero-based budgeting approaches. Ability to drill into prior year expenses when working within cost center GL (bottom up) and detail reconciles to the total.
FIN_185	185	Budget	Budget Development	The system has the ability to adjust budgets and budget line items and set up budget limits during budget development, with accompanying workflow approvals and notifications' system should also support rolling forecast processes based on business requirements (e.g., ability to forecast a rolling fixed number of periods)
FIN_186	186	Budget	Budget Development	The system has the ability to generate and manage multi-year budgets that may be saved and stored for future use and analysis, including the ability to generate multiple simultaneous "budget scenarios" and "what if" analysis.
FIN_187	187	Budget	Budget Planning and Forecasting	The system has the ability to link budgeting models with specific financial targets and dollar amounts from the strategic/financial plan by divisions, departments, service lines, cost centers, and standard cost categories so that the budget can be used for comparison against actual results. The system should support version control, calculation capabilities and business rules engine functionality that can pre-populate or seed these budgeting models. The system should also support rolling forecast processes based on business requirements (e.g., ability to forecast a rolling fixed number of periods).

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
FIN_188	188	Budget	Budget Planning and Forecasting	The system has the ability to copy volumes, rates, and amounts from prior years or other scenarios, and refresh budget forecasts for revenue, workforce, capital project, expense, balance sheet & cash flow changes, including the analysis of multiple budget scenarios simultaneously and loading of headcount "targets" and "vacancy factors."
FIN_189	189	Budget	Budget Planning and Forecasting	The system has the ability to integrate with portfolio management module and to be able to prioritize projects based on various budget indicators
FIN_190	190	Budget	Budget Integration	The system has the ability for seamless integration in real-time to other systems / applications across the business environment (e.g., procurement, project management, fixed assets, human resources, payroll)
FIN_191	191	Budget	Budget Management	The system has the ability for end users and department heads (budget managers) to review the preliminary budget online, suggest or submit balanced budget transfer requests (e.g., decrease in another budget to increase a budget line) and make changes within designated workflow that are immediately calculated and viewable. The system should be able to provide an interface to upload budget transfers in an automated feature as well as being able to make manual adjustments as necessary.
FIN_192	192	Budget	Budget Management	The system has the ability to track the current status of budgets vs. actuals from the budget inception date until the data is achieved, establish budget limits on account categories (e.g., salary/benefit lines, operational support lines, projects), track changes to budget (e.g., time / date of change, person making change) for up to 5 years after event, provide an audit log of changes, and require justification when changes are made manually by user over a certain dollar or %.
FIN_193	193	Budget	Budget Management	The system has the ability to allow end-users to input budget narratives and ability to add text and budget documentation.
FIN_194	194	Budget	Budget Management	The system has the ability to do mass budget changes.
FIN_195	195	Budget	Budget Management	The system has the ability to track and manage encumbrance amounts (including amounts that may cross a fiscal year) and applicable controls, such as budget stops and limits per business rules to facilitate the accrual process.
FIN_196	196	Budget	Budget Management	The system has the ability to track fund balances, cost allocation model for operating costs and revenue, FTE charts, and service statistics: miles, ridership etc.
FIN_197	197	Budget	Budget Reporting	The system has the ability to provide a mid-cycle projection reporting tool to determine how the month and the year will end, based on various volume assumptions and allow operational management to perform what-if-analysis to determine where adjustments can be made to improve monthly results.
FIN_198	198	Budget	Budget Reporting	The system has the ability to drill down from high-level overall budget vs actuals, for any time period, into financial statement lines, then into cost centers, then into GL lines, then into actual data populated, and then into invoice / receiving / PO detail.
FIN_199	199	Budget	Budget Reporting	The system has the ability to generate monthly progress reports in the system that can be electronically routed for review.
FIN_200	200	Budget	Budget Reporting	The system has the ability to provide a current (weekly, mid-week, mid-month) executive dashboard showing actual vs. budgeted results for any area that management wants to track. The system should be able to create a budget book within the system and be able to export, publish and post the budget book.
FIN_201	201	Budget	Capital Budget Management	The system has the ability to allow for designated users to manage, monitor, and support the Capital Budget request process on a single, unified platform through an easy-to-use single point of entry interface with simple data entry capabilities for Capital Budget Requests (Identify, Define, Estimate, Prioritize, etc.), including "what if" analysis, capital project lists and prioritizations.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
FIN_202	202	Budget	Capital Budget Management	The system has the ability to track actual capital spending by project vs. budget from inception date, configure business rules for capital vs. non-capital assets (e.g., strategic vs. routine), enter up-to-date project forecasts and provide analytic features to manage Capital Budgeting (e.g. real-time metrics and reports, configurable dashboards)
FIN_203	203	Budget	Capital Budget Planning and Forecasting	The system has the ability to provide a capital budgeting system with a single point of entry for all annual capital budgeting requests that is integrated in real-time with the Operating Budget and Long-Range Planning (20 years) that includes additional periods (e.g., one year).
FIN_204	204	Budget	Capital Budget Planning and Forecasting	The system has the ability to allow budgets to be available for more than one year (carry forward) and support multi-year budgets and multi-funding pools.

B. Human Resources Requirements (Process Level 0)

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_001	1	Organization Management	Create / Manage Organization Structure	The system has the ability to organize, structure and track the district workforce by position rather than employees through a position control process that assigns attributes to each position including: - Position number / description, with position status and start / end dates; - Pay Schedule or pay range; - Work Location; - Department (e.g., cost center); - Hierarchical data (e.g., manager, direct reports); - Position credentials (e.g., required credentials, education, licenses, continuing education); - Job code / job family / job type; - Work periods (e.g., 180 day contract, 200 day contract, hours/day, total hours/week); - Employee classification (e.g., full-time, part-time); - Budget code; - Insurance type; and - Qualified employee benefits. This position control process should support the hiring and recruitment approval process and provide better visibility when managing the district budget.
HCM_002	2	Organization Management	Create / Manage Organization Structure	The system has the ability to track positions data and history through, at a minimum: position number, position description, position type, position status, position start date, and position end date.
HCM_003	3	Organization Management	Create / Manage Organization Structure	The system has the ability to support budgeting for positions and departments (for maintaining budgets).
HCM_004	4	Organization Management	Create / Manage Organization Structure	The system has the ability to display current incumbent information and incumbent history for a position, and the display of whether a position is filled (incumbent) or vacant
HCM_005	5	Organization Management	Create / Manage Organization Structure	The system has the ability to support “encumbering” (reserving) a position that is not currently filled and does not have an available budget (e.g., budget being used for another position or employee is on authorized leave).
HCM_006	6	Organization Management	Create / Manage Organization Structure	The system has the ability to support assigning multiple employees to a single position (e.g., job sharing, retiring incumbent / new hire, effective dating).
HCM_007	7	Organization Management	Create / Manage Organization Structure	The system has the ability to support creation of requests for establishment of a new position in a pre-approved title, and to associate new position requests to the requesting department.
HCM_008	8	Organization Management	Create / Manage Organization Structure	The system has the ability to auto-generate request numbers (Job Control number) to track new position requests.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_009	9	Organization Management	Create / Manage Organization Structure	The system has the ability to track position request status (e.g., department submitted, information requested, disapproved, submitted, withdrawn, pending determination).
HCM_010	10	Organization Management	Create / Manage Organization Structure	The system has the ability to track and display position request transaction history, request submittal date, requester information, request effective dates and any action codes assigned to the position request.
HCM_011	11	Organization Management	Create / Manage Organization Structure	The system has the ability to track the proposed expiration date for the new position when the request is for a temporary or seasonal position. The duration of the position(s) being requested should be able to be documented (e.g., T = temp, S = seasonal, P = permanent) and the number of months requested for the position tracked as well.
HCM_012	12	Organization Management	Create / Manage Organization Structure	The system has the ability to track requests to reclassify and/or move any position.
HCM_013	13	Organization Management	Create / Manage Organization Structure	The system has the ability to support requesting a new position in a new title, reclassification of a position to an existing title and reclassification of a position to a new title.
HCM_014	14	Organization Management	Create / Manage Organization Structure	The system has the ability to support requesting a title structure change to a new title at the same grade, requesting a title structure change to an existing title that has a different allocation and requesting a title structure change to a new title that has a different reallocation.
HCM_015	15	Organization Management	Create / Manage Organization Structure	The system has the ability to display position summary information including the actions which have occurred on a position such as a location move or reclassification, or to verify that a hiring freeze exemption or waiver was actually placed on a position.
HCM_016	16	Organization Management	Create / Manage Organization Structure	The system has the ability to access and review position funding information, which includes all of the available information concerning the source of funding for a position.
HCM_017	17	Organization Management	Create / Manage Organization Structure	The system has the ability to support requests for position abolishment, the tracking of abolishment requests effective dates and capturing of request level comments for the position abolishment.
HCM_018	18	Organization Management	Create / Manage Organization Structure	The system has the ability to support creation and processing of restricted and unrestricted hiring freezes, the initiation of hiring freezes, hiring freeze effective dates, and hiring freeze effective dates. The system should be able to store hiring freeze justifications and display funding and position information for review while creating hiring freeze requests.
HCM_019	19	Organization Management	Create / Manage Organization Structure	The system has the ability to process compensation adjustments for requested positions, capture comments on compensation adjustments, and capture any limits information.
HCM_020	20	Organization Management	Create / Manage Organization Structure	The system has the ability to prevent abolishment of encumbered positions (positions where an active incumbent exists).
HCM_021	21	Organization Management	Create / Manage Organization Structure	The system has the ability to support multiple position actions on the same effective date.
HCM_022	22	Organization Management	Create / Manage Organization Structure	The system has the ability to support administrative access to position transactions by Human Resources personnel, including the ability to edit information entered by Departmental users.
HCM_023	23	Organization Management	Create / Manage Organization Structure	The system shall have the ability to assign a position as being FLSA exempt or non-exempt.
HCM_024	24	Organization Management	Create / Manage Organization Structure	The system has the ability to assign position titles to one of the following EEO job categories in order to comply with EEO-1 and VETS- 100 reporting requirements: Officials and Managers, Professionals, Technicians, Sales Workers, Office.
HCM_025	25	Organization Management	Create / Manage Organization Structure	The system has the ability to produce dynamic organization charts for online viewing, showing dotted line reporting relationships and contact details via org chart view.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_026	26	Organization Management	Create / Manage Organization Structure	The system has the ability to maintain organizational history and allow organizational modelling (e.g., workforce analytics, organization design).
HCM_027	27	Employee Data Management	Track Employee Citizenship	The system has the ability to capture and track I-9 information for employees, print the completed online I-9 form, and to store completed I-9 forms electronically in a location other than the employee data record (personnel file).
HCM_028	28	Employee Data Management	Track Employee Citizenship	The system has the ability for Human Resource Administrators to receive notification of I-9 completion, the ability for Human Resource Administrator to enter the name and address of the preparer who assisted the employee in the completion of the I-9 Form page, and the ability for Human Resource Administrators to complete Sections 2 and 3 of the I-9 form.
HCM_029	29	Employee Data Management	Update Employee Personal Data	The system has the ability for departments and schools to add personal data, such as name, address, personal relationships, and organizational relationships, such as employee or contingent worker.
HCM_030	30	Employee Data Management	Update Employee Personal Data	The system has the ability to track emergency contact information for employees and to allow managers to access / view employee's emergency contact information within their organizational hierarchy.
HCM_031	31	Employee Data Management	Update Employee Personal Data	The system has the ability to protect personal data for particular categories (protected class).
HCM_032	32	Employee Data Management	Update Employee Personal Data	The system has the ability to add additional attributes for employee required regulatory reporting (e.g., race, ethnicity, gender, veteran status, disability accommodation).
HCM_033	33	Employee Data Management	Update Employee Personal Data	The system has the ability to support human resource representatives in departments and schools to view information about employees within their organizational hierarchy.
HCM_034	34	Employee Data Management	Update Employee Personal Data	The system has the ability to support Human Resource Administrators classifying an employee as disabled.
HCM_035	35	Employee Data Management	Update Employee Personal Data	The system has the ability to support employee self-identifying as disabled.
HCM_036	36	Employee Data Management	Update Employee Personal Data	The system has the ability for Human Resource Administrators to update employee's disability status (Yes, I have a disability, no, I do not have a disability, or I do now wish to answer).
HCM_037	37	Employee Data Management	Update Employee Personal Data	The system has the ability to support employees submitting accommodation requests via online form.
HCM_038	38	Employee Data Management	Update Employee Personal Data	The system has the ability to support Human Resource Administrators to enter information about requests for ADA disability accommodations for employees with disabilities.
HCM_039	39	Employee Data Management	Update Employee Personal Data	The system has the ability to link a unique number (e.g., system generated number or N number) in order to track records for employees and applicants and the ability to auto-generate new employee numbers.
HCM_040	40	Employee Data Management	Update Employee Personal Data	The system has the ability to assign and track an employee as a veteran and then classify that employee as Disabled Veteran, Vietnam Veteran, or Disabled Vietnam Veteran to comply with reporting requirements detailed in the Department of Labor's Veterans Employment Opportunity Act of 1988.
HCM_041	41	Employee Data Management	Update Employee Personal Data	The system has the ability to designate the number of veteran credits for employees.
HCM_042	42	Employee Data Management	Update Employee Personal Data	The system has the ability to link a picture with the following file formats to an employee for identification purposes (BMP, JFIF, JPEG, PCX, PICT, TIFF).
HCM_043	43	Employee Data Management	Update Employee Personal Data	The system has the ability to change or delete pictures with the following file formats that have been linked to an employee for identification purposes (BMP, JFIF, JPEG, PCX, PICT and TIFF).
HCM_044	44	Employee Data Management	Update Employee Personal Data	The system has the ability to designate an employee retirement number and an employee retirement tier.
HCM_045	45	Employee Data Management	Update Employee Personal Data	The system has the ability to designate an employee retirement waiver expiration.
HCM_046	46	Employee Data Management	Update Employee Personal Data	The system has the ability to track officer badge number in employee's personal data for security personnel.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_047	47	Employee Data Management	Update Employee Personal Data	The system has the ability to support Human Resources Administrators representatives to enter changes to employee's personal data (changes of name, address, marital status).
HCM_048	48	Employee Data Management	Update Employee Personal Data	The system has the ability to support department and school human resources representatives to enter changes to employee's personal data, such as changes of name, address, marital status within their organizational hierarchy.
HCM_049	49	Employee Data Management	Update Employee Personal Data	The system has the ability to assign and track an employee's Visa type.
HCM_050	50	Employee Data Management	Update Employee Personal Data	The system has the ability to assign the documentation provided at time of hire to support proof of US citizenship such as birth certificate or passport and to store any such documentation collected electronically in a location other than the employee data file (personnel file).
HCM_051	51	Employee Data Management	Update Work Employment Changes	The system has the ability to manage employee membership in unions, works councils, or labor agreements in association with job titles and respective negotiated unions.
HCM_052	52	Employee Data Management	Update Work Employment Changes	The system has the ability to manage special employee statuses (e.g., temporary workers, staff, managerial, certificated, classified).
HCM_053	53	Employee Data Management	Update Work Employment Changes	The system has the ability to maintain various dates that drive personnel action events (e.g., merit raises, salary schedule step increases, longevity bonuses, performance, evaluation, retirement options, medical insurance eligibility). The system should be able to maintain dates that drive certificated employee evaluations through the Teacher Keys Effectiveness System (TKES).
HCM_054	54	Employee Data Management	Update Work Employment Changes	The system has the ability to maintain employment history for an employee that includes hire, rehire and termination dates for each position held in the district and the work schedules while in those positions (e.g., half-time, fulltime).
HCM_055	55	Employee Data Management	Update Work Employment Changes	The system has the ability to maintain notes and text for various payroll and personnel transactions that remain associated with these transactions, as used as justification and documentation for specific actions.
HCM_056	56	Employee Data Management	Update Work Employment Changes	The system has the ability to retroactively make late changes (e.g., promotions, demotions, merits, pay exceptions, retirements, any other human resources related variables).
HCM_057	57	Employee Data Management	Update Work Employment Changes	The system has the ability to manage jurisdictional classifications (e.g., competitive, non-competitive, exempt, non-exempt, labor).
HCM_058	58	Employee Data Management	Update Work Employment Changes	The system has the ability to default employee job attributes from the position record to the employee record with the ability to override defaults at the employee job level.
HCM_059	59	Employee Data Management	Update Work Employment Changes	The system has the ability to configure rules to determine compensation default rates for new hires, promotions, demotions.
HCM_060	60	Employee Data Management	Update Work Employment Changes	The system has the ability to override compensation default rates.
HCM_061	61	Employee Data Management	Update Work Employment Changes	The system has the ability to support the expiration of employment status (e.g., leave status) that has been inactive for a user-determined amount of time.
HCM_062	62	Employee Data Management	Update Work Employment Changes	The system has the ability to track transactions based on the effective date of the action including multiple changes on the same effective date.
HCM_063	63	Employee Data Management	Update Work Employment Changes	The system has the ability to maintain standard work hours (e.g., part-time positions).
HCM_064	64	Employee Data Management	Update Work Employment Changes	The system has the ability to transfer an employee to a different department or school without re-entering the entire employee file and to generate workflow items as needed for approvals and notifications.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_065	65	Employee Data Management	Update Work Employment Changes	The system has the ability to maintain employee pay type (e.g., hourly, salaried, supplemental, exception hourly).
HCM_066	66	Employee Data Management	Update Work Employment Changes	The system has the ability to maintain employee type (e.g., full-time, parttime, contract, contracted).
HCM_067	67	Employee Data Management	Update Work Employment Changes	The system has the ability to track employee's status (e.g., active, on leave, sabbatical, terminated, retired).
HCM_068	68	Employee Data Management	Update Work Employment Changes	The system has the ability for Human Resources Administrators to enter new hire transactions, rehire transactions, concurrent hire transactions and incumbent hire transactions into the human resources system.
HCM_069	69	Employee Data Management	Update Work Employment Changes	The system has the ability to have suspension and restore dates with to and from dates of suspension.
HCM_070	70	Employee Data Management	Update Work Employment Changes	The system has the ability for departments and schools to enter Leave and Return from leave transactions into human resources system
HCM_071	71	Employee Data Management	Update Work Employment Changes	The system shall have the ability for Human Resources Administrators to review, edit and approve employment data transactions entered by departments and schools into the human resources system prior to transactions taking effect.
HCM_072	72	Employee Data Management	Update Work Employment Changes	The system shall have the ability for BSC personnel to edit Employment Data transactions entered by agencies into HR system
HCM_073	73	Employee Data Management	Update Work Employment Changes	The system has the ability to re-assign an employee's specific location (physical address, department / school) to accommodate internal re-assignments (e.g., resources re-allocations, transfers, promotions).
HCM_074	74	Employee Data Management	Update Work Employment Changes	The system has the ability to default the manager assigned to an employee from position.
HCM_075	75	Employee Data Management	Update Work Employment Changes	The system has the ability to link employment records for an employee that is a rehire.
HCM_076	76	Employee Data Management	Update Work Employment Changes	The system has the ability to default employee Pay Cycle based on department / school ID when generating employee transactions.
HCM_077	77	Employee Data Management	Update Work Employment Changes	The system has the ability to display incumbent position information and history for employees.
HCM_078	78	Employee Data Management	Update Work Employment Changes	The system has the ability to indicate an employee is re-hire.
HCM_079	79	Employee Data Management	Update Work Employment Changes	The system has the ability to default Fiscal Year and Pay Period to current or future pay period based on pay cycle and effective date of employee transactions.
HCM_080	80	Employee Data Management	Update Work Employment Changes	The system has the ability to allow personal data to be updated through employee self-service (ESS) with workflow and edit checks / warnings based on business rules for this personal data.
HCM_081	81	Employee Data Management	Update Work Employment Changes	The system has the ability to recognize personal data change forms (e.g., personnel action requests, personnel cover sheets) and automatically capture form type and data on form that is uploaded by Human Resource Administrators and initiate appropriate personal data change transaction.
HCM_082	82	Employee Data Management	Update Work Employment Changes	The system has the ability to display warning messages based on certain business rules when employment data changes are being entered.
HCM_083	83	Employee Data Management	Update Work Employment Changes	The system has the ability to have "hard stops" in place based on business rules for employment data change transactions when transactions are entered.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_084	84	Employee Data Management	Update Work Employment Changes	The system has the ability to provide users with the ability to view employee data transactions they submitted while the transaction is at various stages of approval.
HCM_085	85	Employee Data Management	Update Work Employment Changes	The system has the ability to capture any data required to be transmitted to the payroll system (e.g., benefit flag, anniversary in grade date).
HCM_086	86	Employee Data Management	Update Work Employment Changes	The system has the ability to capture all data required to be transmitted to the time & attendance leave system (e.g., leave earnings rate, leave retention maximums).
HCM_087	87	Employee Data Management	Update Work Employment Changes	The system has the ability for Human Resources Administrators to submit employment data transactions to change employee percent (e.g., position is full time position but employee appointment to be made at 75%).
HCM_088	88	Employee Data Management	Update Work Employment Changes	The system has the ability to allow appointment leave and return from appointment leave transactions to be submitted by departments / schools in one transaction.
HCM_089	89	Employee Data Management	Update Work Employment Changes	The system has the ability to produce edits and display warnings if a transaction is being submitted without appropriate appointment status based on business rules (e.g., permanent appointment to encumbered position).
HCM_090	90	Employee Data Management	Update Work Employment Changes	The system has the ability to display or hide certain data fields on employee data management transaction pages based on defined business rules and reason codes.
HCM_091	91	Employee Data Management	Update Work Employment Changes	The system has the ability to identify transactions that may require salary workup review and place transactions on appropriate worklists for salary determination.
HCM_092	92	Employee Data Management	Update Work Employment Changes	The system has the ability to allow employment data to be updated automatically based on business rules (e.g., salary schedule step placement / advancement).
HCM_093	93	Employee Data Management	Update Work Employment Changes	The system has the ability to allow transactions denied by Human Resources Administrators to be viewable and workable by all department / school users for location that originated the transaction
HCM_094	94	Employee Data Management	Update Work Employment Changes	The system has the ability to allow posting of special messages attached to employment data actions based on business rules.
HCM_095	95	Employee Data Management	Update Work Employment Changes	The system has the ability to execute edits and validations based on business rules when saving employment data transactions and generate warning and error messages if validations are not passed.
HCM_096	96	Employee Data Management	Update Work Employment Changes	The system has the ability to calculate and track service dates and service longevity on employee's record.
HCM_097	97	Employee Data Management	Update Work Employment Changes	The system has the ability for Human Resource Administrators to run seniority date calculations to update employee's service date (if appropriate) and post “reconstruct” messages to employee’s history.
HCM_098	98	Employee Data Management	Update Work Employment Changes	The system has the ability to automatically post probation completion date for employees whose probation end date has passed by a specified period of time, excluding employees in traineeships.
HCM_099	99	Employee Data Management	Update Work Employment Changes	The system has the ability to extend probationary leave (incumbent hold) when a probationary period is extended.
HCM_100	100	Employee Data Management	Update Work Employment Changes	The system has the ability to indicate the employee's prior service including rehire, inter-district transfer, prior service at district and new hire.
HCM_101	101	Employee Data Management	Update Work Employment Changes	The system has the ability for employees to have multiple appointments and various status per appointment (e.g., teacher that is also a coach, custodian that drives a school bus).
HCM_102	102	Employee Data Management	Health & Safety	The system has the ability to support collecting information related to health and safety incidents.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_103	103	Employee Data Management	Health & Safety	The system has the ability to support collection of information as it relates to the health and safety incident claim application: - Incident date; - Incident time; - Description of incident; - Employee name; - Date of birth; - Gender; - Nature of injury; - Source of injury; - District location and; - Treating physicians / medical facilities.
HCM_104	104	Employee Data Management	Health & Safety	The system has the ability to generate a unique number to track health and safety incidents.
HCM_105	105	Employee Data Management	Health & Safety	The system has the ability to capture witnesses, investigators, or other individuals connected to the health and safety incident.
HCM_106	106	Employee Data Management	Health & Safety	The system has the ability to change, update, or delete health and safety incident claims with the appropriate user security access.
HCM_107	107	Employee Data Management	Health & Safety	The system has the ability to store incomplete health and safety incident claim applications in accordance with district retention policies.
HCM_108	108	Employee Data Management	Health & Safety	The system has the ability to support uploading of documentation for the health and safety incident claim application process.
HCM_109	109	Employee Data Management	Health & Safety	The system has the ability to print all information including scanned documents and reports for health and safety incidents, and attach this information to the health and safety transaction record.
HCM_110	110	Employee Data Management	Health & Safety	The system has the ability to maintain pending health and safety incident claim information: - Stage of the claim process; - Current owner of the claim; - Open actions needed to complete processing of the claim and; - Additional information needed to continue claim processing.
HCM_111	111	Employee Data Management	Health & Safety	The system has the ability to indicate Occupational Safety and Health Act (OSHA) cases to an employee health and safety incident.
HCM_112	112	Employee Data Management	Health & Safety	The system has the ability to electronically submit accident reporting to a district third party administrator or insurance vendor to advise that a disability claim has been submitted by an employee and is pending due to a health and safety incident.
HCM_113	113	Employee Data Management	Health & Safety	The system has the ability to capture corrective / preventive actions taken to prevent future workplace health and safety incidents.
HCM_114	114	Employee Data Management	Health & Safety	The system has the ability to track and manage appeals of health and safety incidents.
HCM_115	115	Organization Updates	Mass Changes Cyclical & Ad Hoc	The system has the ability to support deletion of transactions from generated mass update lists, including the ability to mark and delete all transactions.
HCM_116	116	Organization Updates	Mass Changes Cyclical & Ad Hoc	The system has the ability to support use of worklists by Human Resource Administrators to review and execute required actions as part of the mass update.
HCM_117	117	Organization Updates	Mass Changes Cyclical & Ad Hoc	The system has the ability to support using search functionality to locate specific items on the roster while executing mass updates.
HCM_118	118	Organization Updates	Mass Changes Cyclical & Ad Hoc	The system has the ability to support sorting of positions by specified fields when executing mass updates.
HCM_119	119	Organization Updates	Mass Changes Cyclical & Ad Hoc	The system has the ability to execute a mass change process to effect location change.
HCM_120	120	Organization Updates	Mass Changes Cyclical & Ad Hoc	The system has the ability to change multiple line-item numbers at one time for the annual line-item realignment at the beginning of the Fiscal Year (July 1), as well as for line-item number realignments of federally funded positions at the beginning of the Federal Fiscal year.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_121	121	Organization Updates	Mass Changes Cyclical & Ad Hoc	The system has the ability to capture new effective date, new rate frequency, new rate and new reason code when executing mass compensation change transactions.
HCM_122	122	Organization Updates	Mass Changes Cyclical & Ad Hoc	The system has the ability to perform mass updates for leave extensions.
HCM_123	123	Organization Updates	Mass Changes Cyclical & Ad Hoc	The system has the ability to execute a mass change process to affect new hires.
HCM_124	124	Organization Updates	Mass Changes Cyclical & Ad Hoc	The system has the ability to execute a mass change process to effect reassignment (change in work location).
HCM_125	125	Compensation	Salary Planning	The system has the ability to support requesting a hiring rate for appointments that are above the current statutory minimum salary.
HCM_126	126	Compensation	Salary Planning	The system has the ability to support requesting salary parity for existing employees with qualifications similar to those of new appointees that have received increased minimums.
HCM_127	127	Compensation	Salary Planning	The system has the ability to support processing of increased minimums and equivalent qualifications in one salary adjustment request if appropriate.
HCM_128	128	Compensation	Salary Planning	The system has the ability to associate the department / school code and name of the department / school requesting the transaction to salary adjustment request.
HCM_129	129	Compensation	Salary Planning	The system has the ability to track transaction history associated with salary adjustment requests.
HCM_130	130	Compensation	Salary Planning	The system has the ability to auto-generate request numbers (Job Control number) to track salary adjustment requests.
HCM_131	131	Compensation	Salary Planning	The system has the ability to associate the action code on salary adjustment transactions (IM = Increased Minimum, EQ = Equivalent Qualifications).
HCM_132	132	Compensation	Salary Planning	The system shall have the ability to track the proposed date for the increased minimum to take effect along with the candidate information for the position.
HCM_133	133	Compensation	Salary Planning	The system has the ability to track the proposed annual salary of the candidate, the education level of the candidate, date of the qualifying licensure or credential of the candidate, and type of additional qualifying experience the candidate has on salary adjustment form.
HCM_134	134	Compensation	Salary Planning	The system has the ability to track the number of qualifying years of experience the candidate has in excess of Equivalent Qualifications requirements for the position on salary adjustment form.
HCM_135	135	Compensation	Salary Planning	The system has the ability to track the request date, requestor information and effective date for salary adjustment transaction.
HCM_136	136	Compensation	Salary Planning	The system has the ability to track the disposal date on salary adjustment transactions if the action is “Withdrawn” or “Deny”.
HCM_137	137	Compensation	Salary Planning	The system has the ability to track request level comments associated with salary adjustment transaction
HCM_138	138	Compensation	Salary Planning	The system has the ability to support requesting salary adjustments for a group of positions.
HCM_139	139	Compensation	Salary Planning	The system has the ability to track actions on salary adjustment transactions (e.g., Approved as Requested, Denied, Withdrawn).
HCM_140	140	Compensation	Salary Planning	The system has the ability to capture miscellaneous payment data and transmit these payments to payroll system
HCM_141	141	Compensation	Salary Planning	The system has the ability to enable supervisor to model various short-term incentive bonus amounts and see impact on department budget
HCM_142	142	Compensation	Salary Planning	The system has the ability to update employee pay record after final approval submitted
HCM_143	143	Compensation	Salary Planning	The system has the ability to add / update salaries in batch mode and individual mode and to provide future dated salary changes.
HCM_144	144	Compensation	Salary Planning	The system has the ability to provide workflow for off cycle (ad hoc) salary change and reason(s) for change
HCM_145	145	Compensation	Salary Planning	The system has the ability to maintain allowances by type (e.g., meals, housing, transportation) and calculation method (e.g., percentage of base, flat amount).

