



Preparing every student to thrive in a global society.

REQUEST FOR PROPOSAL
RFP-21-17-18
ERP (Enterprise Resource Planning)
Financial/HR Management Solution

DUE: April 30, 2018
3:00 P.M. PST

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1 INTRODUCTION

1.1 PROJECT SCOPE

East Side Union High School District (ESUHSD) is soliciting proposals for a comprehensive, fully integrated financial/HR solution that not only meets the requirements set forth in this Request for Proposal (RFP), but is also flexible and scalable in order to meet its future business and technology needs. The purpose of the RFP is to provide interested vendors with sufficient information to enable them to develop and submit proposals for application software that will fulfill the specified information processing needs. ESUHSD is looking for a solution that integrates the following modules:

General Ledger	Personnel
Budgeting	Time & Attendance
Accounts Payable	Benefits Administration
Accounts Receivable	Payroll
Purchasing	Employee Self Service
Stores/Warehouse	HR/Position Control
Fixed Assets	HR/Personnel Requisitions

The final scope of a new solution and the timeline for its purchase and implementation will depend on the responsiveness of the specific characteristics of the proposed solution to this Request for Proposal, the responsiveness of the proposed solution as a whole to this Request for Proposal, the capabilities of the proposing vendor and the price. ESUHSD's preference is to go "live" (as that term is understood in the Industry) in July 2019.

ESUHSD is seeking a vendor that has a broad experience in school solutions. To the greatest possible extent, ESUHSD seeks procure a financial/HR management solution to be used for all the District's funding sources and shall include all software, and all installation, training and components necessary to utilize the software, such as the software application or, if web based, access protocols, and equipment

1.2 PROJECT GOALS AND OBJECTIVES

The following lists the major capabilities of the integrated financial/HR solution that the East Side Union High School District wishes to purchase. Each vendor is strongly encouraged to address each and every one of these capabilities in its response, as well as to include "value added" items that will supplement or enhance the capabilities listed below:

- Access over our TCP/IP network
- Navigate via a modern Web-based interface
- Manage records for absences, accounts payable, accounts receivable, benefits, budget, capital assets, general ledger, hand warrants, inventory, job history, personnel, personnel actions, positions, position actions, purchase orders, purchase order payments, requisitions, vendors, and vendor contacts

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- Query records (canned and adhoc)
 - Produce reports (canned and ad-hoc)
 - Export all data (other than metadata) or have direct database read access
 - Print tax forms (1099, ACA, DE9, W2) and warrants (payroll and AP) with signatures
 - Produce all tax forms and warrants in a standard electronic format (e.g., PDF)
 - Produce transmittal files for tax reporting, AP warrants, and payroll
 - Provide online access for employees to personnel/payroll records, tax forms, and pay stubs
 - Automated routing for budget transfers, purchasing, and personnel actions with notifications
 - Add attachments to purchase orders
 - Process payroll and employee reimbursement
 - Ability to link attendance categories (child category depletes parent category as well)
 - Ability for custom step and longevity calculation
 - Criteria-based restriction of inventory disbursement (e.g., food spoilage, recall, theft)
 - Send automated notifications (inventory level)
 - Provide real time data (inventory, GL balances, etc.)
 - Allow development of multi-year multi-scenario budgets
 - Support account strings of at least 32 significant characters

In addition we need the following services:

- Installation of software, walkthrough of initial configuration
- Migration of all existing personnel data
- Migration of at least 4 years of existing non-personnel data
- Software technical support (M-F, 9 a.m. - 5 p.m. PST, minimum)

Support: ESUHSD operations are complex and dynamic. Fulfillment of these operations to the schedule of School Board and regulatory agency requirements is necessary for smooth operations and to avoid potential penalties. These operations often require quick responses questions and issues including the ability to obtain emergency and expedited support when required to meet deadlines. The vendor will provide a clear schedule of regular support hours and emergency support hours.

Adequate Documentation: All modules of the software are expected to have clear documentation which can be easily understood by the average user who works in the related field but may not have experience with the software itself. Screenshots should be included for interfaces or processes that are complex or error prone (e.g., lots of fields, unlabeled or similarly named fields, non-linear workflow). For modules that do not have adequate documentation, the vendor agrees to provide, at their cost, direct instruction and support to end users in a timely fashion, until such documentation becomes available.

Direct Database Access: ESUHSD will be given direct database access to the backend database tables for the ERP system. Both read and write accesses are preferred, but at a minimum read access will be provided. If SQL or another industry standard database is not being used, software to interface with the database (i.e., query) will be provided by the vendor.

1.3 Award Process Overview & GUIDELINES

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

This RFP is a request for both software and implementation services. As such, proposals from implementation firms alone or software firms without an implementation mechanism will not be considered.

This process is a Request for Proposal/Evaluation/Competitive Negotiation in accordance with Public Contract Code Section 20118.2. The District reserves the right to negotiate on any or all components of each proposal submitted. The District's award of a contract, if at all, will be made in accordance with Public Contract Code section 20118.2 and will be based on the

District's understanding of the Proposers' respective financing, performance reliability of the software, support logistics standardization with the District exists financial management system, fitness of the purchase, manufacturer's warranties, and proposed price, as well as the overall thoroughness of the proposals and responsiveness to the RFP and during the RFP process.

The District reserves the right to reject any or all offers and discontinue the RFP process without obligation or liability to any Proposer or potential Proposer; accept other than the lowest priced offer; request that some or all of the Proposers submit additional written information; negotiate the terms and conditions of any contracts for services that may hereafter be let by the District; award a contract on the basis of initial offers received without discussions or requests for best and final offers; and award more than one contract.

The District also reserves the right to meet with select proposers at any time to gather additional information. Furthermore, ESUHSD reserves the right to delete or add functionality (i.e. modules) up until the final contract signing.

After acceptance of the proposal by the District, an agreement between the successful firm and the District will be executed which incorporates the terms and conditions of the Agreement attached hereto as Exhibit A.

Included in RFP – Administrative & Legal Requirements – Attachment A

All third party software solutions proposed as part of this package are subject to the same guidelines of this RFP, unless otherwise stated. The primary software vendor will serve as the prime contact for all work related to this RFP.

Each and every vendor submitting a proposal agrees that the pricing and terms set forth in its proposal shall remain firm, fixed and valid for a period of two (2) years from the date that ESUHSD receives the proposal. Such pricing and such terms shall also remain firm, fixed and valid for the full duration of each and every agreement arising out of this RFP executed by the successful vendor with ESUHSD, except as otherwise agreed mutually by the parties. Pricing and terms for implementation services shall be submitted on a "not to exceed" basis and shall be firm, fixed and valid for the full duration of each and every agreement executed by the successful vendor with ESUHSD, except as otherwise agreed mutually by the parties. No proposal shall be considered unless it contains pricing and terms on a "not to exceed" basis.

For implementation services under the said "not to exceed" basis, the successful vendor who executes an agreement will be paid on the basis of hours and expenses that the said vendor incurs up to the "not to exceed" amount. If hours and expenses incurred fall short of the "not to exceed" amount, ESUHSD shall retain the difference between the "not to exceed" amount and the costs and expenses actually incurred. If the successful vendor exceeds the "not to exceed" amount, it shall be required to finish the work at no additional cost to ESUHSD; however, this obligation shall be relieved to the extent that it was materially caused by the failure of ESUHSD to perform a specific obligation or specific obligations imposed on ESUHSD by this RFP or by any agreement arising out of this RFP. Each and every vendor shall describe, in detail in its proposal, all work necessary to achieve the functional requirements it obligates itself to perform in its proposal. ESUHSD reserves the right to request each and every vendor to resubmit proposal pricing on either a fixed-fee basis or a combination of fixed-fee and "not to exceed" basis.

ESUHSD will work with proposers who are short-listed for demonstrations and oral presentations to do so on mutually agreeable dates. Failure to make scheduled dates may lead ESUHSD to elevate another proposal for further consideration.

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

Restriction on Communications with District Staff:

From the issue date of this RFP until a proposer is selected and a contract award is made, proposers are not allowed to communicate about the subject of the RFP with any District administrator, faculty, staff, or members of the Board of Trustees except:

- The District's official point of contact to be emailed at: ungerj@esuhd.org, or others authorized in writing by the District; or
- District representatives during proposer presentations.

If a violation of this provision occurs, the District reserves the right to reject the proposer's proposal.

2 GENERAL SUBMITTAL REQUIREMENTS

2.1 ISSUING AGENT

The East Side Union High School District is issuing this RFP.

Submit questions in writing by postal mail, e-mail or fax. No telephone questions will be accepted or considered. **E-mail is the preferred means of correspondence.** Vendors will refer to the specific RFP paragraph number and page and will quote the passage being questioned. Send all inquiries to the attention of:

Janice Unger
Director, Purchasing & Capital Accounting
East Side Union High School District
830 N. Capitol Avenue
San Jose, California 95133
E-mail: ungerj@esuhsd.org
Fax: 408-347-5075

Any questions received will be addressed at the pre-proposal conference on Tuesday, April 17, 2018 (see Section 2.8), where attendees will also be permitted to ask oral questions. All questions will be answered in an addenda document that will be distributed to interested parties following the Pre-proposal Conference.

2.2 SUBMISSION REQUIREMENTS

In order to facilitate the analysis of responses to this RFP, proposers are required to prepare their proposals in accordance with the instructions outlined in this part and elsewhere in this RFP. Each proposer is required to submit its proposal in a sealed package prominently marked with the RFP number, RFP title, RFP opening time/date and name of vendor. All offers received by the time and date specified will be opened at the appointed time and checked for the presence of all required information.

One (1) electronic copy must be submitted containing the entire contents of your proposal. In addition, Ten (10) hard copies shall be submitted to the address shown below:

Janice Unger
Director, Purchasing & Capital Accounting
East Side Union High School District
830 N. Capitol Avenue
San Jose, California 95133
E-mail: ungerj@esuhsd.org
Phone: 408-347-5079

2.3 SUBMISSION CHECKLIST

Please use the following checklist to ensure that you are submitting a complete proposal. Additionally, please ensure that all electronic files are clearly identified with your business name and address.

- One (1) copy of the entire proposal submitted on electronic media.
- Ten (10) bound copies of the proposal (including hard copies of costs and requirement responses), presented in a professional manner.
- Consultant Info-Signature submitted on the form supplied in this RFP
- Conflict of Interest submitted on the form supplied in this RFP
- Non-Collusion Declaration submitted on the form supplied in this RFP
- Iran Contracting Act Certification submitted on the form supplied in this RFP
- Vendor references submitted on the form supplied in this RFP (Appendix D).
- Microsoft Excel spreadsheet containing staffing loading matrix. This matrix will be consistent with the hours submitted in the cost estimates spreadsheets.
- Microsoft Excel spreadsheet containing cost estimates. In addition, proposers are expected to estimate the costs of additional hardware and footnote such added costs appropriately in the cost estimates. It is also important to estimate work effort required for implementation by ESUHSD staff and tie this directly to the proposed implementation schedule.
- Microsoft Excel/Word documents containing functional requirements responses (Appendices A, B and C).
- Microsoft Excel/Word document with any Written Exceptions to the Specifications.

2.4 SUBMITTAL COSTS

ESUHSD shall not be responsible for any costs incurred by the proposer for the preparation of the proposal or any other costs related to this solicitation.

2.5 ACCEPTANCE OF SUBMITTAL REQUIREMENTS

All terms and conditions of this RFP, each and every addendum, the successful vendor's proposal and all negotiated terms, shall be incorporated into any and all agreements arising from the RFP, either explicitly or by reference. Submission of any proposal indicates a proposer's acceptance of the conditions contained in this RFP unless clearly and specifically noted otherwise in the proposal.

2.6 ADDENDA

Should any proposer find discrepancies, omissions or ambiguities in this RFP, the proposer will at once request in writing an interpretation from the Issuing Agent. Any changes, additions, deletions, or clarifications to this proposal package, including the general provisions and specifications, shall be made by written addendum to the Request for

Proposal. Such addendum shall be issued by the Issuing Agent and will be made to all prospective proposers who received the solicitation. The issuance of a written addendum is the only official method by which interpretation, clarification, or additional information will be provided by ESUHSD. Only questions answered by formal written addendum will be binding. Oral and other interpretations or clarifications will be without legal effect.

Addenda issued within five (5) calendar days of the proposal opening/date time shall be cause for extension of the opening date in order to allow prospective bidders sufficient time to prepare their proposals.

2.7 TENTATIVE PROCUREMENT AND IMPLEMENTATION SCHEDULE

The following is a list of the activities relevant to the RFP process. ESUHSD reserves the right to change these dates and will notify proposers of any changes.

Date	Activities
April 02, 2018	RFP distributed
April 11, 2018 by 5:00 p.m. PST	Deadline to email District with confirmation of intention to respond to RFP
April 17, 2018 at 11:30 a.m. PST	Pre-Proposal Conference
April 19, 2018 by 5:00 p.m. PST	Deadline for submitting questions to District regarding RFP
April 24, 2018 by 3:00 p.m. PST	Date by which District will post final responses to questions regarding RFP
April 30, 2018 by 3:00 p.m. PST	Deadline to submit proposals
W/E May 11, 2018	Target date for District's proposal review
Week of May 14, 2018	Anticipated interview(s) and demonstration(s):
W/E May 25, 2018	Anticipated District selection of proposal
June 21, 2018	Board of Trustees Approval at Regular Scheduled Board Meeting
July 01, 2018	Implementation Start-up (approximately)
January 01, 2019	Go live - run (2) systems simultaneously (6 month trial)
July 01, 2019	Start running new system successfully

2.8 VENDOR PRE-PROPOSAL CONFERENCE

A pre-proposal conference (non-mandatory) will be held on April 17, 2018 beginning promptly at 11:30 a.m. PST in the:

Board Room
 East Side Union High School District
 830 N. Capitol Avenue
 San Jose, California 95133

The purpose of the conference is to allow each prospective vendor to review the RFP with the Evaluation Team and to answer any questions. Answers provided to written questions presented prior to and at the pre-proposal conference will be distributed to all known proposers. Contact regarding the pre-proposal conference will be directed to issuing agent, Janice Unger, Director, Purchasing & Capital Accounting.

2.9 Award – See Award Process Overview & GUIDELINES
(1.3 pg. 8)

2.10 INDEMNIFICATION AGREEMENT

As part of each and every agreement arising out of this RFP, the successful vendor shall execute an indemnification agreement wherein the contractor agrees to indemnify, defend, and hold ESUHSD harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees which it may incur as a consequence of this agreement and from any and all claims and losses to anyone who may be injured or damaged by reason of the contractor's willful misconduct or negligent performance of the agreement.

2.11 CONFIDENTIAL MATTERS

All data and information gathered by the proposer and its agents, including this RFP and all reports, recommendations, specifications, and data shall be treated by the proposer and its agents as confidential. The proposer and its agents shall not disclose or communicate the aforesaid matters to a third party or use them in advertising, propaganda, and/or in another job or jobs, unless written consent is obtained from ESUHSD.

2.12 RETENTION OF PROPOSER MATERIAL

ESUHSD reserves the right to retain all proposals regardless of which response is selected. No proposals will be returned to the proposer.

2.13 WARRANTY

A warranty is sought for both the software and implementation services. It is assumed that proposers have priced their services to recognize these warranty provisions. The extent of the warranty coverage will be evaluated as part of the overall procurement process.

Software: The selected software vendor will warrant that the proposed software will conform in all material respects to the requirements and specifications as stated in this RFP. That is, the detailed requirements as stated in this RFP will become part of the selected software vendor's license and the software vendor will warrant to the requirements. The selected vendor must warrant that the content of its proposal accurately reflects the software's capability to satisfy the functional/technological requirements as included in this RFP. Furthermore, the warranty, at a minimum, will be valid for the duration of the implementation and until final acceptance (as will be defined during the negotiation process) of all applications included in the implementation. ESUHSD will look more favorably at proposers with warranty periods longer than the minimum specified herein.

Implementation Services: ESUHSD also seeks a warranty for implementation services (e.g. work products, developed modifications, and solution configuration) for a minimum of eighteen months after the final acceptance date (as will be defined during the negotiation process) of the respective modules. The implementation services firm must ensure that the implemented software conforms to the requirements responses warranted by the software vendor.

2.14 CANCELLATION OF AWARD/TERMINATION

ESUHSD shall have the right to terminate this award or any subsequent agreement by delivering to the contractor, at the contractor's address shown in the bid, thirty (30) days written notice of cancellation, in the event that the performance of the contractor is unsatisfactory to ESUHSD. ESUHSD shall be the sole judge of whether such performance is unsatisfactory. ESUHSD warrants that it has funds available to remit payments on the resulting agreement(s) at the time any agreement is executed. Should appropriated funds during the term of the agreement become unavailable for the purpose of the agreement, ESUHSD may cancel the agreement by providing the contractor with written notice. Such notice shall release both ESUHSD and contractor from all obligations under the agreement.

2.15 LEGAL REQUIREMENTS

This request for proposal and any resulting agreement, contract and purchase order shall be governed by all federal, state and local laws, codes, ordinances, and regulations including, but not limited to, those promulgated by CAL-OSHA, FED-OSHA, EPA, EEOC, DFEH, the California State Department of Health Services, and Santa Clara County Environmental Health Department. This agreement shall be in accordance with the substance and procedural laws of the State of California.