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_146	146	Compensation	Salary Planning	The system has the ability to maintain a salary structure with a set of salary schedules that include incremental steps based on experience. The system should be able to make annual salary schedule adjustments based on budget approval and publish these salary schedules.
HCM_147	147	Compensation	Salary Planning	The system has the ability to perform salary structure modelling and store benchmark salary data.
HCM_148	148	Compensation	Salary Planning	The system has the ability to perform market pricing using analytical tools.
HCM_149	149	Compensation	Salary Planning	The system has the ability to support the comparison of internal jobs to survey jobs, noting differences between internal and survey jobs and allowing for the same job to be matched to multiple survey jobs (multiple surveys and multiple jobs in the same survey).
HCM_150	150	Compensation	Salary Planning	The system has the ability to calculate and record compensation ratios and salary positions.
HCM_151	151	Compensation	Salary Planning	The system has the ability to project and analyse salary information with report writing tools
HCM_152	152	Time Management	Schedule Build	The system has the ability to create and support a period schedule, apply core hours, and be able to identify what is unfilled to allocate hours to the unfilled hours. The system should be able to publish period schedules.
HCM_153	153	Time Management	Schedule Build	The system has the ability to monitor period schedules and make any modifications necessary.
HCM_154	154	Time Management	Time & Attendance	The system has the ability to manage employee time records, monitor time off requests, process these requests, and submit for approval. The system should be able to support job costing at two levels of detail (e.g., project level, project role, developer vs. project manager) with multiple project attributes and to engage in predictive modelling.
HCM_155	155	Time Management	Time & Attendance	The system should have the ability to support time collection leveraging multiple devices and processes, including stand-alone time clocks, employee self-service and smartphones. Time collection should also be able to be electronically uploaded from another system (e.g., Excel, comma delimited files).
HCM_156	156	Time Management	Time Management	The system has the ability to configure attributes (e.g., iterative job number, pay stub, benefit) for employees' access from stand-alone time clocks in real time. The system should be able to display segregated job codes based on job family so that employees only have the option of selecting relevant codes when entering time.
HCM_157	157	Time Management	Time Management	The system has the ability to automatically generate exception forms and route for workflow for missing employee time swipes from stand-alone time clocks.
HCM_158	158	Time Management	Time Management	The system has the ability to automatically generate alerts, text messages or email notifications when changes have been made to time cards submitted by the employee, and when an employee enters time outside of their approved scheduled time
HCM_159	159	Time Management	Time Management	The system has the ability to support multiple time and labor rules and track time collection process
HCM_160	160	Time Management	Time Management	The system has the ability to process groups and group profiles
HCM_161	161	Payroll	Payroll Administration	The system has the ability to receive requests to update payroll definitions, assess the request, maintain payroll for multiple legal entities and submit the changes for review through a workflow process.
HCM_162	162	Payroll	Payroll Administration	The system has the ability to create and update code and configuration for payroll definitions changes.
HCM_163	163	Payroll	Payroll Administration	The system has the ability to identify payroll calendars that require management attention and review and then submit calendar items for review to department heads.
HCM_164	164	Payroll	Payroll Administration	The system has the ability to draft a payroll calendar that can be used to incorporate edits from users, secure approvals through a workflow process for approval and then publish the updated calendar with notifications to users.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_165	165	Payroll	Payroll Administration	The system has the ability to provide for both salaried (exempt and non-exempt) and hourly workers using a variety of user defined earnings types and to accumulate hours and dollars (by month, pay period, quarter, year, user defined) by earning type for designated earnings.
HCM_166	166	Payroll	Payroll Administration	The system has the ability to manage effective-dated earnings and a date driven system (e.g., future pay increase) and to provide special earnings codes (e.g., non-taxable earnings, insurance over $50K)
HCM_167	167	Payroll	Payroll Administration	The system has the ability to add a financial account code via a drop-down option (e.g., general ledger account string) and integrate with accounting / general ledger, time management and project code functionality (compliance & incentives).
HCM_168	168	Payroll	Payroll Administration	The system has the ability to support payment of non-earning amounts due employees through the payroll process (e.g., awards, reimbursements)
HCM_169	169	Payroll	Payroll Administration	The system has the ability to allow for time-period deductions (start and stop dates that includes future dates), specific number of pay periods, or ongoing deductions and to record these deduction start / stop dates (includes future dates).
HCM_170	170	Payroll	Payroll Administration	The system has the ability to manage effectively-dated deductions with end dates for those that are only in force for a calendar year (e.g., FSA).
HCM_171	171	Payroll	Payroll Administration	The system has the ability to enter maximum limits, which may apply to accumulation of multiple deduction codes (e.g., Roth IRA)
HCM_172	172	Payroll	Payroll Administration	The system has the ability to change selected deductions from pre-tax to after-tax when the limit is reached (e.g., switch pre-tax 401k to after tax savings plan contribution) based on file from 401k provider.
HCM_173	173	Payroll	Payroll Administration	The system has the ability to calculate employer contribution to qualified and non-qualified defined contribution plans based on age plus service noting that an individual's employer contribution may change at birth date and/or service anniversary
HCM_174	174	Payroll	Payroll Administration	The system has the ability to provide automated notification to employees and/or administrators when specified deduction limits are reached, or expected to be reached in the next payroll period.
HCM_175	175	Payroll	Payroll Administration	The system has the ability to accumulate deduction amounts in arrears
HCM_176	176	Payroll	Payroll Administration	The system has the ability to define deductions as enterprise-wide or by employee type. Provide warnings or errors at deduction entry time for missing or inappropriate deductions.
HCM_177	177	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to determine appropriate pay based on hours and shifts (multiple shift definitions and differentials, pay and payments) and to allow one-time payments to be included in earnings.
HCM_178	178	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to support other earnings and applies appropriate taxation rules for each pay code
HCM_179	179	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to handle retro pay by date entry to calculate correct pay amounts
HCM_180	180	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to support entry of miscellaneous payments by district personnel, including the ability to enter payments via mass update.
HCM_181	181	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to perform validations of miscellaneous payments information and generate warnings and errors based on configuration settings.
HCM_182	182	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to detect duplicate miscellaneous payment transactions and generate error messages.
HCM_183	183	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to support payment of non-qualified plan benefits whether as an annuity or as a lump sum.
HCM_184	184	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to provide imputed income calculation for personal use of company car based on number of days use per month reported by employee including a gross-up calculation
HCM_185	185	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to support payment of lump sum amounts using the supplemental withholding, aggregate tax rate or applying withholding rates (W-4)

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_186	186	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to allow lump sum payments to be included in regular pay amount or paid as separate pay amount (including overtime and production-based payments)
HCM_187	187	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to handle reimbursement for relocation, educational reimbursement and similar reimbursement items that have special taxation requirements
HCM_188	188	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to accept online or batch input for payments
HCM_189	189	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to include various lump sum payments (e.g., reimbursements, car allowances, quarterly payments) through regular payroll cycle & direct deposit.
HCM_190	190	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to provide for special payments on an ongoing or additional pay basis
HCM_191	191	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to support calculation of special pay based on earnings, hours, or accept amount to pay on input record and to provide pay stub description of all special pay types.
HCM_192	192	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to allow separate accounting by pay type
HCM_193	193	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to calculate pay according to statutory and company-specific leave rules
HCM_194	194	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability for employees to be paid at varying hourly rates, based on job performance or work unit in which job is performed; Input from time and labor system includes hours worked and rate applicable to those hours. Also, should allow overrides.
HCM_195	195	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to compute additional pay differential for working at a specific task (e.g., hazard pay)
HCM_196	196	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to compute additional pay differential for working on a specific project or activity through time charged in the time and attendance system. The system should be able to set up time codes for projects and activities to facilitate the direct time charges for projects and activities.
HCM_197	197	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to track earnings by element (e.g., multiple rates, shift differentials) including flexibility on the maximum length of code and code description.
HCM_198	198	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to calculate all taxes based on earnings, pre- and post-tax deductions and withholding rates. The system should be able to maintain and update tax rates for federal, state and local taxing authorities and not require district staff intervention.
HCM_199	199	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to track deductions by type and dates including flexibility on maximum length of code and code description
HCM_200	200	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to accumulate designated deductions by month, quarter, year and user defined periods
HCM_201	201	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to allow for automatic calculation for multi-period pay back of deduction amount (can vary based on employee situation)
HCM_202	202	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to override deduction frequency and to support negative deduction for personal time off.
HCM_203	203	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to prioritize deductions when an employee does not have enough earnings (e.g., put benefit deductions in arrears if pay is not sufficient to cover).
HCM_204	204	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to allow adjustment of arrearage balances based on partial payments made by employees (e.g., partial payment of employee medical deduction while on leave).
HCM_205	205	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to deduct flat amounts and percentages and support pretax deductions.
HCM_206	206	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to maintain statutory and plan deduction limits and goal balances
HCM_207	207	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability for full online viewing and reporting of election / deduction history

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_208	208	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to support deduction rules to take all, take partial, take partial to maximum, take partial and build arrears
HCM_209	209	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to allow for multiple loan repayment deductions, multiple charitable deductions, non-qualified plan deductions and to support national and local regulatory payroll requirements.
HCM_210	210	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to provide gross-up routines that recognize all taxes and deductions based on employee's record, track employee earnings within Federal ID number, and to provide for adjustment to gross pay for non-cash compensation (to support imputed income).
HCM_211	211	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to recalculate individual paychecks and pay groups, process multiple pay amounts per employee per cycle and to allow multiple pay groups.
HCM_212	212	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to provide online check modelling to show gross to net. And provide online adjustments to information after a trial payroll.
HCM_213	213	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to provide online reversal / correction for incorrect pay amounts (administrator only) and payroll run.
HCM_214	214	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to provide an on-demand process for final pay including all vacation due and recoupment of loans, retention bonuses, tuition, etc.
HCM_215	215	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to view manual checks for balance adjustments and void / reverse checks by role and to support the calculation and printing of manual checks.
HCM_216	216	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to support role-based payroll view capabilities
HCM_217	217	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability for automatic retro calculations on effective dated transactions, to provide for batch balancing and edit capabilities and to support unattended batch processing.
HCM_218	218	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to allow for verification of bank routing numbers for direct deposits and to generate pre-notes should employees be unable to enter their bank account information directly.
HCM_219	219	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to support imputed income calculations on a monthly basis, support the process for one-time overpayments to employees whereby the adjustment is made to the next pay cycle and if net pay is insufficient, for each pay amount thereafter until fully recovered
HCM_220	220	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to enable Human Resources Administrators to lock tax exemptions for tax garnishments
HCM_221	221	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to support use of positive and negative earnings and deduction elements, provide pre/post payroll balance procedures / reporting and generate payroll salary accruals; Include exceptions and supplemental wages.
HCM_222	222	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to access / process current year while working in prior year, allow for system to be used and updated while payroll is being processed, and allow for an entire pay run to be backed out if found to be problematic.
HCM_223	223	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to run multiple pay groups simultaneously
HCM_224	224	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to process effective dated changes, such as new hires, hourly to salary, salary to hourly, leave of absence, rehires, and termination
HCM_225	225	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to enable pay processing for employees who are in a non-active status (e.g., employees on leaves of absence or severance, terminated)
HCM_226	226	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to maintain withholding exemptions for Federal and state/local to ensure compliance and to maintain accurate tax calculation and deduction requirements for all required tax authorities.
HCM_227	227	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to support special payroll payments such as one-time payments (e.g., professional development, tutoring) and to support coaching supplements paid twice a year.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_228	228	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to support payment of substitute personnel from hours collected in a separate system (e.g., AESOP)
HCM_229	229	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to run final payroll calculations (e.g., pre-list), gain approval, and archive the payroll results through workflow. This capability should include the ability to then generate a post-payroll file (e.g., payroll register).
HCM_230	230	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to maintain accurate reporting formats and schedules for multi-jurisdictional tax authorities
HCM_231	231	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to maintain appropriate information for unemployment tax calculations and to forward tax information to 3rd party tax service providers to make tax payments on our behalf.
HCM_232	232	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to automatically, and on an ongoing basis, balance taxes to the payroll. This capability should include the ability to automatically administer state and local reciprocity agreements based on employees' home and work locations.
HCM_233	233	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to process all employer payroll-related taxes and wages, produce monthly and quarterly tax balancing reports and to monitor limits on after-tax deductibles. The system should be able to support the electronic filing of payroll taxes and integrate with a third-party tax filing vendor if elected by the district.
HCM_234	234	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to manage tax tables and provide audit reporting proving reconciliation of actual to tax tables and to display number of withholding exemptions for Federal and State / Local on employee's pay advice. The system should be able to provide for rule and/or regulation changes without district staff intervention.
HCM_235	235	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to support rehire cumulative year-to-date (YTD) or start over (do not restart accumulators if within same calendar year)
HCM_236	236	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to move cumulative YTD amounts, as appropriate, when employees transfer from one pay group to another
HCM_237	237	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to calculate, accumulate and identify both employee and employer taxes including state and federal unemployment tax and include/exclude certain earnings numbers from tax and/or deduction calculations.
HCM_238	238	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to calculate taxes differently on different types of earnings (e.g., bonuses, awards, severance), provide for the necessary accumulators to support local and federal taxation requirements and to recognize state and local tax entities that do not allow pre-tax deductions.
HCM_239	239	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to support local tax calculation and payment, different tax rate for residents and non-residents
HCM_240	240	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to calculate earned income credit
HCM_241	241	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to be flexible with defining, calculating and administering complex pay calculations to determine taxable vs. non-taxable bonuses that vary by individual taking into account multiple factors that may change from pay period to pay period
HCM_242	242	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to fully support year-end employee tax reporting requirements and generate electronic employee tax statements on a scheduled basis.
HCM_243	243	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to fully support year-end employee Form 1095 A/B/C tax reporting requirements and generate electronic employee Form 1095 A/B/C tax statements on a scheduled basis.
HCM_244	244	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to allow for online reprint or correction of employee tax statements and ability to process through 3rd party for W-2 processing and to allow employees to access and print their tax statement through employee self-service (ESS).
HCM_245	245	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to reconcile tax reports to tax forms in total for organization and also by individual employees and support reconciliation of corrected statement processing.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_246	246	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to allow online creation of checks to accommodate final payroll review, with full update of payroll information and to prepare payroll checks if required and transmit as a PDF to print.
HCM_247	247	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to allow variance in which deductions are taken for off-cycle and to allow direct deposit of off cycle payment and notification to worker of completion and expectations
HCM_248	248	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to receive and review the case request for the off-cycle process and submit for approval via workflow.
HCM_249	249	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to provide multiple direct deposit accounts for each employee (indicated maximum number) using a lump sum per account or a percentage distribution across accounts, allow / disallow partial direct deposit and allow override of direct deposit to generate physical checks. The system should be able to accommodate deposit accounts supporting multiple legal entities.
HCM_250	250	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to allow multiple checks or multiple direct deposits or a combination of the two and to associate an earnings type to a check or specific direct deposit account.
HCM_251	251	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to sort checks by a multiple of options (e.g., department, zip, work location).
HCM_252	252	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to allow for configuration of pay stub and support prenote requirement with ability to override for exceptions.
HCM_253	253	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to support the use of pay cards (debit cards)
HCM_254	254	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to turn on/off direct deposit payroll on second check option
HCM_255	255	Payroll	Post Payroll Process	The system has the ability to provide for automatic balancing of all earnings, deductions and taxes, to post journal entries to payroll subledger, and identify the remaining errors from on or off cycle payments.
HCM_256	256	Payroll	Post Payroll Process	The system has the ability to review and reconcile payments, research and correct pay discrepancies, alert Finance of payroll funding requirements, transmit to third party for updates, and be able to publish the pay subs.
HCM_257	257	Payroll	Post Payroll Process	The system has the ability to process third party payments by reviewing and reconciling payments, alert Finance of third-party payroll funding, and request the payment out of Accounts Payable.
HCM_258	258	Payroll	Post Payroll Process	The system has the ability to receive requests in the case management system to verify external requests to ensure that employee pay was received. The system should be able to review the request, perform a peer review of the data, and submit the final response to the requestor and to close the case through workflow.
HCM_259	259	Payroll	Post Payroll Process	The system has the ability to provide recap / reconciliation reports, including number of checks, gross-to-net totals, and deposit support.
HCM_260	260	Payroll	Post Payroll Process	The system has the ability to electronically forward appropriate payroll information to general ledger and accounts payable for further processing (e.g., payment vouchers). The system should be able to create an after the fact invoice in order to capture direct debits in Accounts Payable (e.g., benefit vendors).
HCM_261	261	Payroll	Post Payroll Process	The system has the ability to provide inquiry by payment number, regardless of type of payment.
HCM_262	262	Payroll	Process Underpayments and Overpayments	The system has the ability to run reports / audits to identify underpayments and overpayments and to notify Payroll department of the underpayment/ overpayment so that underpayments are submitted to Payroll for disbursement.
HCM_263	263	Payroll	Process Underpayments and Overpayments	The system has the ability to calculate and approve the overpayment amount owed from the employee, so that Human Resource personnel can contact the employee to discuss the collection terms and deliver them the confirmation letter. This capability should include the ability to escalate to legal if there is an issue with the employee's acceptance of the outcome.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_264	264	Payroll	Process Underpayments and Overpayments	The system has the ability to produce, view and print a list of all currently outstanding overpayment amounts.
HCM_265	265	Payroll	Process Underpayments and Overpayments	The system has the ability to receive a check for the amount of overpayment and credit this overpayment as resolved.
HCM_266	266	Payroll	Period End Reconciliation	The system has the ability to run period reports for statutory deductions, balance reports for other taxes, and run payroll reconciliation reports.
HCM_267	267	Payroll	Period End Reconciliation	The system has the ability to perform final review and identify any errors before submitting data to a third party for processing.
HCM_268	268	Payroll	Period End Reconciliation	The system has the ability to run year-end tax and payroll reconciliation reports to generate year end employee earnings and tax statements. The system should be able to review and reconcile the results so that errors can be identified and corrected and to provide calendar and/or to do items as part of a manager dashboard.
HCM_269	269	Payroll	Payroll Statutory Reporting	The system has the ability to request annual wage statement corrections and conduct initial review of the issue / inquiry. The system can then notify the employee and is able to attach supporting documentation in this workflow.
HCM_270	270	Payroll	Payroll Statutory Reporting	The system has the ability to produce ad hoc reports of all payroll information (user-definable headings, columns, totals, and/or averaging across columns, count across columns, formatting borders and shading, summary reports, cross-tab reports, mailing labels, form letters, preprinted forms and access for other departments to be able to generate these requests)
HCM_271	271	Payroll	Payroll Statutory Reporting	The system has the ability to provide reporting on both hours and dollars for each earnings type and report current as well as historical pay information.
HCM_272	272	Payroll	Payroll Statutory Reporting	The system has the ability to support role based standard and ad hoc reports for both internal and external needs with security limits on viewing, printing, etc.
HCM_273	273	Payroll	Payroll Statutory Reporting	The system has the ability to support electronic as well as paper distribution of reports and to create ad-hoc export files (e.g., Excel, PDF, CSV).
HCM_274	274	Payroll	Payroll Statutory Reporting	The system has the ability to generate reports to compare Payroll and General Ledger transactions, as well as 401k deductions.
HCM_275	275	Payroll	Payroll Statutory Reporting	The system has the ability to generate payroll data that assists with time verification, and allows users to drill down into the report and download.
HCM_276	276	Payroll	Payroll Statutory Reporting	The system has the ability to produce payroll check registers including current, year-to-date, and wage calculations (or date range) by individual and by element and selection criteria
HCM_277	277	Absence Management	Leave Administration	The system has the ability to support different calendars for tracking leave (e.g., anniversary date, calendar year, rolling forward, rolling backward).
HCM_278	278	Absence Management	Leave Administration	The system has the ability to support online accrual of leave rules and calculations and provide a year-end rollover calculation and process for leave plans (e.g., reset or do not reset eligibility according to plan rules).
HCM_279	279	Absence Management	Leave Administration	The system has the ability to calculate and store leave accrual balances based on business rules for the purpose of managing employee time and job status (e.g., leave without pay). The leave accruals should be integrated within the core human resources module with automated journal entries within the ledger for each cost center.
HCM_280	280	Absence Management	Leave Administration	The system has the ability for employees to submit leave requests through employee self-service (ESS), an online leave request form or the substitute system (e.g., AESOP).
HCM_281	281	Absence Management	Leave Administration	The system has the ability to assign each leave request with a unique identifier.
HCM_282	282	Absence Management	Leave Administration	The system has the ability for the line manager for the requesting employee to approve or deny an employee leave request.
HCM_283	283	Absence Management	Leave Administration	The system has the ability to enter the reason for leave denials (e.g., insufficient earned hours, insufficient leave remaining, inability to cover job tasks, calendar block-out days).

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_284	284	Absence Management	Leave Administration	The system has the ability for the line manager or Human Resources Administrator to change the request disposition (approve or deny of the employee leave request).
HCM_285	285	Absence Management	Leave Administration	The system has the ability to generate notifications to the employee and the line manager of leave requests and leave approval dispositions.
HCM_286	286	Absence Management	Leave Administration	The system has the ability to provide leave balances, leave transactional history and pending leave to employees through employee self-service (ESS).
HCM_287	287	Absence Management	Leave Administration	The system has the ability to generate notices to advise employees leave balances are due to be exhausted.
HCM_288	288	Absence Management	Leave Administration	The system has the ability to support a variety of leave plans, including federal FMLA and state FMLA, Leaves of Absence (LOA), Military, Personal, Unpaid, Disability and Sickness leave. This support should include paid and unpaid time to include medical certification process date due, date received and notifications to employees (e.g., personal time off, vacation, holiday, FMLA).
HCM_289	289	Absence Management	Leave Administration	The system has the ability to determine employee Family and Medical Leave Act (FMLA) eligibility and to calculate FMLA leave entitlement based on the first date of the FMLA period.
HCM_290	290	Absence Management	Leave Administration	The system has the ability for Human Resource Administrators to enter the first date the FMLA period begins.
HCM_291	291	Absence Management	Leave Administration	The system has the ability to enter the FMLA Plan ID (e.g., Military Caregiver Leave, Parental Leave, Personal Leave).
HCM_292	292	Absence Management	Leave Administration	The system has the ability to generate a FMLA Medical Packet for employees based on the type of FMLA Leave request (employee or dependent).
HCM_293	293	Absence Management	Leave Administration	The system has the ability for Human Resource Administrators to generate a Notice of Eligibility Rights and Responsibilities form for leave requests that are ineligible for FMLA.
HCM_294	294	Absence Management	Leave Administration	The system has the ability to generate the FMLA Certification of Qualifying Exigency for Military Family Leave form based on the employee's eligibility for this FMLA request type.
HCM_295	295	Absence Management	Leave Administration	The system has the ability to generate the FMLA Certification for Serious Injury or Illness of Covered Service members -- for Military Family Leave based on the employee's eligibility for this FMLA request type.
HCM_296	296	Absence Management	Leave Administration	The system has the ability to generate the FMLA Certification for Serious Injury or Illness of a Veteran for Wage and Hour Division Military Caregiver Leave based on the employee's eligibility for this FMLA request type.
HCM_297	297	Absence Management	Leave Administration	The system has the ability to generate a Warning of Failure to Provide Notice to advise the employee FMLA benefits have been forfeited due to the employee failing to return completed Certification form by the due date.
HCM_298	298	Absence Management	Leave Administration	The system has the ability to generate forms based on department or school (including but not limited to Physician's Certificate) to be completed by the employee's medical provider in support of FMLA qualifying leave of absences.
HCM_299	299	Absence Management	Leave Administration	The system has the ability to track receipt of completed FMLA Medical Packet documentation from the employee.
HCM_300	300	Absence Management	Leave Administration	The system shall have the ability to enter the reason for FMLA denials: - Insufficient earned hours - Insufficient leave remaining - Insufficient service - No medical certification - Not covered a reason
HCM_301	301	Absence Management	Leave Administration	The system has the ability to trigger FMLA reminders around 7- and 15-day waiting periods.
HCM_302	302	Absence Management	Leave Administration	The system has the ability for managers to confirm online that an employee has returned to work.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_303	303	Absence Management	Leave Administration	The system has the ability to generate the Notice of Eligibility Rights and Responsibilities form indicating the Certification form must be returned by the employee by the deadline.
HCM_304	304	Absence Management	Leave Administration	The system has the ability to generate notice of employment termination and insurance coverage for failure to return to work after FMLA coverage has been exhausted.
HCM_305	305	Absence Management	Leave Administration	The system has the ability to support the employee leave administration for non-FMLA type leaves (e.g., workers compensation, short term disability, long term disability).
HCM_306	306	Absence Management	Leave Balance Adjustments	The system has the ability to support entering requests for leave balance adjustments with key data needed for processing (e.g., employee ID, pay period, earn code, hours), per policy, for employees by a Human Resources Administrator.
HCM_307	307	Absence Management	Leave Balance Adjustments	The system has the ability to store history of leave balance adjustments.
HCM_308	308	Absence Management	Leave Balance Adjustments	The system has the ability to support entering requests for final termination pay including accumulated leave balances, per business rules, for employees that are separating from district employment.
HCM_309	309	Absence Management	Leave Balance Adjustments	The system has the ability to support storing termination pay history, per business rules, for employees that are separating from district employment.
HCM_310	310	Employee Benefits	Benefits Administration	The system has the ability to support leave donations and support Human Resources Administrators to adjust donor and données leave balances.
HCM_311	311	Employee Benefits	Benefits Administration	The system has ability to enter and maintain sick leave credits and the ability for Human Resources Administrators to enter and review sick leave accrual elections.
HCM_312	312	Employee Benefits	Benefits Administration	The system has the ability to calculate and review benefit billing charges, to make adjustments to existing billing charges automatically based on transaction processing, and adjust payments to existing billing payment records automatically based on transaction processing.
HCM_313	313	Employee Benefits	Benefits Administration	The system has the ability to create and generate benefit billing statements.
HCM_314	314	Employee Benefits	Benefits Administration	The system has the ability to upload payments from external / 3rd party systems, to include but not limited to PSERS and TRS and allow users to enter, process and apply payments.
HCM_315	315	Employee Benefits	Benefits Administration	The system has the ability to produce detailed billing statements and feed data to Financials to update AR and GL accounts and financial statements that will be produced from AR for the purpose of billing and payment reconciliation.
HCM_316	316	Employee Benefits	Benefits Administration	The system has the ability to track employee / dependent demographics through an automated process and/or through base benefit tables. The automated process allows automatic data to default to the employee dependent / beneficiary table once an employee benefit event is finalized.
HCM_317	317	Employee Benefits	Benefits Administration	The system has the ability to store the benefits data in each employee record for each benefit (e.g., benefit program, eligibility status (Y/N), eligibility date, enrollment status (e.g., not eligible, enrolled, withdrawn, pending, not elected, refused), enrollment option (for benefits with multiple plans) and coverage (e.g., employee only, spouse, dependents)).
HCM_318	318	Employee Benefits	Benefits Administration	The system has the ability for the district to maintain historical dependent information and changes to this dependent information including but not limited to: - Age; date of birth - Social security number and; - Relationship.
HCM_319	319	Employee Benefits	Benefits Administration	The system has the ability for a benefits program administrator to access benefit information maintained historically for active / inactive employees.
HCM_320	320	Employee Benefits	Benefits Administration	The system has the ability to enroll multiple kinds of non- employees (e.g., survivors, persons of interest) in benefit plans.
HCM_321	321	Employee Benefits	Benefits Administration	The system has the ability to elect multiple beneficiaries by dollar amount or by percentage for life benefits.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_322	322	Employee Benefits	Benefits Administration	The system has the ability to perform multiple benefit related transactions related to one qualifying event.
HCM_323	323	Employee Benefits	Benefits Administration	The system has the ability to re-calculate premiums and billing to external partners based on reported life events (e.g., marriage, birth, death).
HCM_324	324	Employee Benefits	Benefits Administration	The system has the ability to recognize and prevent two married employees from electing separate medical insurance plans for the same dependents through benefit eligibility rules.
HCM_325	325	Employee Benefits	Benefits Administration	The system has the ability to validate employee benefit elections through benefit admin event status and compare to system eligibility and event rules.
HCM_326	326	Employee Benefits	Benefits Administration	The system has the ability for a benefit program administrator to generate reports detailing current employee coverage for all plans and the value of employer paid benefits including but not limited to health benefits coverage and paid leave. The system should be able to capture the value of employee paid benefits when the district pays a portion of the employee cost for a benefit.
HCM_327	327	Employee Benefits	Benefits Administration	The system has the ability to create and process benefit enrollment and confirmation forms. The system should be able to automate forms administered in employee benefits (e.g., 401K form to be sent automatically to the vendor after completion).
HCM_328	328	Employee Benefits	Benefits Administration	The system has the ability to future date transactions and store complete benefits status history
HCM_329	329	Employee Benefits	Benefits Administration	The system has the ability for employees to make benefit plan elections via Employee Self Service page for any qualifying event (e.g., birth, marriage, death, divorce, adoption) with notification of this election provided to the benefit plan administrator.
HCM_330	330	Employee Benefits	Benefits Administration	The system has the ability to permit / prevent continuity of benefits coverage for eligible employees during periods in which they are not receiving pay (or beyond the expiration date for terminated employees).
HCM_331	331	Employee Benefits	Benefits Administration	The system has the ability to set up a passive event in which employees may be eligible for certain benefits once they have worked a year. The event is created automatically and will create a benefit event notification to allow the employee to elect their benefits.
HCM_332	332	Employee Benefits	Benefits Administration	The system has the ability to process family status benefit events for marriages, divorces, births and death through a benefit administration manual process.
HCM_333	333	Employee Benefits	Benefits Administration	The system has the ability to configure and set up benefit plans, and eligibility rules for short term and long-term disability. These benefit plans should include health benefit plans, dental benefit plans, life benefit plans, disability benefit plans, savings benefit plans, retirement benefit plans, and FSA benefit plans.
HCM_334	334	Employee Benefits	Benefits Administration	The system has the ability to automatically terminate specified benefits based on specific changes in employment / eligibility status.
HCM_335	335	Employee Benefits	Benefits Administration	The system has the ability for process participant status changes and determine eligibility (e.g., job status change, transfer, family status changes, etc.) in accordance with administrative guidelines.
HCM_336	336	Employee Benefits	Benefits Administration	The system has the ability to automate termination of benefits when no longer eligible or leave status.
HCM_337	337	Employee Benefits	Benefits Administration	The system has the ability to enforce plan limits, such as contribution to HSA and FSA and have the flexibility to take contributions pre- and post-tax basis on individual elections
HCM_338	338	Employee Benefits	Benefits Administration	The system has the ability to pro-rate and calculate any plans that have an employer contribution or monthly employer deposits
HCM_339	339	Employee Benefits	Benefits Administration	The system has the ability to define eligibility for benefit plans based on the employee's employment and job status.
HCM_340	340	Employee Benefits	Benefits Administration	The system shall have the ability to maintain eligibility for deferred compensation plans based on bargaining unit, employee status, service and agency, including 457,403(b), and state retirement systems.
HCM_341	341	Employee Benefits	Benefits Administration	The system has the ability to identify dependents who still qualify for dependent benefits (e.g., qualifying students, disabled adult dependent).