2.16 INSURANCE REQUIREMENTS

Prior to commencing work, the vendor shall acquire and maintain, at its own cost and expense, the insurance required below and shall provide a certificate of insurance naming ESUHSD, its officers, agents, and employees as an additional insured. The vendor shall provide proof of the following coverage:

State Workers' Compensation – Statutory Limits
Employer's Liability – Minimum \$2,000,000
General Liability – Minimum \$2,000,000

2.17 INDEPENDENT CONTRACTOR

The contractor/vendor agrees and certifies that neither they nor any of their agents, servants or employees is an agent or employee of ESUHSD. The contractor is an independent solely responsible for the contractor's acts. The resulting agreement(s) shall not be construed as an agreement for employment with ESUHSD.

2.18 ASSIGNMENT AND SUBCONTRACTING

The vendor shall have no right, authority or power to sell, mortgage or assign the resulting agreement(s) or purchase order(s) or any interest herein, or any right, power or authority to allow or permit any other person or persons or organizations to have any interest in or use any part of the rights or obligations granted hereunder for any purpose whatsoever without the prior written consent of ESUHSD. Neither the agreement(s) nor any interest created thereby shall pass by operation of law to any trustee or receiver in bankruptcy or to any other receiver or assignee for the benefit of creditors or any claim hereunder to any other party or parties, except as expressly authorized by ESUHSD.

2.19 SUBCONTRACTS

Nothing contained in this solicitation will be construed as establishing any contractual relationship between any subcontractor(s) and ESUHSD. The proposer will be fully responsible to ESUHSD for the acts and omissions of the subcontractor(s) and their employees. After award of contract, any changes in subcontractors require prior written approval from ESUHSD.

2.20 NON-DISCRIMINATORY EMPLOYMENT

Contractor and/or any permitted subcontractor shall not unlawfully discriminate against any individual based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any permitted subcontractor understands and agrees the contractor and/or any permitted subcontractor is bound by and will comply with the nondiscrimination mandates of all Federal, State, and local statutes, regulations and ordinances.

2.21 PERFORMANCE STANDARDS

The vendor will be required to meet specific performance standards established during the contract negotiation process. A project schedule specifying significant benchmark events and a project completion date will be required as part of the agreement. This plan will include vendor delivery deadlines and will be jointly developed by ESUHSD and the vendor.

ESUHSD also reserves the right as a condition of entry into any agreement with the successful vendor to demand financial security for performance including a performance bond, insurance policy, on-demand letter of credit, or other reasonable security.

2.22 SERVICES AND STATEMENT OF WORK

ESUHSD expects to enter into a software licensing agreement with the software firm and an implementation services agreement with an implementation firm (if it is different from the software firm). "Services" means all work performed by the vendor for ESUHSD as agreed to in writing under the Implementation Services Agreement. Such services are set forth in the Statement of Work which will be developed during contract negotiations.

The intent of the Implementation Services Agreement is for the services to be completed in detail as described in the Statement of Work, which is attached to, and is part of the Implementation Services Agreement. Except as otherwise explicitly stated in the Implementation Services Agreement, the vendor will furnish all labor, materials, equipment, products, tools, transportation, and supplies required to complete the services. The vendor will provide services to ESUHSD as required in the Implementation Services Agreement and the Statement of Work. Any additional services must be mutually agreed to in writing by each party through a Change Order process.

In connection with its proposal, each vendor shall submit all documents, including but not limited to agreements and or licenses of every kind that the vendor would incorporate into any agreement with ESUHSD arising out of this RFP.

3 DETAILED SUBMITTAL REQUIREMENTS

3.1 PROPOSAL FORMAT

Proposers shall prepare their proposals in accordance with the instructions outlined in this section. Each proposer is required to submit the proposal in a sealed package. Proposals will be prepared as simply as possible and provide a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. Utmost attention will be given to accuracy, completeness, and clarity of content. All parts, pages, figures, and tables will be numbered and clearly labeled. The proposal will be organized into the following major sections:

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

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

3.2 EXECUTIVE SUMMARY

(Proposal Section 1.0) This part of the response to the RFP will be limited to a brief narrative summarizing the proposer's proposal. The summary will contain as little technical jargon as possible and will be oriented toward non-technical personnel. This section will include cost quotations at a summary level only, for software and services totals at most. Please note that the executive summary will identify the primary engagement contact for the software vendor, the contact for the implementation services firm, if different, and the contact for any third party software being proposed. Contact information will include a valid e-mail address and a toll free telephone number.

3.3 SCOPE OF SERVICES

(Proposal Section 2.0) This section of the vendor's proposal will include a general discussion of the vendor's understanding of the "overall" project and the scope of work proposed. The response must clearly describe the software products or modules included in the proposal that are necessary to meet ESUHSD's business requirements, as well as any software products or modules included in the proposal that are "value-added" or "optional." The response must also confirm that the proposal includes all of the work effort necessary to implement the software products or modules included in the proposal.

3.4 COMPANY BACKGROUND

(Proposal Section 3.0) Each proposer must provide the following information so that ESUHSD can evaluate the proposer's stability and ability to support the commitments set forth in response to the RFP. ESUHSD, at its option, may require a proposer to provide additional support or clarify requested information.

Background information shall include:

- How long the company has been in business.
- A brief description of the company size and organizational structure.
- How long the company has been selling the proposed software to clients similar to ESUHSD.
- How long the company has had the proposed software installed and in production in California K-12 School Districts.
- Most recent audited financial statements for the vendor as contained in relevant annual reports. The statements will include information on annual sales, profitability, etc. If the vendor does not have audited financial statements, then financial statements with equivalent information must be provided.
- Listing of installs at entities similar to ESUHSD. The number of users, distinguished by type if relevant, will also be included.
- Any material, including letters of support or endorsement from clients, indicative of the proposer's capabilities.
- If partnering, how long the implementer has worked with the software vendor and how many implementations the two parties have completed together. Evidence that the implementation vendor is a corporation, is in good standing and qualified to conduct business in California.
- Copies of business licenses, professional certifications or other credentials.

3.5 PROPOSED APPLICATION AND COMPUTING ENVIRONMENT

(Proposal Section 4.0) The proposer must present, in detail, features and capabilities of the proposed application software. In addition to the description, please provide in succinct narrative form (at least one paragraph per item) answers to the following questions:

Modular Integration: Which of the proposed modules are fully integrated (part of the base software) into the main application? What processes are handled in “real-time”, and which of them require a batch process? What are the proposed third party applications? If there are proposed third party applications, explain how they are integrated into the main application, including whether the applications will share security definitions and have similar menu structures.

Hardware Environment: Describe the optimal hardware configuration required to utilize the proposed software. In the event there is more than one suitable hardware platform and/or there is a “hosted solution”, list all options indicating the relative strengths and drawbacks (if any) of each. Identify the optimal server and desktop requirements including the required number of servers and how they are distributed.

Network Environment: Describe the ideal network environment required to utilize the proposed software. In the event that there is more than one suitable network configuration, list all options, including the relative strengths and weaknesses (if any) of each.

Administration/Development Toolsets: What application toolsets are included with the software? What programming languages and skills are required to maintain the software? What tools are available to customize the software (e.g. add fields, create new tables, change menus, etc.)? What monitoring is routinely required for optimal solution performance (e.g. monitoring of audit files)?

Security: What security tools are included with the software? How are the following restrictions accomplished: administrative tool access; application access; menu access; record access; field access; and querying/reporting access? How is the security profile defined? What is included in the user security profile?

Workflow: Describe the workflow (electronic routing and approval of documents) tools available in the software. How are the workflow rules established and maintained? Identify the email solutions that are compatible with the solution. List the standard workflows that are inherent in the solution. Also please describe the skill sets required to make changes to workflow routines including whether workflow is easily maintained by functional staff or requires detailed technical skills.

Upgrade tools: What is the upgrade frequency? How are patches and fixes applied? How are patches and fixes deployed? How are upgrades applied? How much training (technical training and end user) is generally required with upgrades to the solution? What happens to software customizations (e.g. user-defined tables and fields) during the upgrade? How many versions of the software does your company support? Please provide details of all upgrades and bug patches over the last three (3) years.

Reporting and Analysis Tools: What internal and external (third party) reporting tools are available in the software? What Online Analytical Processing (OLAP) tools are available? Are there any interfaces to Microsoft Office? Do the same security definitions apply to the reporting tools as established in the main software? Include a list of the standard reports, by module, that come “out of the box” with the software.

Disaster Recovery and Solution Backup: Detail the optimum process for solution backup and any delivered disaster recovery processes that will need to be configured by ESUHSD.

3.6 THIRD PARTY PRODUCTS/OPTIONAL SOFTWARE

(Proposal Section 5.0) The proposer shall explicitly state the name of any third party products that are part of the proposed solution to ESUHSD. For each third party product there will be a statement about whether the proposer’s contract will encompass the third party product and/or whether ESUHSD will have to contract on its own for the product.

The proposal must describe any products, features or other value added components recommended for use with the proposed administrative solution that have not been specifically requested in this RFP. The proposer will also provide proof that it has access to the third party software source code (owned or in escrow) and that the proposer has the ability to provide long-term support for the third party software components of its solution. Consideration of these products, features, or other value-added components will be given where they may be of value to ESUHSD. Proposers must include the cost of any third party products, including the software license cost, maintenance, implementation, training cost, and any other related costs in the total cost of this proposal.

3.7 RESPONSES TO FUNCTIONAL/TECHNICAL REQUIREMENTS

(Proposal Section 5.0) Responses to the requirements listed in Appendix A, B and C to this RFP must be provided in this section of the proposer’s proposal. Proposers will use the format provided and add explanatory details as necessary in a separate document using the requirement number as a reference. The following answer key must be used when responding to the requirements:

Y	Yes, the software provides this functionality.
N	No, the software does not provide this functionality.
C	The software can be customized via software modification to provide this functionality. Provide cost estimate in the “Comments” section.
T	Third Party Software required to fully provide requirement.

Proposers must use one code only per requirement. Any requirement that is answered in any other way will be treated as a negative/non-response. For multi-part requirements, the proposer should only respond “Y” if all requirements are provided; if not, proposer should comment on those requirements that are provided. Proposers should feel free to create their own separate spreadsheet for lengthy comments on particular requirements that are cross-referenced to specific requirement numbers. All requirement responses must be submitted in the format presented in the attached documents. The proposals submitted, including requirement responses, will become attached to the software license and implementation services contract. All responses that indicate that functionality is available “out-of-the-box”, through customization, or through a third party product will be included in the costs submitted in this proposal. Furthermore, the module necessary to perform that functionality must be included in the scope and cost of this proposal.

3.8 IMPLEMENTATION PLAN

(Proposal Section 7.0) The proposer must provide a detailed plan for implementing the proposed solution. This information **MUST** include:

- Detailed methodology for implementing software. Methodology shall include estimated timeframe, overview of phases and milestones, assumptions, and assumed responsibilities.
- Detailed methodology for implementing third party software. Methodology shall include estimated timeframe, overview of phases and milestones, assumptions, and assumed responsibilities.

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- Explain how each of the following types of testing has been addressed in your implementation plan: (a) module testing; (b) integration testing; (c) parallel testing and (d) stress/load testing.
 - A “staff loading” chart listing resource utilization by each month will be included. Include names, titles, and resumes of implementers likely to be assigned to this project. Work effort estimates must match assumptions presented in the cost schedule and the assumptions presented in the implementation methodology. ESUHSD reserves the right to alter work effort estimates after further discussion with the vendor.
 - Vendor will give ESUHSD reasonable rights to approve or disapprove personnel and personnel changes during the term of any Agreement.
 - Anticipated ESUHSD support staff levels. Vendors will identify the expected IT staffing levels to support the on-going operations of the proposed solution. This will be verified with vendor references.

3.9 DATA CONVERSION PLANS

(Proposal Section 8.0) Describe the process for designing a data conversion plan to migrate ESUHSD’s historical data from various legacy solutions to a standard common database format; ensuring the integrity and accuracy of that data. ESUHSD desires to convert two (2) years of historical data from its legacy solution. The current solution currently maintains ten (10) years of historical data.

Responses will detail the proposer’s expectations of the activities that ESUHSD personnel and the proposer will be expected to perform with regards to data conversion. Proposers will detail their past experience with data conversion, especially the main types of databases and business information solutions for which they have successfully completed conversions. Proposers will describe how they would approach conversion of the main solutions and describe their methodology for managing the required conversions.

3.10 TRAINING PLAN

(Proposal Section 9.0) ESUHSD anticipates that all daily users at the District office of the solution will be trained during the implementation process. The proposer must provide a detailed plan for training. This information MUST include:

- Overview of proposed training plan/strategy, including options for on-site or off-site training services, for the core project team, end-users, and technology personnel.
- The role and responsibility of the software vendor in the design and implementation of the training plan (e.g. development of customized training materials, delivering training) to ESUHSD.
- The role and responsibility of ESUHSD staff in the design and implementation of the training plan.

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- The knowledge transfer strategy proposed by the software vendor to prepare ESUHSD staff to maintain the solution after it is placed into production.
 - Descriptions of Classes/Courses and training materials proposed in the training plan. The proposer will specify the unit of measure for its training (e.g. units, classes, days, etc.) and define the hours associated with these units of measure. The proposer must be very clear about exactly what training courses are included in the cost of the proposal.

3.11 MAINTENANCE AND SUPPORT PROGRAM

(Proposal Section 10.0) The proposal must specify the nature of any post-implementation and ongoing support provided by the vendor including:

- Post-implementation support (e.g. one month of on-site support after go-live).
- Telephone support (e.g. Include toll-free support hotline, hours of operation, availability of 24 x 7 hotline, etc.).
- Special plans defining “levels” of customer support (e.g. gold, silver, etc.). Define what level of support is being proposed.
- Availability of user groups in general and education user groups in particular, and their geographic areas.
- Problem reporting and resolution procedures.
- Bug fixes and patches.
- Other support (e.g. on-site, remote, Web site access to patches, fixes and knowledge base).
- If there is to be a separate maintenance contract, vendor will attach form of such contract.

3.12 ACCEPTANCE TESTING

(Proposal Section 11.0) Specific mutually agreeable criteria for successful solution operation will be established during the contract negotiation process, taking into account ESUHSD's functional specifications and the vendor's own software documentation. The selected vendor will be required to participate with appropriate ESUHSD personnel in testing the functionality of the proposed solution to ascertain conformance with the acceptance criteria before ESUHSD will accept the solution. Proposers will detail their approach to acceptance testing and what criteria were generally used to signify acceptance at previous implementations. Explain how each of the following types of testing has been addressed in your implementation plan: (a) module testing; (b) integration testing; and (c) stress/load testing. Also explain any anticipated parallel testing that will be part of the overall implementation process.

3.13 COST PROPOSAL

(Proposal Section 12.0) Proposers will submit an estimate for all hardware, software licenses, solution support, training and implementation services being proposed.

ESUHSD reserves the right to contact proposers on cost and scope clarification at any time throughout the selection process and negotiation process. Do NOT use “TBD” (to be determined) or similar annotations in the price estimates. ESUHSD is asking proposers to estimate costs for all categories with the understanding that they may have to make assumptions. Such assumptions will be stated. Failure to fully provide cost and work effort estimates may lead to elimination prior to software demonstrations.

ESUHSD may award a purchase contract, based on initial offers received without discussion of such offers. A proposer’s initial offer will, therefore, be based on the most favorable terms available. ESUHSD may, however, have discussion with those proposers that it deems in its discretion to fall within a competitive range. It may also request revised pricing offers from such proposers, and make an award and/or conduct negotiations thereafter. The information provided in Section 4.3, Current Solutions Environment, should assist proposers with pricing this proposal. Further useful information is included in Appendix A of this RFP.

3.14 CLIENT REFERENCES

(Proposal Section 13.0) ESUHSD considers references for the software, implementation proposers (if different) and third party vendors (if any) to be important in its decision to award a contract. ESUHSD will not call proposers to tell them that their references will be contacted because all references provided will be contacted by ESUHSD during the selection process. Similarly, ESUHSD will not work through a proposer’s Reference Manager to complete a reference. The names and phone numbers of the project manager for each reference must be listed. Failure to provide this information may result in the proposer not being elevated to software demonstrations.

Vendors should provide at least five (5) client references that are similar in size and complexity to this procurement and have utilized the proposed solution (including the proposed version) in a comparable computing environment. References should be for fully completed (live) installations. California clients are required. Additionally, at least two (2) references must be from K-12 Public Education institutions with all the following modules operational: General Ledger, Personnel, Position Control, Payroll, Time and Attendance, Budgeting, Accounts Payable, Accounts Receivable, and Purchasing. Each reference will include information on the “breadth” of the software solution (e.g. GL, AP, AR, etc.). Information will include at the minimum: date of installation, length of implementation, name of client reference, name of agency’s project manager, address, telephone, and fax numbers. Please confirm that each reference is willing to participate in a 30 – 45 minute reference check call and inform references that ESUHSD will contact them. All contact information must be correct and up-to-date. Reference checks may include queries concerning specific line personnel and managers.

Third party software firms addressing particular functionality (e.g. budget preparation software) will provide at least five (5) client references that are similar in size and complexity to this procurement and that have used the main software solution. Submit references for

fully completed (live) installations. Please confirm that each reference is willing to participate in a 30 – 45 minute reference check call and inform references that ESUHSD will contact them. All contact information must be correct and up-to-date.