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_342	342	Employee Benefits	Benefits Administration	The system has the ability to create and maintain different coverage and relationship codes (e.g., Employee, Dependents, Spouse, Domestic Partner, non-qualified dependents, other qualified dependents).
HCM_343	343	Employee Benefits	Benefits Administration	The system has the ability to create similar plan definition records without having to enter redundant plan data information (e.g., redundant plan attributes).
HCM_344	344	Employee Benefits	Benefits Administration	The system has the ability to track and maintain plan provider details (e.g., Vendor Name, Classification, Address, Plan ID, Phone Number, Location and Policy Information).
HCM_345	345	Employee Benefits	Benefits Administration	The system has the ability to define, configure, and manage benefit plans based on salary and/or percentage calculations pre-tax and/or after tax (e.g., health/dental insurance, deferred compensation plans, optional supplemental benefit package deductions, union dues and fees, credit unions, charitable organizations).
HCM_346	346	Employee Benefits	Benefits Administration	The system has the ability to allow the establishment of benefit hierarchies and benefit preclusions/exclusions to prevent an employee from enrolling in more than one health, dental, or vision care benefit plan.
HCM_347	347	Employee Benefits	Benefits Administration	The system has the ability to link changes to an employee's benefit plan such that when adding a new plan, the system will supersede the old plan while maintaining the old plan in history.
HCM_348	348	Employee Benefits	Benefits Administration	The system has the ability to create, edit and view multiple types of benefit plans and related data (including but not limited to: health, dental, vision) and maintain the historical benefit plan information.
HCM_349	349	Employee Benefits	Benefits Administration	The system has the ability to track all benefit plan costs for non- taxable, pre-tax and post-tax deductions.
HCM_350	350	Employee Benefits	Benefits Administration	The system has the ability to accept changes to the established yearly plan benefit rates.
HCM_351	351	Employee Benefits	Benefits Administration	The system has the ability to configure and maintain benefit costs and flexible credits on multiple benefit programs. The system will automatically calculate costs and/or flexible credits for each employee.
HCM_352	352	Employee Benefits	Benefits Administration	The system has the ability to define/configure employee deduction/contribution costs for each benefit plan either by a flat dollar amount or percentage.
HCM_353	353	Employee Benefits	Benefits Administration	The system has the ability to generate detailed plan benefits information including description of plan benefits, exclusions, limitations and conditions of coverage.
HCM_354	354	Employee Benefits	Benefits Administration	The system has the ability to track an employee's benefit plan deductions (i.e., pre-tax and/or post-tax).
HCM_355	355	Employee Benefits	Benefits Administration	The system has the ability to specify provider coverage limits for each benefit type and plan, according to the levels of coverage (employee only, family, domestic partnerships).
HCM_356	356	Employee Benefits	Benefits Administration	The system has the ability to be configured to set up action codes not limited to job transactions (example action codes below): - HIR (Hire); - IAG(Transfer); - LOA(Leave); - LTO (Long Term Leave); - PLA (Paid Leave); - REH (Rehire); - RET (Retire); - RFL (Return from Leave); - SEP (Separation); - STO (Short Term Leave); - TER (Termination) and; - XAG (Transfer). These job action codes should also be linked to benefit status and used to determine benefit eligibility.
HCM_357	357	Employee Benefits	Benefits Administration	The system has the ability to audit capabilities for all retroactive transactions.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_358	358	Employee Benefits	Benefits Administration	The system has the ability to elect multiple beneficiaries by dollar amount or by percentage.
HCM_359	359	Employee Benefits	Benefits Administration	The system has the ability to re-calculate premiums and billing to external partners based on reported life events (e.g., marriage, birth, death).
HCM_360	360	Employee Benefits	Cobra Administration	The system has the ability to generate a COBRA letter when a qualifying event occurs (employee separates from the district, dependent is terminated as a result of the qualifying event, etc.), which must be sent to the recipient within 14 calendar days.
HCM_361	361	Employee Benefits	Cobra Administration	The system has the ability to generate and send expiration notification letter of COBRA benefits to the employee at a specified number of days before the expiration date
HCM_362	362	Employee Benefits	Cobra Administration	The system has the ability to generate COBRA termination letters via email and/or other electronic methods of delivery.
HCM_363	363	Employee Benefits	Cobra Administration	The system has the ability to collect initial demographic information about the COBRA benefit recipient and dependents including, but not limited to: Name; Address; Date of birth; Phone number; Social security number and; Dependents.
HCM_364	364	Employee Benefits	Cobra Administration	The system has the ability to collect initial information for the reason COBRA benefits are being requested including but not limited to: Agency, Date of termination; Date of reduced hours and; Reason for loss of coverage.
HCM_365	365	Employee Benefits	Cobra Administration	The system has the ability to generate COBRA benefit informational letters via email and/or other electronic methods of delivery.
HCM_366	366	Employee Benefits	Cobra Administration	The system has the ability to generate an election notice describing the rights to continuation of coverage as well as the process for electing coverage for the COBRA program.
HCM_367	367	Employee Benefits	Cobra Administration	The system has the ability to calculate and generate late premium warning letters for overdue COBRA premiums.
HCM_368	368	Employee Benefits	Cobra Administration	The system shall have the ability to generate early COBRA termination notices other than non-payment to participants for events including but not limited to: Other group coverage; Medicare entitlement and; Voluntary termination.
HCM_369	369	Employee Benefits	Cobra Administration	The system has the ability to enroll participants into COBRA benefit plans.
HCM_370	370	Employee Benefits	Cobra Administration	The system has the ability to waive enrollment for COBRA elections automatically.
HCM_371	371	Employee Benefits	Cobra Administration	The system shall have the ability to process COBRA changes in coverage elections.
HCM_372	372	Employee Benefits	Cobra Administration	The system shall have the ability to generate COBRA notification letters confirming changes in coverage, plans, or enrollment, etc.
HCM_373	373	Employee Benefits	Cobra Administration	The system shall have the ability to select and modify the status (elected or elected awaiting premium payment) of COBRA benefits upon receipt of election by the participant.
HCM_374	374	Employee Benefits	Cobra Administration	The system shall have the ability to record the receipt and amount of COBRA premiums.
HCM_375	375	Employee Benefits	Cobra Administration	The system shall have the ability to reinstate COBRA coverage once the initial premium has been received.
HCM_376	376	Employee Benefits	Cobra Administration	The system has the ability to collect initial demographic information about the COBRA benefit recipient and dependents including, but not limited to: - Name; - Address; - Date of birth; - Phone number; - Social security number and; - Dependents.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_377	377	Employee Benefits	Cobra Administration	The system has the ability to collect initial information for the reason COBRA benefits are being requested including but not limited to: - Agency - Date of termination; - Date of reduced hours and; - Reason for loss of coverage.
HCM_378	378	Employee Benefits	Cobra Administration	The system has the ability to support updates / changes of the participant demographic information for COBRA participants including but not limited to: - Name; - Mailing address; - Phone Number and; - Email address.
HCM_379	379	Employee Benefits	Cobra Administration	The system has the ability to process COBRA coverage terminations.
HCM_380	380	Employee Benefits	Cobra Administration	The system has the ability to process COBRA elections and waivers.
HCM_381	381	Employee Benefits	Cobra Administration	The system has the ability to define, configure, maintain and process qualified COBRA enrollments.
HCM_382	382	Employee Benefits	Cobra Administration	The system has the ability to generate a report to identify those personnel who were notified but have not elected benefit coverage within designated windows after termination.
HCM_383	383	Employee Benefits	Annual Enrollment / Open Option Period	The system has the ability to allow participants to perform benefit enrollments and life event changes through an online self-service access and to receive information on where to forward appropriate documentation for verification.
HCM_384	384	Employee Benefits	Annual Enrollment / Open Option Period	The system has the ability to process Open Options Period elections.
HCM_385	385	Employee Benefits	Annual Enrollment / Open Option Period	The system has the ability to process open enrollment / open option period health benefit transactions through the State Health Benefit Plan where employees make their health elections and changes. The system should accommodate the electronic transfer of open enrollment data from the State Health Benefit Plan.
HCM_386	386	Employee Benefits	Annual Enrollment / Open Option Period	The system has the ability to process open enrollment / open option period flexible / optional benefit transactions through a third-party benefits provider (Campus Benefits) where employees make their elections and changes for all benefit plans except health. The system should accommodate the electronic transfer of open enrollment data from Campus Benefits.
HCM_387	387	Employee Benefits	Process Qualifying Events	The system has the ability to allow users to enter transactions for qualifying and non-qualifying events (e.g., marriage, divorce, birth, death) during daily maintenance, open enrollment and post open enrollment periods. These events will be calculated given effective dates based on request dates, event dates and waiting periods.
HCM_388	388	Employee Benefits	Process Qualifying Events	The system has the ability to maintain historical benefit eligibility and enrollment data for employees on leave, separated, or returned from work.
HCM_389	389	Employee Benefits	Process Qualifying Events	The system has the ability to process retroactive transactions and update existing data to reflect the retroactive transactions. This involves going through existing transactions / events and updating to reflect retroactive change. (e.g. returning from leave of absence, error corrections, late submission of enrollment application and/or supporting documentation).
HCM_390	390	Employee Benefits	Process Qualifying Events	The system has the ability to re-enroll active, retired and leave employees in their benefits plan upon return from leave, retirement or separation upon return to work.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_391	391	Employee Benefits	Process Qualifying Events	The system has the ability to support health, dental, vision and other flexible plan benefit processing including but, not limited to the following transaction types: - Change of benefit plan; - Change of member coverage (individual or family); - Add, change or delete dependent benefits; - Change coverage elect values; - Before / After tax election; - Change payment tax status; - Change benefit programs; - Change billing status Leave without Pay (LWOP) versus Regular; and - Change payment method
HCM_392	392	Employee Benefits	Process Qualifying Events	The system has the ability to update and track employment history through job data either as a mass change update process or by Human Resources Administrators and trigger any changes that may impact benefits eligibility (e.g., job data change from part time hours not benefits eligible to full time hours benefits eligible).
HCM_393	393	Employee Benefits	Process Qualifying Events	The system has the ability to automatically terminate coverage and submit termination information through a submission of an EDI interface file sent to carriers.
HCM_394	394	Employee Benefits	Process Qualifying Events	The system has the ability to allow authorized users to enter transactions to terminate benefits enrollment or for termination to occur automatically based upon job transactions indicating termination.
HCM_395	395	Employee Benefits	Process Qualifying Events	The system has the ability to define/configure benefit plan calculation rules, track employee age, and salary increases to calculate employee benefit plan premiums.
HCM_396	396	Employee Benefits	Benefit Communication	The system has the ability to automatically generate enrollment forms to employees based upon certain qualifying events including but not limited to event maintenance, open enrollment / open option period.
HCM_397	397	Employee Benefits	Benefit Communication	The system has the ability to allow employees to enroll and enter various transaction events and receive confirmation through an email or view end results in employee self-service. If the event needs to be approved then it should go to the Health Benefits Plan Administrator.
HCM_398	398	Employee Benefits	Benefit Communication	The system has the ability to generate a benefit plan notification letter to the employee upon selection of coverage plan in order to detail the following but not limited to: - Start date of coverage benefits; - Covered plan participants; - Methodology for determining premiums and; - Method for submitting claim forms.
HCM_399	399	Employee Benefits	Benefit Communication	The system has the ability to provide notification of a dependent's pending loss of eligibility to the agency and to the employee based on a dependent's date of birth.
HCM_400	400	Employee Benefits	Benefit Communication	The system has the ability to generate letters through email or and other electronic methods of delivery to employees, Human Resources personnel, and departments / schools (if applicable) detailing changes and impact for retroactive changes.
HCM_401	401	Employee Benefits	Benefit Communication	The system has the ability for employees to view and print a summary of their benefits enrollment.
HCM_402	402	Employee Benefits	Benefit Communication	The system has the ability to generate personalized online enrollment statements for employees based on specific plan eligibility and current benefit elections (e.g., levels of life insurance, employee cost)
HCM_403	403	Employee Benefits	Benefit Communication	The system has the ability to view employee benefit summary of benefit plan enrollments and receive confirmation of election via Employee Self Service page.
HCM_404	404	Employee Relations	Employee Discipline	The system has the ability to support the record keeping of employee disciplinary incidents.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_405	405	Employee Relations	Employee Discipline	The system has the ability to display current appointment information as of date of incident for disciplined employees: Item No., Status (Temp or Permanent), Title, Salary Grade, Department / School, Supervisor, Supervisor Contact Number, and work location (physical address).
HCM_406	406	Employee Relations	Employee Discipline	The system has the ability to track multiple discipline types on an employee's discipline incident record.
HCM_407	407	Employee Relations	Employee Discipline	The system has the ability to track discipline reported date for each incident, record step resolution for each employee disciplinary action, record the date the disciplinary action step was taken, record notes for each disciplinary step and record the final resolution for each discipline case with notes related to that resolution.
HCM_408	408	Employee Relations	Employee Discipline	The system has the ability to generate template notification letter(s) from pick list.
HCM_409	409	Employee Relations	Employee Discipline	The system shall have the ability to update supervisors associated with discipline cases.
HCM_410	410	Employee Relations	Employee Discipline	The system shall have the ability to auto number and assign a unique discipline case number according to a predefined scheme (e.g., the calendar year of filing and a four-digit number).
HCM_411	411	Employee Relations	Employee Discipline	The system has the ability to support attaching documents to discipline cases.
HCM_412	412	Employee Relations	Employee Discipline	The system has the ability to support search functionality based on: Employee ID, Name (First, Middle, Last), Former Last Name, Tracking # (see auto number requirement), Incident Dates, Notice of Discipline Charge Code, title and location. The system should be able to sort this information.
HCM_413	413	Employee Relations	Employee Discipline	The system has the ability to maintain a criminal indicator on each disciplinary case.
HCM_414	414	Employee Relations	Employee Discipline	The system has the ability to display the total number of incidents recorded for employees for which a case is being entered or viewed.
HCM_415	415	Employee Relations	Employee Discipline	The system has the ability to calculate a notice of suspension due date based on the criminal flag.
HCM_416	416	Employee Relations	Employee Discipline	The system has the ability to set due dates for discipline cases, which are time sensitive.
HCM_417	417	Employee Relations	Employee Discipline	The system has the ability for Human Resources authorized users to query the disciplinary case information.
HCM_418	418	Employee Relations	Employee Discipline	The system has the ability to identify and trigger the required action (e.g., notice of suspension due date) which is then populated in the discipline incident record.
HCM_419	419	Employee Relations	Employee Discipline	The system has the ability to support reporting on disciplinary cases by types of discipline and associated resolution, department, and resolution.
HCM_420	420	Employee Relations	Employee Discipline	The system has the ability to send system generated notifications to the assigned staff for discipline cases with assigned due dates.
HCM_421	421	Employee Relations	Employee Discipline	The system has the ability to generate a report detailing discipline cases which are overdue.
HCM_422	422	Employee Relations	Employee Discipline	The system has the ability to change or delete a discipline case record with the appropriate security rights.
HCM_423	423	Employee Relations	Employee Discipline	The system has the ability to display an employee's prior discipline incident record(s).
HCM_424	424	Employee Relations	Employee Discipline	The system has the ability to generate an audit report detailing changes (e.g., date of change, identification of employee, original value, new value) made to the discipline incident record.
HCM_425	425	Employee Relations	Grievances	The system has the ability to track employee grievances (whether attached to an employee or not attached to an employee), at a minimum: Performance Evaluation, Disability, Leave, Contract Interpretation).
HCM_426	426	Employee Relations	Grievances	The system has the ability to support grievances being initiated online by employees or other authorized representatives for an employee or group of employees.
HCM_427	427	Employee Relations	Grievances	The system has the ability to track grievance steps taken with appropriate action date, resolution date, notes and letters generated.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_428	428	Employee Relations	Grievances	The system has the ability to track final resolution of grievances.
HCM_429	429	Employee Relations	Grievances	The system has the ability to designate assigned staff for the grievance.
HCM_430	430	Employee Relations	Grievances	The system has the ability to designate close date for the grievance (e.g., resolution date).
HCM_431	431	Employee Relations	Grievances	The system has the ability to designate if the grievance is a class action.
HCM_432	432	Employee Relations	Grievances	The system has the ability to designate if the negotiated contract article number is related to grievance.
HCM_433	433	Employee Relations	Grievances	The system has the ability to allow users to upload supporting documentation to grievance cases.
HCM_434	434	Employee Relations	Grievances	The system has the ability to auto number according to a predefined scheme (e.g., the calendar year of filing, four-digit sequential number beginning January 1st).
HCM_435	435	Employee Relations	Grievances	The system has the ability to apply step levels and status codes to a grievance.
HCM_436	436	Employee Relations	Grievances	The system has the ability to deploy both basic and advanced levels of search based on SSN, Last and First Name, Former Last Name, Grievance Number, File Date, Assigned Staff, and Type.
HCM_437	437	Employee Relations	Grievances	The system has the ability to route grievance transactions based on user defined workflow.
HCM_438	438	Employee Relations	Grievances	The system has the ability to perform multi-level approvals for grievances.
HCM_439	439	Employee Relations	Grievances	The system has the ability to store and use Filing Date and Social Security Numbers as key fields.
HCM_440	440	Employee Relations	Grievances	The system has the ability to store comments with each grievance record.
HCM_441	441	Employee Relations	Grievances	The system has the ability to generate a grievance ageing report.
HCM_442	442	Employee Relations	Grievances	The system has the ability to generate email notifications when there is a change in grievance status.
HCM_443	443	Separations	Involuntary Separations	The system has the ability to support users selecting reasons for separation as employee death.
HCM_444	444	Separations	Involuntary Separations	The system has the ability to support managers and Human Resources Administrators entering separation date and reason for separation (e.g., involuntary resignation, retirement)
HCM_445	445	Separations	Involuntary Separations	The system has the ability to restrict separation reasons for managers to select based on configured reasons.
HCM_446	446	Separations	Involuntary Separations	The system has the ability to upload supporting documentation by the employee's manager for voluntary separation requests.
HCM_447	447	Separations	Involuntary Separations	The system has the ability for a manager to initiate an involuntary separation request for employees within their organizational hierarchy through manager self-service.
HCM_448	448	Separations	Involuntary Separations	The system has the ability for authorized Human Resources users to approve or deny a manager's self- service involuntary separation request
HCM_449	449	Separations	Involuntary Separations	The system has the ability for authorized Human Resources users to enter separation transactions on employee job records.
HCM_450	450	Separations	Voluntary Separations	The system shall have the ability for the manager/supervisor to initiate a voluntary separation request for employees within their organizational hierarchy via manager self-service.
HCM_451	451	Separations	Voluntary Separations	The system shall have the ability to support managers/supervisors entering separation date and reason for separation.
HCM_452	452	Separations	Voluntary Separations	The system has the ability to restrict separation reasons for managers to select based on system configuration.
HCM_453	453	Separations	Voluntary Separations	The system has the ability to upload supporting documentation by the employee's manager/supervisor for voluntary separation request, if applicable.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_454	454	Separations	Voluntary Separations	The system has the ability to send a workflow notification to Human Resources based on workflow criteria (see workflow requirements).
HCM_455	455	Separations	Voluntary Separations	The system has the ability to workflow voluntary separation requests from manager to Human Resources.
HCM_456	456	Separations	Voluntary Separations	The system has the ability to support approval or denial by the Human Resource Administrator of the voluntary separation request.
HCM_457	457	Separations	Voluntary Separations	The system has the ability to support workflow notification of approved voluntary separation requests to employees and their manager.
HCM_458	458	Separations	Voluntary Separations	The system has the ability to send email notification to the initiator when voluntary separation requests have been denied.
HCM_459	459	Separations	Voluntary Separations	The system has the ability to support guided voluntary separation processes based on department / school specific needs.
HCM_460	460	Separations	Voluntary Separations	The system has the ability to commit voluntary separation requests to employee job data upon final approval step.
HCM_461	461	Separations	Voluntary Separations	The system has the ability to capture information based upon the employee separation exit interview including reason(s) for separation from a user defined pick list that includes length of service, length of time in position(s) and work location.
HCM_462	462	Separations	Voluntary Separations	The system has the ability for Human Resources Administrators to enter separation (e.g., Voluntary Resignation, Retirement) transactions on employee job record and workflow.
HCM_463	463	Employment Services	Talent Demographics	The system has the ability to configure a dashboard to track promotions by workforce demographics
HCM_464	464	Employment Services	Talent Demographics	The system has the ability to input and track good faith efforts for Affirmative Action requirements
HCM_465	465	Employment Services	Talent Demographics	The system has the ability to be dynamic, user-friendly, effective talent search function and filtering capabilities.
HCM_466	466	Employment Services	Talent Profiles	The system has the ability to maintain a talent profile on both primary and secondary positions, assign ratings to both primary and secondary positions and for the talent profile to have career plans.
HCM_467	467	Employment Services	Talent Profiles	The system has the ability to support all government required veterans reporting including the maintenance of all required classifications and all reporting for Affirmative Action employees per Office of Federal Contract Compliance Programs (OFCCP) requirements.
HCM_468	468	Employment Services	Talent Profiles	The system has the ability to report on all changes made to Gender, Ethnicity, Veteran Status, and Disability status; ability to track for historical reporting and audit purposes, including the date, time, and user who made the change.
HCM_469	469	Employment Services	Talent Profiles	The system has the ability for employees to have access to their Gender, Ethnicity, Veterans, Status and Disability Status information.
HCM_470	470	Employment Services	Talent Profiles	The system has the ability for Gender, Ethnicity, Veteran Status, and Disability Status to be included in the general list for employee data exports.
HCM_471	471	Employment Services	Talent Profiles	The system has the ability to support mass add, changes, deletes of gender, ethnicity, veteran status, and disability data.
HCM_472	472	Employment Services	Talent Profiles	The system has the ability to maintain audit trails on talent profile with the ability to report off of the data
HCM_473	473	Employment Services	Talent Profiles	The system has the ability to support dual reporting, including multiple solid or dotted line reporting relationships.
HCM_474	474	Employment Services	Talent Profiles	The system has the ability for managers to have a configurable team view of their team's skills.
HCM_475	475	Employment Services	Talent Profiles	The system has the ability to create potential pools of talent (but not necessarily attached to a plan).
HCM_476	476	Employment Services	Talent Profiles	The system has the ability to easily generate reports by leaders and Human Resources that include historical and current information on development plans, career plans, skills acquired.
HCM_477	477	Employment Services	Talent Profiles	The system has the ability to build performance metrics around scores / comp increases across the district departments.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_478	478	Employment Services	Talent Profiles	The system has the ability to have an integrated talent profile that is easily customizable – display pictures, capture employee info: name, years in position, business unit, reports to, span of control, skills, experience, career interests, performance ratings, direct connection to LinkedIn.
HCM_479	479	Employment Services	Talent Profiles	The system has the ability to have at-a-glance dashboard generating capabilities to enable visually informative multiple views of talent pools / bench strength through organization chart view, calibration session view, and side by side and/or individual Talent Profile views.
HCM_480	480	Employment Services	Talent Profiles	The system has the ability to integrate with workforce planning to model the impact of various workforce scenarios on chosen succession candidates and job groups / positions.
HCM_481	481	Employment Services	Talent Profiles	The system has the ability for employees to access and complete their Talent Profiles on a responsive design. The system should be able to provide mobile capabilities for employees with the applications.
HCM_482	482	Employment Services	Talent Profiles	The system has the ability to create talent profiles by position
HCM_483	483	Employment Services	Talent Profiles	The system has the ability for managers to view employees' Talent Profiles on a responsive design. The system should be able to provide mobile capabilities for managers with the applications.
HCM_484	484	Employment Services	Talent Profiles	The system has the ability to be able to maintain employee certification information, including the type of certification, the date acquired, the date it expires, whether the certification is verified, and the certification number (if applicable). Certification codes should be able to be inactivated when no longer utilized.
HCM_485	485	Employment Services	Talent Profiles	The system has the ability to be able to track / maintain which certifications are required for a particular job and group certifications that may meet a job requirement. The system needs to be able to track any exceptions to requirements at the employee level (e.g., employee John Smith is not required to have a certain teaching certificate, even though the job he is in requires it).
HCM_486	486	Employment Services	Talent Profiles	The system has the ability for employees to submit certifications they have completed, including the attachment of documentation. There should be a configurable workflow by which this information can be reviewed and approved by an administrator. The system should be able to export the attached certification document to an employee personnel file application.
HCM_487	487	Employment Services	Talent Profiles	The system has the ability for managers to have access to view employee certifications in mass (list view) for their direct reports and downline and to filter certification data for employees with expired certifications that are required for their job and overdue (or almost overdue).
HCM_488	488	Employment Services	Talent Profiles	The system has the ability for managers to have the ability to receive email notification when an employee has a certification required for a job that is due within a certain number of days or if the employee does not have a required certification. These notifications have the ability to be configurable by certification.
HCM_489	489	Employment Services	Talent Profiles	The system has the ability to provide basic list views of data that are easily exportable to Excel for Human Resources Administrators of certification information, also inclusive of basic employee data (e.g., job title, department, supervisor).
HCM_490	490	Employment Services	Talent Profiles	The system has the ability of certification information to be visible as a part of the employee's profile for talent management.
HCM_491	491	Employment Services	Talent Profiles	The system has the ability to be able to maintain employee license information, including the type of license, the date acquired, the date it expires, the issuing state and the license number. License codes should be able to be inactivated when no longer utilized.
HCM_492	492	Employment Services	Talent Profiles	The system has the ability to track/maintain which licenses are required for a particular job. The system should be able to group licenses that may meet a job requirement, and track any exceptions to requirements at the employee level (for example, employee John Smith is not required to have a RN, even though the job he is in requires it).

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_493	493	Employment Services	Talent Profiles	The system has the ability to submit licenses they have completed, including the attachment of documentation, including a configurable workflow where information can be reviewed and approved by an administrator.
HCM_494	494	Employment Services	Talent Profiles	The system has the ability for attached license documents to be exportable to an employee personnel file application.
HCM_495	495	Employment Services	Talent Profiles	The system has the ability for managers to access and to view employee licenses in mass (list view) for their direct reports and downline and to filter license data for employees with expired licenses that are required for their job and overdue (or almost overdue).
HCM_496	496	Employment Services	Talent Profiles	The system has the ability for managers to receive email notification when an employee has a license required for a job that is due within x days or if the employee does not have the required license., and these notifications are configurable by license.
HCM_497	497	Employment Services	Talent Profiles	The system has the ability for license information to be visible as a part of the employee's profile for talent management.
HCM_498	498	Employment Services	Talent Profiles	The system has the ability to maintain employee education information, including the degree, ranking (for reporting highest level of degree), institution, subject, the date acquired, in progress, verified (if applicable). Ability for all fields to be normalized lists with codes and descriptions. All codes are able to be inactivated when no longer utilized.
HCM_499	499	Employment Services	Talent Profiles	The system has the ability to track/maintain degrees that are required for a particular job. Ability to track when a degree is required in the xx amount of time (such as master's degree is required within 4 years).
HCM_500	500	Employment Services	Talent Profiles	The system has the ability for employees to submit degrees they have completed, including the attachment of documentation. Ability for a configurable workflow by which this information can be reviewed and approved by an administrator.
HCM_501	501	Employment Services	Talent Profiles	The system has the ability for an attached education (transcript) document to be exportable to an employee personnel file application.
HCM_502	502	Employment Services	Talent Profiles	The system has the ability for managers to have access to view employee degrees in mass (list view) for their direct reports and downline.
HCM_503	503	Employment Services	Talent Profiles	The system has the ability for managers to have the ability to filter education data for employees with required education that is not yet met/approaching the due date.
HCM_504	504	Employment Services	Talent Profiles	The system has the ability for managers to have the ability to receive email notification when an employee has an education required for a job that is due within xx years. These notifications have the ability to be configurable by degree/job.
HCM_505	505	Employment Services	Talent Profiles	The system has the ability for education information to be visible as a part of the employee's profile for talent management.
HCM_506	506	Employment Services	Talent Coaching / Mentoring	The system has the ability to assign coaches / mentors to employees with notification to the coaches, mentors, employees and line managers. The system should provide tracking and reporting of these coaching and mentoring assignments.
HCM_507	507	Employment Services	Talent Coaching / Mentoring	The system has the ability to allow manager to assign proxy / delegate capabilities
HCM_508	508	Employment Services	Talent Coaching / Mentoring	The system has the ability to have behavioral fit score capabilities (person to job) and percent position fit capabilities (person to job).
HCM_509	509	Employment Services	Talent Coaching / Mentoring	The system has the ability to integrate with performance management, talent acquisition, job description, and career development applications / modules.
HCM_510	510	Employment Services	Talent Coaching / Mentoring	The system has the ability to have an option to push out recognition/feedback to individuals from anyone in the system (leaders and individual contributors that may or may not have reporting relationships)
HCM_511	511	Employment Services	Talent Coaching / Mentoring	The system has the ability to report on Team Engagement Tracking and provide performance measures of coaching / mentoring success.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_512	512	Talent Review	Employee Performance	The system has the ability to support the employee entering goals related to the upcoming performance period and constraints based on worker profile and common characteristics (i.e. by Division, Bureau, Section). The system should provide the ability for the manager to approve, change, or reject the goals submitted by an employee.
HCM_513	513	Talent Review	Employee Performance	The system has the ability to support modification or deletion of goals that were previously approved or rejected by the employee's manager, update goal status in order to track progress towards the approved goals, upload documentation for the employee goal setting process and assign a percent weight to each employee goal; total weight goal must equal 100%.
HCM_514	514	Talent Review	Employee Performance	The system has the ability for the Human Resource Administrator to monitor the status of incomplete employee goals, for Managers to complete goals and performance in Manager Self Service.
HCM_515	515	Talent Review	Employee Performance	The system has the ability to generate the performance evaluation template based on the employee’s position type and title (Negotiated, Managerial/Confidential, or Trainee) and status (Probationary, Permanent). The system should be able to pre-populate the performance evaluation template with the employee's previous year's performance history.
HCM_516	516	Talent Review	Employee Performance	The system has the ability for employees to complete self- assessments as part of the performance evaluation process.
HCM_517	517	Talent Review	Employee Performance	The system has the ability for the employee to support entry of free form text in the employee's performance evaluation form, uploading of documentation for the evaluation process, multiple nominations for participants to provide feedback on an employee's performance evaluation form and tracking of participant feedback completion by multiple people.
HCM_518	518	Talent Review	Employee Performance	The system has the ability to send reminder email notifications to the employee's manager for performance evaluations that are due.
HCM_519	519	Talent Review	Employee Performance	The system has the ability for the manager to view the employee's submitted performance evaluation form for feedback, enter or change a performance rating on the performance evaluation form, enter free form text to the performance evaluation form, approve the completed performance evaluation form and transfer the performance appraisal to Human Resources or other managers when further review is needed
HCM_520	520	Talent Review	Employee Performance	The system has the ability for the Human Resource Administrator to transfer, change, cancel, or delete performance evaluation forms.
HCM_521	521	Talent Review	Employee Performance	The system has the ability for the employee, manager, Human Resource Representative or other authorized personnel to electronically sign the employee's evaluation form. The system should provide the ability for the employee to review and acknowledge the feedback provided by the manager on the performance evaluation form and employee, manager, Human Resource Representative or other authorized personnel to view the participant's feedback on the employee's evaluation form.
HCM_522	522	Talent Review	Manage Talent Profiles	The system has the ability to track employee language abilities by language and level of proficiency.
HCM_523	523	Talent Review	Manage Talent Profiles	The system has the ability to be queried by user defined criteria, such as, certifications, skills and competencies, in order to match employees to open posts and vacancies.
HCM_524	524	Talent Review	Manage Talent Profiles	The system has the ability to index uploaded forms by transaction area / type.
HCM_525	525	Talent Review	Manage Talent Profiles	The system has the ability for Managers to maintain, update, change, and inactivate employee skills, competencies, and accomplishments.
HCM_526	526	Talent Review	Manage Talent Profiles	The system has the ability for Human Resources to approve updates to employee skills, competencies, and accomplishments submitted by Managers.
HCM_527	527	Talent Review	Manage Talent Profiles	The system has the ability for Human Resources to maintain, update, change, or delete employee skills, competencies, and accomplishments.
HCM_528	528	Talent Review	Manage Talent Profiles	The system has the ability for Human Resources to approve updates to employee skills, competencies, and accomplishments submitted by the employee.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_529	529	Talent Review	Manage Talent Profiles	The system has the ability to track Criminal Records Checks and Driver License information and associated expiration date, as well as any other employment related authorizations.
HCM_530	530	Talent Review	Succession Planning	The system has the ability to enable, support, and maintain the succession planning process at department / school level using enterprise methodology.
HCM_531	531	Talent Review	Succession Planning	The system has the ability for the manager, Human Resource Administrator or designee to create, change, or modify succession plans in order to identify potential successors for future / vacant positions
HCM_532	532	Talent Review	Succession Planning	The system has the ability to enter the effective start and end dates for the succession plan.
HCM_533	533	Talent Review	Succession Planning	The system has the ability to support searches for potential successors based on experience, qualifications, and competencies.
HCM_534	534	Talent Review	Succession Planning	The system has the ability to display search results based on how well each employee's profile fits the criteria model.
HCM_535	535	Talent Review	Succession Planning	The system has the ability to add or delete employees to the succession plan based on skills, qualifications or competencies.
HCM_536	536	Talent Review	Succession Planning	The system has the ability to add, change, or delete attributes to the potential successors on the succession plan: Status (Active, Inactive), Percent ready for role, Eligible date, Probability Ranking and Comments.
HCM_537	537	Talent Review	Succession Planning	The system has the ability to capture development strategies in order to address skills gaps for potential successors.
HCM_538	538	Talent Review	Succession Planning	The system has the ability to track progress against the development strategies for the potential successors.
HCM_539	539	Talent Review	Succession Planning	The system has the ability to view the potential successor's employment profile: Competencies, Skills, Qualifications, Ratings and Performance Objectives.
HCM_540	540	Talent Review	Succession Planning	The system has the ability to assign a status (e.g., draft, active, inactive, completed) to the succession plan.
HCM_541	541	Talent Review	Succession Planning	The system has the ability to display the succession plan in hierarchy view to support data analysis.
HCM_542	542	Talent Review	Succession Planning	The system has the ability to generate a report detailing the gaps in skills, qualifications, and/or competencies between potential successors and the position.
HCM_543	543	Talent Review	Succession Planning	The system has the ability to generate a report detailing turnover of potential successors for key positions.
HCM_544	544	Talent Review	Succession Planning	The system has the ability to generate a report detailing the readiness of potential successors to fill a key position.
HCM_545	545	Workforce Planning	People Structure	The system has the ability to support the creation, deletion, or modification of organizational hierarchies based on supervisor level and their employees.
HCM_546	546	Workforce Planning	People Structure	The system has the ability to support reporting and analysis of position attributes (skills, competencies and requirements) comparable to the corresponding position job description.
HCM_547	547	Workforce Planning	People Structure	The system has the ability to support reporting and analysis of position attributes (skills, competencies and requirements) comparable to applicant pool(s) for current and forecasted position vacancies. The system uses various canvassing lists for competitive positions by title and location for the purpose of satisfying a request to fill position (Title & Location, Pos Title, location, candidate profile, Name, address phone), score/ranking response.
HCM_548	548	Workforce Planning	People Structure	The system has the ability to support, capture and maintain the maintenance of position attributes (skills, competencies and requirements) and job responsibilities.
HCM_549	549	Workforce Planning	People Structure	The system has the ability to automatically update the position hierarchy based on supervisory changes.
HCM_550	550	Talent Acquisition	Requisition Management	The system has the ability for administrators to create talent requisitions for open positions and use workflow for approval routing, including Finance for cost center allocation.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_551	551	Talent Acquisition	Requisition Management	The system has the ability to track open requisitions by various categories such as job, organization, recruiter, set the close date for new applications and the ability of the recruiter and also allow subsequent modifications (e.g., different dates for internal vs. external postings).
HCM_552	552	Talent Acquisition	Requisition Management	The system has the ability to have requisition updates flow through to the job postings (ultimately changing the hire action) and to have unlimited posting templates and template flexibility.
HCM_553	553	Talent Acquisition	Requisition Management	The system has the ability to retain open requisitions for positions which have frequent openings (e.g., greenfield requisitions in new hiring areas or recurring requisitions).
HCM_554	554	Talent Acquisition	Requisition Management	The system has the ability to provide a means to manage the recruitment budget and capture the cost to hire (e.g. time, expenses expended for each campaign, candidate).
HCM_555	555	Talent Acquisition	Requisition Management	The system has the ability to integrate into talent acquisition / requisition the financial data that is required for hiring managers to identify and provide to justify the request to add headcount / requisition.
HCM_556	556	Talent Acquisition	Candidate Sourcing	The system has the ability to administer and track both national and local marketing campaigns / events (e.g. channels, sources, costs, event scheduling, target audience).
HCM_557	557	Talent Acquisition	Candidate Sourcing	The system has the ability to author and publish job advertisements and related information (e.g. position description, competencies) to internal and external sites (e.g. intranet, Teach Georgia, K-12 Jobspot, LinkedIn) including linkage to these external sites on the district site. The system should be able to insert position descriptions into job advertisements that can be modified for external postings and post advertisements to specific external sites that may be relevant to this position.
HCM_558	558	Talent Acquisition	Candidate Sourcing	The system has the ability to support secure applicant self-service either externally (via district websites, job boards, social networking sites) or internally (via the intranet) that enables candidates to express their interest in a position (e.g., unsolicited job application) or apply for a particular advertised job through an online application enabled on multiple platforms including smartphones (e.g., Teach Georgia, K-12 Jobspot, LinkedIn). The system should be able to alert applicants regarding incomplete application / resume submittals and errors in their submittal (e.g., blank application areas, blank resume areas).
HCM_559	559	Talent Acquisition	Candidate Sourcing	The system has the ability to enable candidates to initiate the application process online through self-service, save an application part way through for submission later, and watch any prerequisite webinars (e.g., district background, anticipated roles for position categories). This capability should allow candidates to submit both applications and related attachments (e.g., resume, identity documentation) through multiple file types (e.g., PDF, MS Word, JPEG) and on all operating systems (e.g., Windows, MAC, iOS).
HCM_560	560	Talent Acquisition	Candidate Sourcing	The system has the ability to parse resumes submitted by applicants to extract important information, such as applicant's name, contact information, work experience, education, and skills. The system should be able to identify keywords, skills, etc. enabling the district to sort through large quantities of applications to prioritize candidates based on identified bona fide qualifications and override / turn off alerts for positions and requisitions even if alerts are requested.
HCM_561	561	Talent Acquisition	Candidate Sourcing	The system has the ability to configure a demographics dashboard that displays current and historical workforce data and that tracks applicant demographics by talent acquisition process steps (e.g., video interview, in-person interview, not selected, hired).
HCM_562	562	Talent Acquisition	Candidate Sourcing	The system has the ability to capture certification information during the application process and retain this information within the employee profile once hired and information has been verified (with proof of certification information).

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_563	563	Talent Acquisition	Candidate Sourcing	The system has the ability when an applicant enters license information during the application process, for this information to exist on their employee profile once hired and information has been verified
HCM_564	564	Talent Acquisition	Candidate Sourcing	The system has the ability to store a library of interview guidelines and screening questions for search and use by recruiters / users as part of the application process.
HCM_565	565	Talent Acquisition	Candidate Sourcing	The system has the ability to allow recruiters or human resources staff to enter further details about the candidate such as their availability, skills test scores, previous service, results of job interviews and vetting procedures.
HCM_566	566	Talent Acquisition	Candidate Sourcing	The system has the ability to provide candidates self-service access to view the status of and update their application throughout the multi-step application process. The system should be able to turn this self-service access on and off.
HCM_567	567	Talent Acquisition	Candidate Sourcing	The system has the ability to support business rules associated with applicant qualifications (e.g., knockout screening questions) and automate candidate screening and flow to hiring managers.
HCM_568	568	Talent Acquisition	Candidate Sourcing	The system has the ability to provide candidate access to receive automated template-based or manual communications form through email or text at pre-defined milestones.
HCM_569	569	Talent Acquisition	Candidate Sourcing	The system has the ability to facilitate the management of a talent pool of both internal and external candidates.
HCM_570	570	Talent Acquisition	Candidate Sourcing	The system has the ability to provide for full time, coop, volunteer and intern candidate processes and allow variations in process through configurable workflow.
HCM_571	571	Talent Acquisition	Candidate Sourcing	The system has the ability to accommodate supervisor access to control candidate panels so that all candidates approved by Human Resources can be reviewed for requisition and status of each and that notifications to the hiring manager are triggered for the completion of pending candidate dispositions (e.g., from "in review" to "interview"). This capability should provide flexibility where HR can limit which candidates are available for a hiring manager to view (e.g., select group, selected individuals, all).
HCM_572	572	Talent Acquisition	Candidate Sourcing	The system has the ability to track dates, results and recruiter for all screening methods such as phone screen, campus interview, career day, office/field interview, and skills test along with the ability to track employees and candidates considered and decision results for each step for jobs filled through a selection process.
HCM_573	573	Talent Acquisition	Candidate Sourcing	The system has the ability to track demographic, job information, screening, documentation, fall-outs, affirmative action requirements, EEO information, and other groups. The system should be able to shield certain information (e.g., EEO information) from hiring managers.
HCM_574	574	Talent Acquisition	Candidate Sourcing	The system has the ability to initiate an online reference check for designated groups of requisitions or individual requisition and to track the results of references, allowing both formatted and free-form responses.
HCM_575	575	Talent Acquisition	Candidate Sourcing	The system has the ability to track completion of pre-employment tests (e.g., Behavioral Competency Assessment) based on job requirements or other criteria, to route requests for background checks to a third-party provider and to automatically receive results from background check vendors and store them in system for those candidates.
HCM_576	576	Talent Acquisition	Candidate Sourcing	The system has the ability for candidates to utilize self-service to self-select time and date to complete a pre-recorded virtual screening interview and to self-select time and date to schedule interviews with the ability to integrate to Outlook / Google Calendar.
HCM_577	577	Talent Acquisition	Candidate Sourcing	The system has the ability to support pre-recorded virtual screening interviews (e.g., recruiter records screening questions, and candidate response is self-serviced and recorded, permitting the recruiter to review at their convenience)
HCM_578	578	Talent Acquisition	Candidate Sourcing	The system has the ability to support user configurable online interview forms that reside within the application, collect interview feedback and share internally.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_579	579	Talent Acquisition	Candidate Sourcing	The system has the ability to integrate learning modules with talent acquisition capabilities (e.g., application requirements and qualifications).
HCM_580	580	Talent Acquisition	Candidate Sourcing	The system has the ability for employees to refer someone for a vacancy, allow for applicants to identify who referred them and support an employee referral process. This capability should trigger referral rewards where applicable to be paid to employees once an applicant has accepted a position and / or met other referral recognition.
HCM_581	581	Talent Acquisition	Candidate Sourcing	The system has the ability to differentiate internal applicants from external applicants when applying for position from outside district; have some limited employee self-service access from outside of district, limit internal applicant process when minimum qualifications are not met and configure communications for internal applicants.
HCM_582	582	Talent Acquisition	Candidate Sourcing	The system has the ability to provide configurable options to automatically pre-screen / categorize information supplied by candidates as they are entered into the talent pool using a variety of screening methods (e.g. knock out, weighting, test scores, qualitative answers etc.).
HCM_583	583	Talent Acquisition	Candidate Evaluation	The system has the ability to allow recruiters / human resources staff to have a view of all applications including status (e.g. new, awaiting documentation from candidate) and to automatically assign applications to specific recruiters / users for action / management through the recruitment process based on rules (e.g. geographic location, type of application). This capability should include the tracking of job postings and results by user-defined attribute (e.g., supervisor, location, department).
HCM_584	584	Talent Acquisition	Candidate Evaluation	The system has the ability to filter / search the talent pool using keywords / criteria (e.g. skills, languages, ethnicity) and to generate correspondence (e.g. email, letters) to targeted groups within the talent pool by leveraging user-defined templates.
HCM_585	585	Talent Acquisition	Candidate Evaluation	The system has the ability to enable identification between internal and external applicants. (tailored treatment).
HCM_586	586	Talent Acquisition	Candidate Evaluation	The system has the ability to be fully mobile enabled permitting candidate and hiring managers to complete recruiting transactions and workflow from all standard mobile devices
HCM_587	587	Talent Acquisition	Offer Management	The system has the ability to document the complete offer package; highlight and note rationale for exceptions to guidelines; and attach to candidate record.
HCM_588	588	Talent Acquisition	Offer Management	The system has the ability to leverage user-defined templates to auto-generate applicant correspondence including offer letters that can be customized to include offer information (e.g., type of agreement, employee benefits, job titles, rate of pay, start date, pre-employment instructions) and rejection letters for unsuccessful applicants. Offer letters should be sent electronically with a copy of the offer letter stored on applicants' profile.
HCM_589	589	Talent Acquisition	Offer Management	The system has the ability to track the receipt of candidate acceptance / rejection letters and retain information for candidates who rejected offers for future contact.
HCM_590	590	Talent Acquisition	Offer Management	The system has the ability to trigger a notification of offer acceptance to hiring manager, notify appropriate function of the new hire technology needs, system access, and security access based on the position profile and notify appropriate function of the workspace needs per position profile.
HCM_591	591	Talent Acquisition	Offer Management	The system has the ability to track hire date and start date and to schedule orientation for new hires.
HCM_592	592	Talent Acquisition	Offer Management	The system has the ability to transfer applicant data contained within the recruiting module / system (added by candidate during recruitment) to core human resources module / system without duplication of effort including the transfer of internal applicant data and data updates when changes occur to the employee.
HCM_593	593	Employee Onboarding	Pre-Hire Onboarding	The system has the ability to automate onboarding pre-day one information and forms and verifications by employee type (e.g., classified employees have one type of "packet"; certificated employees have different "packet")