3.15 EXCEPTIONS TO THE RFP

(Proposal Section 14.0) All requested information in this RFP must be supplied. Proposers may take exception to certain requirements in this RFP. All exceptions shall be clearly identified in this section and a written explanation shall include the scope of the exceptions, the ramifications of the exceptions for ESUHSD, and the description of the advantages or disadvantages to ESUHSD as a result of exceptions. ESUHSD, in its sole discretion, may reject any exceptions or specifications within the proposal. Proposers may also provide supplemental information, if necessary, to assist ESUHSD in analyzing responses to this RFP.

3.16 SAMPLE DOCUMENTS

(Proposal Section 15.0) In connection with its proposal, each vendor shall submit all documents, including but not limited to agreements and or licenses of every kind that the vendor would incorporate into any agreement with ESUHSD arising out of this RFP. This may include sample copies of the following documents:

- Sample software licensing agreement
- Sample implementation services agreement
- Sample standard reports
- Sample documentation (user guides, training materials, etc.)

3.17 Required Attachments

(Proposal Section 16.0) Proposers shall execute and submit with any proposal/offer the following completed attachments accompanying this RFP.

- Attachment 1: Consultant's Information/Signature
- Attachment 2: Conflict of Interest
- Attachment 3: Non-Collusion Declaration
- Attachment 4: Iran Contracting Act Certification

Note: the party, if any, selected to contract with the District will be expected to complete Drug-Free Workplace Certification, Criminal Records Check and Fingerprinting Certification, Tobacco-Free Environment Certification, and any other applicable certifications.

4 EVALUATION OF PROPOSALS

4.1 SELECTION PARTICIPANTS

Two groups will evaluate and select vendor proposals as described below:

- **Evaluation Team:** The Evaluation Team is responsible for the evaluation and rating of the proposals, demonstrations and for conducting interviews during the optional site visits. The Evaluation Team is responsible for evaluating software functionality, technology architecture, implementation capabilities, costs, and other selection criteria. The team's objective is to make recommendations first to the District's Superintendent's Council and then the Board of Trustees for vendor selection.
- **End User Team:** End User team consists of personnel from ESUHSD departments and various school site personnel that have knowledge of specific business processes. The End User Team's responsibility during selection is to provide input and evaluation of specific functionalities. Members of this team will be called as needed.

4.2 EVALUATION SELECTION PROCESS

ESUHSD will use a competitive process based upon elevating a certain number of vendors to compete against each other at different levels (stages) of the process. If a vendor fails to meet expectations during any part of the process, ESUHSD reserves the right to proceed with the remaining vendors or to elevate a vendor that was not elevated before. Selection of the final vendor will be based upon the following steps and factors:

- Level 1 — Procurement Requirements Assessment (10%)
 - Conformance with RFP guidelines and detailed submittal requirements
- Level 2 — Detailed Proposal Assessment (50%)
 - Cost of Software License and Implementation Services
 - Maintenance and Support Costs
 - Vendor Experience with Similar Implementations
 - Implementation Plan/Staffing
- Level 3 — Software Demonstrations and Vendor Interviews (25%)
 - Vendor References
 - Quality of the Implementation Plan/Staffing levels
 - Completeness of Cost Proposal and Value of the Solution
 - Software Demonstrations
 - Findings from Site Visits, if ESUHSD chooses to conduct any

Level 4 — Final Contract Negotiations (15%)

- Responsiveness to Contract Terms and Conditions
- Completion of the Statement of Work

4.3 CURRENT SOLUTIONS ENVIRONMENT

4.3.1 Current ERP System Applications Used: QSS Control Center (QCC), by Harris School Solutions, is the current ERP system used by ESUHSD. It is locally hosted on Red Hat Enterprise Linux Server release 7.3 (Maipo) on a VMWare Virtual Machine instance and uses a locally hosted PostgreSQL database.

In QCC ESUHSD currently has the following modules:

- Absence Tracking
- ACA Management
- Account Lookup (General Ledger)
- Accounts Payable
- Accounts Receivable
- Budget Development
- Credential Tracking
- Employee Maintenance (i.e., Personnel tracking)
- Fixed Assets
- HR Query
- Journals, Transfers (DC, JE, TF, TV)
- Payroll
- Payroll Batching / Time and Attendance
- Personnel Downloader
- Retirement
- Position Control
- Purchase Orders/Requisitions
- Stores Maintenance and Reporting
- Vendor Maintenance
- Warrant Management
- W2/1099 Processing

4.3.2 Other Software in Use: ESUHSD also uses several other software systems to aid its operations. Ideally these systems will be integrated into the new system. Integrated does not mean they must be from the same company source, only that they share interfaces for efficient use of data and operator inputs. ESUHSD does not expect all these systems to be replaced by this procurement. These are listed for information and to help define the software landscape now existing within ESUHSD.

- eSchool Solutions, SmartFind Express - substitute assignment to absences
- Harris School Solutions, Employee Self Service (ESS) – employee HR portal
- Laserfiche - document management
- Identity Automation, RapidIdentity – general systems portal
- Diverse Network Associates, CatapultCMS – Main website & Intranet website
- SolarWinds, Webhelpdesk – ticket tracking system
- EdJoin.org – For Advertising Jobs, Posting Job Information, and Obtaining Applicant Information

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Appendix A ~ General Solution Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, T	Comments
A 1	Solution utilizes an industry standard relational database with robust administration tools.		
A 2	All suites/modules/applications of the solution are fully integrated. Specifically, updating of any data elements occurs only once, and is then reflected throughout all applications.		
A 3	Provides the ability to have solution-wide inquiry ability to any module, with security control.		
A 4	Provides the ability to utilize a TCP/IP network connection.		
A 5	Ability to support Microsoft Windows 7, 8 and 10.		
A 6	Solution has the ability to provide the required electronic positive pay files for Financial Institutions, and the required electronic files for the Santa Clara County Auditor/Controller.		
A 7	Solution has the ability to produce county-wide files for submission to retirement agencies--State Teachers Retirement Solution (STRS) and Public Employees Retirement Solution (PERS).		

General User Interface

A 9	The software is menu-driven with comprehensive utility and help screen capabilities.		
A 10	Provides consistent use of command keys and screen layouts.		
A 11	Provides consistent user interface across all components.		
A 12	Provides the ability to utilize online drop down lists of all valid values for each validated field.		
A 13	Provides the ability to open multiple screens, windows, and sessions concurrently.		
A 14	Software complies with accessibility standards. To comply with the Americans with Disabilities Act (ADA), information technology is accessible to people with disabilities, and the information technology's accessibility level complies with accessibility standards set forth in Section 508 of the Rehabilitation Act. Section 508 requires that Federal agencies' electronic and information technology is accessible to people with disabilities.		
A 15	Provides online graphic capabilities for financial (and other) presentations of trends, percentage breakdowns, comparisons of data groupings, etc.		
A 16	Allows user to attach notes or memos to transactions.		
A 17	Provides the ability for all modules to be image-enabled (e.g. ability to attach any electronic document in any module).		
A 18	Supports a user-friendly view of the solution using a browser based solution.		

Reference Number	Functional Requirements	Response Y, N, C, T	Comments
A 19	Provides the ability to navigate quickly through screens and menus.		
A 20	All user and field labels use English-language text as opposed to code-based representations or elements.		
A 21	Provides the ability to access other input screens and modules without backing out of menus or menu paths.		
A 22	All application modules incorporate a method for adding, changing, and deleting data records online in real time. All related data fields are automatically updated. Batch purging of inactive records and transaction history is accommodated.		
A 23	Provides the ability to drill down, drill up, and create cross tabs (drill around) to supporting documents and related transactions from appropriate fields in the solution.		

Data Entry

A 24	Provides the ability to do both online immediate updates as well as batch processing.		
A 25	Provides the ability to highlight required elements upon transaction entry.		
A 26	Provides the ability to perform partial queries or wildcard functionality in fields where appropriate.		
A 27	Provides keystrokes for rapid data entry and movement from screen to screen (hotkeys or coding reduction techniques).		
A 28	Provides the ability to define edits as hard or soft.		
A 29	Provides the ability to copy one line of field values to the next line and change one or more field value elements when using		
A 30	Solution allows multiple users to view a record simultaneously (e.g. no lockouts for viewing a		

Help Solution

A 31	Provides descriptive error messages.		
A 32	Provides online error message help screens, which can be accessed directly from the error message.		
A 33	Online error messages appear in a consistent format across all solution modules with like codes, text and screen locations.		
A 34	In addition to an online help solution, a printable version of instructions for each component of the solution is available.		
A 35	Provides online tutorials for new users.		

Workflow

A 36	Workflow rules can be based upon tolerances, events or triggers, financial rules, user-defined parameters.		
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Reference Number	Functional Requirements	Response Y, N, C, T	Comments
A 37	Provides a hierarchical approval process.		
A 38	Provides the ability to track and report electronic approvals.		
A 39	Provides the ability to record free form text in comments fields.		
A 40	Provides the ability to set number of approvals required by type of transaction and threshold such as dollar value and object code mask.		
A 41	Provides the ability to automatically re-route transactions if an individual does not act within a specified timeframe.		
A 42	Provides notification to parties involved in workflow chain when escalation is needed.		
A 43	Provides the ability to allow designated individuals with higher levels of authority to approve transactions that have not been approved by individuals with lower levels of authority.		
A 44	Provides the ability to capture performance statistics based on workflow activity or inactivity.		

General Query and Reporting

A 45	Provides the ability to utilize application security profiles for reporting and queries.		
A 46	Provides the ability to route reports to various network printers as defined by the user with proper security.		
A 47	Provides the ability to completely view/scroll through reports online.		
A 48	All reports with financial data provide the ability to select reporting data by unrestricted or restricted by fund. All reports with financial data provide the ability to easily see data for a single fund/resource/project year or by multiple account mask selections with user selected sub-totaling and totaling.		
A 49	The solution provides the ability to scroll through detail lines.		
A 50	Supports ability to export all queries and ad hoc reports to MS Word, Excel, and Adobe PDF formats.		
A 51	Provides the ability to utilize ESUHSD's existing email client (Microsoft Outlook).		
A 52	Provides ESUHSD the ability to print reports for all or selected districts with one process.		
A 53	Provides the ability for ESUHSD to cancel a district report after processing begins and to reprioritize the order of reports.		

Ad Hoc Reporting

A 54	Contains toolsets for report design.		
A 55	Provides the ability to generate ad hoc queries and reports based on user-defined parameters.		
A 56	Ad hoc queries can access any fields within the solution based on security access.		

Reference Number	Functional Requirements	Response Y, N, C, T	Comments
A	57	Provides the ability to export to and import from MS Word and Excel.	
A	58	Provides the ability to save ad hoc reports as templates for future use.	
A	59	There is a flexible report writing solution that includes both predefined reports and the ability to create custom reports. It handles proper matching of records from separate data sets using common indexes. All fields which are displayed in the regular interface screens, including calculated fields can be included in reports.	
A	60	Solution provides users with typical Windows printing abilities such as selecting a different printer, printing certain pages only or printing a highlighted selection.	
A	61	Users are able to save report templates for specialized reports that are not available through predefined reports.	
A	62	Users are able to save any report in PDF, Word, and image format (*.png, *.jpg). Reports with tabular data will also allow saving in Excel, Tab delimited, and CSV formats. Saving tabular data will include an option to include or exclude headers. PDF content should be functionally identical to a physically printed copy (i.e., slight variations in formatting which do not affect function are allowed). Excel output should avoid merging of cells unless absolutely necessary.	

Printing			
A	63	Provides the ability to print multiple copies of reports at one time.	
A	64	Provides the ability to print all reports to laser or inkjet printers (in either portrait or landscape format).	
A	65	Provides the capability to print screen contents (format and data) of each display.	
A	66	Provides the capability to spool print files and reprint as required with solution administrator control over queue contents and priorities.	
A	67	Provides the ability to use blank paper stock exclusively (i.e. solution generates forms on blank paper, routing & check numbers on blank warrant stock, etc.).	
A	68	Provides the capability to reprint reports, checks, or bills with restart capability when reports, checks, or bills being printed are interrupted. Includes ability to print only certain pages within the report.	
A	69	Multiple page sizes (8.5x11, 8.5x14) are supported based on the format of each specific report.	
A	70	Provides the ability to support faxing or email as an output option.	
A	71	Provides the ability to print OCR & bar codes.	
A	72	The solution accommodates remote printing (i.e. printers not physically attached to the host/server computer) for all reports.	
A	73	Provides the ability to print "duplex" reports with 1up/1down and 2up options.	

Reference Number	Functional Requirements	Response Y, N, C, T	Comments
A	74	Provides the ability to generate Adobe PDF files.	
A	75	Users can print via the standard operating system dialog boxes to print without the need to separately configure printers. Print settings will include at least settings for orientation, which pages to print, paper size, fit to page, fit to width, and margin sizes.	

Check Printing

A	76	Provides the ability to print Accounts Payable and Payroll checks to laser printers with signatures and MICR coding.	
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General Solution Administration

A	77	Provides solution diagnostics capabilities.	
A	78	Contains toolsets for application upgrade administration.	
A	79	Contains toolsets for security administration.	
A	80	<p>Solution provides various levels of user access for screens and processes including:</p> <ul style="list-style-type: none"> • the ability to set user access by view only, add, update, delete, or no view at the screen and field level, • the ability to limit functionality (i.e. the ability to enter a journal entry but not have access to the reverse journal entry function). <p>If field level security is limited, provide a list of fields with field level security.</p>	
A	81	Provides the ability for ESUHSD to temporarily turn access on and off by user without eliminating security setup.	
A	82	Provides the ability to restrict access to data fields and screens to users with proper security. Users have various levels of access based on an authorization form. The setup of levels of access is a simple, screen-driven process. Access can be defined by function (i.e. a payroll user can edit an employee but cannot add a new employee record).	
A	83	Supports a minimum of 128 bit data encryption for data being sent out from or received by ESUHSD via Intranet or Internet.	
A	84	Supports decentralized security administration, which is controlled by the ESUHSD. ESUHSD can control user screen and function access and district can control approval and account access.	
A	85	Provides the ability to support set-up of security by groups or user classes.	
A	86	Provides the ability to limit the type of transactions that a user can process.	
A	87	Data exports are consistent with user access (i.e. if a user cannot view SSN then any data export they produce will not contain SSN).	
A	88	Supports passwords that meet specific length and/or complexity guidelines.	

Reference Number	Functional Requirements	Response Y, N, C, T	Comments
A 89	Provides the ability to support suspension of user ID after user-defined number of failed login attempts.		
A 90	Supports alpha/numeric/special character passwords.		
A 91	Supports required password changes on an ESUHSD -defined basis.		
A 92	Supports automatic logoff (timeout) when solution is left unused for a user-defined period of time.		
A 93	Provides a report of failed login attempts and unauthorized attempts.		
A 94	Prevents users from using old passwords as the new passwords at time of forced change.		
A 95	Provides reports on unused or inactive user ID's.		
A 96	Provides the ability to maintain security restrictions at any level of the account string by account masking.		
A 97	Provides the ability to determine and track which employees are using the solution at any point in time, with appropriate security control.		
A 98	Provides the ability to accommodate remote Intranet and Internet access while maintaining strict security of data.		
A 99	Provides the ability, based on user's security profile to customize/develop the following parameters specific to their user ID: input screens, fields, menus, notifications, and default field values.		

Support

A 100	Availability of online help and the official user-manual online.		
A 101	Complete solution documentation for support staff, solution users and solution administration.		
A 102	At least one copy of the User's Guide, User's Manual, and File Layouts are provided in electronic format.		
A 103	Support will be provided from 8:00 a.m. to 5:00 p.m. (PST) all work days, and after hours emergency support available.		
A 104	Regular availability of after-hours support is provided. If yes, provide hours and days.		
A 105	Provide or support regularly produced newsletters and/or web site discussion groups.		
A 106	Sponsor a user group for exchange of ideas and methods with other users.		
A 107	The user group establishes an enhancement list and priority for the vendor.		

Data Integrity

A 108	Solution has one common logical database.		
A 109	Solution is normalized, with all unique data elements occurring only once in the database.		

Reference Number	Functional Requirements	Response Y, N, C, T	Comments
A 110	Should any solution failure occur, application would maintain the data integrity based on logic unit of work within the application (i.e. no data change committed to database before all related data for a given function is successfully done).		
A 111	Performance monitoring, diagnostics, and resource utilization software/hardware tools are provided with all host/server computer solutions for aide in solution administration and management.		

Backup and Recovery

A 112	Provides an adequate backup and recovery process.		
A 113	Provide full recovery and restart facilities following program or solution failure, or data exception detection.		

Archiving

A 114	Contains toolsets for archiving and purging data.		
A 115	Provides the ability to ensure that all data is archived before being purged.		

Source Code

A 116	Current source code, database schema, data dictionary, and documentation for the software will be made available to ESUHSD on demand or placed in escrow for access by ESUHSD should the vendor be declared bankrupt, transfer of ownership, discontinuance of the product or insolvency by a court of competent jurisdiction. It is ESUHSD's preference that source code shall be delivered to ESUHSD upon software installation and upon each and every enhancement delivered to the District. Proponents must stipulate their policy toward source code. Deposits of source code to escrow must be validated with a proof of deposit at time of contract award.		
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Auditing

A 117	All transactional data has user ID, date, and time stamps.		
A 118	Provides an automated audit trail of solution transactions.		
A 119	Records the following minimum data on all transactions: type of change, log on ID, workstation, effective date of change, date, time, old value, new value, transaction type, and transaction ID.		
A 120	Provides a method for archival, as defined by solutions administrator.		