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_594	594	Employee Onboarding	Pre-Hire Onboarding	The system has the ability to provide online access to new hires for the review and completion of pre-day one information and forms (e.g., direct deposit, tax forms, background check authorization, US I-9, benefit elections).
HCM_595	595	Employee Onboarding	Pre-Hire Onboarding	The system has the ability to provide new hire materials and instructions to complete through a new hire onboarding portal / dashboard (e.g. handbook, example contract, conflict of interest, code of conduct) with electronic signature capability via smartphones, tablets or computers. The system should be able to provide new hires the ability to complete required training and onboarding activities (e.g., policy review and acknowledgement) through the new hire portal / dashboard.
HCM_596	596	Employee Onboarding	Pre-Hire Onboarding	The system has the ability for onboarding administrators (Human Resources / Recruiter) to utilize an onboarding checklist to track progress of onboarding steps and view, take action, and access reports on the onboarding process status through an onboarding online portal / dashboard.
HCM_597	597	Employee Onboarding	Pre-Hire Onboarding	The system has the ability to initiate pre-hire employment requirements / checks (e.g., background) including the transmission to district security personnel who will be conducting these checks.
HCM_598	598	Employee Onboarding	Pre-Hire Onboarding	The system has the ability to create visibility inside the district before the employees start via partial access to Intranet or team information with the ability to adjust this visibility based on the determination of what publicly available information should be shared.
HCM_599	599	Employee Onboarding	Pre-Hire Onboarding	The system has the ability to enable new hires to electronically voluntarily disclose Gender, Ethnicity, Veteran Status, and Disability Status. Application must comply with all government requirements for new hire disclosures.
HCM_600	600	Employee Onboarding	Pre-Hire Onboarding	The system has the ability for candidate response to EEO questions should default in the New Hire opportunity to disclose.
HCM_601	601	Employee Onboarding	Pre-Hire Onboarding	The system has the ability to allow for a notification email when a new hire fails to voluntarily disclose ethnicity or gender information.
HCM_602	602	Employee Onboarding	Day 1 / Post Day 1 Onboarding	The system has the ability to provide a Day 1 Onboarding Checklist for new hire managers to track workspace introductions, departmental tour, staff introductions, securing district identification / access cards, and issuing any building keys.
HCM_603	603	Employee Onboarding	Day 1 / Post Day 1 Onboarding	The system has the ability to trigger notification when onboarding steps are not completed by expected due dates.
HCM_604	604	Employee Onboarding	Day 1 / Post Day 1 Onboarding	The system has the ability to initiate onboarding and off-boarding satisfaction survey
HCM_605	605	Employee Onboarding	Day 1 / Post Day 1 Onboarding	The system has the ability to create onboarding and off-boarding satisfaction survey reports (e.g., by new hire, by hiring manager, by orientation class) that can be automatically provided to hiring manager and to new hire. The system should be able to create a system checklist for this purpose that can facilitate a discussion between the manager and new hire (e.g., establish goals).
HCM_606	606	Employee Onboarding	Employment Contracts	The system has the ability to create employment contracts from template language and terms / conditions within the system (e.g., contract authoring capability), develop contracts that require complex service hierarchies, and support approval workflow for contracts (e.g., Finance, line manager). The system should be able to support electronic signatures for relevant signoff.
HCM_607	607	Employee Onboarding	Employment Contracts	The system has the ability to create employment contracts from other relevant employment contracts by copying all common language and terms / conditions.
HCM_608	608	Employee Onboarding	Employment Contracts	The system has the ability to upload contract metadata from internal employee profiles and from external files including header and line data and build standard comments to print on the employment contract (header or line).
HCM_609	609	Employee Onboarding	Employment Contracts	The system has the ability to route employment contracts electronically for review, approval and execution.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_610	610	Learning	Learning Strategy	The system has the ability to identify certain learning activities as required for compliance and to tie organizational training to individual development processes annually and trigger notification of potential learning need to supervisor hiring or transferring staff.
HCM_611	611	Learning	Learning Strategy	The system has the ability to create and maintain core competencies and to track which competencies are required by job.
HCM_612	612	Learning	Learning Strategy	The system has the ability for centralization of approval of learning content before publishing and creation of dynamic and static learning groups.
HCM_613	613	Learning	Learning Strategy	The system has the ability to manage regulatory training; inclusive of departmental and skills training.
HCM_614	614	Learning	Learning Development	The system has the ability for departments to create courses and manage their own content and compliance and to support these efforts through the creation, editing and management of department level job aids. The system should be able to manage the approval of these courses through workflow.
HCM_615	615	Learning	Learning Development	The system has the ability for managers to access their down line training transcripts, review down line's current training and assign training to down line at an individual user level
HCM_616	616	Learning	Learning Development	The system has the ability to provide online learning courses through external vendor connections (e.g., LinkedIn Learning) so that employees can access these courses from within the district site and course completion information flows back to the district site.
HCM_617	617	Learning	Learning Development	The system has the ability for learning activities to have properties such as a description, creator designated activity code/id, contact information, instructor, owner, category and keyword
HCM_618	618	Learning	Learning Development	The system has the ability to provide authoring capability, to create learning content and secure authoring use by role; track and report author changes, dates. The system should be able to access electronic content (e.g., Captivate programs, video, Google Meet video, Teams video) for these purposes.
HCM_619	619	Learning	Learning Development	The system has the ability to maintain an inventory of learning courses with description, media, vendor, cost, competencies developed, contacts, pre-requisites, etc.
HCM_620	620	Learning	Learning Development	The system has the ability for content to be accessed from external systems and through API sources.
HCM_621	621	Learning	Learning Development	The system has the ability for the learning management system to assign activities by both an audience and an individual user.
HCM_622	622	Learning	Learning Development	The system has the ability for learning activities to be grouped together into a curriculum within a managed course catalog editable by administrators.
HCM_623	623	Learning	Learning Development	The system has the ability for required activity by users to be waived by trainers and administrators.
HCM_624	624	Learning	Learning Delivery	The system has the ability for employees to register for courses (self-service); managers to view employee course registration and training history.
HCM_625	625	Learning	Learning Delivery	The system has the ability for reporting of course offerings by name, vendor, skills developed, etc. and maintain a list of preferred providers and logistical requirements for courses offered off site.
HCM_626	626	Learning	Learning Delivery	The system has the ability to highlight course offerings that include group discounts and trigger enrollment notification to Human Resources to enable review for possible additional attendees or on-site presentations.
HCM_627	627	Learning	Learning Delivery	The system has the ability to generate email acknowledgements for training enrollment notices for required re-qualification or update training electronically to learner and supervisor.
HCM_628	628	Learning	Learning Delivery	The system has the ability to match course availability information with staff scheduling process to allow automatic enrollment for required courses and add learners to wait-list and enroll in second choice sessions.
HCM_629	629	Learning	Learning Delivery	The system has the ability to accept cancellations, enroll others off wait-lists and provide electronic notification to learners and supervisors.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_630	630	Learning	Learning Delivery	The system has the ability to provide notice to training administrators of last-minute enrollment changes, allowable wait-list exceeded, inadequate enrollments, and other instances that suggest need for intervention.
HCM_631	631	Learning	Learning Delivery	The system has the ability to generate a list of attendees for the instructor and store a checklist of instructor materials required.
HCM_632	632	Learning	Learning Delivery	The system has the ability to provide tracking for pre work and report if not completed by the start of class.
HCM_633	633	Learning	Learning Delivery	The system has the ability to systematically track enrollees scheduled, allowing over-enrollment to specified level based on date of session.
HCM_634	634	Learning	Learning Delivery	The system has the ability to store reasons for the training (e.g., requirement, skill development, refresher).
HCM_635	635	Learning	Learning Delivery	The system has the ability to allow supervisors / Human Resources to enroll learners or groups of employees in courses on-line
HCM_636	636	Learning	Learning Delivery	The system has the ability to track learner and department training to date and compare against budget / plan (dollars and hours).
HCM_637	637	Learning	Learning Delivery	The system has the ability to generate email acknowledgements for enrollment confirmation notices (electronic) for learner and supervisor, including cost information.
HCM_638	638	Learning	Learning Delivery	The system has the ability for employee to view / save / print course transcript
HCM_639	639	Learning	Learning Delivery	The system has the ability to facilitate the scheduling of tests and record the test results within the system.
HCM_640	640	Learning	Learning Delivery	The system has the ability to allow online confirmation of attendance and track online course evaluation information.
HCM_641	641	Learning	Learning Delivery	The system has the ability to provide electronic 'post-test' or other notification to measure effectiveness of class and provide for system tracking of scores or narrative comments for pre and post training.
HCM_642	642	Learning	Learning Delivery	The system has the ability to indicate delayed post assessment (e.g., 60 days after training) and trigger reminders when assessment is due.
HCM_643	643	Learning	Learning Delivery	The system has the ability to allow online capture of post course assessment (ESS / MSS).
HCM_644	644	Learning	Learning Delivery	The system has the ability to maintain evaluation comments (e.g., learner summaries, dates) indicating learner experience with the course.
HCM_645	645	Learning	Learning Delivery	The system has the ability to streamline non-compliance processes, notifications and reporting and to provide email notifications of impending training deadlines.
HCM_646	646	Learning	Learning Delivery	The system has the ability for enrollment to a class to use workflow approval and notifications
HCM_647	647	Learning	Learning Delivery	The system has the ability for learning activities to contain an accessible roster of users that can display individual users' activity status (e.g., Registered, In Progress, Complete), allow an assigned instructor or administrator to email all registered or roster users, and generate a printable sign-in sheet. These rosters should have the capability to be exported to different formats such as CSV, XLSX, PDF.
HCM_648	648	Learning	Learning Operations	The system has the ability to record training completed for programs offered inside and outside the company, allow updates by learner with approval by supervisor if required and maintain completed course records indefinitely.
HCM_649	649	Learning	Learning Operations	The system has the ability to measure the effectiveness of learning courses and all learning curriculums across the district.
HCM_650	650	Learning	Learning Operations	The system has the ability to integrate learning management to the performance management process for compliance / non-compliance.
HCM_651	651	Learning	Learning Operations	The system has the ability for employees/managers to see expiration dates for certifications and licenses and receive automated notifications in advance of those expiration dates. The system should be able to provide users (e.g., employees, managers) of these expiration dates.
HCM_652	652	Learning	Learning Operations	The system has the ability to integrate with human resources to deploy learning based on a standardized job hierarchy and competencies (e.g., certain job families have specific learning curriculums).

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
HCM_653	653	Reporting & Analytics	General Reporting	The system has the ability to conduct data requirements, perform data gathering, collection, and perform data analysis and cleaning. The system should be able to model the data and model training.
HCM_654	654	Reporting & Analytics	General Reporting	The system has the ability to provide standard system reports including EEO reporting, Time to Fill, Time to Hire, LTD report election report (including premium and benefit level), Age-based Life Insurance Report, and detailed healthcare election report broken down by plan and coverage tier.
HCM_655	655	Reporting & Analytics	General Reporting	The system has the ability to provide a standard report related to people on leave, date of leave, type of leave, leave status (e.g., pending) and expected return date and trends in types of leave, age, service, etc. to assist in analyzing and implementing proactive programs and policies.
HCM_656	656	Reporting & Analytics	General Reporting	The system has the ability to link full-time equivalency (FTE), turnover, and vacancy reports with other reports (e.g., productivity, budget)
HCM_657	657	Reporting & Analytics	General Reporting	The system has the ability to link, view, and manage between actuals and budgeted staffing reports
HCM_658	658	Reporting & Analytics	General Reporting	The system has the ability to create the annual State of Georgia CS-1 Salary and Travel Expense Report and the Certificated / Classified Personnel Information (CPI) Report and process these electronic transmissions directly to the State transmission web portal.
HCM_659	659	Reporting & Analytics	Benefit Reporting	The system has the ability to generate an audit trail report detailing each change / benefit transaction made within the system including but not limited to: - User; - Dates; - Enrollments; - Disenrollment; - Add/delete; - Prior value and new value; - Dependent profile adds/updates.
HCM_660	660	Reporting & Analytics	Recruiting Reporting	The system has the ability to report status of onboarding checklist by new hire, by recruiter, by hiring manager, and overall (e.g., status pipeline with drill down capability) with the flexibility to report on other criteria
HCM_661	661	Reporting & Analytics	Recruiting Reporting	The system has the ability to provide analytics on where candidates are being sourced and accessing site and recruiting analytics by recruiter.
HCM_662	662	Reporting & Analytics	Recruiting Reporting	The system has the ability to provide a user defined configurable dashboard to see recruiting activity at a glance including the ability to see downline reporting for hiring managers (e.g., openings, status)
HCM_663	663	Reporting & Analytics	Analytics	The system has the ability to generate and manage workforce baselining and benchmarking.
HCM_664	664	Reporting & Analytics	Analytics	The system has the ability to conduct tooling, input data, build data governance, build the criteria and build the analysis. The system should be able to validate against the hypothesis and check for raw outputs.
HCM_665	665	Reporting & Analytics	Analytics	The system has the ability to review predictive model(s) periodically, assess performance and assess performance and accuracy of previous forecasts and identify need for improvement
HCM_666	666	Reporting & Analytics	Analytics	The system has the ability to refresh criteria to train model and measure performance (e.g., metrics, rolling test periods), and generate new model structure(s).
HCM_667	667	Reporting & Analytics	Analytics	The system has the ability to develop future analysis (e.g., salary projections).
HCM_668	668	Reporting & Analytics	Analytics	The system has the ability to develop workforce implications.
HCM_669	669	Reporting & Analytics	Analytics	The system has the ability to develop business scenarios.

C. Supply Chain Management Requirements (Process Level 0)

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
SCM_001	1	Procurement	Procurement Strategy	The system has the ability to define the organization, management, communication, and reporting structure (e.g. strategy, cadence), delineate organizational structure, reporting lines, inter-dependencies & relationships and help define role authority and accountability.
SCM_002	2	Procurement	Procurement Strategy	The system has the ability to define the approach on identifying and outlining the types of competencies, skills and capabilities of resources (people and digital) required to support procurement. The system should be able to define the responsibilities and performance parameters of each role profile across the procurement organization.
SCM_003	3	Procurement	Procurement Strategy	The system has the ability to identify the key risk areas and compliance requirements by assessing the risk environment and impacts (e.g., waste, abuse, fraud). The system should be able to prioritize and categorize risk and be able to support the development of mitigation strategies.
SCM_004	4	Procurement	Procurement Strategy	The system has the ability to establish a supplier through a mandatory process as defined by the district to ensure the supplier meets certain criteria, which may include but not limited to, regulatory, quality, manufacturing, risk, financial, legal and audit requirements. This process should be performed prior to proceeding with supplier relationship development and should support those suppliers that may be certified as a result of market exploration activity and/or potential production innovation opportunities (may not be flagged in the system as an approved supplier until a later stage). The system should be able to consider supplier risk assessment / risk mitigation planning, which either of these activities may trigger the certification process order for the Authority to complete their own due diligence / further investigation. Additionally, the system should be able to support the collaboration and sharing of documentation between the key stakeholder(s) and Procurement and support automated approval workflows.
SCM_005	5	Procurement	Procurement Strategy	The system has the ability to confirm the request for a new supplier that is queued, set up a master data record and complete a new supplier request form/application that aligns with the master data field. The system is able to complete any applicable on-boarding activities (as required). The supplier master data record captures all of the predefined attributes once and may be used across multiple systems within the business. The system is able to support the collaboration and sharing of documentation between key stakeholder(s) and Procurement.
SCM_006	6	Procurement	Procurement Strategy	The system is able to define and measure the supplier performance criteria on a perpetual basis for the segmentation / tiering levels as defined by the district, and produce a scorecard that is agreed between all parties (e.g., key stakeholders, supplier, procurement staff) which includes, for example, service level agreements, tracking costs, targets, contractual requirements, and sustainability (long term decisions). The system should be able to set the frequency a supplier is monitored, which also depends on their tiering or volumes (e.g., Tier 1 suppliers / high volume suppliers are typically monitored on a more regular basis).
SCM_007	7	Procurement	Procurement Strategy	The system has the ability to house multiple attributes for a single vendor in the vendor master, support mass uploads, support customized fields, support parent / child relationships, flag vendors for certain workflows, support multiple destinations per vendor, support duplicate supplier checking, and support audit capabilities. The system should also provide an approval workflow for new vendor adds and the ability to interface with 3rd party vendor verification databases.
SCM_008	8	Procurement	Strategic Category Management	The system has the ability to create requisitions for products, services and capital items, support punch-out with multiple vendors, default requisitioned information when end users complete a requisition, create requisitions in all payment item options, support multiple types of requisitions including non-purchase order requisitions (e.g., inventory issues, requests for internal services) and support the flow of requisitions into sourcing events (e.g., RFP, RFI, RFQ).

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
SCM_009	9	Procurement	Strategic Category Management	The system has the ability to build / designate different requisition and purchase order types based on business decisions and system-based pricing thresholds.
SCM_010	10	Procurement	Strategic Category Management	The system has the ability to create requisition templates and multiple favorites (e.g., shopping cart) lists and enter orders from these templates, display item attributes on the order page (e.g., manufacturer name, vendor catalog #, manufacturer catalog #, UOM) and display images to users during the requisition process, configure which data fields are viewed on the order page and identify and show product substitutes and product/pricing comparisons on one screen.
SCM_011	11	Procurement	Strategic Category Management	The system has user-defined assignment of default values (e.g., accounting data, ship to/deliver to), capture notes and comments on requisitions (by requisition header and by line) that transmit to the purchase order.
SCM_012	12	Procurement	Strategic Category Management	The system has the ability to attach multiple quotes, approval documentation, sole source documentation, etc. to a requisition. Ability for attachment to flow to PO for buyer viewing, both universal and specific to a screen.
SCM_013	13	Procurement	Strategic Category Management	The system has the ability to support entry of credits on the requisition form to support processes related to capital contract management, allow unidentified receipts to be processed against a purchase order to add credit amount back to the PO at header and/or line level (e.g., blanket PO allowing funds to be reused) and allow Accounts Payable to apply vendor credit back to the Purchase order, which will update the vendor contract and the department's budget. The system is able to add requisition lines to an existing PO, and be able to reference the PO number.
SCM_014	14	Procurement	Supplier Relationship Management	The system has the ability to build custom required fields needed to complete a requisition with notifications to end users if they don't fill out, pull in last price paid for requisitioning, flag a requisition as a priority with corresponding facilitating workflow (e.g., not auto-routed, go to top of buyer's queue) and escalate a requisition approval to someone else of equal or higher level within a financial hierarchy. The system should be able to reference Asset Shells, Asset CIP Shells in PO/ PR.
SCM_015	15	Procurement	Supplier Relationship Management	The system has the ability to identify / designate general ledger account per requisition line with split accounting options and leverage user-accessible drop-down boxes or frequently used lists to support these assignments.
SCM_016	16	Procurement	Supplier Relationship Management	The system has the ability to allow users to requisition on behalf of others (with proper security clearance, or delegated clearance) and cancel requisitions or individual requisition lines.
SCM_017	17	Procurement	Supplier Relationship Management	The system has the ability to upload lines into requisition from a non-system source (e.g., Excel).
SCM_018	18	Procurement	Supplier Relationship Management	The system has the ability to have an approval workflow for requisitions (e.g., escalation, delegation) that provides budget info to approvers, provide guided buying workflows as defined by certain requirements based on initial item selection and notifications, create/have customized workflow paths for certain requisition types based on business decision at both header and line level (e.g., purchase type, requester delivery location, dollar threshold) and support the attachment of external documents and include notes.
SCM_019	19	Procurement	Supplier Relationship Management	The system has the ability for the requisition to dynamically re-evaluate the required approval flow based on changes made to a purchase order during the approval process (based on status per business needs), and provide different approval workflows by line item where there are multiple items on a PO.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
SCM_020	20	Procurement	Requisitioning	The system has the ability to create a purchase requisition (POR) that outlines the need for specific goods or services. This POR should include the following information: - Requestor / requester location; - Requested items; - Reasons for purchase; - Suggested supplier, if known; - Budget accounts for each line item; and - Delivery requirements, if any.
SCM_021	21	Procurement	Requisitioning	The system has the ability to check budget availability for each budget code before the purchase requisition can be forwarded for review and approval. The system should support in process budget adjustments from authorized budget accounts while the requisition is being drafted.
SCM_022	22	Procurement	Requisitioning	The system has the ability to route the purchase requisition to the appropriate individuals or departments through workflow for review and approval based on dollar value (e.g., $5,000 total requires additional approval). System workflow should allow reviewers to update requisition with missing information, budget issues, or misalignment with business rationale or return or deny the requisition.
SCM_023	23	Procurement	Requisitioning	The system has the ability to automatically create a purchase order based on the approved purchase requisition. This purchase order should then be routed electronically to the appropriate vendor, the purchase initiator and purchasing staff. For vendors that cannot accept electronic purchase orders the system should provide the capability to fax or email a PDF version to the vendor.
SCM_024	24	Procurement	Purchasing	The system has the ability to create a purchase order (PO), change a PO, edit a PO, add a line, flag POs as priority, cancel POs, build customized POs, restore cancelled POs, create a PO to be paid and automate the creation of purchase orders/ purchase agreements. The system should establish appropriate encumbrances and sync up those encumbrances for modified or cancelled POs.
SCM_025	25	Procurement	Purchasing	The system has the ability to create different types of POs to include standard, service, blanket, bill-only, repair, bill and replace, capital, and scheduled POs. The system should be able to allow the referencing of another PO, allow users to edit the data before it moves through approval workflow, accommodate an automated approval for service PO funds and show remaining service PO funds with notifications for low funds. The system should also be able to accommodate monthly School Nutrition POs enabling the payment of supply and food orders made directly with those vendors.
SCM_026	26	Procurement	Purchasing	The system has the ability to attach documents or URLs to PO at header or to specific line, from the requisition attachments or manually.
SCM_027	27	Procurement	Purchasing	The system has the ability to carry forward open items on the purchase order from one fiscal year to another, automate the fiscal year end PO rollover process and include a quality assurance process to ensure PO encumbrance rollover is successful.
SCM_028	28	Procurement	Purchasing	The system has the ability to allow authorized personnel to modify POs after they have been released. The system should be able to connect to the supplier portal and record and track the changes in the supplier record or transmit the modifications to suppliers by fax or email.
SCM_029	29	Procurement	Purchasing	The system has the ability to note if a product is back-ordered, notify buyers/end user requesters and automate back-order substitutions from a PO acknowledgement.
SCM_030	30	Procurement	Purchasing	The system has the ability to send PO changes to the vendor without resending the entire PO and to accept PO acknowledgments.
SCM_031	31	Procurement	Purchasing	The system has the ability for certain purchase categories (e.g., computer equipment, equipment) to initiate a notification to departments responsible for applying district ownership tags to that equipment.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
SCM_032	32	Procurement	Purchasing	The system has the ability to look up and drill down to PO information using PO number, vendor item number, manufacturer item number, buyer ID, requester ID, requestor location and item description and provide reporting based on these same attributes along with dollar amounts and audit trails. The system is able to cross reference between purchase requisition and PO, PO and invoice, and invoice and purchase requisition.
SCM_033	33	Procurement	Purchasing	The system has the ability to see full requisition to pay lifecycle with drill down reporting, track PO history, provide an audit of PO creation and changes (e.g., by user ID, date, timestamps) and support rebates with real-time speed. The system is able to produce this information one PO inquiry at a time and displayed where each line, (e.g., corresponding receipt, invoice, credit and payment) is displayed in a user-friendly manner. The system is able to accommodate reporting for all procurement items (e.g., purchase requisition, purchase order, receipt, invoice, and payment).
SCM_034	34	Procurement	Receiving	The system has the ability to provide system access of PO receiving functions to initiators, record and approve partial or full receipts of goods or services through a workflow function and notification system, process a product return to vendor and update the PO and provide an audit of receiving data by user ID, date and timestamp.
SCM_035	35	Procurement	Receiving	The system has the ability to send match exception notifications to designated users and the ability for those users to document and view exception comments on a shared page / document.
SCM_036	36	Procurement	Receiving	The system has the ability to provide "invoiced not received" reporting for exception matching and "receipts not invoiced" reporting for accruals.
SCM_037	37	Procurement	Receiving	The system has the ability to interface with UPS / FedEx feed to bring in tracking information for end user viewing and tie POs to tracking numbers.
SCM_038	38	Procurement	Receiving	The system has the ability to receive advanced shipping notices (ASNs), communicate this information to users and provide an auto-notification when a receipt hasn't occurred (e.g., XX days after PO date). The system should be able to leverage a supplier portal for these ASNs.
SCM_039	39	Procurement	Receiving	The system has the ability to support a workflow process that supports managing additions, deletions, and/or changes to the vendor master file
SCM_040	40	Procurement	Sourcing	The system has the ability to support e-sourcing RFX processes (RFX reference Request for Proposal (RFP), Request for Information (RFI), Request for Quote (RFQ), and Request for Bid (RFB)), provide system user-configurable templates, post bids, perform Q&A, summarize responses and award vendors through a supplier portal or alternatively through fax / email.
SCM_041	41	Procurement	Sourcing	The system has the ability to fully integrate with external sourcing systems to support RFX activities (e.g., Georgia Procurement Registry, PlanetBids, GovWin).
SCM_042	42	Procurement	Sourcing	The system has the ability for vendors to respond to RFX activities with dynamic pricing, add / upload attachments (e.g., specifications) as part of the sourcing event (at header level and item level) without data size restrictions, and conduct Q&A sessions with vendors electronically.
SCM_043	43	Procurement	Sourcing	The system has the ability to edit start date / end date of sourcing event (e.g., RFX will close XX days after launch, RFX will close on specific date / time) and perform RFX optimization exercises, filtering, analysis across multiple vendors at the SKU level to determine potential savings.
SCM_044	44	Procurement	Sourcing	The system has the ability to replicate a previous event ("copy / paste") and the system provides the capability for users to create events / projects using Google Workspace applications.
SCM_045	45	Procurement	Sourcing	The system has the ability to automatically match and validate vendor RFx cross references.
SCM_046	46	Procurement	Sourcing	The system has the ability to award vendors, notify them electronically and integrate (upload/update) awarded pricing electronically into ERP Item Master.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
SCM_047	47	Procurement	Sourcing	The system has the ability to have real-time operational metric reporting (e.g., spend managed by sourcing / buyer, number of POs processed / buyer).
SCM_048	48	Procurement	Sourcing	The system has the ability to provide a configurable flag in the vendor master file to reflect a vendor's status (e.g. potential, registered, removed), identify the type of vendor (e.g., PO, AP) and indicators for local and minority businesses.
SCM_049	49	Procurement	Sourcing	The system has the ability to interface with external industry data analytical databases (e.g., Dun and Bradstreet).
SCM_050	50	Procurement	Inventory Management	The system has the ability to maintain School Nutrition inventory master data with costing information (e.g., dry goods, food in coolers, food in freezers, paper products, chemicals), record inventory receipts and issuances, account for food waste, generate inventory differences and corrections for recording in general ledger, reconcile inventory levels between the system and external inventory management systems.
SCM_051	51	Procurement	Inventory Management	The system has the ability to manage School Nutrition inventory adjustments and link to procurement and Accounts Payable (e.g., purchases).
SCM_052	52	Procurement	Inventory Management	The system has the ability to support physical inventory counts by School Nutrition staff at each school location, transfer inventory between locations, document differences and conversions to dollar value based on the price for the very last day of the month so that the inventory subledger reconciles to the general ledger.
SCM_053	53	Procurement	Supplier Portal	The system has the ability to support vendor-initiated portal sign up, provide a process for vendors to upload required forms (e.g., W-9), search of duplicate entries throughout vendor records, store multiple addresses and payment methods for each vendor, store vendor banking information for EFT transactions. The system should support automatic initiation of approval workflow from vendor creation and provide an authentication process before hitting workflow.
SCM_054	54	Procurement	Supplier Portal	The system has the ability for vendors to submit bid responses, receive and view POs, submit and view electronic invoices, view payment status, add edit/upload catalog items in supplier portal, register for events and view the current and historical status of POs, receipts, advance shipping notices (ASNs), and invoices.
SCM_055	55	Procurement	Supplier Portal	The system has the ability to support optional assignment of general ledger accounts and vendor classifications to vendors at profile initiation and after initiation when these vendors provide goods / services that could be aligned in this manner.
SCM_056	56	Procurement	Supplier Portal	The system has the ability to support a vendor frequently asked questions portal resource and accept and automatically route vendor inquiries based on inquiry type (e.g., PO, receipt, invoice, payment).
SCM_057	57	Procurement	Supplier Portal	The system has the ability to create supplier performance scorecards for each category (e.g., basic, strategic) that will track vendor performance and provide system notifications to Capital Metro staff with low performance markings.
SCM_058	58	Procurement	Reporting and Analytics	The system has the ability to provide both standard and user-defined ad hoc purchasing reports (e.g., PO lines processed / buyer, # and dollar amount of POs, service line / department reporting) and create reconciliation reports. The system should allow end users to configure and view reports through self-service capabilities.
SCM_059	59	Procurement	Reporting and Analytics	The system has the ability to provide spend reporting and dashboard capabilities across vendors, cost center, contracts, and different spend commodities to identify potential savings opportunities and aggregate, categorize, and normalize spend data based on user requirements.
SCM_060	60	Procurement	Reporting and Analytics	The system has the ability to have a procurement centric dashboard that shows work in queue (e.g., open sourcing events, # of open contracts requiring approved, # of contracts / vendor, spend per each contract, when each contract will expire).

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
SCM_061	61	Procurement	Reporting and Analytics	The system has the ability for analytics and reporting to pull contract reports that include contract type, contract name, description, expiration date information, and remaining contract funds at a minimum.
SCM_062	62	Procurement	Reporting and Analytics	The system has the ability to aggregate spend and have procurement analytics that comprise dashboards with the ability to drill into procurement and payment transactions providing transparency and visibility of payments processed against contract purchase orders, etc.
SCM_063	63	Contract Management	Contract Development	The system has the ability to create contracts from template language and terms/conditions within the system (e.g., contract authoring capability), develop contracts that require complex service hierarchies, and support approval workflow for contracts (e.g., set up, change orders, closures). The system should be able to support electronic signatures for relevant signoff in accordance with expenditure approval policy.
SCM_064	64	Contract Management	Contract Development	The system has the ability to create a procurement / supplier contract / catalogue or PO off of a sourcing event / executed contract. The system should be able to house contract pricing internally in a contracts / item master / content management solution.
SCM_065	65	Contract Management	Contract Development	The system has the ability to upload contract metadata from external files including header and line data and build standard comments for contracts to print on the PO (header or line).
SCM_066	66	Contract Management	Contract Development	The system has the ability to have parent / child contracts, (e.g., add subcontracts to Master Service Agreements) and set up / maintain different contract templates.
SCM_067	67	Contract Management	Contract Development	The system has the ability to copy an agreement and support required contract fields (e.g., supplier, start date, manufacturer, supplier contract number, tier / pricing level, review date, expiration date at item / line level).
SCM_068	68	Contract Management	Contract Development	The system has the ability to search vendor documentation, search contracts (executed or not), act as a contract repository to house electronic versions of the executed contract and store a PDF of executed contracts. Contract repository capability should support different types of actual executed contracts (e.g., purchase agreements, service agreements, master service agreements, licensing, facility agreements) and provide real time visibility of contract status.
SCM_069	69	Contract Management	Contract Lifecycle Management	The system has the ability to track and report on contract compliance (e.g., deliverables, milestones) and track payments to prime contractors and subcontractors to comply with regulatory requirements (e.g., SBE, WBE, MBE).
SCM_070	70	Contract Management	Contract Lifecycle Management	The system has the ability to support staging of contracts to identify line items / tasks and associated funding requirements for traceability in the financial module.
SCM_071	71	Contract Management	Contract Lifecycle Management	The system has the ability to make contract modifications to contracts and purchase orders. The system should be able to make and track changes to a contract through workflow both internally and externally with vendors (e.g., redlines with supplier / vendor).
SCM_072	72	Contract Management	Contract Lifecycle Management	The system has the ability to have contract workflow approval capabilities allowing for functional, legal and financial approvals based on dollar threshold, commodity-based approval, amendments / statements of work, or organizational based logic.
SCM_073	73	Contract Management	Contract Lifecycle Management	The system has the ability to house contract / contract pricing to correlate with Item Master price management and other third-party price management solutions. The system should be able to integrate with an external or district contract management system.
SCM_074	74	Contract Management	Contract Lifecycle Management	The system has the ability to load contracts and data from scans (OCR) for document management and secure access to document repositories.
SCM_075	75	Contract Management	Contract Lifecycle Management	The system has the ability to default payment terms on PO according to contract terms and auto-notify of expiration dates 30, 60, 90 days before expiration date. The system should be able to initiate notifications 6 months in advance of expiration dates and set user-defined alert triggers (e.g., bond / insurance expiration, contractor meetings, close-out meetings).

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
SCM_076	76	Contract Management	Contract Lifecycle Management	The system has the ability to set a milestone in the contract lifecycle and trigger notifications or actions based on these milestones (e.g., multi-year contracts).
SCM_077	77	Contract Management	Contract Lifecycle Management	The system has the ability to switch product and tier pricing within a contract term for multi-year contracts, especially service contracts and set multiple pricing levels by contract items. The system should be able to establish and update contract tasks and milestones and to set trigger alerts based on these tasks and milestones.
SCM_078	78	Contract Management	Contract Lifecycle Management	The system has the ability to track spend against a contract and/or a vendor by SKU and PO level and track contract spends, non-contract spends, discounts, service / service type and price breaks based on contract volumes.
SCM_079	79	Contract Management	Contract Lifecycle Management	The system has the ability to see contracts and total spend across one supplier that has multiple divisions and multiple contracts with the district (e.g., contracts across departments / schools), identify where the contracts reside, when they expire, what value those contracts are, and spend against those contracts.
SCM_080	80	Contract Management	Contract Lifecycle Management	The system has the ability to update contract POs with an audit trail in the system.
SCM_081	81	Contract Management	Closeout Contract	The system has the ability to have a formal close out process that tracks the contract closeout process and documents the activities and approvals with a dynamic workflow system including notifications. The system is able to allow users to attach files to the workflow process.
SCM_082	82	Contract Management	Closeout Contract	The system has the ability to review contract payments, contract purchase orders and contract deliverables and the acceptance of the deliverables to ensure compliance.
SCM_083	83	Contract Management	Closeout Contract	The system has the ability to support the review of the return of any district resources from the vendors.
SCM_084	84	Contract Management	Closeout Contract	The system has the ability to provide access to a closeout checklist and track closeout through workflow processes. This checklist should facilitate key stakeholders from other functional areas to be actively engaged.
SCM_085	85	Contract Management	Closeout Contract	The system has the ability to close project purchase orders and project codes, validate deliverables against contract requirements and acceptance criteria, and produce and include project expenditures comparative reports at project closeout.
SCM_086	86	Contract Management	Closeout Contract	The system has the ability to provide a notification process to alert users of the contract closeout process and is able to integrate in real-time with the roll over process to ensure that it is executed seamlessly.

D. Information Technology Functions Requirements (Process Level 0)

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
ITF_001	1	Technical Overlay	Network / Infrastructure	The system has the ability to comply with the Web Content Accessibility Guidelines (WCAG) international standard guidelines.
ITF_002	2	Technical Overlay	Network / Infrastructure	The system has the ability to protect data through secure networks in both primary and secondary data centers and a security infrastructure designed to secure hosted systems from network-based attacks. The system should be SOC2 compliant.
ITF_003	3	Technical Overlay	Network / Infrastructure	The system has the ability to maintain network controls including managed firewalls to protect and secure data during transmission to / from the hosted system (e.g., IP approvelisting, VPN).
ITF_004	4	Technical Overlay	Network / Infrastructure	The system has the ability to publish average system performance and latency metrics on a regular basis (e.g., Page Load Performance Over Time, Page Views and Page Load Performance, Enterprise Schedule Service Usage).