A	121	The solution records audit trail information including operator employee identification, date/time record updated, date/time of transaction, and application code.		
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Reference Number	Functional Requirements	Response Y, N, C, T	Comments
External Solution Interfaces			
A	122	Software will comply with all current and future federal, state, and local agencies' mandates.	
A	123	Provides interface data necessary for PERS in output media and format suitable for transfer to PERS. Reports providing summary and detailed data in electronic and paper formats must be available.	
A	124	Provides interface data necessary for STRS in output media and format suitable for transfer to STRS. Reports providing summary and detailed data in electronic and paper formats must be available.	
A	125	Provides interface necessary for tax form 1099 laser printing as well as electronic file with output media and format suitable for transfer to IRS and State of California.	
A	126	Provides interface data necessary for payroll direct deposit. This output will be in electronic file format and suitable for ACH transfer to financial institution for their use in funds dissemination. Outputs of summary and detailed data in electronic and paper formats are available.	
A	127	Provides interface data necessary for vendor payment direct deposit using ACH transaction processing. This output will be in electronic file format and suitable for transfer to the bank. Outputs of summary and detailed data in electronic and paper formats are available.	
A	128	Provides interface data necessary for various credit union payroll deductions. Outputs of summary and detailed data in electronic and paper formats are available.	
A	129	Provides interface for all financial institutions.	
A	130	Supports OCR or bar code scanning.	
A	131	Provides the ability to interface with imaging hardware/software.	
A	132	Provides a download and interface to the State of California's SACS software.	
A	133	Includes time & attendance module and provides interface with third party products. Solution automatically updates leave balances and creates payroll "time sheet" transactions.	
A	134	Provides interface for importing CTC Credential files.	

General Design			
A	135	Payroll, HR/personnel, position control, applicant tracking and recruitment share the same employee data elements. For example, an employee's birth date will be stored in a single database field and all screens that show or edit the birth date will use the same field.	

A	136	Documentation is available in a variety of formats. There is the ability to access documentation easily and adapt it to county or district guidelines.		
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Reference Number	Functional Requirements	Response Y, N, C, T	Comments
General Security			
A	137	The system can be used to configure access for both internal (district) and external users (e.g., the county office). Configuration will allow selective granting of write or view access. For example, there are certain aspects of the solution that require county monitoring (credentials), other aspects that require county inquiry (name, address, district, last date paid) and other aspects that are maintained solely at a district level.	
A	138	Users have various levels of access based on an authorization form. The setup of levels of access is a simple, screen-driven process. Access can be defined by function (i.e. a payroll user can edit an employee but cannot add a new employee record). The system will allow rights to be grouped so that a group of rights can be assigned to a new user with a single setting.	

General Notifications			
A	139	The system will provide a flexible notification system which can send emails based on saved queries. The system will enable the emails to include any fields included in the associated query.	
A	140	The system will provide a messaging system which allows users with the proper rights to send messages to one or more system users. Messages will appear for any user currently logged into the system. Users that are not logged in will see the message upon their next login.	

General Logging			
A	141	<p>All records will contain the following additional metadata:</p> <ul style="list-style-type: none"> - Audit ID: Unique identifier to indicate the account which last updated the record - Audit date: Date the record was last updated - Audit time: Time the record was last updated <p>These fields should not be visible in the regular interface, unless otherwise specified, but should be available through queries or reports.</p>	

Appendix B ~ Financial Solution Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, T,	Comments
General Design			
B.1	Provides for a fully integrated solution including general ledger, budget, accounts receivable and payable, purchasing, stores, fixed assets, payroll, position control and HR modules.		
B.2	All solution modules allow for a complete workflow process that incorporates both county and district levels of oversight for all transactions. The workflow and security levels can be changed any time during the fiscal year with the proper authority.		
B.3	Solution modules allow county and districts to tailor district transaction processing to the specific needs of the district and county based on the current circumstances of the district. (i.e. budget variances, immediate posting vs. batch basis, district account hierarchy)		
B.4	All solution modules allow online and/or web based inquiry of detailed transactions making up each account balance along with all appropriate transaction references. The inquiry program incorporates security level access.		
B.5	Provides different levels of transaction editing for county/manager and district/staff users in all modules.		
B.6	Supports access to ten (10) years of data in all solution modules.		
B.7	Provides integrated report writer/ad hoc functions in all solution modules. Training is minimal for the basic report writer programs. The ad hoc reporting function does not require more than one hour in the basic elements of training.		
B.8	Solution contains SACS validation tables by entity type (K-12, COE, JPA) and provides process for automatic updating of the validation tables. Additionally, the solution allows for the ESUHSD to manually enter and maintain validation overrides that are not removed with the automated update but reported out as warnings. Provides for establishing a district/entity (i.e. non-SACS reportable JPA) as not subject to SACS validation. SACS Interim extracts include actual data as of 10/31 or 1/31 or 4/30 and are produced from the "live" budget (not a model). Final extracts of Original Budget are from "live" working budget. Estimated Actuals for the Original Adopted Budget extract will come from a model. Extracts must include all data even if data fails SACS edits.		
B.9	N/A		
B.10	Provides a budgetary and expense retrieval solution that rolls up user-defined formats into the state mandated formats for use in the current state SACS reporting.		
B.11	Financial applications meet Generally Accepted Accounting Principles (GAAP). Financial internal controls comply with Governmental Accounting and Financial Reporting standards.		

Appendix B ~ Financial Solution Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, T	Comments
General Ledger			
B.12	Provides all procedural functions of a governmental fund accounting solution on a modified accrual basis of accounting, including governmental, proprietary (enterprise and internal) and fiduciary fund types and account groups (general long-term debt and fixed assets).		
B.13	Provides for the maintenance of separate funds each of which has a self-balancing set of accounts by fund and resource and project year, with all fund/resource/project year records being processed simultaneously by the common solution.		
B.14	All transactions, whether posted manually or automatically, update both the general and subsidiary ledgers immediately and reflect a real time cash position.		
B.15	Provides automatic interface between all solution modules.		
B.16	Provides users the ability to work in two fiscal years simultaneously during the year-end period by logging in and out of the different fiscal years but not having to sign out of the solution or into a different session. This ability is tied to workflow/security levels to insure the proper security of the data.		
B.17	Provides an automatic online balancing edit for all entry types (i.e. journal vouchers, budget transfers, cash transfers) at both a county and district level. Solution requires that all transactions are two-sided and balanced.		
B.18	For all entries where cash is involved the solution automatically provides the appropriate cash entry to balance the transaction. All cash entries are only solution generated; users should not have to enter the cash (9110) entry.		
B.19	For all entries where fund balance is affected and the entry is not balanced, the solution provides an option for an automatic fund balance (object 9790) entry creation that will balance the entry by fund, resource, and project year prior to release for posting. This is optional but the entry must always be balanced before release.		
B.20	Verifies that each transaction being posted accesses accounts that are permissible for the journal type in which the transaction is being entered.		
B.21	Verifies that each transaction type being posted has a posting date that is correct for the current fiscal month and year. The solution allows for the correction of entry dates when needed with the proper authority.		
B.22	Provides for online transaction restrictions controlled by security levels.		
B.23	Provides bank reconciliation capabilities for all funds at both a county and district level.		
B.24	Solution automatically creates and allows reversing entries with proper authorization. Reversing entries are limited to those generated by a user (i.e. manual journal entries); no reversal of entries generated by a solution process (i.e. payroll, vendor payments, and deposits) are allowed.		
B.25	Provides the ability to define manager/county level approvals required for all entry types.		
B.26	Produces reports that track the status of all general ledger adjustments at both the county and district level.		

Appendix B ~ Financial Solution Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, T Comments	
B.27	Provides both a warning and blocking capability upon entry of a financial transaction that exceeds the budgetary amount available in the account. Provides override capability with designated authority. Provides for ESUHSD level edits and district defined edits. District defined edits can be at the full account string or some other summary level. ESUHSD budget hard edit for all transactions except payroll and warning on payroll process can be performed at fund and first digit of object level. ESUHSD user with proper security can turn ESUHSD level edits off and on by district. District user with proper security can turn district level edits on and off.		
B.28	Supports the ability to enter transaction amounts up to \$999,999,999.99.		
B.29	Provides the ability to verify/add valid account codes during transaction entry, with proper solution security, without having to leave the journal, budget transfer or cash deposit currently in progress based upon user access ability to link accounts and subject to account link edits (i.e. SACS validation).		
B.30	Provides the ability to suspend transactions for later handling.		
B.31	An audit trail is maintained on all activities on all accounts including date, time and logon ID.		
B.32	Provides both a warning and blocking capability upon entry of a financial transaction that exceeds the fund cash (9110) amount available. Provides for ESUHSD level edits. ESUHSD fund cash hard edit for all transactions except payroll and warning on payroll process is performed at Fund level. ESUHSD user with proper security can turn ESUHSD level edits off and on by district.		
Chart of Accounts			
B.33	Supports the California LEA Standardized Account Code Structure (SACS).		
B.34	Solution supports at least a 28 digit account code string (Prefer to have 31 digit account code string). The district code designator must be able to handle at least three digits.		
B.35	If the solution provides the ability to define shortened codes (key codes) that expand to the 22 digit code during transaction entry, there is a mechanism to prevent the use of the shortened key codes on a district basis.		
B.36	Provides the ability to create district, county, and state level rollups of account codes. This function is controlled at the ESUHSD level.		
B.37	Provides the ability to control account code structure at a county level as well as maintain district-defined fields for user definition. Each account component (i.e. fund, object) can be defined as controlled at the county level or district level. Components controlled at the county level can have ranges established as district editable (i.e. resources ranging from 9910 to 9999).		
B.38	Allows user maintenance on both expense/revenue (objects 1XXX-8XXX) and general ledger (objects 9XXX) accounts at a district and county level (i.e. establish, close, delete). All maintenance of accounts is automatically verified against the most current state combination tables available before the update of any entries. Solution allows account maintenance any time during the fiscal year with the proper authority level.		
B.39	The solution does not allow accounts that do not have a zero balance to be deleted. Accounts with a zero balance but current year activity can be closed, but cannot be deleted. Any account can be closed and reopened, regardless of balance, but will continue to be viewed in online look up, reported on financial reports, and included in SACS extracts and exports.		

Appendix B ~ Financial Solution Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C,T
Online Lookup		
B.40	Provides the ability to view both budgetary and general ledger accounts and print queries of both.	
B.41	The online query solution allows full or partial account code searches.	
B.42	Online look-up provides the ability to drill down from summary account totals to the underlying detail transactions and provides the ability to screen print the results. Drill down function can be limited to certain accounts/departments for defined users per security level.	
B.43	All online look-up drill down menus support both expense/revenue (objects 1XXX-8XXX) and general ledger accounts (9xxx). Online lookup provides separate totals for objects 1-7XXX, 8XXX and 9XXX accounts and allows the user to see amounts totaled by major object (major object as defined on a SACS Form 01 Summary), or by each object. Online look up provides the ability to easily see data by unrestricted or restricted by fund. Online look up provides the ability to easily see data for a single fund/resource/project year.	
B.44	Provides the ability to see beginning balance, revenues, expenditures, and ending fund balance (by components) for any fund/resource/project yr combination by: adopted budget, current budget, actuals-to-date, encumbrances, and remaining current budget.	
B.45	Provides the ability to find and view transactions by transaction type (i.e. A/P, C/L (liabilities), DP (deposit), A/R, J/E, CJE (County Journal Entry), PR (payroll), PO, WH (stores/warehouse)).	
Journal Entries		
B.46	Prevents out of balance entries from being entered through normal transaction entry. Solution generates the cash (object 9110) entry by fund, resource and project year to force balancing, with user option to accept prior to release for posting (if no change in fund cash). All transactions are automatically summed, balanced and verified for correct account and combination usage prior to release for posting to the general ledger at both the district and county level.	
B.47	Allows up to 999 detail lines and text descriptions per journal entry. User is warned when the total line count is within 10 lines of the maximum.	
B.48	Solution allows the user to save partially complete journal entries.	
B.49	Provides for entries that change fund cash to be made in batch mode for transfer to the ESUHSD for processing/posting.	
B.50	Provides the ability to upload journal entries from spreadsheets with upfront account verification. Account verification provides a complete list of errors, not just a single error at a time.	
B.51	Provides solution functionality to replicate a journal entry and make only necessary modifications.	
B.52	Provides solution functionality to reverse a user entered journal entry (not a CJE ~ see C.57 below) and submit for approval and posting.	
Interfund Entries		
B.53	Prevents out of balance entries from being entered through normal transaction entry. Solution generates the cash (object 9110) entry by fund resource and project year to force balancing, with user option to accept prior to release for audit to ESUHSD. All transactions are automatically summed, balanced and verified for correct account and combination usage prior to release to ESUHSD for posting to the general ledger at both the district and county level.	

Appendix B ~ Financial Solution Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, T	Comments
B.54	Allows up to 999 detail lines and text descriptions per interfund entry. User is warned when the total line count is within 10 lines of the maximum.		
B.55	Provides the ability for a user to save partially complete interfund entries.		
B.56	Provides the ability for ESUHSD audit of only journal entries that change cash between funds prior to posting. Provides the ESUHSD the ability to produce an Excel summary report, by the districts' county entity and fund numbers for the selected posting date(s), of all interfund journal entries released for post. ESUHSD audit of journal entries does not include auditing journal entries that do not change fund cash, which are posted directly by the district.		
B.57	N/A		
Cash Deposits			
B.58	District release of deposit/cash receipt batches transfers the batch to the ESUHSD for review/audit and posting. ESUHSD provides the posting date. Upon ESUHSD posting, an e-mail notification is sent to the district designee(s). Districts are prohibited from voiding or cancelling a deposit after ESUHSD posting.		
B.59	Provides a daily posting report run by the ESUHSD of all district deposits audited and posted for the posting date(s) specified summarized by district county entity code and fund. The report can be saved as a PDF.		
B.60	Allows up to 999 detail lines of fund and account code entry per individual receipt and deposit with online verification at entry. User is warned when the total line count is within 10 lines of the maximum.		
B.61	Automatically posts revenue entries and offsetting cash entries to the general ledger when deposit is approved.		

Appendix B ~ Financial Solution Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, T Comments
Budget Transfers		
B.62	Prevents out of balance entries from being entered through normal transaction entry. All transactions are automatically summed, balanced and verified for correct account and combination usage prior to release for posting to the general ledger at both the district and county level.	
B.63	Budget transfers that are out of balance by fund/resource/project year will warn the user and generate an object "9790" entry for balancing. Provides for prohibiting the use of certain object codes for budget transfers (i.e. assets and liabilities), controlled at either the ESUHSD or solution level.	
B.64	Provides the capability for ESUHSD review of budget transfers, if district is identified as requiring budget transfer review.	
B.65	Allows up to 999 detail lines and text descriptions per budget transfer entry. User is warned when the total line count is within 10 lines of the maximum.	
B.66	Provides solution functionality to replicate a budget transfer and make only necessary modifications.	
B.67	Provides solution functionality to reverse a budget transfer and submit for approval and posting.	
B.68	Provides the ability for a user to save partially complete entries.	
B.69	Provides the ability to upload budget transfers from spreadsheets with upfront account verification. Account verification provides a complete list of errors, not just a single error at a time.	
B.70	System provides an online system for school or department sites to request a budget transfer subject to proper approvals established by district. System must have ability to can and attach back up documentation.	
Closing		
B.70	Provides the ability to have more than one monthly period open at a time.	
B.71	ESUHSD level control to close any month or fiscal year period by district and by transaction type. Month end close allows the ESUHSD to close a month for all transactions except budget transfers allowing the continuation of back dated budget transfers until ESUHSD separately closes the month for budget transfers.	
B.72	Provides the ability to establish accruals of accounts receivable and payable in accordance with Generally Accepted Accounting Principles (GAAP), Financial Management Advisory Committee (FMAC) and the State Accounting Manual.	
B.73	The ESUHSD has the ability to post county-wide journal entries to district accounts receivable and payable objects with a mechanism for the district to apply the county journal entry to clear district established accounts receivable and payable.	
B.74	Provides a definite method of adjustment and solution to clearing of prior year accounts receivable and accounts payable entries.	
B.75	The ESUHSD has the ability to lock districts from functions at the function level by district and all functions can be locked. For example: A district can be locked from releasing (for ESUHSD audit) a journal entry that changes total fund cash, but still be allowed to create and post journal entries that do not change total fund cash. A district can be locked from entering cash deposits but still be able to set up accounts receivable. A district can be locked from creating accounts payable batches but is still able to establish accounts payable.	
B.76	Provides a fiscal year roll of field definitions, valid accounts, and account component roll-ups which can be performed by the ESUHSD in advance of the fiscal year.	

Appendix B ~ Financial Solution Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, T Comments
B.77	Provides a ESUHSD controlled account element fiscal year roll process which is performed prior to the ESUHSD controlled account string fiscal year roll process. Both rolls provide error reports of SACS validation errors.	
B.78	Provides an automatic method to roll only ending cash balances by fund/resource/project year to the next fiscal year. This can be run on a district by district basis with edit reports available that contain all accounts that could not be rolled due to invalid account usage in the new fiscal year. No account will roll unless all accounts clear the SACS edits. This function is controlled at the ESUHSD level via a single county use screen and can be performed multiple times.	
B.79	Provides an automatic method to roll all final ending asset and liability balances including cash to the next fiscal year by fund, resource, and project year. This can be done on a district by district basis with edit reports available listing all accounts that could not be rolled due to invalid account usage in either fiscal year. No account will roll unless all accounts clear the SACS edits. This function is controlled at the ESUHSD level via a single county use screen. The roll changes beginning fund balance (object 9791) to reflect the net difference between beginning assets and liabilities for each fund/resource/project yr and adjusts calculated ending fund balance to remain in balance. Roll may be performed multiple times.	
B.80	Modification of the beginning balance for Asset, Liability, and Fund Balance accounts after July 1 of the fiscal year is limited to ESUHSD user(s) with proper security.	
B.81	Provides the ability for a district to split the beginning balance (object 9791) by fund/resource/project year (Fd/Rs/PrYr) to further account components. Once the ESUHSD does the final Asset/Liability roll generating the final beginning balance (object 9791) by Fd/Rs/PrYr; the district has the ability to "split" the beginning balance by other components of the account code structure. The district cannot change the total beginning balance (object 9791) by Fd/Rs/PrYr; therefore the functionality protects the integrity of the beginning balances by not allowing a change of Fd/Rs/PrYr or object and by forcing the total of entries to balance to the beginning balance prior to detail distribution. The district has the ability to utilize the detail beginning balance in at least some reporting options, for example: Report by School and Management (account components) with beginning balance, revenues, expenses, and ending fund balance for each of the following columns: Adopted Budget, Current Working Budget, Y-T-D Transactions, Encumbrances, Remaining Balance.	
B.82	Provides the ability to produce an electronic and printed copy of cumulative to date transactions after a fiscal year has closed and has been certified as the "permanent record".	
Reporting		
B.83	Produces complete set of financial reports including detailed transaction journals, encumbrance journals and budget journals as well as comprehensive balance-forward (beginning balance + monthly activity) general ledger reports.	
B.84	Journal Transactions By Month/By Date Range: Provides the ability to report by transaction types (i.e. A/R, A/P, P.O., J/E, CJE, PR, DP, WH) by date range.	
B.85	Journal Transactions By Month/By Reference Number: Provides the ability to report by transaction types (i.e. A/R, A/P, P.O., J/E, CJE, PR, DP, WH) by reference number.	
B.86	Provides the ability to view a posted document screen that includes all the transactions associated with any individual entry. This includes all the behind the scene entries that happen as a result of the internal solution balancing of each transaction.	

Appendix B ~ Financial Solution Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, T	Comments
B.87	Provides the capability to produce both standard and ad hoc reports on all accounts including any user defined accounts.		
B.88	Provides the ability to produce a report of partial entries or entries that have not been submitted for approval/posting.		
B.89	Provides a CA Fund/Resource/Project Year Financial Statement with Revenues, Expenditures, Beginning Fund Balance, and Ending Fund Balance for the following columns: Original Budget, Revised Budget, Y-T-D Activity, Encumbrances, and Remaining Available Budget.		
B.90	Provides a month by month cash flow report by fund/object with totals by object group and by fund/resource/project year/object with totals by object group with daily and average daily cash balances.		
B.91	Reporting solution allows user-defined page breaks.		
B.92	Provides the ability to include/exclude ranges of accounts for reporting (i.e. objects 2500-2536 but not 2520), utilize wild cards such as 25??, and selection criteria is provided at the beginning of the report.		
B.93	Provides the ability for a district to establish criteria for the automatic generation and e-mail of monthly PDF reports to sites or programs. Criteria includes established account ranges by program or site and e-mail recipient(s).		
B.94	Provides the ability to save report selection parameters for future use and monthly report generation.		
Budget Development			
B.95	Provides for a budgetary development process that allows sites, departments, and county offices to directly develop their budgets using online methods with appropriate controls and with limitations to their established allowable accounts.		
B.96	Provides the ability to create a budget model by account line item using: zero balances in all accounts, current year's Original Budget, Revised Budget, Y-T-D Actuals, or another budget model modified by a percentage of the defined amounts or by a combination of salary and benefits from position control or a position control model and other accounts from any of the above.		
B.97	Supports both revenue and expense budgeting.		
B.98	Provides the ability to support multiple budget model versions from initial request through final approval with version dates available.		
B.99	Provides ability for the ESUHSD to provide oversight, approval and transfer of district budgets to a final "adopted" status on a district by district basis. Provides the ability for the ESUHSD to lock or unlock a district adopted budget prior to ESUHSD final approval and posting to the G/L as the Adopted Budget; this is done on a district by district basis.		
B.100	Provides a complete list of account validation errors when trying to upload into any journal entry, budget transfer, or budget model; and, prohibits the upload until there are no account validation errors.		
B.101	Provides the ability to apply a percentage, fixed amount or other formula driven increases or decreases to a single budget model account or in mass (i.e. 5% increase to accounts with object code beginning with a 43??).		

Appendix B ~ Financial Solution Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, T	Comments
B.102	Provides the ability to upload/download budgets from spreadsheets or databases into the development module. This includes the ability of departments to roll up worksheets into a master district budget.		
B.103	Provides the ability to add budget narrative on a line-by-line basis.		
B.104	Provides the ability to load current position control or any position control model into the budget development solution at any time during the fiscal year. Provides the option to have detail position data rolled into a budget model.		
B.105	Provides the functionality to generate the differences between two budget development models in a comparison report to be uploaded into an automatic budget transfer program for revision, approval, and posting throughout the fiscal year.		
B.106	Provides at a minimum forty (40) available budget development models per district/entity.		
B.107	Provides integration of position control models into the budget development solution and allows for modeling in the current and at least three subsequent years.		
Budget Reporting			
B.108	Provides comparison and summarization capabilities and reports for analyzing changes on all or part of the budget.		
B.109	Provides comparison and summarization capabilities and reports for analyzing changes on all or part of the budget compared to actuals.		
B.110	Provides the ability to generate ad hoc reports and queries.		
B.111	Provides the ability to generate standard reports and save a set of reports and inquiries for end users.		
B.112	Provides the ability to generate reports in graphical form.		
B.113	Provides the ability to request reports based on a date range.		
Accounts Payable			
General Design			
B.114	Uses a single integrated database for financial accounting, purchasing, receiving, and vendor maintenance to insure integrity of payment records.		
B.115	Provides warning or block when payments would exceed either the purchase order total or the budgeted amount for the account to be used. Provides the ability to override the block with the proper authority.		
B.116	Provides for ESUHSD access only to automatically cancel warrants which includes the automatic reversing of all associated accounting entries (both cash and expense entries).		
B.117	Provides an easy means of producing manual warrants and the transference of all the information to the appropriate general ledger accounts with proper authority.		
B.118	Provides capability for ESUHSD review of A/P invoices presented for payment prior to posting and printing. Solution must have ability to scan & attach paper copies of invoices to solution records. In the A/P review process, the ESUHSD is able to reject (remove) items from a batch and have the ability to send a notification to the district of the rejected items. After the batch is reviewed and any items are rejected/removed, the ESUHSD posts and prints the batches. Rejected items are moved into an "audit items" batch. A/P audit item batches have a separate batch sequence. Audit exceptions batches are modified by district and resubmitted for ESUHSD audit.		

Appendix B ~ Financial Solution Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, T, Comments
B.119	Provides capability for ESUHSD to "reopen" A/P batches for district access and to void batches with no transactions.	
B.120	Provides ability to calculate and manage multiple sales tax or use tax rates for all invoices by receiving (P.O. ship to) location. Calculation is automated by solution utilizing selected ship to tax rate adjusted for user input tax on invoice.	
B.121	Provides automated process for CA non-resident withholding reporting and remittance to CA Franchise Tax Board.	
B.122	Provides the capability for the ESUHSD to limit the object codes used in Purchasing (i.e. does not allow objects 1XXX, 2XXX, and most 3XXX).	
B.123	Provides capability to prohibit most users from voiding/cancelling: warrants, posted deposits, posted county-wide JEs, and posted fund transfer JEs.	
B.124	The system has the capability to reverse the cancellation of a warrant. We would like the system to have optical character recognition OCR when the invoices are scanned.	
Vendors		
B.124	Solution contains the following minimum fields: vendor name, number, address/remit to, federal TIN/social security number, phone/fax numbers, vendor minority code, independent contractor flag, 1099 flag, vendor status, vendor type (A/P or payroll), vendor classification (from district defined table), vendor contact info, vendor discount terms, and sales tax rates.	
B.125	Provides the ability to automatically assign sequential vendor numbers (this is optional by district).	
B.126	Provides the ability to search by wildcard on any part of the vendor database.	
B.127	Provides the ability to accommodate one-time vendors and identify them as such on all vendor reports.	
B.128	Provides the ability to assign multiple addresses to the vendor file (i.e. purchase order, remit to, sales office). Provides the capability to have multiple order addresses.	
B.129	Provides the capability to prohibit two vendors with the same SSN or EIN, without specified user override capability and combines multiple vendors with same EIN or SSN for 1099 reporting.	
B.130	Integrates with the purchasing/requisition, receiving, accounts payable and fixed asset modules.	
B.131	Provides the ability to print vendor labels with the vendor name only or with name and full address.	
B.132	Provides a complete vendor history report.	
B.133	Provides the ability to add, change or delete vendor master file information with authorized security level.	
B.134	Provides the ability to track vendor 1099 and CA EDD Directive DE542 information and edit reported 1099 or DE542 information throughout the fiscal year with an audit trail of edits and with proper authorization.	
B.135	Provides an ad hoc reporting feature for vendor report information. This feature encompasses vendor history tracking by all fields available.	
B.136	Provides the ability to search and report by any combination of the vendor fields.	
B.137	Provides for vendor addresses in countries other than USA.	

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Reference Number	Functional Requirements	Response Y, N, C, T	Comments
B.138	Solution prohibits a user from changing a vendor name just prior to printing causing the check/warrant to be printed to a different name than was on the A/P voucher/prelist. Once the remittance information name and address is printed on a check, all data reported to either a grid, transaction inquiry, or a report will reflect the name and address printed on the check/warrant.		
B.139	Provides the ability to identify a vendor as A/P or payroll. Payroll vendors can be controlled at the ESUHSD and ESUHSD can prohibit use of payroll vendor by district.		
B.140	System provides an online system for school or department sites to request on EE reimbursement to proper approvals established by district. System must have ability to scan and attach paper copies of receipts and back up documentation.		
Invoice Processing			
B.140	Provides the ability to make a payment entry directly to a vendor without the use of a purchase order by user authority only; such payments have a separate transaction type for identification and reporting.		
B.141	Provides the ability for a user with proper authority to add purchase order payment lines to address account code changes.		
B.142	Provides user security to set limits on a user to process invoices in excess of the purchase order amount (i.e. up to 10% over but not to exceed \$500 over). Limits established can vary by user.		
B.143	Solution warns/prohibits the entry of duplicate invoices. The solution provides an override method with proper authorization.		
B.144	Only if option is selected by district, provides for automatically verifying that items have been received prior to payment. Does allow override ability with proper authority.		
B.145	Allows the user to enter debit/credit memos assigned to a vendor and account as received, which remain in a pending status until the next payment to that vendor at which time the solution automatically attempts to apply the debit/credit memo with user confirmation. Provides a report of pending debit/credit memos.		
B.146	Allows partial payments without closing the purchase order, with encumbrance liquidation of only the amount of the partial payment.		
B.147	Allows for the deletion of payment lines on a payment screen prior to batch submission. This would include any payment lines above the final entry line on a multi-line entry and reestablishes any related encumbrance.		
B.148	Automatic reversal of any remaining encumbrance dollars when final payment is made.		
B.149	Provides a mechanism to liquidate a portion of the purchase order encumbrance with proper authority.		
B.150	Automatically reverses any remaining encumbered dollars at the time a purchase order line is closed or as the entire purchase order is closed.		
B.151	Provides the ability to allocate an invoice amount to various accounts according to a percentage of the invoice amount or by dollar amount.		
B.152	Provides for void and reversal of warrants by only ESUHSD authorized personnel.		
B.153	Name and address on warrants will print in uppercase (USPS requirement).		
B.154	Tracks vendors requiring W-9 forms and provides means to withhold payments if forms are not on file.		
Warrant Processing			
B.155	Provides for ESUHSD final release for payment of district accounts payable batches.		

B.156	Provides the ability to generate accounts payable warrants daily, weekly, monthly or on demand.		
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Appendix B ~ Financial Solution Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, T	Comments
B.157	Our Auditor requires that an individual check/warrant be produced for each fund when a vendor is paid out of multiple funds; solution accommodates this requirement.		
B.158	When ESUHSD staff utilize the action to print district warrants an electronic positive pay file is produced and transmitted to the County's bank and another file (the Bank Recon file) is produced and transmitted to the Auditor for all warrants printed. Multiple district warrants may be included in one file (i.e. payroll files will include all districts).		
B.159	Provides the ability to accommodate electronic payments with remittance advises to vendor, controlled at ESUHSD.		
B.160	Provides the ability to pay vendor with a credit card then post payments to these vendors while issuing warrant payment to credit card company.		
Warrant Reconciliation			
B.160	Handles both manual and electronic bank reconciliation of cleared and outstanding warrants.		
B.161	Ability for ESUHSD to process stale date warrants for online districts by a cancel warrant process if within an open fiscal year or by the ability to generate general ledger journal entry transactions, with ability to modify account(s) if from a prior closed fiscal year. The process provides a notification to the district regarding the stale date warrant processed.		
B.162	Allows online inquiry into warrant clearance status at both the district and county office level.		
B.163	Provides the ability to upload bank/auditor cleared warrants file for cleared warrant indicator.		
Reporting			
B.164	Provides online access to the last four years of vendor payment data.		
B.165	Provides a detailed listing of invoice batches with appropriate user-defined error and warning messages.		
B.166	Provide standard approved purchase order report, accounts payable commercial warrant report, and non-warrant disbursement report.		
B.167	Produces a full warrant register that contains all warrant information with an authorization page with fund totals, signature line for district authorization, and signature line for ESUHSD approval.		
B.168	Produces a full vendor history report including vendor name, number, account code, invoice/payment/vendor totals, use tax/asset flags, warrant number and date issued.		
B.169	Provides the ability to produce an open purchase order listing by site, vendor name, vendor number, date, federal TIN, purchase order number and account code.		
B.170	Produces a board payment report per user requested parameters including date, dollar amount, and batch number or account code selection.		
B.171	Provides the ability to run vendor reports by either payroll or A/P vendors.		
1099 Reporting			
B.172	Solution has a process for 1099 income reporting in accordance with federal/state regulations on either paper forms or on magnetic media.		
B.173	Reports individual invoices to be included or excluded from the 1099 income for a vendor as appropriate and provides a mechanism to adjust amounts to be reported throughout the year.		
B.174	Provides a method to adjust the amounts to be reported between income types (i.e. misc. income to rents) throughout the year.		
B.175	Provides for the entry of vendor payments from outside the accounts payable solution (i.e. student body accounts, petty cash accounts).		

Appendix B ~ Financial Solution Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, T	Comments
B.176	Provides for 1099 data to be pulled from two fiscal year databases showing totals by either vendor name and/or taxpayer identification number (TIN).		
Year-end Closing			
B.177	Provides the ability to identify year-end closing A/P accruals with the functionality to report on, pay against, and track liquidated year-end A/P in the following fiscal year.		
SB 542 Reporting			
B.178	Offers various vendor-oriented reports and online queries in compliance with SB 542 for reporting independent contractor information to the state including reports by vendor or range of vendors.		
B.179	Provides the ability to laser print SB 542 information in the standard state-prescribed format.		
B.180	Provides a process for paper, electronic and/or magnetic media filing.		
Accounts Receivable			
General Design			
B.181	Solution automatically posts revenue entries and offsetting cash entries to the general ledger and all subsidiary ledgers where appropriate. A detailed listing of individual cash receipts and deposits is solution generated. The posting of deposits is controlled and performed by the ESUHSD after audit.		
B.182	Solution provides for billing statement and invoice generation with the ability to produce multiple statements at both the county and district levels.		
B.183	Solution provides the ability to post the revenue at the time of cash receipt rather than at the time of invoice generation.		
B.184	Validates state/user-defined codes during online entry.		
B.185	Provides for the use of automatic or user generated invoice numbers.		
B.186	Solution provides the district the option of establishing and automatically generating finance charges by district defined dates and rates. User with proper security can override and eliminate finance charge.		
Customer Data			
B.187	Provides the ability to maintain a master customer file which allows for multiple billing addresses.		
B.188	Provides the ability to check for duplicate customers based on user-defined criteria (i.e. social security number, alphabetic similarity, phone number, etc.) and provides the capability to prohibit two customers with the same SSN or EIN, without specified user override capability.		
B.189	Provides the ability to attach/convert multiple customers to a single account.		
Invoices			
B.190	Provides for the generation of invoice/statements by specific accounts, range of accounts within a department/agency, range of customers or delinquent accounts.		
B.191	Provides for the attachment of scanned or electronic backup to invoices.		
B.192	Provides the ability to correct and reprint invoices with proper security.		
B.193	Provides the ability to print a duplicate invoice with proper security.		
B.194	Provides for the application of specific credit/debit memos to specific invoices and invoice items.		

Appendix B ~ Financial Solution Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, T	Comments
B.195	Solution provides the capability to have decentralized invoicing by department/site; allowing for reporting and tracking by department/site, and to establish the printed contact information by the generating program/site.		
Receipts			
B.196	Accommodates single or multiple payments applied against single or multiple invoices and have the invoices remain open for final payments.		
B.197	Provides for automatic write-off of small discrepancies between amount due and amount received with proper authority.		
B.198	Each receipt has a unique number and interfaces with the general ledger and cash deposit processes. This is true for both current year invoices and prior year receivables.		
B.199	Provides the ability to allow the posting of payments that are greater than or lesser than the invoice total based on a variance percent.		
Reporting			
B.200	Produces reconciliation statements showing beginning balance, charges, credits, payments and a new ending balance by selected period.		
B.201	Provides a user-friendly module to develop ad hoc reports.		
B.202	Provides the ability to drill down to the customer level and view/print receivable detail.		
B.203	Provides the ability to generate district or department aging reports.		
B.204	Provides the ability to export queries to popular desktop applications (i.e. Excel, Word).		
Year-end Closing			
B.205	Provides the ability to generate an accounts receivable item for all selected remaining open invoices at year-end close and to roll selected open invoices to the following fiscal year. (Invoices rolled to the next fiscal year will keep the original invoice number). This process would need to have a receiving process for cash receipts that interfaced with the general ledger in both fiscal years and posted the receipts in the new fiscal year.		
B.206	Provides the ability to identify year-end closing A/R accruals with the functionality to report on, deposit against, and track liquidated year-end A/R in the following fiscal year.		
Fixed Assets			
General Design			
B.207	Provides for interactive entry and control of all fixed asset records including adds, changes, deletes, and retirements.		
B.208	The solution tracks asset number, description, serial number, item location, classification code, acquisition cost, purchase order, date of purchase, vendor, useful life, date and reason for disposal, as well as, funding source.		
B.209	Module meets all audit requirements for the tracking of both inventory and capital project items as defined by the California State Audit Guide.		
B.210	Provides the ability to define assets as inventory or capital acquisition and set the depreciation flag as appropriate.		
B.211	Provides the ability to track improvements made to any asset.		
B.212	Provides the ability to track maintenance on all assets.		
B.213	Provides the ability to create user defined drop-down menu screens of fields and tables to customize the fixed asset data to the unique needs such as locations, categories, and departments.		

Appendix B ~ Financial Solution Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, T	Comments
B.214	Provide a method for the transfer of assets from one location to another for either a single asset or a group of assets.		
B.215	Provides the ability to manually or automatically assign asset numbers.		
B.216	Provides the ability to assign and identify assets by multiple or single asset numbers.		
B.217	Provides solution functionality to replicate an asset entry and make necessary modifications.		
B.218	Supports automatic interface with the purchasing, receiving, stores, and accounts payable modules. Asset is initially valued at purchase order pricing but is automatically adjusted to actual cost with processing of payment.		
B.219	General ledger transactions are automatically calculated for depreciation, and asset disposal. This includes the ability to turn on/off automatic posting to the general ledger by the user with proper authority.		
B.220	Provides for bar code interface at both the front and back end of asset assignment and maintenance.		
B.221	For each asset the solution maintains depreciation data including depreciable life, salvage value, depreciation method (straight-line), and accumulated depreciation by fiscal year.		
B.222	Able to produce a report that provides all data required by the state for the completion of the GASB34 statements including beginning and ending balances and depreciation totals on a fiscal year basis. This would also include a report for the account code breakout of depreciation totals.		
B.223	Provides the ability to automatically transfer asset depreciation amounts to the financial solution, if desired, with proper authority.		
Reporting			
B.224	Provide the following standard reports: Detail Listing of Fixed Assets, Fixed Asset by Category, Fixed Asset by Location, Retired Fixed Assets, Transaction History Report, Total Depreciation and Depreciation by Asset report.		
B.225	Provides the ability to create ad hoc queries and reports on all asset fields.		
B.226	Provides for online query of each fixed asset field with screen print ability.		
B.227	Provides the ability to attach documents to an asset item.		
Year-end Close			
B.228	Provide a means for locking asset information from one fiscal year to the next. This would include all report dates and depreciation calculation updates.		
B.229	Provides an easy and complete process for moving asset information/tables from one fiscal year to the next with proper authorization.		
Purchasing			
General Design			
B.230	Provides the ability to electronically create, process, and turn site-based requisitions to purchase orders. The solution interfaces completely with the general ledger, accounts payable, receiving and stores modules.		
B.231	Provides the ability to limit users to a certain group or groups of accounts by account masking.		
B.232	Provides the ability to have varying online approval paths established by district defined variables such as object code.		

Appendix B ~ Financial Solution Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, T	Comments
B.233	Supports a complete workflow process from the requisition state to the final purchase order. Contains date and time stamp for change/approval capability.		
B.234	Provides a simple messaging solution within the module for internal requests regarding requisition/purchasing items.		
B.235	Provides tables and menus that contain standard information that can be tailored to each districts unique needs such as a unit of measure table, receiving location table and requester table.		
B.236	Provides for the attachment of scanned or electronic backup to either requisitions or purchase orders.		
B.237	Provides the ability to interface with the vendor database but not alter the data. (See Vendor section under the Accounts Payable section).		
B.238	Method to forward requisitions with proposed new vendor information.		
Requisitions			
B.239	Provides the ability to electronically process stock, non-stock, multi-delivery, direct ship and blanket requisitions from a local or remote site.		
B.240	Provides for district selection of manual or auto requisition numbering that is different from the purchase order numbering sequence.		
B.241	Provides the ability to track requisitions and automatically dates and time stamp (received, accepted, returned, re-received) with notes and comments.		
B.242	Provides for unlimited multiple, split and percentage based account line code functionality at both requisition and purchase order level.		
B.243	Provides the ability to handle zero dollar items as a requisition/purchase order line item.		
B.244	Provides the ability to auto calculate sales tax, freight and shipping percents.		
B.245	Provides real time account and budget verification with an ability to override when necessary and approved.		
B.246	Provides requisition total as items are added during requisition creation.		
B.247	Pre-encumbers at the requisition level upon first level of requisition approval.		
B.248	Solution has a blanket requisition process.		
B.249	Return/credit requisitions are supported.		
B.250	Provides for default shipping/receiving addresses.		
B.251	Provides the ability to forward incomplete requisitions to other users for completion.		
B.252	Provides solution functionality to replicate a requisition and make only necessary modifications.		
Purchase Order Management			
B.253	Provides for automatic or manual assignment of numbers to purchase orders defined by district selection.		
B.254	Provides the ability to convert requisitions to purchase orders in mass or convert individually from a single requisition.		
B.255	Automatically encumbers final purchase order amount as the purchase order is created.		
B.256	Provides a warning/prohibit the creation of purchase orders if the account to be used will be overdrawn. Solution allows for an override feature with the proper authority.		
B.257	Provides the ability to print duplicate or revised purchase orders with the proper authority.		

Appendix B ~ Financial Solution Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, T	Comments
B.258	Provides the ability to reprint purchase orders with the proper authority.		
B.259	Provides the ability to automatically or manually close, cancel and/or adjust purchase orders without receiving merchandise, with proper authority. This also encompasses a complete change order process. The purchase order change order process provides a separate approval path from requisitions.		
B.260	Provides the ability to flag an item as a fixed asset at either the requisition, purchase order, or receiving point for automatic generation of pending new asset in fixed asset.		
Receiving			
B.261	Solution provides for automatically matching vendor invoice, purchase order and purchase order receipt for both partial and final receipts.		
B.262	Provides the option to set a district as not requiring the use of the online receiving module.		
B.263	Provides the ability to override unmatched items status with the proper authority.		
B.264	Provides the ability to override quantity discrepancies with the proper authority.		
B.265	Allows multiple receiving documents for a single purchase order.		
B.266	Allows receiving by line item or by entire purchase order.		
B.267	Allows receipt to multiple warehouses.		
B.268	Allows for the attachment of scanned or electronic backup for receivers.		
B.269	Prints detailed receiving log in either vendor alphabetical, numeric or transaction date order.		
Reporting			
B.270	Supports laser printing of purchase orders.		
B.271	Produces an open purchase order listing by site, vendor name, vendor number, federal TIN, purchase order number or account code.		
B.272	Provides the user the ability to query on any field defined in the requisition/purchase order solution including date, vendor, site, account code, text field, and creator; and to have the ability to screen-print the results.		
B.273	Provides the ability to track and report on all requisition, purchase order and receiving information including orders, receipts, unmatched/mismatched items and purchase order changes.		
B.274	Provides at least the following standard requisition reports: requisition status report, requisition status detail report, requisition by buyer, requisition by location and aged requisitions report.		
B.275	Provides the ability to create ad hoc reports on all requisition/purchase order solution fields.		
Year-end Closing			
B.276	Provides the ability to automatically convert selected open purchase orders to estimated liabilities for payment in the following fiscal year. These entries need to be recognized as an expense in the year being closed.		
B.277	Provides the ability to generate/allow annual automatic processing or renewal of requisitions, and purchase orders marked for "annual roll".		
B.278	Provides the ability for changing account codes, items, and amounts on purchase orders that have been re-established for the next year.		
B.279	Provides the ability to work in two fiscal years simultaneously during the year-end period based on a defined timeframe determined at the ESUHSD level.		

Appendix B ~ Financial Solution Functional Requirements

Reference Number	Functional Requirements	Response Y, N, C, T	Comments
Stores			
General Design			
B.280	Provides the ability to utilize requisition/purchase order approval workflow for stores requisitions.		
B.281	Provides the capability to track, receive, disburse and backorder inventory supplies from multiple warehouse types and integrate all transactions with the purchasing, budgeting, and financial solutions.		
B.282	Provides the ability to track inventory by item description, stock location, unit of measure, unit cost, calculated average price, vendor number, quantity on hand, quantity received on orders, ordered/received year-to-date and issued to date.		
B.283	Provides the ability to establish, maintain, adjust, and delete inventory stock item records in real time.		
B.284	Provide picking slip report to serve as picking slip, receiving document, and accounting log to reduce paperwork and errors.		
B.285	Provides the ability to accommodate items with zero dollar value and/or zero quantity.		
B.286	Provides for online requisitioning of supplies with real time account code and budget verification. If the order crosses funds, it will go through the CPD audit/posting process for inter-fund journal entries that change cash by fund.		
B.287	Provides the ability to calculate inventory by actual cost, moving average, LIFO, FIFO and replacement values.		
B.288	Provides the ability for a district to establish a warehouse surcharge and to apply the surcharge to all or selected items. Item amounts are adjusted to include the warehouse surcharge. Warehouse surcharges are automatically transferred into the district selected account when orders are processed.		
B.289	Provides the ability to generate stock labels for bin tags.		
B.290	Provides the ability to use general bar code methods for inventory control.		
B.291	Provides the ability to have multiple warehouses.		
Reports			
B.291	Provides the ability to generate standard warehouse inventory report by warehouse product number, location, description, unit of issue, on hand quantity, maximum quantity, unit price, prior year, month-to-date, year-to-date, inventory value, and date of last issue.		
B.292	Provides the ability to produce low stock report for the trigger of inventory purchase.		
B.293	Provides the ability to produce ad hoc queries from any stores inventory module field.		
B.294	Provides reporting of warehouse surcharge revenues generated.		
B.295	Provide online inquiry of inventory in warehouses with screen print functionality.		
Year-end Closing			
B.296	Provide for means of year-end inventory and rollover of stock to new fiscal year.		
B.297	Provides the ability to automatically update inventory adjustments with the appropriate approval and authority.		
B.298	Provides a report of calculated dollars associated with any inventory adjustments at year-end or any other defined period of time. This includes the ability to update the general ledger with the proper authority.		

Appendix C~ Position Control, Payroll and Personnel Functional Requirements

Reference Number	Functional Requirements	Response Y / N / C / T	Comments
Employee Data			
C.1	<p>Historical Data: Provides the ability to input, store, and report on unlimited years of payroll, HR, and position control historical information online.</p>		
C.2	<p>Effective and Start Stop Dates: Solution has effective dates and/or start/stop dates for all position control, HR, and payroll non-date data fields. Dates can be in the current or any future fiscal year. If not, provide a detail list of which fields do. Solution accommodates different effective dates for budgeting, HR, and payroll. For example: <ul style="list-style-type: none"> • Position control budget modeling is able to reflect a salary settlement (including a retro settlement with a past date) prior to payroll processing the settlement. • Position control budget modeling is able to reflect changes to benefit package employer limits, and benefit plan rates well in advance of payroll processing the change. • Provides reporting capabilities identifying differences between position control and payroll. Future year position control model calculations take into account any effective date changes that will impact that future year, such as: positions and pay effective date changes, benefit package employer limit changes, benefit plan rate changes, and salary schedule effective date changes.</p>		
C.3	<p>Employee IDs: Solution allows tracking of ID numbers associated with staff:</p> <ul style="list-style-type: none"> - SSN - Employee ID - SEID - External IDs (up to 10) <p>ID numbers will be transferred from the existing financial system. For SSN, there is a method for correcting wrong numbers which includes an automatic notification to the ESUHSD payroll email account(s) when an SSN is changed on an employee that was previously paid. Solution complies with SB101 chaptered 7/21/05.</p>		

Reference Number	Functional Requirements	Response Y / N / C / T	Comments
C.4	<p>Employee Personnel Data: Basic employee information includes:</p> <ul style="list-style-type: none"> - names (first, last, former, alias names) - gender - driver license number - language fluency - addresses (residence and mailing) <ul style="list-style-type: none"> ○ street number, street, city, state, zip ○ restrict address flag - phone numbers (work, home, cell, phone flag) - work mail location - email addresses (work, home) - birth date - citizenship - bargaining unit 		
C.5	<p>Affirmation Action Information: Solution complies with the new federal requirements for collection and reporting of race and ethnicity data. The solution also complies with the additional California reporting requirements in this area.</p>		
C.6	<p>Address other than USA: There is a provision for country other than USA and an address in that country.</p>		
C.7	<p>Classification and Type of Employee and Employee Groups: There is an ability for a district to define groups of employees, such as regular certificated, substitute classified, etc. An employee can be placed into multiple defined groups. Access to employee groups can be limited to a user by a group type (i.e. HR groups vs. payroll groups) and groups can be identified as payroll balancing groups. Selection of payroll balancing groups is available in the payroll reports selection criteria. Provides the ability to identify employees that are not assigned to any group.</p>		
C.8	<p>District Specific Employee Information: There are certain flexible areas to allow for tracking and reporting of district-specific data. Solution has fields for tracking:</p> <ul style="list-style-type: none"> - Hire Dates (Original, Position, Temporary, EDD, Rehire) - Retirement Date - Evaluation Dates (first and second) 		
C.9	<p>Full-Time Equivalent: Full time equivalent designation is to four decimal places. In reports that require only two decimal places, standard rounding applies.</p>		
C.10	<p>Employee Events: Solution provides for tracking of different types of events including applicable dates (e.g. fingerprinting, TB expiration, leave of absence, longevity, seniority, non-re-elect, termination, etc.). If any of these events need to link to payroll or other applications, there are consistent codes for all districts controlled at the ESUHSD level. Solution provides a "last paid date" which is populated/updated by the payroll process.</p>		

Reference Number	Functional Requirements	Response Y / N / C / T	Comments
C.11	Employee Evaluations: Solution provides a method for tracking various dates and reasons for evaluations.		
C.12	Emergency Information: Solution provides for entering emergency information on employees, including emergency contacts, allergies, medications and preferred hospitals.		
C.13	Homeland Security (I9) tracking: Provides fields for tracking information for the I9 homeland security form		
C.14	Additional Comments: Connected to each employee screen is a text screen for additional comments. Header fields might include date entered, person entering and purge date.		
C.15	Total Contract Earnings for Payroll: These amounts should blend with the employee's base earnings to provide the total contract amount and retirement base for payroll.		
C.16	Other Earnings: Solution provides for various additions to employee's earnings that are not part of the retirement base. These might include longevity, mileage, shift differential, department chairperson, education bonuses and stipends. These amounts can be dollars or percentages.		
C.17	Benefits Plans: There is the ability to track employee health and welfare plans of great variety. These can include medical benefit caps, cafeteria type plans and a mix of required and permissive plans. Plans are identified as within or outside of the employer provided benefit cap and each plan has a selected district defined benefit prorate rule.		
C.18	Dependents: Solution provides programs to track dependents, their ages, ineligibility date and plans they are on. Provides the ability to track if a birth certificate, marriage certificate, or domestic partner certificate has been obtained on dependents.		
C.19	Mandatory and Retirement Rates: There is a solution at the ESUHSD level for maintaining mandatory and retirement rates for districts. If the rate is the same for all districts or if the rate is the same for certain districts only, it only has to be entered once. The ESUHSD established mandatory and retirement rates are utilized in the position control and payroll modules.		
C.20	Effective Dates for Mandatory and Retirement Rate Changes: Solution provides for actual dates of changes of rates and allow for entry of future date changes. Coordination with retirement reporting and tax reporting timelines is required.		
C.21	Assignments: This requires combining credential information with teacher assignment information that is typically located in a separate solution. It is possible to extract pertinent information in a file format that can be used with another solution.		
C.22	Skills: Solution provides a method for tracking compliance with professional requirements such as No Child Left Behind legislation, proficiency requirements, etc.		
C.23	Certificates: Solution provides a method for tracking certificates and their corresponding dates which allows new certificate types to be added as needed.		

Reference Number	Functional Requirements	Response Y / N / C / T	Comments
C.24	Employee Education: Provides the ability to log course detail on the Bachelors Degree screen in order to keep an on-going tally of number of units above the BA/BS. If Masters Degree or a Ph.D. is entered: degree type, school, major, and degree date is entered. Provides the ability to track undergraduate units or units in other education courses that do not count toward salary placement (i.e. track units for instructional assistants proficiency requirements, or NCLB units). Provides the ability to enter course credits in semester units or quarter units, with a calculator built in to convert the semester units to quarter units.		
C.25	State Reporting Information: Solution provides a place to enter and review data for state reporting of employee information (e.g., CBEDS and CALPADS).		

Predefined Reports

C.26	New Employee Checklist: Solution provides platform to build custom checklists for employees. Examples include: - new hire employees - listing of any forms, policies, procedures, etc. that need a response by the employee or verification by the district - continuing employees - listing of any forms, policies, procedures, etc. that need a response by the employee or verification by the district - equipment - includes items such as keys or computers that are given to employees but need to be returned upon termination		
C.27	Employment Verification Forms: Solution provides a district definable employment verification form to respond to requests for employment information.		
C.28	TB Testing: When requested by an hr technician, the system identifies employees whose TB test expiration date is within a specified date range and produces a PDF file containing TB test reminder letters for those employees. Alternatively the report can be produced for a specific employee group.		
C.29	Information Missing Report: For all of the above screens, users are able to run a report to locate missing information on employee records.		
C.30	Benefit Provider File and Reporting: Health Insurance (Medical, Dental, Vision, and Life) data export and formatted report. Format details to be supplied after contract award. Fields include: Name, social security number, plan codes, group numbers, section numbers, bargaining unit code, date of birth, coverage date, coverage termination date, eligibility code, action code, action date, and insurance carrier code for all personnel additions, deletions, and changes effecting the fields included.		
C.31	Dependent Tracking: Provides a report that lists whether a birth, marriage, or domestic partner certificates have been obtained for employee dependents.		
C.32	State Reporting Data Export for CBEDS Reporting: Provides CBEDS exports relevant to staff to report (e.g., CBEDS- PAIF) in accordance with CA Dept. of Education specifications.		
C.33	State Reporting Data Export for Student System: Provides the ability to produce automated scheduled exports of state reporting data for import into ESUHSD's student information system.		

Reference Number	Functional Requirements	Response Y / N / C / T	Comments
C.34	Credentials List: Provides a CSV export of all staff and their credentials.		
C.35	Seniority List for Certificated: Provides seniority list for all certificated staff. Predefined rules will determine seniority dates for each position.		
C.36	Seniority List for Classified: Provides seniority list for all certificated staff. Predefined rules will determine seniority dates for each position.		

Predefined Notifications

C.37	Employee Evaluations: Solution automatically sends email notifications to an employee's supervisor(s) before those evaluations are due, based upon district defined employee type rules.		
C.38	TB Expiration: Employees are automatically notified by email when their TB expiration date is within a predefined number of days from the current date.		
C.39	Credential Expiration: Employees are automatically notified by email when their credential expiration date is within a predefined number of days from the current date.		

Other Output Functions

C.40	Labels: Users are able to quickly and easily format a variety of labels, such as home address, work mail, paycheck location, etc.		
C.41	Exports from HR Information: Users are able to save reports as tables or spreadsheets in order to merge the information with letters or forms. If there are multiple entries for the same employee, there is an option to create a string of information that can be merged to a single document for the employee.		
C.42	Directory: Users are able to select certain fields for use in a directory.		

Configuration

C.43	FTE Calculation: Solution provides a provision for a district to define, by position type, how the solution determines FTE on hours per day, hours per week and days per year.		
C.44	STEP Calculation: Solution calculates the next salary step based on years of service and other criteria for a selected group of employees and updates the related records for the new year.		

Reference Number	Functional Requirements	Response Y / N / C / T	Comments
C.45	Salary Schedules: Salary schedules are flexible in length and width, or ranges and steps, allowing for various descriptions of each.		
C.46	Types of Salary Schedules: Schedules provide for identifying the schedule as annual, monthly, daily, and hourly pay; and allows for the entry of the corresponding annual, monthly, daily and hourly amounts. Salary schedules support regular earnings from position attachments as well as supplemental and substitute earnings.		
C.47	Salary Schedule Rules: The definition of a salary schedule is sufficiently clear that payroll earnings generated from that schedule will have the correct retirement base and earnings.		
C.48	Salary Schedule Generated Increases and Decreases: There are methods for increasing or decreasing salary schedule amounts that follow typical spreadsheet formulas. Changes can be effective both at the beginning of the year and mid-year. Salary schedule increases or decreases can be done by either a percentage or flat dollar amount increase or decrease. The salary schedule increase or decrease functionality is available in payroll, position control, and position control modeling.		
C.49	Work Calendars: Work calendars are easy to set up and show the year at a glance. They link with the salary schedule so that earnings and retirement bases generated to payroll will be correct. Calendars provide the ability to define work vs. pay months and work vs. paid days. Calendars allow integration with mapping to sub-calling solutions.		
C.50	Work Calendar Codes: There is a provision for various types of paid and unpaid days such as holidays, recesses, staff development days, etc.		

Credentials

C.51	Credential Tracking: Provides a way to track credentials either by a download from the CA Commission on Teacher Credentialing (CTC) or manual entry. In addition to information from the credential itself, there is substitute information.		
C.52	Credential Requirements: Credential tracking program meets the requirements of the CTC. The weekly download appends the original load, it does not replace all records. Allows ESUHS staff to enter credential information (temporary and emergency credentials).		
C.53	District Credential Inquiry and Reporting: Credential information is available on an inquiry and reporting basis by districts for their employees only.		

Time and Attendance

C.54	General Design: Solution includes comprehensive functions for tracking all types of employee time worked and leave. This includes hours worked for ACA tracking, PERS eligibility as well as basic sick leave, vacation, personal necessity and other types of leave that may be district defined.		
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Reference Number	Functional Requirements	Response Y / N / C / T	Comments
C.55	Leave for Multiple Positions: If an employee holds multiple positions, solution is able to define leaves for each position.		
C.56	Accruals and Balances: Allocations of types of leave are both automated and manual. Leave can affect more than one allocation (i.e. personal necessity affects both sick leave and personal necessity balances).		
C.57	Leave Balances on Pay stubs: Sick and vacation leave balances and descriptions are printed on pay stubs and can be controlled by employee group. There is a process for storing this information for printing when payroll runs.		
C.58	Late Start Leave Plan Adjustments: There is an automated process for eliminating an employee's one-time late start leave adjustment in the fiscal year roll so that the employee's leave plan in the next fiscal year is correct.		
C.59	Fiscal Year Process: There is a process for setting beginning and ending balances for the fiscal year.		
C.60	Leave Notification: If an employee has exhausted all leave, solution notifies the employee by email.		
C.61	Reporting: A variety of flexible reports are available that serve the employees' as well as the district's needs, including: - monthly attendance with signature lines - attendance for a specific date range - annual attendance balances		
C.62	Electronic Attendance Reporting: Employees are able to submit attendance and absence information electronically.		

Recruitment

C.63	Recruitment Process: There is a provision for entering and updating vacancy announcements, including a link to position control and salary schedules.		
C.64	Applicant Tracking: Solution provides for entering applicant information or uploading the information from online applications. Includes a way to track application related test results.		
C.65	Online Applications: There is an online application process available that includes flexible application forms for various types of positions. This process integrates with online programs such as EdJoin.		

Employee Self-Help

C.66	Employee Personnel Information Access: Employees are able to access defined fields of personnel information and notify the district or ESUHSD of changes.		
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Reference Number	Functional Requirements	Response Y / N / C / T	Comments
C.67	Employee Leave Information Access: Employees are able to access defined fields of leave tracking information and notify the district of changes.		
C.68	Employee Payroll Information Access: Employees are able to access defined fields of payroll information and notify the district of changes.		
C.69	Manager/Supervisor Access to Employee Information: The solution provides the capability for an employee's manager/supervisor(s) to view their staffs position assignment information, educational data, demographics, dates, emergency contact info, and detail and summary attendance/leave information.		

Coaching

C.70	Coaching Information: Provides a way to tracking coaching assignments and related data including: - board approval date - sport - season - sport gender - type (walk-on, classified, certificated, etc.)		
C.71	Change of Status Form: Provides a way to report a coaching status change.		
C.72	Automatic Stipend Calculation: Provides a way automatically determine the amount of a coaching assignment stipend based on predefined formulas.		
C.73	Coaching Roster: Provides report by site of the current coaches and their coaching assignments to be used by Principals and Athletic Directors.		

Adult Ed

C.74	Position Control: Provides a way to track adult ed assignments and related data for use in payroll		
C.75	Payroll: Provides a way to track adult ed payroll information		
C.76	Attendance: Provides a way to track adult ed attendance for use in payroll		

Reference Number	Functional Requirements	Response Y / N / C / T	Comments
Position Control and Position Control Modeling			
C.88	<p>Position Control:</p> <p>A full position control solution is offered. This includes an option to auto number the position code, description, a table driven organization structure, job code, link with a salary schedule and work calendar, multi-account code distribution, district defined business rules, and various approvals. There are start and end dates on the position and a provision for continuing and deferring a position to become an available vacancy at a future date which may be in a future fiscal year.</p>		
C.89	<p>Vacant Positions:</p> <p>All positions are initially established as vacant within position control and all costs (projected salary placement, mandatory, and health benefits) associated to the position are included in all reports and all models. A vacant position can be used for budget purposes if it is partially or fully vacant at any point in time. Report initiators offer a choice to: report vacant positions, not report vacant positions, or report only vacant positions. Provides a vacancy savings report including salary and benefit cost savings by account for the period of time selected in the report selection criteria.</p>		
C.90	<p>Integration with Payroll:</p> <p>Provides a Compare Position Cost to Working Budget Account Report with the option to show all selected accounts or only selected accounts with difference or only selected accounts with difference greater than \$10.00.</p>		
C.91	<p>Duplicating a Position:</p> <p>Solution provides the ability to duplicate a position and make necessary changes before saving.</p>		
C.92	<p>Deleting, Deferring, or Abolishing Positions:</p> <p>Solution provides a provision for ending, deferring, or abolishing positions that keeps the solution accountable. The solution prohibits a user from deleting a position if an employee was ever attached/filled that position, but provides ESUHSD ability to delete (for district requested position set up and attachment errors).</p>		
C.93	<p>Additional Pay:</p> <p>1.</p>		
C.94	<p>Attachment Frequencies:</p> <p>Employees can work in positions with different frequencies. Solution is able to generate payroll earnings for each of these frequencies.</p>		
C.95	<p>Overlap of Position Attachment:</p> <p>If there is a period of time that two employees overlap the FTE for a position, solution is able to account for this without duplicating the FTE but provides a warning and reporting capabilities of positions with more than the defined FTE limit.</p>		

Reference Number	Functional Requirements	Response Y / N / C / T	Comments
C.96	<p>Employee Status in Position:</p> <p>2. Position control provides the ability to associate additional pay to a position. The ability to define the pay amount as a flat dollar amount, a percentage of the position amount, or from a salary schedule cell. The ability to indicate if this pay amount increases the position's pay rate. The ability to specify funding, but if none provided use that from the position. The ability to specify a different timeframe, but if none provided use that from the position. The ability to specify different retirement reporting requirements, but if none provided use that from the position.</p> <p>3. Position control provides the ability to associate additional pay to an employee in a position. The ability to define the pay amount as a flat dollar amount, a percentage of the position amount, or from a salary schedule cell. The ability to indicate if this pay amount increases the position's pay rate. The ability to specify funding, but if none provided use that from the position. The ability to specify a different timeframe, but if none provided use that from the position. The ability to specify different retirement reporting requirements, but if none provided use that from the position.</p> <p>4. Provides the ability to transfer an employee from one position to another; the original position and any associated additional pays for that position would become vacant. The employee's additional pay entries may or may not generate an equivalent additional pay in the new position for the employee, depending on the governing rules for the new position. Provides the ability to specify an effective date for the transfer so that known transfer can be entered ahead of time and be budgeted accordingly.</p> <p>5. Provides the ability to vacate a position, which would also vacate any associated additional pays and terminate any associated employee additional pays. The solution provides one screen that reflects all of the costs associated with a position including additional earnings.</p> <p>Solution provides fields to indicate an employee's status in a position and the original starting date.</p>		
C.97	<p>Prime Position Designation:</p> <p>For employees holding multiple positions, users are able to designate a single position attachment as prime. Reports allow for selection of prime position only or all positions.</p>		
C.98	<p>Benefit Offerings to Employees:</p> <p>Benefit plans are gathered in a logical manner, such as by bargaining unit, so that employees are offered only the plans that are available to that group. Provides the capability to establish benefit packages used to determine employer and employee costs and to determine employee rebates or employer HSA (Health Savings Account) contributions. When an employee's benefit selection falls below the employer cap a district may provide a cash rebate (taxable) or a contribution to an employee's TSA of a certain dollar amount (that is not necessarily the amount the employee is under cap) and may be subject to proration rules. The employer provided benefit cap is established by bargaining unit and available plans are associated to a bargaining unit, prohibiting the user to select a plan unavailable to that bargaining unit. Each bargaining unit benefit cap has a benefit cap prorate rule established by the district.</p>		

Reference Number	Functional Requirements	Response Y/N/C/T	Comments
C.99	<p>Benefit Prorate Rules: Solution provides many different methods of prorating employer and employee costs of health and welfare benefits, such as: FTE factor, ranges of hours per day or days per year, or percentage of salary.</p>		
C.100	<p>Integration of Benefit Information with Payroll: Data available through this module integrates with payroll.</p>		
C.101	<p>Vacating Position: When using the Action to vacate position the vacancy cost is reverted to the established position defaults not the amount of the position as it was vacated.</p>		
C.102	<p>District Override Rates: Provides the district the ability to override the ESUHSD controlled payroll rates and amounts in position control and a position control model.</p>		
C.103	<p>Salary Analysis and Projection: Solution uses all salary and benefit information for various types of projects and scenarios. These include models of salary schedules, mandatory and retirement rates, benefit premiums and employer caps on benefits.</p>		
C.104	<p>Position Control Models: Provides at a minimum 40 available position control models per district.</p>		
C.105	<p>Multiple Fiscal Years in Position Control Modeling: Position control modeling supports multiple fiscal year modeling with the capability to roll position control or a position control model forward to a model of the next fiscal year with or without salary schedule step and/or column advancement.</p>		
C.106	<p>Cost of a Step and Column Advance: Solution provides a method for determining the cost of a step advance, the cost of column movement and the ability to project these costs for multiple years. Reports are available that provide at a minimum: step cost, column cost, and combined step and column cost by bargaining unit, by salary schedule, and by user defined account mask (i.e. by resource and major object).</p>		
C.107	<p>Multi-year Projections: Solution provides for position control modeling of multi-year projections of salaries and benefits. This includes giving employees a step advance or any other increases they would get as part of a fiscal year advance. The multi-year modeling program includes all components of position control (all salary costs including additional pays and all benefit costs for all positions whether filled or vacant).</p>		

Reference Number	Functional Requirements	Response Y / N / C / T	Comments
Payroll			
C.108	<p>General Design:</p> <p>Solution provides accurate and flexible payroll entry and reporting that supports annual, monthly, daily, hourly, and one-time/stipend types of earnings and the retirement bases of those earnings.</p>		
C.109	<p>Payroll Entry Screens:</p> <p>The basic payroll entry screen provides for description of earnings, type of earnings, relationship to salary schedule, relationship to position control, frequency, time period if prior, retirement base, retirement edits for STRS and PERS reporting, account codes with percentages or units of distribution and employer benefits distribution flag.</p>		
C.110	<p>All Pay Cycles for a Fiscal Year:</p> <p>All cycles for the fiscal year that have not been closed are available at all times so that entries can be made when information is known.</p>		
C.111	<p>Link with Position Control:</p> <p>The payroll solution is driven by position control but flexible enough for employee earnings not associated with position control (i.e. substitute payments, adult ed., extra time).</p>		
C.112	<p>Earnings from Position Attachment:</p> <p>There is a clear process for position earnings to reach payroll. Reports show exact calculations. Payroll gives the final approval on generated lines being paid.</p>		
C.113	<p>County Control of Retirement Edits and Earnings:</p> <p>There must be a link between the retirement edit combination that is being used in conjunction with the earnings, retirement solution and pay calendar. These combinations are controlled by the ESUHSD.</p>		
C.114	<p>Employee Tax and Retirement Information:</p> <p>There is a single screen that shows the tax and retirement subjectivity for an employee. This screen connects to the ESUHSD retirement program for auditing.</p>		
C.115	<p>Standard Edits between Earnings and Tax/Retirement Information:</p> <p>Solution offers user defined edits that prevent common errors from happening, such as, a member of STRS should not have FICA, and student earnings are exempt from Unemployment Insurance.</p>		
C.116	<p>District Payroll Control Record:</p> <p>The solution provides a record for the ESUHSD to set guidelines for a district regarding type of retirement solutions, ID numbers, types of payroll taxes, etc.</p>		
C.117	<p>ESUHSD Payroll Control Record:</p> <p>The solution provides the capability for the ESUHSD to establish and control guidelines for object codes that can be used on payroll (i.e. object codes beginning with 1???, 2???, 39??, or 53??).</p>		

Reference Number	Functional Requirements	Response Y / N / C / T	Comments
C.118	<p>Payroll Cycles:</p> <p>The solution accommodates the following ESUHSD payroll cycles: each month there is a regular end of the month payroll, and a supplemental payroll on the 10th working day of the month, and there is additional payroll in June and July for the payment of deferred net pay. Also to include additional supplemental payroll runs weekly as needed.</p>		
C.119	<p>Payroll Reports:</p> <p>Solution provides the ability to turn off and on specific payroll reports, to print either 1-up or 2-up and to determine the number of copies to be printed.</p>		
C.120	<p>Deferred Net Pay:</p> <p>There is a provision for employees to defer part of their net pay each month and receive this pay in June and July in either one or two additional paychecks depending on months worked vs. paid months. Early payout of deferred net pay is automated and allowed throughout the year when authorized by the proper user.</p>		
C.121	<p>Liability Payroll:</p> <p>The solution provides for a payroll to be identified as a liability payroll. When a pay period is identified as a liability payroll, the solution generates the expense (debit) and liability (credit) in the prior fiscal year (dated June 30, 20XX), the checks/warrants would be generated out of the current fiscal year, and the solution would relieve the liability (debit) and credit cash with the date on the pay period (i.e. July 10, 20XX, July 20, 20XX).</p>		
C.122	<p>Direct Deposit:</p> <p>Solution provides multiple direct deposit capabilities with pre-note editing and the ability for ESUHSD to re-instate direct deposit without pre-noting. Each direct deposit has a unique direct deposit number (similar to a warrant number). Provides the ability for the ESUHSD to send one pre-note file for all districts and upon ESUHSD pre-note submission processing updates a pre-noted indicator on the employee's direct deposit account screen indicating that the direct deposit has been submitted for pre-note. Provides the ability for the ESUHSD to uncheck the pre-noted indicator for failed pre-notes. Direct deposits without an affirmative pre-noted indicator are processed as warrants.</p>		
C.123	<p>Canceled Warrants:</p> <p>Solution must provide a method for canceling warrants. The cancellation should adjust the employee's month to date totals, employee's pay history and the general ledger at both the district and ESUHSD entity. There is an indicator on the deductions if they were actually canceled or if the employee needs to be charged for them.</p>		
C.124	<p>Cancellation of Direct Deposit:</p> <p>There is a method for locating the trace number on a direct deposit and canceling it at the district and COE entity levels.</p>		
C.125	<p>Cancelled Warrant Replacement:</p> <p>The solution has the option to create a replacement manual warrant during the cancellation process.</p>		

Reference Number	Functional Requirements	Response Y / N / C / T	Comments
C.126	<p>Pay History Adjustments: There is a district-initiated program for pay history adjustments. These adjustments are approved at the ESUHSD level before pay history is changed. All general ledger accounts are adjusted. Pay history adjustments can be entered throughout the year and assigned to the next quarterly report. Provides ESUHSD Payroll the ability to process manual adjustments all through the year (i.e. third party sick leave, employee history adjustments due to cancel warrants, etc.). Each detail adjustment is saved individually (i.e. an employee may have 12 adjustments; one for each month). Provides the ability to save the detail adjustments entered all throughout the year, and display total adjustments on adjustments total screen. Any adjustments entered for a 941 quarter are included in quarterly reports (Quarterly Accumulations, Form 941 Summary). Quarterly adjustments are reported to the CA state to line up with the DE6 reporting</p>		
C.127	<p>Reports for Miscellaneous Payroll Transactions: Detail and summary reports are available for cancellations of direct deposits, cancelled warrants, and pay history adjustments.</p>		
C.128	<p>Payroll Journal Entries: Solution offers a separate journal entry transaction for changing the account codes for previous payroll adjustments. These adjustments would become part of historical payroll reports and reflect the expenditure history. Year-to-date paid amounts move to the account that is used in the payroll correct posted funding journal entry for the pay periods selected, and if user decided to move funding again later, the entry moves amounts from the account where the fiscal dollars are now, not where they were originally. The functionality allows the authorized user to reallocate the salary percentages for the pay periods selected and the payroll journal entry automatically creates the journal entry for the salary and associated benefit accounts and, if applicable, due to a change in fund/resource/project year totals, the cash (object 9110) entries. The user then can review and release for approval/posting. If the changes result in a change in fund cash the journal entry will become a fund transfer and will move to the ESUHSD for approval. The Payroll Journal Entry process has a clear change log and is subject to the ESUHSD payroll object code limitations.</p>		
C.129	<p>Email of Pay stubs: The ability to email pay stubs to employees is offered. Employee Self Service</p>		
C.130	<p>Warrant/Advice of Deposit Print Programs: Solution provides programs for laser printing of advice of deposit and a file layout for the printing of warrants by the ESUHSD. The program should include clear descriptions of earnings, deductions, leave balances, employee information, user defined messages, pay location and both current and year-to-date totals.</p>		
C.131	<p>Regular Pay: Solution offers a flexible payroll entry for regular earnings that are hourly, daily, monthly, or annual. Most regular pay comes from position attachment but also can be manually entered. Regular pay is mainly linked to salary schedules but sometimes they are not. Retirement bases or pay rates are accurate. With many different types of regular pay, solution is able to integrate and separate all types of pay as required by retirement and tax reporting and solution generated not requiring user selection.</p>		
C.132	<p>Longevity Pay for PERS employees: The payroll program handles longevity pay and certain other types of pay for PERS members that must be coded as special compensation. Payroll staff are able to code prior period adjustments correctly.</p>		

Reference Number	Functional Requirements	Response Y / N / C / T	Comments
C.133	<p>Supplemental Pay: The solution accommodates many different types of supplemental pay including flat dollar amounts and supplemental pay by a percent applied to another pay type or group of pay types. The solution provides an automated process to establish the percentage pay type and the pay type groups it applies to so that a user does not have to calculate the supplemental pay. The solution is able to integrate and separate all types of pay as required by retirement and tax reporting. This includes stipend amounts that require the employee's full annual retirement base, substitute pay, supplemental amounts being paid to classified employees that require longevity to be coded separately.</p>		
C.134	<p>Limits on Earnings: Solution accumulates payroll earnings that have limits, such as classified employees meeting or exceeding their retirement base and retirees earning the limit of dollars or hours and or sub working days to identify mandatory retirement memberships.</p>		
C.135	<p>Retroactive Pay: The solution has a retroactive pay calculation process that can calculate the pay due for a retroactive pay change for the current fiscal year and prior fiscal years. This calculation can accommodate mid-year salary schedule changes for position earnings, supplemental earnings and stipends as well as off schedule salary bonuses. The solution generated retroactive pay may be modified, if necessary, by the user and the retroactive pay is properly reported by the solution to both the STRS and PERS retirement solutions.</p>		
C.136	<p>District Payroll Processing: Each district is able to verify sufficiently that payroll is accurate and ready for production. This includes reports showing changes from the prior pay period, retirement warning and error reports, exception reports and transmittal reports to submit to ESUHSD payroll. STRS and PERS is a part of the payroll process, not a separate step.</p>		
C.137	<p>External Services Payroll Processing: The ESUHSD is required to integrate all districts payrolls for one production. This integration requires countywide prelist reports, verification sheets from districts with payroll totals, and post-payroll reports that give summarized payroll expenses for each district. The solution provides the capability for the ESUHSD unit to lock or release a district's payroll.</p>		
C.138	<p>Payroll "What If" Program: Solution provides a method for projecting changes to an employee's payroll without affecting actual payroll records.</p>		
C.139	<p>Fiscal Year Roll and Generation of Earnings: There are rules and methods for rolling or not rolling pay lines from one year to the next. Generation of earnings from position attachment takes place at the beginning of the fiscal year. The fiscal year roll allows for either the ESUHSD or the district (depending on security) to individually address all components of payroll (i.e. salary schedules, work calendars, leave balances, etc.).</p>		
C.140	<p>Updating Position Attachments and Payroll: Each time a modification is made to an employee's position attachment, additional earnings, or benefits in position control, payroll is provided a notification and payroll has the ability to accept, reject, or pend the change for payroll processing.</p>		

Reference Number	Functional Requirements	Response Y / N / C / T	Comments
C.141	<p>Deductions and Benefits:</p> <p>Solution provides for a full range of employee and employer deductions. If certain limits apply, there is sufficient tracking ability to determine if limits are met or exceeded.</p>		
C.142	<p>ESUHSD Control of Deduction and Benefit Codes:</p> <p>Solution provides for the ESUHSD to establish at the ESUHSD level all available benefit and deduction "major" codes available to a district. Major codes can be established as fully controlled by the ESUHSD (i.e. Workers Comp., UI, etc.) others can be established as partially controlled by ESUHSD. Partially controlled allows the district to modify the individual amounts (i.e. ESUHSD establishes the code for a TSA and the district can only change the amount for each employee). The ESUHSD controls apply to both position control and payroll.</p>		
C.143	<p>Deduction and Benefits Tax Subjectivity:</p> <p>Solution provides ability to set deductions and benefits with correct tax subjectivity, such as Section 125 being pre-tax and exempt from FICA and Medicare. Solution provides accurate tax subjectivity and reporting for employer and employee HSA contributions, GTLI (Group Term Life Insurance) employer paid coverage over \$50,000, Employer Paid TSAs, and Payment-in-Kind Benefits (i.e. employer vehicle usage for personal benefit), and domestic partner benefits without user manual adjustment. HSA tax subjectivity properly addresses the difference in exemption for Federal Tax but not for CA State Tax.</p>		

Reference Number	Functional Requirements	Response Y / N / C / T	Comments
C.144	<p>ESUHSD Payroll Deductions and Benefits Processing:</p> <p>Provides the ESUHSD the ability to identify and map each benefit and deduction as processed through the district warrant pass-thru fund (SACS Fund 76) or through one of the funds in the ESUHSD. Multiple funds are available in the ESUHSD (i.e. STRS is processed through one fund, all health benefits are processed through another fund). When a district payroll is processed the district fund bearing the expense is fully expensed (debited) and cash is credited for the full cost of all salary and benefit/deduction costs. For benefits/deductions identified as district processed (DP) payroll processing liabilities are established (credited) and cash is debited for the full amount of the DP benefits/deductions and the accounts payable batches are built in the district's warrant pass-thru fund (SACS Fund 76). For benefits/deductions identified as ESUHSD processed liabilities are established (credited) and cash is debited for the full amount of the ESUHSD processed benefits/deductions for all districts, and the accounts payable batches are built in the ESUHSD district funds according to the mapping. For ESUHSD processed payroll liabilities the school (location) field of the account code is mapped from the district number. ESUHSD processed benefits and deductions can be identified as built into various A/P batches (i.e. paid next day, paid on 15th of month, paid quarterly, etc.), or can be identified as EFT processed, or Countywide Journal Entry processed for deductions or benefits that move back to district funds (i.e. self insurance fund). Batches built are editable.</p>		
C.145	<p>Mass Changes in Deductions and Benefits:</p> <p>Solution provides the ability to mass change various aspects of deductions, such as, employer and/or employee amounts, changing medical provider or changing the name of a deduction.</p>		
C.146	<p>Electronic Fund Transfer for Deductions and Benefits:</p> <p>Electronic Fund Transfer for deduction and benefit payments is provided.</p>		
C.147	<p>Benefits for Non-Pay Employees and for 10 and 11 Month Employees:</p> <p>Retirees and Board members might not receive pay but receive employer paid benefits. Some employees receive benefits for 12 months but only receive pay for 10 or 11 months. The solution provides the ability to process employer paid benefits with no pay.</p>		
C.148	<p>Mapping of Benefits:</p> <p>The solution provides a module for the ESUHSD to establish benefit object code mapping. The ESUHSD establishes the default object code for each benefit and the mapping process replaces the last digit of the default object code with the first digit of the salary object code on pay.</p>		
C.149	<p>Garnishment Program:</p> <p>Solution offers a comprehensive garnishment program that calculates types of garnishments that have set rules, accesses payroll for correct earnings and deduction and automatically updates deductions for garnishments. Solution produces the electronic file for submission of child support garnishments to the State.</p>		

Reference Number	Functional Requirements	Response Y / N / C / T	Comments
C.150	<p>TSA Single Remitter Process: Provides the ability to enter Tax Sheltered Annuities (TSA) as an individual TSA vendor and address, but map them for ESUHSD to produce a single vendor warrant to a common remitter vendor and also produces the electronic file of the TSA payroll deductions transactions with employee identification and TSA vendor addresses to be sent to the common remitter.</p>		
C.151	<p>Reporting: There is a variety of reports for earnings and deductions for each payroll cycle, as well as comparison reports, history reports, retirement reports and tax reports. Reports are generated as a part of the payroll process, not separately by a user. Reports are available countywide for the ESUHSD and by district and can be identified as generated when the ESUHSD processes payroll.</p>		
C.152	<p>Tax Tables: Solution uses annual tax tables to provide more accurate taxation for school year employees. Earnings from regular and supplemental payroll are combined for FIT and SIT purposes, rather than the supplemental percentages being applied. Flat tax is an option for individual situations. There is a provision for lump sum payments that are added to the annualized taxable gross.</p>		
C.153	<p>Effective Date Changes on Tax Tables, and Benefit/Deduction Rates: The solution allows the entry of new tax tables and any rate changes with a future effective date including an effective date in a future fiscal year.</p>		
C.154	<p>Federal Reporting: Must provide interface for Federal Income Tax withholding, Affordable Care Act Reporting, Social Security tax, and Medicare tax reporting in output media and format suitable for transfer to U. S. Internal Revenue Service (IRS). Reports providing summary and detailed data in electronic and paper formats must be available.</p>		
C.155	<p>State Reporting: Must provide interface data necessary for California state income tax withholding, disability insurance tax reporting, and unemployment insurance reporting in output media and format suitable for transfer to State of California. Reports providing summary and detailed data in electronic and paper formats must be available.</p>		
C.156	<p>ESUHSD CA New Hire File: Provides the process for the ESUHSD to produce the file for California Employment Development Department New Hire reporting for all online districts.</p>		
C.157	<p>W2 Reporting: Solution provides interface necessary for W2 laser printing as well as electronic file with output media and format suitable for transfer to IRS and State of California. Special reporting requirements such as dependent care, term life over \$50,000, etc. must be provided.</p>		
C.158	<p>W2 Reprints: Solution is able to selectively reprint W2's for current and previous years.</p>		

Reference Number	Functional Requirements	Response Y / N / C / T	Comments
C.159	<p>Retirement Adjustments: The solution provides a STRS/PERS Retirement Adjustment Screen for entering retirement adjustments after final submission of payroll. The ESUHSD has a screen where they can make adjustments through this screen that can impact final contribution dollars. Districts also have a screen to make retirement adjustments but cannot enter adjustments that would change final contribution dollars; therefore district adjustment feature has hard edit balancing to "\$0.00" change in entry prior to "save".</p>		
C.160	<p>Retirement Buyback Adjustments: The solution provides the ability to enter the retirement buyback one time for a certain number of periods determined by a countdown of the number of times to take the buyback. Buybacks with remaining periods roll forward to the next fiscal year and once the periods are exhausted the buyback is no longer taken.</p>		
C.161	<p>PERS Reporting: Must provide interface data necessary for PERS in output media and format suitable for transfer to PERS. Reports providing summary and detailed data in electronic and paper formats must be available. ESUHSD adjustment screen is required. Provides the capability for the ESUHSD to produce PERS contributions file.</p>		
C.162	<p>STRS Reporting: Provides interface data necessary for STRS, in output media and format suitable for transfer to STRS. Reports providing summary and detailed data in electronic and paper formats are available. ESUHSD adjustment screen is required. Provides the capability for the ESUHSD to produce consolidated STRS contributions file. Provides the capability for the ESUHSD to produce consolidated STRS Address file. Provides the capability for the ESUHSD to produce STRS Match file. Provides the capability for the district to produce a STRS Match file.</p>		
C.163	<p>STRS Reduced Workload: Solution accommodates STRS reduced workload calculations and reporting.</p>		
C.164	<p>Multiple Retirement Solution Warning: Solution provides a warning if an employee is in multiple retirement solutions (i.e. both STRS and PERS).</p>		
C.165	<p>Payroll Encumbering: The solution calculates and posts payroll encumbering for all salary and benefit costs with automatic adjustment of encumbrances when payroll is processed.</p>		
C.166	<p>Termination and Deletion Processes: There is a process for terminating employees from payroll with provisions to continue employer benefits, delete earnings and deductions that are no longer valid, stop direct deposit and stop future payments.</p>		
C.167	<p>Archiving and Storage: There is a method for archiving reports from payroll.</p>		

Appendix D ~ Vendor References

General Background:	
Client Name:	
District or County Office of Education:	
Phone Number:	
Address:	
Project Manager:	
Title:	
Phone:	
Email:	
Service Dates:	
Software Version:	
Summary of Project:	
Operating Budget:	
Duration of Project:	
No. of Employees:	

Project Scope	
	Please indicate functionality installed: Yes/No
General Ledger	
Budgeting	
Accounts Payable	
Accounts Receivable	
Purchasing	
Stores	
Fixed Assets	
Personnel	
Time & Attendance	
Benefits Administration	
Payroll	
Employee Self Service	
Position Control	
Personnel Requisitions	

Project Cost		
Hardware Cost	\$	-
Software Cost	\$	-
Implementation Services Cost	\$	-
Other Costs	\$	-
Total	\$	-