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
ITF_005	5	Technical Overlay	Network / Infrastructure	The system has the ability to leverage system tools to monitor the availability and performance of the production services environment and the operation of infrastructure and network components. These system tools should support monitoring for all levels of the service infrastructure and generate alerts (e.g., text messages, emails, app notifications) to district technology staff for downtimes, critical events, or other events that affect system availability or performance.
ITF_006	6	Technical Overlay	Network / Infrastructure	The system has the ability to incorporate a comprehensive data backup strategy that includes redundant capabilities (e.g., power sources, cooling systems, telecommunications services, networking, application domains, data storage, physical and virtual servers, databases). Audit reports and backup testing reviews should be provided to district technology staff. For cloud-hosted solutions, describe the availability of offline encrypted backups of system data.
ITF_007	7	Technical Overlay	Network / Infrastructure	The system has the ability to optimize performance of system cloud solutions over the public internet and to monitor the health and performance of this cloud environment on a 24 / 7 / 365 basis. This capability should also include use of third-party transaction accelerators to identify the most optimal route over the public internet to return transaction data to the end user.
ITF_008	8	Technical Overlay	Network / Infrastructure	The system has the ability to monitor networks to notify district technology staff of any issues that may impact availability / latency issues through load balancing across all instances, monitoring the specific performance of each instance on a 24 / 7 basis, and taking proactive measures in the data center to ensure optimal performance of each instance.
ITF_009	9	Technical Overlay	Access and Security	The system has the ability to integrate with Identity Access Management (IAM) and Google Workspace account creation.
ITF_010	10	Technical Overlay	Access and Security	The system has the ability to use Google Workspace with multi-factor authentication (MFA) for authentication for all parts of the system and to accommodate single sign-on.
ITF_011	11	Technical Overlay	Access and Security	The system has the ability to provide for a security incident management process that includes notification of successful or in-process cyber-attacks or breaches. These security processes should include 3rd-party ethical hacking for vulnerability detection.
ITF_012	12	Technical Overlay	Access and Security	The system has the ability to facilitate audits of the hosting environment or to have an acceptable independent third party audit the hosting environment.
ITF_013	13	Technical Overlay	Access and Security	The system has the ability to require Multi Factor Authentication (MFA) for access to production systems and provide access to administrative audit logs to capture data such as User ID management, system startup / shutdown, data exports, use of privileged access (including 3rd-party vendor support), logins / logouts, audit parameter changes, and access to individual elements of either PII or PHI.
ITF_014	14	Technical Overlay	Access and Security	The system has the ability to secure and encrypt APIs and open interfaces with different keys for different tenants / instances / environments. The API integration should be thoroughly documented.
ITF_015	15	Technical Overlay	Access and Security	The system has the ability to encrypt all data in motion (DIM) between the hosting environment and end users with minimum AES 256-bit encryption (HTTPs or SSL).
ITF_016	16	Technical Overlay	Access and Security	The system has the ability to encrypt all data at rest (DAR) in different levels (e.g., physical disk, field level).
ITF_017	17	Technical Overlay	Access and Security	The system has the ability to protect from malware and various forms of attack that may enter via external communication and exchanges of data (e.g., phishing, adware, worms).
ITF_018	18	Technical Overlay	Access and Security	The system has the ability to provide a Web interface or API in which an administrator can create, manage, and delete user accounts (e.g., account list methods) and a batch interface or API that can import user management (create, change, delete) via text, CSV or XML file.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
ITF_019	19	Technical Overlay	Access and Security	The system has the ability for administrators to delegate administration capabilities and to grant particular administrative privileges to another user.
ITF_020	20	Technical Overlay	Access and Security	The system has the ability to support role-based access for authorization and to delegate these authorization policies. These authorization capabilities should include entitlement management that allows the creation and management of groups or roles and automated governance and approval around role creation and configuration.
ITF_021	21	Technical Overlay	Access and Security	The system has the ability to lock user accounts after a certain number of unsuccessful login attempts with this capability configurable by an administrator. This capability should also include logging a user out after a period of inactivity (timeout) that does not impact any background jobs (processes) that may have been launched by the user if the system automatically ends the inactive user's session.
ITF_022	22	Technical Overlay	Access and Security	The system has the ability to lock user accounts after a certain number of unsuccessful login attempts with this capability configurable by an administrator. This capability should also include logging a user out after a period of inactivity (timeout) that does not impact any background jobs (processes) that may have been launched by the user if the system automatically ends the inactive user's session.
ITF_023	23	Technical Overlay	Access and Security	The system has the ability to automatically feed Google Workspace updates based on attributes (e.g., phone, email) to the system and control and manage role-level authorization through the ERP system
ITF_024	24	Technical Overlay	Access and Security	The system has the ability to maintain the date, time and user information that data was last changed that also documents original value and new value.
ITF_025	25	Technical Overlay	User Interface	The system has the ability to easily configure various elements of the base solution (e.g., addition of data elements to screens and reports, masking of data fields, apply business rules and logic to screens and data fields), save partially-completed screens or documents, support customizable / context sensitive help, and provide views in a printer friendly PDF format.
ITF_026	26	Technical Overlay	User Interface	The system has the ability to post data in real-time fashion, flow all changes made in the solution throughout all solution modules without the need for duplicate data entry, accommodate mass updates, provide user-defined fields and be Payment Card Industry (PCI) compliant.
ITF_027	27	Technical Overlay	User Interface	The system has the ability to retain and maintain historic data on varying retention schedules, auto calculate numerical fields and display subtotals and totals, when possible, provide reconciliation tools for all transactions and processes, accommodate the use of split / multiple screens, provide drop down boxes and "pick lists" for data selection and "jump" to the appropriate initial letter that the user types, when a user is navigating or searching an alphabetized list.
ITF_028	28	Technical Overlay	User Interface	The system has the ability to securely display forms for viewing and printing, provide data validation on entry, provide spell check on any editable field, provide drill-down access on all screens to source transactions, records and attachments based on security permissions.
ITF_029	29	Technical Overlay	User Interface	The system has the ability to provide links to associated modules from any display screen to minimize backing out of one screen to access another, with appropriate security.
ITF_030	30	Technical Overlay	User Interface	The system has the ability to allow/require users to electronically sign specific documents using mechanisms appropriate to the document (e.g. user PIN, typing the word "ACCEPT") and recognize the presence or absence of electronic signatures where required.
ITF_031	31	Technical Overlay	User Interface	The system has the ability to attach files to records in the solution and export system data with appropriate security.
ITF_032	32	Technical Overlay	User Interface	The system has the ability to provide system templates that are easily definable and customizable by users, are able to sort any field, can hide fields, add calculations, and use / adjust colors for emphasis.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
ITF_033	33	Technical Overlay	User Interface	The system has the ability to provide help support to a general user, including any context-sensitive help or capability to include custom content or outside links.
ITF_034	34	Technical Overlay	Usability	The system has the ability to provide access through a GUI application interface that facilitates users performing operations without prior training or exposure to the application.
ITF_035	35	Technical Overlay	Usability	The system has the ability to provide a GUI application interface with readable text such that a user with 20/20 eyesight or corrected vision can read the text in ambient lighting from a distance of 6 inches to 24 inches.
ITF_036	36	Technical Overlay	Usability	The system has the ability to use a wildcard in searches based on the user security role.
ITF_037	37	Technical Overlay	Usability	The system has the ability to imbed Standard Operating Procedures (SOPs) and policies within the system that can be accessed by end users.
ITF_038	38	Technical Overlay	Workflow	The system has the ability to initiate and track the approval process through a common workflow engine across all ERP modules, assign different levels of approval for the same user, maintain separation of duties related to workflow approval processes by flag, set workflow business rules (e.g., user, role, department, thresholds, percentage argument, numerical argument, escalation, proxy, single vs. parallel approval paths, user-defined criteria), and allow temporary status changes of users (e.g., unavailable due to vacation time). Workflow capability should also include workflows that are activated/triggered / kicked off based on the event relevant to that workflow (e.g., hold applied to an AP invoice, a GL journal adjustment entered).
ITF_039	39	Technical Overlay	Workflow	The system has the ability to re-route workflow assignments based on availability, provide escalation paths based on user-defined criteria (e.g., minimum period of no response), provide event-driven notifications by email, provide event-driven notifications in a user's view of the solution, allow configurable notifications, and attach relevant documents to the workflow process.
ITF_040	40	Technical Overlay	Workflow	The system has the ability to provide multiple methods for end users to approve a workflow (e.g., system, e-mail, mobile application, website) and to automatically send email notices to the initiator of a request to let him/her know it has been approved.
ITF_041	41	Technical Overlay	Workflow	The system has the ability to automatically send push notices (e.g., e-mail, smartphone) to approvers to inform them that they have a request that requires attention, provide notification templates that are configurable and personalize, and allow users to view summary statistics about all workflow activity. The system should be able to insert notes and links to go through workflow.
ITF_042	42	Technical Overlay	Workflow	The system has the ability to change workflow data after a workflow is initiated (e.g., adjust / add a cost center on an in-flight workflow), view outstanding workflow transactions in various states such as pending or complete (e.g., dashboards) and to review the status of the workflow at any given point so that users are able to drill down and identify any issues along the workflow path.
ITF_043	43	Technical Overlay	Workflow	The system has the ability to initiate a workflow in the ERP system via an API interface or a RESTful call with authentication required (e.g., inbound interactions initiated outside of the ERP system).
ITF_044	44	Technical Overlay	Workflow	The system has the ability to allow a workflow administrator to cancel or reroute pending / in-flight workflows (e.g., employee leaves the company and the position is not filled). The system should be able to allow for workflow notifications that can include information such as the vendor/customer's name, brief description, and the amount associated with the account.
ITF_045	45	Technical Overlay	Workflow	The system has the ability to capture all modifications to date through the use of audit trails and to set up audit subsets of data rather than all data.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
ITF_046	46	Technical Overlay	Integration	The system has the ability to support integrations with Google Drive so that the native Google Docs or Sheets remain on Google Drive while the documents are attached to system transactions and retained as system documentation (e.g. converted as PDFs or linked to the original native Google Drive item).
ITF_047	47	Technical Overlay	Integration	The system has the ability to support real time inbound and outbound integrations including intra-application integrations between different ERP modules and web-based integrations that can integrate disparate cloud and on-premise applications (e.g., project management tools, human resources applications). These capabilities should include web services and APIs to push and pull data (e.g., RESTful, HTTP, SOAP).
ITF_048	48	Technical Overlay	Integration	The system has the ability to support real time inbound and outbound integrations with the following primary district applications: - Google Workspace - Infinite Campus Student Information System (SIS) - ClassLink Instructional Application - Teacher Keys Effectiveness System (TKES)
ITF_049	49	Technical Overlay	Integration	The system has the ability to support integrations through flexible file formats and application integration tools that can invoke standards-based web services (e.g., Informatica, Dell Boomi, MuleSoft, Snaplogic, Jitterbit).
ITF_050	50	Technical Overlay	Integration	The system has the ability to provide file-based loaders for large imports of data, spreadsheet loaders (e.g., Excel) and reporting tools that support exports through different file formats.
ITF_051	51	Technical Overlay	Integration	The system has the ability for secure integration (e.g., provider-hosted SFTP server, subscriber-hosted SFTP server, PGP encryption, integration gateway).
ITF_052	52	Technical Overlay	Integration	The system has the ability to integrate with productivity tools / desktop applications (e.g., Google Workspace, Microsoft Outlook) including both web-based and desktop versions of these applications.
ITF_053	53	Technical Overlay	Integration	The system has the ability to integrate banking institutions and support the NACHA file format, addenda records for ACH transfers, and the Federal Electronic Data Interchange (FEDI).
ITF_054	54	Technical Overlay	Integration	The system has the ability for workflows to interact with interface processes (e.g., system workflow engine initiating outbound interface).
ITF_055	55	Technical Overlay	Integration	The system has the ability to support 3rd-party unified communication tools (e.g., Skype for Business, Microsoft Teams, Google Meet, Zoom)
ITF_056	56	Technical Overlay	Dashboard	The system has the ability to provide standard user dashboards that can be customized, provide dashboard set-up options for each user role, capture sequential field editing, be able to filer as well, and allow users to drag and drop dashboard items onto tiles. The system should be able to provide some dashboards natively and the option to add new dashboards.
ITF_057	57	Technical Overlay	Dashboard	The system has the ability to load data into dashboards from multiple applications to provide cross-application views and reports and support multiple user views of configurable data (e.g., data lists, data graphs, KPIs, calendar items, to-do items, workflow items).
ITF_058	58	Technical Overlay	Dashboard	The system has the ability to allow standard user dashboards to be customized, provide dashboard set-up options for each user role, capture sequential field editing, be able to filter as well, and allow users to drag and drop dashboard items onto tiles.
ITF_059	59	Technical Overlay	Employee Self Service (ESS)	The system has the ability to provide an integrated web enabled tool that allows employees to access district related information and to update their own data.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
ITF_060	60	Technical Overlay	Employee Self Service (ESS)	The system has the ability to provide employees with an ESS portal to, at a minimum: - View and update personal information (demographic data, bank details, etc.) - Access and download pay stubs and tax documents - Access leave balances real time and request leave and time off - Request and download employment / income verifications - View school district school calendars and district announcements - Participate in training programs
ITF_061	61	Technical Overlay	Employee Self Service (ESS) / Manager Self Service (MSS)	The system has the ability for ESS / MSS mobile enablement so these capabilities can be accessed from mobile devices, extending self-service capabilities
ITF_062	62	Technical Overlay	Manager Self Service (MSS)	The system shall have the ability to provide an integrated web enabled tool that allows managers to access human resources related information for their subordinates, approve subordinate transactions or update the data of subordinates.
ITF_063	63	Technical Overlay	Manager Self Service (MSS)	The system shall have the ability to provide managers tools through the MSS portal to: - Approve or reject employee leave requests - Manage team attendance and work schedules - Access human resources information (e.g., employee profiles) and reports for their team - Initiate hiring processes - Process performance appraisal approvals
ITF_064	64	Technical Overlay	Mobility	The system has the flexibility to operate on the current smartphone platforms (e.g., iOS, Android) without interrupting the system's normal operation while safeguarding the storage of any sensitive data locally on the device (e.g. PHI, PII, IP).
ITF_065	65	Technical Overlay	Mobility	The system has the ability to distribute and manage mobile applications through a mobile device management (MDM) solution and require users to perform at least a one-time device registration with the system.
ITF_066	66	Technical Overlay	Mobility	The system has the ability to provide authentication methods for the mobile version of the system.
ITF_067	67	Technical Overlay	Mobility	The system has the ability to configure mobile access by group, role and system modules.
ITF_068	68	Technical Overlay	Mobility	The system has the ability to audit mobile application user access including device identification and automate the download of audit logs for mobile use. This audit capability should also include auditing of individual users.
ITF_069	69	Technical Overlay	Reporting	The system has the ability to generate, print, attach and forward standard reporting templates and provide access to detailed report information through on screen report interactive drill-down from within reports. End users should be able to add annotations (e.g. notes or instructions added to draw attention to a particular aspect) to system reports. Printing capabilities should include the ability to print directly from the ERP system to printers located on the network and transmit soft copies of documents to end users for browser-based printing. The system should be able to provide report writer tool functionality to create charts, visual presentations, and style for example.
ITF_070	70	Technical Overlay	Reporting	The system has the ability to generate, print, attach and forward standard reporting templates and provide access to detailed report information through on screen report interactive drill-down from within reports. The system should be able to direct output to a number of formats including PDF, XLS, PPT and XML.
ITF_071	71	Technical Overlay	Reporting	The system has the ability to leverage commercially available report writers with access to data for in-house report customization for comprehensive and intuitive report creation that does not require super user or technology support.

Req. ID	Count	Process Level 1	Process Level 2	Requirement Details
ITF_072	72	Technical Overlay	Reporting	The system has the ability to support point and click lookup (e.g., from requisition to report or vice-versa, from employee to organization or vice-versa).
ITF_073	73	Technical Overlay	Reporting	The system has the ability to run and query registers (e.g., payroll, checks, requisitions), generate reports based on varying financial views (e.g., cash, actual) and support up to $999,999,999,999.99 figures for reporting.
ITF_074	74	Technical Overlay	Reporting	The system has the ability to allow users to generate, print, attach and forward ad hoc reports and queries in real time on any captured field (without a report writer) with appropriate security. That does not require any support intervention. This capability should include the ability to use system labels as report labels.
ITF_075	75	Technical Overlay	Reporting	The system has the ability to load data into reports / dashboards from multiple applications to provide cross-application reports and to support reporting on an "as of" date for all reports.
ITF_076	76	Technical Overlay	Reporting	The system has the ability to apply security restrictions that apply to data displayed on application pages to system reports automatically (e.g., manager cannot view employee data outside of their department due to security restrictions, and that restrictions applies for any reports run against that same data).
ITF_077	77	Technical Overlay	Reporting	The system has the ability to delegate reporting capabilities from one user to another (e.g., manager to administrator) so that these delegated data rights can be used to run reports that contain data based on the delegating user.
ITF_078	78	Technical Overlay	Reporting	The system has the ability to include drill-down links in reports such that the user can click on aggregate data to see the underlying details with these drill-down capabilities created by end users.
ITF_079	79	Technical Overlay	Reporting	The system has the ability to perform analytical trending and recognize data patterns, generate variance analysis reports and support predictive modelling.
ITF_080	80	Technical Overlay	Reporting	The system has the ability to archive and purge reports through an automated process.

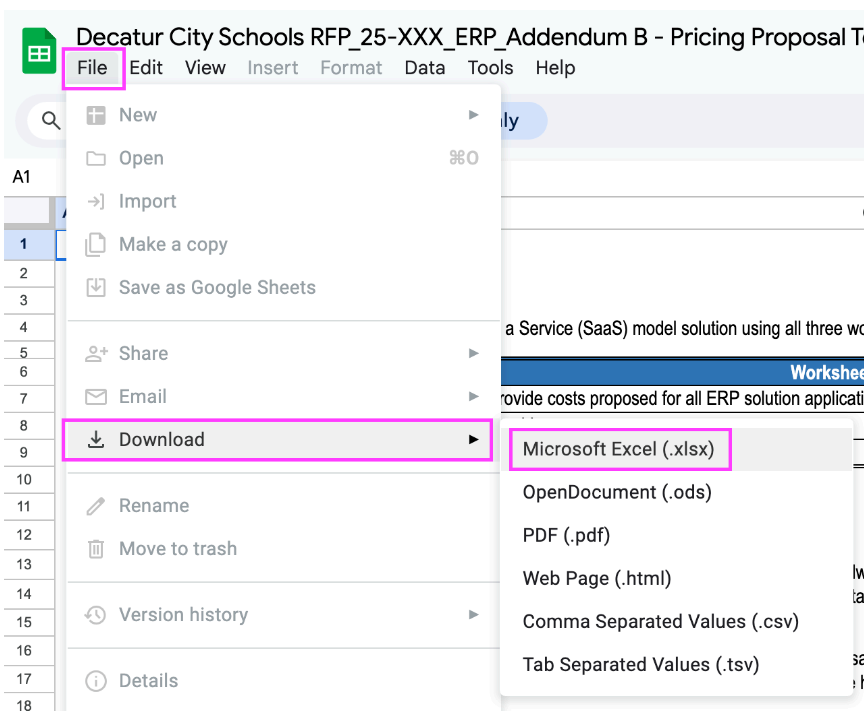
<u>APPENDIX B</u> – <u>Pricing Proposal Template</u>

RFP # 25-007

ERP APPLICATION ACQUISITION AND IMPLEMENTATION

Offerors are to provide pricing for a total CSD Software as a Service (SaaS) model solution using the template posted at
https://docs.google.com/spreadsheets/d/1PEHTh721n6duQT5F7Y-bs75cJ46pW9MC

To download the Excel template from the browser, select **File** ⇒ **Download** ⇒ **Microsoft Excel (.xlsx)**.



APPENDIX C – Acknowledgment of Addendum Form

RFP # 25-007

ERP APPLICATION ACQUISITION AND IMPLEMENTATION

The offeror has examined and carefully studied the Proposal Requirements and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. _________ Dated _____________ Acknowledgement (Initial) ___________

Addendum No. _________ Dated _____________ Acknowledgement (Initial) ___________

Addendum No. _________ Dated _____________ Acknowledgement (Initial) ___________

Addendum No. _________ Dated _____________ Acknowledgement (Initial) ___________

Addendum No. _________ Dated _____________ Acknowledgement (Initial) ___________

Addendum No. _________ Dated _____________ Acknowledgement (Initial) ___________

Addendum No. _________ Dated _____________ Acknowledgement (Initial) ___________

Addendum No. _________ Dated _____________ Acknowledgement (Initial) ___________

Addendum No. _________ Dated _____________ Acknowledgement (Initial) ___________

Addendum No. _________ Dated _____________ Acknowledgement (Initial) ___________

Offerors must acknowledge any issued addenda. Submittals that fail to acknowledge the offeror's receipt of any addendum would result in the rejection of the submittal if the addendum contained information that substantively changes the Owner's requirements.

APPENDIX D – Reference Survey Form

RFP # 25-007

ERP APPLICATION ACQUISITION AND IMPLEMENTATION

There should be no fewer than four and no more than six Reference Survey Forms completed that demonstrate the vendor's and any partner vendors capabilities to perform this CSD project. For at least three references for which the offeror has provided services similar to those included in the Scope of Services, include the individual point of contact information so that CSD can validate these references through individual contact.

Organization Name: ____

Organization Location (City and State): ____________________________________

Organization Type (K-12, Other Public, or Private): ___________________________

Products Implemented (attach additional sheets if necessary): ___________________

____

Software Implementation Date: ________________ Version Implemented: __________

Name, title, and contact information for an authorized contact:

Name: ___________________________________ Title: ________________

Phone: ______________________ Email: _______________________

Please rate the Offeror's performance from 1-5 on the following issues by circling the appropriate number (1 indicates you least agree with statement, 5 indicates you most agree with statement).

	Disagree				Agree	
Completed implementation work on time:	1	2	3	4	5	N/A
Completed implementation work within budget:	1	2	3	4	5	N/A
Provided adequate staff during implementation:	1	2	3	4	5	N/A
Worked well with Owner's staff:	1	2	3	4	5	N/A
Oversaw Design Intent during Construction:	1	2	3	4	5	N/A
Would use the Offeror again:	1	2	3	4	5	N/A

Completed by: Name (Printed):______________________________

Signature:________________________________Date: ______________

APPENDIX E – **Proposal Submittal Checklist**

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ERP APPLICATION ACQUISITION AND IMPLEMENTATION

A completed proposal should include the submission of the following items. **Note that this requested information is mandatory and failure to submit these items with your response may deem it non-responsive and may be disqualified.**

- ☐ **Executive Summary / Letter of Transmittal, ON OFFEROR'S LETTERHEAD & SIGNED**
- ☐ **One original complete signed and printed proposal package, with four additional printed proposal package copies**
- ☐ **One complete signed proposal package in electronic format on a USB flash drive, IN SEARCHABLE PDF FORMAT**
- ☐ **APPENDIX B – Pricing Proposal Template, COMPLETED IN EXCEL FORMAT**
- ☐ **APPENDIX C – Acknowledgment of Addendum Form, ACKNOWLEDGED**
- ☐ **APPENDIX D – Reference Survey Form, COMPLETED FOR NO FEWER THAN FOUR AND NO MORE THAN SIX**
- ☐ **APPENDIX F – Security and Immigration Compliance Affidavit, SIGNED & NOTARIZED**
- ☐ **APPENDIX G – Subcontractor Affidavit Under O.C.G.A. 13-10-91(b)(3), SIGNED & NOTARIZED**
- ☐ **APPENDIX H – Debarment and Suspension Certificate, SIGNED**

<u>APPENDIX F</u> – <u>Security and Immigration Compliance Affidavit</u>

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. 13-10-91, and attests **under oath** that:

1) the individual, firm, or corporation ("Contractor") which is contracting with the CSD Board of Education has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate in, a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91, as amended. As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

2) Contractor's correct user identification number and date of authorization is set forth herein below.

3) Contractor agrees that the Contractor will not employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City Schools of Decatur Board of Education, unless at the time of the contract said subcontractor:

    (a) is registered with and participates in the federal work authorization program;

    (b) provides Contractor with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and

    (c) agrees to provide Contractor with notice of receipt and a copy of every sub subcontractor Affidavit or other applicable verification procured by subcontractor at the time of contract with the sub-subcontractor(s) within five business days after receiving the said Affidavit or verification.

    Contractor agrees to maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other permissible verification to the Fulton County Board of Education at the time the subcontractor(s) is retained to perform such service or within five days after receiving the said Affidavit or verification, whichever first occurs.

CONTRACTOR AFFIDAVIT AND AGREEMENT (Page 2)

4) Contractor further agrees to and shall provide City of Decatur Board of Education with copies of all other affidavits or other applicable verification received by Contractor (e.g., sub-subcontractor affidavits and all other lower tiered affidavits) within five days of receipt.

EEV/Basic Pilot Program User Identification Number   Date of Authorization

If an applicable Federal work authorization program as described above is used other than the EEV/Basic Pilot Program, please identify the program.

Company Name / Contractor Name   Date

BY: Signature of Authorized Officer or Agent   Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND
SWORN BEFORE ME ON
THIS THE
_______DAY OF________________________, 20_____

Notary Public
My Commission Expires:____________________________

<u>APPENDIX G</u> – <u>Subcontractor Affidavit Under O.C.G.A. 13-10-91(b)(3)</u>

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ERP APPLICATION ACQUISITION AND IMPLEMENTATION

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation that is engaged in the physical performance of services under a contract with (City Schools of Decatur) on behalf of the Georgia Department of Human Services has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period, and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub- subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number:

Date of Authorization:

Name of Subcontractor:

Name of Project:

Name of Public Employer:

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on , , 2025 in (city), (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE __ DAY OF____________, 2025.

NOTARY PUBLIC

My Commission Expires: ________________________

<u>APPENDIX H</u> – <u>Debarment and Suspension Certificate</u>

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ERP APPLICATION ACQUISITION AND IMPLEMENTATION

Federal Executive Order (E.O.) 12549 “Debarment” requires that all Vendors/Contractors receiving individual awards using federal funds and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. By signing this document, you certify that your organization and its principals are not debarred. Failure to comply or attempts to edit this language may disqualify your bid. Information on debarment is available at https://sam.gov/content/home.
This certification is required by Uniform Guidance Federal Regulations implementing Executive Orders 12549 and 12689, pursuant to 2 CFR Part 200.214 and 2 CRF Part 180.

The undersigned certifies, to the best of his or her knowledge and belief, that both it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. Have not within three years preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicated for or otherwise criminally or civilly charged by a government entity with the commission of any of the offenses enumerated in Paragraph (2) of this certification; and,
4. Have not within three years preceding this contract had one or more public transactions terminated for cause or default?

Where the Vendor/Contractor cannot certify any of the statements in this certification, the Vendor/Contractor shall attach an explanation to this certification form.

Legal Vendor/Contractor Name:

Signature of Authorized Representative:

Date:

Printed Name and Title of Authorized Representative: