

Orange County ERP System - Requirement Traceability Matrix (CORE FUNCTIONS)

Req. ID	Count	Process Level 0 Name	Process Level 1 Name	Process Level 2 Name	Requirement Details	OC Yes/No	Vendor Response	Notes	System Component(s)	Software Module(s)	Test Case Number	Tested In	Implemented In	Verification	Additional Comments
FIN_001	1	Finance	Accounts Receivable	Customer Set Up	The system has the ability to use existing system data where it exists to establish customer profiles and leverages customer profile classes to group customers with business volume, and payment cycles. Customer class set up should accommodate information such as credit limits, payment terms, statement cycles, invoicing, discount information, finance charge amount limits and statements, dunning, and statements. The system should be flexible enough to accommodate user defined attributes specific to individual customer accounts and to integrate in real-time with the processing Continuous Linked Settlement (CLS) application. Workflow should be available for routing customer profile changes invoices and remaining customer balances and workflow must be configurable based on organization, department, amount and account.	Yes									
FIN_002	2	Finance	Accounts Receivable	Billing Management	The system has the ability to generate customer invoices based on the terms of the contract, (e.g., date, milestones, bulk buy discounts), contract billing, generate customer invoices based on an established processing time (e.g., 30 days), generate sales order invoices, and create recurring bills on a user-specified frequency where the amount may vary on each invoice. Workflow should be available for routing invoices for electronic approval and should have the ability to demonstrate the date that the invoice was sent to the customer. The system should be able to integrate sales order invoices with payable, receivables and inventory functionalities in real-time.	Yes									
FIN_003	3	Finance	Accounts Receivable	Billing Management	The system has the ability to create and preview a draft invoice, assign invoice numbers automatically or manually at invoice creation, add notes and or text to a single invoice or a group of invoices, process a single manual invoice, generate consolidated invoices where single sponsors fund multiple awards, process milestone invoices, calculate encumbrances, and create general ledger accounting entries. The system should be able to search invoices, edit invoice numbering and text through workflow and include detailed notes during approval or rejection in workflow (so that notes included with the invoice will be visible to all users). The system has the ability to check for duplicate invoice dates, invoice numbers and invoice text notes.	Yes									
FIN_004	4	Finance	Accounts Receivable	Billing Management	The system has the ability to credit bill and reverse the original invoice, copy invoices, reprint invoices, process sales order returns, send invoices electronically and identify electronic invoices not successfully transmitted, send email reminders to appropriate users when invoicing triggers are met, and upload external transactions from other source systems.	Yes									
FIN_005	5	Finance	Accounts Receivable	Billing Management	The system has the ability to create, print, and reprint individual monthly statements or consolidated customer statements and distribute these statements electronically.	Yes									
FIN_006	6	Finance	Accounts Receivable	Integration	The system has the ability to integrate in real-time with sales transactions, with accounts payable to process refunds (e.g., unidentified receipts), other relevant modules (e.g., Cash, GL, AP, BI, Projects), outside banking platforms and file sharing exchanges. This integration should be able to support bulk retail sales, vendor consignment, and usage based billing. This includes support of BAI file and data elements.	Yes									
FIN_007	7	Finance	Accounts Receivable	Cash Applications	The system has the ability to be a single source for processing Continuous Linked Settlement (CLS) prepayments (e.g., application fees), payments (e.g., checks, ACH), accept the various payment types (e.g., checks, cash, credit cards, direct deposit, one-time, repetitive), automatically update customer balances when the payment is received and create the general ledger accounting information. The system provides the ability to process and apply Lockbox files. The system has the ability to allow the entry of detailed receipt transactions for cash collected and then can automatically apply the receipts against appropriate AR balances or invoices. This includes support of BAI file and data elements.	Yes									
FIN_008	8	Finance	Accounts Receivable	Cash Applications	The system has the ability to automate the processing of all payment application scenarios (e.g., full payments, partial payments, overpayments, miscellaneous payments) and receipts not associated with a specific receivable (e.g., miscellaneous, non-AR cash), and customer / vendor netting. The system should be able to create chargebacks and credits, automatically apply payments to open items based on a user-specified set of system delivered rules (e.g., applying multiple invoices to open balance) and accommodate additional form of payment (e.g., manual check drop off, lockbox).	Yes									
FIN_009	9	Finance	Accounts Receivable	Cash Applications	The system has the ability to reconcile unapplied, misapplied and unidentified payments by recording and moving the deposit into a clarification account until it is resolved at a later time. The process is to be integrated with workflow that aligns with business needs.	Yes									
FIN_010	10	Finance	Accounts Receivable	Cash Applications	The system has the ability to process unidentified receipts and apply unidentified receipts to customer accounts. Workflow should be available for supervisory approval and customer notification once the unidentified receipt is approved.	Yes									
FIN_011	11	Finance	Accounts Receivable	Collections Management	The system has the ability to perform collection activity according to business rules, manually match payments to open balances, perform escalation and follow ups and produce analytical reporting of this process.	Yes									
FIN_012	12	Finance	Accounts Receivable	Collections Management	The system has the ability to send overdue letters to customer based on configuration settings, generate reports or return query results of invoices billed, paid, or voided within a user-defined timeframe, track customer communications using conversation functionality and document customer communication regarding an invoice and associate it with the specific invoice.	Yes									
FIN_013	13	Finance	Accounts Receivable	Collections Management	The system has the ability to generate reports or return query results of invoices billed, paid, or voided within a user-defined timeframe and apply a financing charge to a customer. The system provides for aged customer account balances with the aging periods defined by the users.	Yes									

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FIN_014	14	Finance	Accounts Receivable	Reporting & Analytics	The system has the ability to generate reports or return query results of invoices billed, paid, or voided within a user-defined timeframe through standard inquiry pages and reports that include detailed information for all payments within a deposit. The system provides an end user tool to select customer information, billing data, and receivables data based on various user defined criteria.	Yes												
FIN_015	15	Finance	Accounts Receivable	Reporting & Analytics	The system has the ability to perform an user-defined aging analysis of outstanding accounts receivable based upon user-defined aging buckets (e.g., 30, 60, 90, 120, greater than 120 days) using the original invoice date and current system date, a Days Sales Outstanding (DSO) report, an aging report by customer, and a revenue analysis.	Yes												
FIN_016	16	Finance	Accounts Receivable	Reporting & Analytics	The system has the ability to prepare revenue forecasting & analysis reports that can be forwarded electronically and include a workflow for the approval of these reports.	Yes												
FIN_017	17	Finance	Accounts Receivable	Reporting & Analytics	The system has the ability to track Accounts Receivable and Revenue KPIs based on business rules, and generate KPI reports, analytics and graphical presentations that can be uploaded to the dashboard reporting tool.	Yes												
FIN_018	18	Finance	Accounts Payable	Invoice Processing & Payment	The system has the ability to receive, validate, approve and post invoices that would include budget checking of funds prior to payment with override capability, and tracking of grant and project withdrawals. The system should support the ability to match the payables supporting documents (e.g., purchase requests converted to purchase orders), purchase order, voucher, receipt document (including fuel receipts) using three way matching, track retainage through general ledger codes that can be offset when payments are processed and book intercompany transactions automatically. The system should be able to add scan/ images of documents (including utilizing Optimal Character Recognition OCR) with the entry of an invoice, payment and other data entry points, support free form text fields and show as paid with payment cleared date. The system should also support advance payments for travel, the tracking of capital expenditures and direct fixed asset and construction in process postings, automate the recording of expenses and expenditure liabilities at receipt, and close accounts payable subledger independently of other subledgers or general ledger. A set of workflow processes that are configurable based on organization, department, amount and account should be available to support the routing of invoices for electronic approval.	Yes												
FIN_019	19	Finance	Accounts Payable	Invoice Processing & Payment	The system has the ability to manage invoice exceptions including the ability to flag a fund or vendor so that no payments can be disbursed and to manage accruals as receipts/invoices are entered but not paid.	Yes												
FIN_020	20	Finance	Accounts Payable	Invoice Processing & Payment	The system has the ability to consolidate invoices for payment and generate a payment file including ACH and wire payment files and the AP accounting entries to be distributed to the general ledger. The system should be able to generate Payee Positive Pay files in standard bank formats and generate a stop action for staff review and confirmation of the consolidation before routing for workflow approval.	Yes												
FIN_021	21	Finance	Accounts Payable	Invoice Processing & Payment	The system has the ability to provide for electronic invoice acceptance and posting via the vendor portal, XML, EDI, web services or other technology, including electronic signatures, and integrate with bank systems to provide access to banking records in real-time. Need to be able to handle large volume small dollar amount purchases with goods receipts being collected throughout various county agencies/locations.	Yes												
FIN_022	22	Finance	Accounts Payable	Invoice Processing & Payment	The system has the ability to allow for Return to Vendor (RTV) requests to be staged in the AP voucher data and supports invoice one-step reversals, cancellation or reversal of payments and unidentified receipts in a single step.	Yes												
FIN_023	23	Finance	Accounts Payable	Invoice Processing & Payment	The system has the ability to attach/view multiple document images to the check request record with drill down capability to initial source transaction/document and to support document imaging with an ability to attach electronic documents for review.	Yes												
FIN_024	24	Finance	Accounts Payable	Invoice Processing & Payment	The system has the ability for duplicate invoice checking for invoice number and supplier (vendor) identification (ID) number and to support invoice inquiries using multiple filter attributes. The system should be able to support the business rules and edits that guide invoice validation prior to submittal and inquiries through self-service for vendors (e.g., invoice payment status available on vendor portal).													
FIN_025	25	Finance	Accounts Payable	Invoice Processing & Payment	The system has the ability to ability to define a user definable accounting template to default standard transaction accounting such as accounts payable, freight, sales tax, and discount accounts and the calculation of net due date, discount due date, and discount amounts. Ability to mask SSN/EIN/Bank account and other confidential information. Ability to store sales permit and various ID numbers for vendors.	Yes												
FIN_026	26	Finance	Accounts Payable	Invoice Processing & Payment	The system has the ability to allow for a global defaulted payment terms that could be driven from the invoice date (e.g., payment methods, payment bank accounts) and supports discounts, down payments, partial payments and payments being held.	Yes												
FIN_027	27	Finance	Accounts Payable	Invoice Processing & Payment	The system has the ability to import and consolidate trustfund, petty cash, and warfare reportable payment to the 1099 and generate all 1099 forms and IRS files (e.g., MISC, INT, S) complaint with current and on-going IRS standards, either in mass or on demand. This ability should include system-generated 1099 forms that are editable and/or adjustable.	Yes												
FIN_028	28	Finance	Accounts Payable	Travel & Expense	The system has the ability to pay expenses used by travel cards of travel related car usage via AP with workflow options (e.g., ability to apply rules / logic-based rules and route expenses differently) and expense entry method using installation / setup options. The system should be able to support a dynamic workflow configuration process that allows authorized business users to make changes in business rules (e.g., dollar thresholds, approvers) that can then be approved.	Yes												
FIN_29	29	Finance	Accounts Payable	Reporting	The system has the ability to access and configure standard and ad hoc Accounts Payable (AP) reporting, such as Trial Balance, Open Payables, Aging, Cash Requirements, AP Exception, Match Audit, Pre-Check Register, 1099s, Payment Register, Invoices on Hold Report, Invoices paid for a vendor or multiple vendors during a specific time frame including payment information, GL account information and purchase order number. This reporting should include the generation of vendor notifications for ACH payments including payment advice slips.	Yes												

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FIN_030	30	Finance	Accounts Payable	Reporting	The system has the ability to generate an on-demand reports that support spend reporting and analysis (e.g., account totals by Journal ID, AP/GL Open Liabilities, Supplier Open Liabilities, RNI (received but not invoiced), released and unreleased invoices, payments created during a specific Pay Run Date--Check Register), and to support service level agreement (SLA) reporting and analysis	Yes																
FIN_031	31	Finance	Accounts Payable	P Card Administration	The system has the ability to manage procurement card (P Card) set up, P Card expenditure business rules, administration and reporting.	Yes																
FIN_032	32	Finance	Accounts Payable	P Card Administration	The system has the ability to manage procurement card (P Card) transactions and to provide P Card transaction analysis. Ability to attach receipts, reconcile credit card transactions, workflow approval process, reject partial payments.	Yes																
FIN_033	33	Finance	Trust Payments	Trust Payments	The system has the ability to integrate with various sub-systems to facilitate, track and record trust payments. Trust payments are monies that the County holds in	Yes																
FIN_034	34	Finance	Travel and Expense	Expense Management	The system has the ability for employees to initiate reimbursement for their travel or business expenses using the system or accessing through a Smartphone application, easily access expense policies at the time of expense entry, support expense report preparation through "how-to" or "help" features, support expense report preparation through mileage calculators, per diem tables and location calculators that leverage locations and booking tools, meet GSA and IRS mileage and expense requirements, delegate another user to process an expense report on another's behalf, split expenses on the expense report to different accounting codes, and review expenses through workflow options (e.g., apply business rules / logic-based rules and route expenses differently, expense classifications requiring special approvals).The system should be able to provide user-defined fields, allow configurable notifications, and link and attach relevant documents to the workflow process.	Yes																
FIN_035	35	Finance	Travel and Expense	Expense Management	The system has the ability to link a booking tool (e.g., American Express, Priceline, Booking Buddy) to pull travel reservation data and assist with completion of the pre-authorization travel requisition form using this reservation information. The system should be able to support the initiation and approval of a pre-authorization travel requisition form through workflow options that establish cost estimates relating to hotel and airfare reservations that is linked to the employee traveling.	No																
FIN_036	36	Finance	Travel and Expense	Expense Management	The system has the ability to define expense types and link types to default account numbers, automate expense management interface with general ledger with drill down drill down capabilities to view travel/expense details, enable per diem expenses, attach electronic receipts, and support spending limits / controls for business travel (e.g., hotel limits, meal limits, gift cards, alcohol) with hard and soft stops.	Yes																
FIN_037	37	Finance	Travel and Expense	Expense Management	The system has the ability to detect duplicate expense submissions (e.g., duplicate flights in multiple expense reports) and to audit expense reports with sorting and filtering capabilities	Yes																
FIN_038	38	Finance	Travel and Expense	Expense Management	The system has the ability for an integrated employee expense audit function in real-time to review employee expenses and payments. This audit function should be supported by system reporting and analytical capabilities.	Yes																
FIN_039	39	Finance	Travel and Expense	Integration	The system has the ability to integrate real-time with the Accounts Payable module to automate the process of paying employees for non P-Card expenses (e.g., per diem).	Yes																
FIN_040	40	Finance	Travel and Expense	Integration	The system has the ability to integrate real-time with travel partner vendors to reserve and book employee travel reservations (e.g., Orbitz, Expedia) and import information from travel agencies (e.g., American Express).	No																
FIN_041	41	Finance	Travel and Expense	Integration	The system has the ability to define employee bank accounts for employee reimbursements and the reimbursement payment methods in real-time for employees or non-employees (e.g., contactors) to include direct deposit, ACH or system check.	Yes																
FIN_042	42	Finance	Travel and Expense	Reporting	The system has the ability to generate a recurring report that shows the details and summary for expense report transactions.	Yes																
FIN_043	43	Finance	Travel and Expense	Reporting	The system has the ability for employees to query on the status of their pending travel reimbursements (including status of workflow approval) and view expense report details and status in a display-only mode.	Yes																
FIN_044	44	Finance	Travel and Expense	P-Card Administration	The system has the ability to manage P-Card set up, P-Card expenditure business rules, administration and reporting and the capability to validate GL account, expense type and budget at the time of entry.	Yes																
FIN_045	45	Finance	Travel and Expense	P-Card Administration	The system has the ability to approve and reconcile P card transactions and to provide P-Card transaction analysis	Yes																
FIN_046	46	Finance	Travel and Expense	P-Card Administration	The system has the ability to integrate real-time with P-Card provider to automatically import and reconcile card transactions and expenses	Yes																
FIN_047	47	Finance	Cash Applications	Payment Processing	The system has the ability to be a single source for processing one-time and repetitive payments (e.g., checks, bank transfers, wire transfers, lockboxes, external system integrations), automatically updating customer balances when the payment is received and creating the accounting information to be passed to the general ledger in real-time.	Yes																
FIN_048	48	Finance	Cash Applications	Payment Processing	The system has the ability to automate the journal entries upon invoicing / receipt of payment and create tagging rules with override capability by user, bank account, or overall system to direct where the cash transactions are posted to the general ledger.	Yes																
FIN_049	49	Finance	Cash Applications	Payment Processing	The system has the ability to automatically post all transfers to a system cash worksheet, with identification numbers for tracking and reconciliation purposes. This system cash sheet should facilitate reconciliation of wire and ACH transactions back to the system.	Yes																
FIN_050	50	Finance	Cash Applications	Payment Processing	The system has the ability to provide security procedures for funds transfer initiation input, approval, release and alert notifications for funds transfers pending approval, arriving wire transfers, or rejected wire transfers.	Yes																
FIN_051	51	Finance	Cash Applications	Payment Processing	The system has the ability to provide a list of daily, weekly, monthly wire transfers including dates, general ledger numbers, account names, support documentation, amount of funds that can be exported.	Yes																
FIN_052	52	Finance	Cash Applications	Payment Processing	The system has the ability to attach and link documents to miscellaneous cash transactions and record / deposit unidentified payments to a clarification account for later application.	Yes																
FIN_053	53	Finance	Cash Applications	Payment Processing	The system has the ability to book accruals at month-end for cash transactions that occur at the beginning of the following month.	Yes																
FIN_054	54	Finance	Cash Applications	Payment Integration	The system has the ability to integrate cash management and the Accounts Receivable module with other relevant modules in real-time (e.g., Cash, General Ledger, Accounts Payable, BI, Grants, Projects).	Yes																
FIN_055	55	Finance	Cash Applications	Payment Integration	The system has the ability to integrate in real-time with point of sales systems to enable automated cash reconciliations.	No																
FIN_056	56	Finance	Cash Applications	Reconcile Payments	The system allows users to query the cash receipt source and receipt class.	Yes																

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FIN_057	57	Finance	Cash Applications	Reconcile Payments	The system has an ability to perform automated three way match reconciliations between the general ledger and bank account through a daily reconciliation process and to match up credit card fund receipts to reports/information obtained from the credit card merchant provider's system.	Yes													
FIN_058	58	Finance	Cash Applications	Reconcile Payments	The system has the ability to support the automated preparation and completion of the monthly bank reconciliation after month-end close is completed with user-defined reconciliation reports available for this process.	Yes													
FIN_059	59	Finance	Cash Applications	Reconcile Payments	The system has the ability to interface with core account reconciliation systems to upload the reconciliation work directly into the system. The system should be able to support bank and cash reconciliations (e.g. reconciliation tool).	Yes													
FIN_060	60	Finance	Budget	Budget Planning and Forecasting	The system has the ability to link budgeting models with specific financial targets and dollar amounts from the strategic/financial plan by divisions, departments, service lines, cost centers, and standard other cost categories so that the budget can be used for comparison against actual results. The system should support version control, calculation capabilities and business rules engine functionality that can pre-populate or seed these budgeting models.	Yes													
FIN_061	61	Finance	Budget	Budget Planning and Forecasting	The system has the ability to copy volumes, rates, and amounts from prior years or other scenarios, and refresh budget forecasts for revenue, workforce, capital project, expense, balance sheet & cash flow changes, including the analysis of multiple budget scenarios simultaneously and loading of headcount "targets" and "vacancy factors."	Yes													
FIN_062	62	Finance	Budget	Budget Planning and Forecasting	The system has the ability to integrate with project management functionality and to be able to prioritize projects based on various budget indicators	Yes													
FIN_063	63	Finance	Budget	Budget Development	The system has the ability to support departmental / user budget development that provides user-friendly input processes (e.g., budget input forms, Excel-like data entry, user dashboards), and allocate budget across cost centers, service lines, divisions, departments, other standard cost categories, projects and grants based on new or updated revenue projections / salary projections / budget figures. This budget allocation process should accommodate changing business requirements and regulatory needs. The system should be able to have budget development calendar capabilities and allow end-users to input comments relating to each budget, capital improvement plan, or operational line accordingly.	Yes													
FIN_064	64	Finance	Budget	Budget Development	The system has the ability for top down and bottom up, variable / fixed budgeting and zero based budgeting approaches. Ability to drill into prior year expenses when working within cost center GL (bottom up) and detail reconciles to the total.	Yes													
FIN_065	65	Finance	Budget	Budget Development	The system has the ability to adjust budgets and budget line items and set up budget limits during budget development, with accompanying workflow approvals and notifications' system should also support rolling forecast processes based on business requirements (e.g., ability to forecast a rolling fixed number of periods)	Yes													
FIN_066	66	Finance	Budget	Budget Development	The system has the ability to generate and manage multi-year budgets that may be saved and stored for future use and analysis, including the ability to generate multiped simultaneous "budget scenarios" and "what if" analysis.	Yes													
FIN_067	67	Finance	Budget	Budget Management	The system has the ability for end users and department heads (budget managers) to review and the preliminary budget online, suggest or submit balanced budget transfer requests (e.g., decrease in another budget to increase a budget line) and make changes within designated workflow that are immediately calculated and viewable. The system should be able to provide an interface to upload budget transfers in an automated feature as well as being able to make manual adjustments as necessary.	Yes													
FIN_068	68	Finance	Budget	Budget Management	The system has the ability to track the current status of budgets vs. actuals from the budget inception date until the data is achieved, establish budget limits on account categories (e.g., salary/benefit lines, operational support lines, projects), track changes to budget (e.g., time/date of change, person making change) for up to 5 years after event, provide an audit log of changes, and require justification when changes are made manually by user over a certain dollar or %.	Yes													
FIN_069	69	Finance	Budget	Budget Management	The system has the ability to allow end-users to input budget narratives and ability to add text.	Yes													
FIN_070	70	Finance	Budget	Budget Management	The system has the ability to track and manage encumbrance amounts (including amounts that may cross a fiscal year) and applicable controls, such as budget stops and limits per business rules to facilitate the accrual process.	Yes													
FIN_071	71	Finance	Budget	Budget Management	The system has the ability to track fund balances, cost allocation model for operating costs and revenue, and FTE charts.	Yes													
FIN_072	72	Finance	Budget	Budget Integration	The system has the ability for seamless integration in real-time to other systems / applications across the business environment (e.g., procurement, project management, inventory management, fixed assets, HR, and Payroll)	No													
FIN_073	73	Finance	Budget	Budget Reporting	The system has the ability to provide a mid-cycle projection reporting tool to determine how the month and the year will end, based on various volume assumptions and allow operational management to perform what-if-analysis to determine where adjustments can be made to improve monthly results.	Yes													
FIN_074	74	Finance	Budget	Budget Reporting	The system has the ability to drill down from high-level overall budget vs actuals, for any time period, into financial statement lines, then into cost centers, then into GL lines, then into actual data populated, and then into invoice / receiving / PO detail.	Yes													
FIN_075	75	Finance	Budget	Budget Reporting	The system has the ability to generate monthly progress reports in the system that can be electronically routed for review.	Yes													
FIN_076	76	Finance	Budget	Budget Reporting	The system has the ability to provide a current (weekly, mid-week, mid-month) executive dashboard showing actual vs. budgeted results for any area that management wants to track. The system should be able to create a budget book within the system and be able to export, publish and post the budget book.	Yes													
FIN_077	77	Finance	Budget	Capital Budget Planning and Forecasting	The system has the ability to provide a capital budgeting system with a single point of entry for all annual capital budgeting requests that is integrated in real-time with the Operating Budget and Long Range Planning (20 years) that includes additional periods (e.g., one year).	Yes													
FIN_078	78	Finance	Budget	Capital Budget Planning and Forecasting	The system has the ability to allow budgets to be available for more than one year (carry forward) and support multi-year budgets and multi-funding pools.	Yes													

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FIN_079	79	Finance	Budget	Capital Budget Management	The system has the ability to allow for designated users to manage, monitor, and support the Capital Budget request process on a single, unified platform through an easy-to-use single point of entry interface with simple data entry capabilities for Capital Budget Requests (Identify, Define, Estimate, Prioritize, etc.), including "what if" analysis, capital project lists and prioritizations.	Yes													
FIN_080	80	Finance	Budget	Capital Budget Management	The system has the ability to track actual capital spending by project vs. budget from inception date, configure business rules for capital vs. non-capital assets (e.g., strategic vs. routine), enter up-to-date project forecasts and provide analytic features to manage Capital Budgeting (e.g. real-time metrics and reports, configurable dashboards)	Yes													
FIN_081	81	Finance	Planning	Review & Develop Strategic Plan	The system has the ability to perform strategic analysis by aggregating and organizing data that is spread across independent departments and provide processes for the review & refinement of stakeholder expectations. The system should be able to set multi-year targets and a long range (20 year) financial plan derived from the strategic plan.	Yes													
FIN_082	82	Finance	Planning	Review & Develop Strategic Plan	The system has the ability to develop baseline strategic objectives and drivers to assist with the creation of modeling scenarios through various metrics (e.g., service levels, the number of routes, the number of buses, number of hours, purchased transportation (hours) with fuel (mile per hour)). These strategic objectives should drive the development of KPIs to measure the achievement of strategy.	No													
FIN_083	83	Finance	Planning	Review & Develop Strategic Plan	The system has the ability to include predictive analytics (e.g., market, competitor, macro-economic) as an integral part of the strategy setting process so that strategic decisions are supported by this analysis. The system should be able to accept / access external data (e.g., market data) to be included in this predictive analysis.	No													
FIN_084	84	Finance	Planning	Review & Develop Strategic Plan	The system has the ability to implement a rolling forecast design that allows for a continuous focus on the business and creates a streamlined process that drives accuracy and shifts from added activities (such as the budget) to more strategic and analytic types of activities. These rolling forecasts should include succession plans for key County resources.	No													
FIN_085	85	Finance	Planning	Review & Develop Strategic Plan	The system has the ability to distribute data driven insights for the business to action and facilitate meetings with business partners to consolidate business inputs.	No													
FIN_086	86	Finance	Planning	Review & Develop Strategic Plan	The system has the ability to track fund balances, cost allocation model for operating costs and revenue, FTE charts, and payroll / HR	Yes													
FIN_087	87	Finance	Planning	Operational Plans	The system has the ability to provide standard templates for the development of revenue, workforce, capital and project plans that can be presented to executive stakeholders for formal review and approval. These system templates should be able to incorporate financial and volume data, quantity x price, fixed price, purchased transportation/ fuel and variable prices.	No													
FIN_088	88	Finance	Planning	Operational Plans	The system has the ability to provide real-time plan alignment by integrating operational and project details (e.g., capital, expense, labor) for transactional details and linking to forecast models by business unit / department, segment, product or appropriate forecast unit.	No													
FIN_089	89	Finance	Planning	Integration	The system has the ability to provide real-time integration between capital / grant plans and operational / long range plans. The system should be able to project capital plan prioritizations (e.g., spending scenarios), and formulate financial constraints.	No													
FIN_090	90	Finance	Planning	Performance Reporting	The system has the ability to support performance reporting through the generation of automated variance notifications, based upon established thresholds, and using multiple communication channels.	Yes													
FIN_091	91	Finance	Planning	Performance Reporting	The system has the ability to provide a concise, up-to-date layout of performance metrics that track progress towards strategic goals and objectives. This layout should contain both numerical and graphical formats along with metrics across multiple factors including financial, operational, workforce and customers.	Yes													
FIN_092	92	Finance	Planning	Performance Reporting	The system has the ability to provide authorized end-users with self-service access to prebuilt standard performance reports, KPI's, user-defined dashboards and ad hoc reporting to simplify access to this information.	Yes													
FIN_093	93	Finance	General Ledger	System Governance	The system has the ability to retain a common chart of account structure for use in consolidated reporting, track changes to the chart of accounts, store reasons for the change, maintain records of historical chart of accounts and provide shortcuts for data entry of chart of account information. The system is able to incorporate attributes determined by Orange County (e.g., subledger accounts that should not be posted manually), and the system is able to block an account for posting. The system has the ability to have multiple/ unlimited user defined categories within the master data. The system is able to post Journal Entries automatically based on subledger transaction type and other criteria as determined by Orange County. The system is able to allow users to create validation rules for posting transaction header and detail level, as well as create substitution rules accordingly. Additional rules for subledger posting should be able to be configurable for automatic posting. The system should be able to meet regulatory requirements, including other guidelines for accounting, within the chart of accounts structure, provide approval capabilities for establishing chart of account values and initiate workflow approval for any new segments.	Yes													
FIN_094	94	Finance	General Ledger	System Governance	The system has the ability to support the governmental basis of accounting (e.g., cash basis, budget basis, modified accrual basis, accrual basis) and maintain data capture and reporting standards to meet new GASB statements at their effective date per GASB. The system should be able to support the government's cash flow projections for revenues and expenditures for any governmental, proprietary or fiduciary fund.	Yes													
FIN_095	95	Finance	General Ledger	System Governance	The system has the ability to provide "invoiced not received" reporting for exception matching and "receipts not invoiced" reporting for accruals.	Yes													
FIN_096	96	Finance	General Ledger	Technical Accounting	The system has the ability to support encumbrance accounting during the procurement cycle (pre-encumbrance, encumbrance, expenditure/expense), and the cancellation/reversal of outstanding encumbrance that is no longer needed/used by the departments.	Yes													
FIN_097	97	Finance	General Ledger	Technical Accounting	The system has the ability to provide for flexible closing rules based upon specific accounting segments (e.g., intercompany, projects, grants)	Yes													
FIN_098	98	Finance	General Ledger	Technical Accounting	The system has the ability to provide real-time integration between AP and GL, AR and GL, Fixed Assets and GL, Project Management and GL, Grants Management and GL, Inventory and GL, Cash Management / Treasury and GL and the Payroll module and GL.	Yes													

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FIN_099	99	Finance	General Ledger	Period End Reporting	The system has the ability to create reconciliation reports for data feeds from other systems (e.g., banking systems, credit card payment processors), support and balance intercompany reconciliations and automate account reconciliations. The system should be able to support auto reconciliation of accounts and supporting workflow.	Yes												
FIN_100	100	Finance	General Ledger	Period End Reporting	The system has the ability to prepare external reports like the 13th month income statement for financial statements. The system has the ability to run multi-year trial balances and trial balances at the fund level.	Yes												
FIN_101	101	Finance	General Ledger	Period End Reporting	The system has the ability to run pre-defined materiality thresholds for use in variance analysis reports and compare financial data across ledgers with delivered variance reporting.	Yes												
FIN_102	102	Finance	General Ledger	Period End Reporting	The system has the ability to produce configurable management reports for standard variance analysis, run rate/trend analysis, and actual compared to prior month and support configurable attributes for the purposes of tracking and generating financial reports.	Yes												
FIN_103	103	Finance	General Ledger	Period End Reporting	The system has the ability for users to perform quick user created system queries through ad hoc reporting by selecting values from multiple dimensions (self-service analytics). User access is limited to data sets (e.g., departments, operating units) based on security rules.	Yes												
FIN_104	104	Finance	General Ledger	Period End Reporting	The system has the ability to have subtotals on reports, show only subtotal on reports, generate a report by business unit with deficits, configure and group general ledger accounts from one COA section to another for reporting purposes, run financial statements at any period of time for any fiscal year including current fiscal year, distribute financial reports to a pre-defined distribution list and automatically e-mail or notify of year-to-date financials to departments / executive management.	Yes												
FIN_105	105	Finance	General Ledger	Period End Reporting	The system has the ability to provide the following financial statements: Detailed Trial Balance, Consolidated Financial Statements, Chart of Accounts Reports, General Ledger Reports, Income Statements with a user defined start and end date, Revenue Reports, Cash Flow Reports and Balance Sheets. The system should also be able to produce basic statements of the Annual Comprehensive Financial Report(ACFR) and external reports like the 13th month income statement for financial statements. The system is able to produce ending account balance by period for all reports. The system will be able to run multiple years simultaneously.	Yes												
FIN_106	106	Finance	General Ledger	Period End Reporting	The system has the ability to inquire on journal entries using a delivered page and to inquire on specific ledgers for ledger activity and balances. The system should be able to create and manage a period-end close calendar and checklist with task dependencies (including hotlinks and drill-down capabilities to see dependencies) with the ability for escalation that is part of the workflow. The calendar can be viewed comprehensively. The system should be able to produce driven dates that can be reported in a dashboard or by email. The system is able to track changes made by user.	Yes												
FIN_107	107	Finance	General Ledger	General Ledger Close	The system has the ability to support fiscal year adjusting period outside of core 12 month fiscal cycle (e.g., 13 periods).	Yes												
FIN_108	108	Finance	General Ledger	General Ledger Close	The system has the ability to see "available balance" of any revenue, expenditure, or expense GL account (including unposted, posted, encumbered, and year-to-date).	Yes												
FIN_109	109	Finance	General Ledger	General Ledger Close	The system has the ability to compare amounts in the general ledger accounts with the amounts in the related subsidiary records and create reports for those accounts that are out of balance. The system should also provide an option to not allow for ledgers / sub-ledgers to be out of balance and validate a chart of account string for all financial transactions.	Yes												
FIN_110	110	Finance	General Ledger	General Ledger Close	The system has the ability to create and capture audit trails on additions / changes / deletions of financial transactions based on user defined key fields (configurable to organizational specifications).	Yes												
FIN_111	111	Finance	General Ledger	General Ledger Close	The system has the ability to accommodate prior period and prior year adjustments, with the ability to secure and lock down these adjustments. The user needs to be able to update Net Position / Fund Balance Equity and re-run the close process.	Yes												
FIN_112	112	Finance	General Ledger	General Ledger Close	The system has the ability to allocate General Ledger account balances to non-General Ledger attributes (e.g. interest income to multiple investments), allow the user to define a default allocation method that will be applied to all transactions in the allocation pool, derive allocation calculations using sub-ledger data points, validate allocation calculations through multi-step process, and retain allocation maintenance tasks in the system (e.g., update allocations, rerun allocations).	No												
FIN_113	113	Finance	General Ledger	General Ledger Close	The system has the ability to create allocations that can be recorded down to any segment of the Chart of Accounts and then create journal entries automatically as result of these allocations, create journal entries automatically as a result of allocations, schedule and automatically execute an allocation based on specified dates, and programmatically generate allocations based on statistics (i.e. headcount or revenue).	Yes												
FIN_114	114	Finance	General Ledger	General Ledger Close	The system has the ability to generate year-end closing entries which zero out all revenue and expense/expenditure accounts, posts the net loss / gain to Net Position/Fund Balance, and carries forward the balance on balance sheet accounts.	Yes												
FIN_115	115	Finance	General Ledger	Pre Close Activities	The system has the ability to perform on-line "drill downs" from general ledger summary balances to detail transactions and referenced documents.	Yes												
FIN_116	116	Finance	General Ledger	Pre Close Activities	The system has the ability to close modules/ledgers (including multiple ledgers simultaneously) at pre-defined times while others remain open for period processing (e.g., close AP prior to closing GL) and to process manual journal entry adjustments to any open accounting period. The system should be able to manage the month-end close process so that account balances at month end are balanced and adjusted and reports produced that are representative of the County's true financial position.	Yes												
FIN_117	117	Finance	General Ledger	Pre Close Activities	The system has the ability to automatically create balancing journal entries by business unit, audit journal transactions by person, date, and time, enter journal entries by statistical accounts/codes, provide comments detailing the error at transaction line level for lines in error in a journal (transaction attributes).	Yes												
FIN_118	118	Finance	General Ledger	Pre Close Activities	The system has the ability to allow for journal entries to be reversed (e.g., posted in error), journal entries to be deleted if not posted to the general ledger accordingly, and prevent journal entries from being deleted if the journal once posted to the general ledger. The system should be able to validate journal entries for accuracy as they are entered based on business rules.	Yes												
FIN_119	119	Finance	General Ledger	Pre Close Activities	The system is able to provide users with notifications when there are journal entries pending for their review.	Yes												

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FIN_120	120	Finance	General Ledger	Pre Close Activities	The system has the ability to automatically initiate, monitor, notify, reroute and secure approval of transactions within the JE approval workflow based on business rules (e.g., journal entry type, specified amount, relevant manager. The journal entry should post after the final approval. These workflows should enforce approval hierarchy, allow reclassification requests for journals already posted and automatically escalate JE approval workflow based on time periods or other business rules. This workflow should provide journal entry approvals notifications by email and via worklist.	Yes												
FIN_121	121	Finance	General Ledger	Pre Close Activities	The system has the ability to upload journal entries from flat files or from spreadsheets (e.g., Excel) subject to the same validation requirements. The system should be able to provide templates that support copy and paste capabilities.	Yes												
FIN_122	122	Finance	General Ledger	Pre Close Activities	The system has the ability to save JEs in a pending status, save documents descriptions and JE initiators within the JE, attach supporting documents and notes, copy JEs from current / prior period JEs and to accept JE requests from users outside of the designated departments. The system is able to provide users access to attachments before JE's have been approved to post. The system should be able to post JEs with a reference number to allow for cross referencing when the JE is regarding a grant and support journal entry categories to sort entries or search of entries under specific identifiers.	Yes												
FIN_123	123	Finance	General Ledger	Pre Close Activities	The system has the ability to support journal entry (JE) processing including manual JEs, recurring JEs, automatically recorded JEs, top-side JEs, JE allocations based on specific dates, JE reversals and auto-reversals, JE templates and JE scheduling, and requires both debit/credit for each journal entry (e.g., preventing one-sided entries). Journal entry capabilities should also include statutory entries.	Yes												
FIN_124	124	Finance	General Ledger	Pre Close Activities	The system has the ability to determine which journal entries have not been interfaced and posted from the sub modules to the general ledger (GL).	Yes												
FIN_125	125	Finance	Fixed Assets	Asset Creation	The system has the ability to create a fixed asset, assign a unique asset number to a single item or multiple items purchased, perform cost adjustments, split single asset between multiple funds and departments, establish a location and category and perform other standard fixed asset accounting procedures (e.g., depreciation, retirement, disposition, transfer). The system has the ability to send the created asset into workflow once created. The system should be able to accumulate all costs of a project, create an asset or multiple assets from these costs (e.g., a transit center can have IT equipment, amenities, station, security equipment groups with different GL accounts), split costs between different fixed assets, associate all capitalized costs with the construction or purchase/acquisition of an asset (e.g., capitalized assets at project completion) and capture related accounting transactions for posting to the general ledger without manual intervention.	Yes												
FIN_126	126	Finance	Fixed Assets	Asset Creation	The system has the ability to consolidate multiple detail lines into a single asset or conversely to split a single detail line into multiple assets during the real-time integration from either the procure to pay or project costing processes into assets when creating a new asset. The system should be able to capitalize non-asset spend on the General Ledger to an asset and provide / display the them within project category codes. The system flag the asset as ready to be placed in service or occupied by placing the new created asset into workflow.	Yes												
FIN_127	127	Finance	Fixed Assets	Asset Creation	The system has the ability to transfer asset invoice / expense claims from Accounts Payable directly to an asset (if in service) or to an asset shell expenditure (if not placed in service) with subsidiary ledger (subledger) transactions flowing from subledger to the GL, create the asset and acquire asset (from asset clearing to asset balance sheet account). The system should be able to transfer project related invoices directly into a balance sheet account so costs can be accumulated or to an asset shell.	Yes												
FIN_128	128	Finance	Fixed Assets	Asset Creation	The system has the ability to identify if a new asset is a replacement for an existing asset and create a parent asset with multiple child assets linked to it through a message indicator prompted by the system (predictive tool), asking the end-user to confirm if the asset is a new or a replacement. (e.g., building with other assets like HVAC systems).	Yes												
FIN_129	129	Finance	Fixed Assets	Asset Creation	The system has the ability to track and differentiate between purchased assets and leased assets and to track the funding sources (e.g., bonds, grant sources) used for these purchases	Yes												
FIN_130	130	Finance	Fixed Assets	Asset Creation	The system has the ability to provide real-time integration from other system modules (e.g., Projects, Grants, Accounts Payable, Procurement, AR, etc.) as well from other external applications as necessary. This integration should allow the creation of a new asset, the deposition of an asset, the ability to add additional costs to an existing asset at any time during the project or grant life cycle, and capture public-private and public-public partnership arrangements as fixed assets	Yes												
FIN_131	131		Fixed Assets	Asset Creation	The system allows a place in service date any time during the fiscal year, regardless of the period is open or close including prior Fiscal years.	Yes												
FIN_132	132	Finance	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to calculate depreciation based upon the asset profile, depreciation method (e.g., straight-line), useful life to include useful life in partial years and process preliminary or final depreciation through on-line/on demand or batch processes that charges charge depreciation automatically to cost centers in the general ledger. The system should also be able to align depreciation rates with statutory rates and in compliance with regulations/MOUs. The system should be able to perform a depreciation simulation and have one-step reversals.	Yes												
FIN_133	133	Finance	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to define a standard depreciation area in support of varying depreciation requirements (e.g., GAAP) and forecast / simulate depreciation expense, using various depreciation conventions, by asset types.	Yes												
FIN_134	134	Finance	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to use system templates to support asset transfer between departments (cost centers) and to track and reconcile assets with scannable asset tag number printed from the system based on class.	Yes												
FIN_135	135	Finance	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to generate either financial reports or memos to the general ledger to reflect the financial impact of asset dispositions and should automatically compute the gain/loss associated with a disposal/trade-in.	Yes												
FIN_136	136	Finance	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to reinstate and retire assets, including tracking of asset disposal.	Yes												

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FIN_137	137	Finance	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to provide automatic posting of general ledger journal entries, year-end closing entries for proprietary funds, post asset accounting entries with required approvals secured through workflow and post general ledger journal entries once fixed asset write-down has been calculated and approval granted. The automated posting capabilities for general ledger journal entries should include transactions based on a write-down calculation and required approvals. The system should be able to provide alert notifications through workflow and incorporate error notifications as well.	Yes													
FIN_138	138	Finance	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to track an asset at the location level so that any asset ownership transfers are reflected in the General Ledger and the asset location is tracked in the Fixed Asset Module. The system should be able to track any asset movements by fixed asset, by location and by date with the history of the movement of assets retained in the system that can also accommodate gain / loss calculations if required.	Yes													
FIN_139	139	Finance	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to create a schedule and integrate lease payments through Accounts Payable in real-time.	Yes													
FIN_140	140	Finance	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to categorize codes for asset disposition, retire an asset containing multiple asset components with individual asset numbers and track disposal values.	Yes													
FIN_141	141	Finance	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to provide automated identification of assets at end of useful lives and ready for retirement including an approval process supported by report / query generation capability (e.g., verification of assets ready to be retired) that includes a notification on the status of the asset (e.g., pending action).	Yes													
FIN_142	142	Finance	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to conduct specific transactions on a large group of assets such as recategorization, retirement and to track and retire assets on a mass scale by distinguishing assets by asset class.	Yes													
FIN_143	143	Finance	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to provide identifiable asset records to match asset to be retired and a calculation tool to determine net book value.	Yes													
FIN_144	144	Finance	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to provide system template forms to standardize manual asset retirement requests from business units that do not require access to the fixed assets module.	Yes													
FIN_145	145	Finance	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to create accounting entries for additions, adjustments, impairments and transfers with required approvals and to account for any cash on Sale of Disposed/Retired Assets.	Yes													
FIN_146	146	Finance	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to provide identifiable asset records to match asset to be impaired and calculation tools to assess fair market value of the asset to be impaired.	Yes													
FIN_147	147	Finance	Fixed Assets	Depreciation, Retirement, Impairment & Adjustments	The system has the ability to transfer assets from one fund to another (e.g., restricted, non-restricted) with cumulative depreciation records to flow to these funds.	Yes													
FIN_148	148	Finance	Fixed Assets	Period End Close	The system has the ability to produce standard asset management reports (both "as reported" and "pro forma") that can be sorted and filtered by one or more designated user defined criteria (e.g., Asset Details By Location, Asset Acquisition, Asset Net Book Value, Statement of Changes in Net Assets, Balance Sheet, Income Statement, actual/planned Project Reports).	Yes													
FIN_149	149	Finance	Fixed Assets	Period End Close	The system has the ability to produce fixed asset reports for leased assets that include lease holding information, lease expirations, and asset retirements / end of service.	Yes													
FIN_150	150	Finance	Fixed Assets	Period End Close	The system has the ability to account for fixed assets that are fully depreciated, but still need to be shown internally and assets which are not fixed assets (e.g., computers, printers, file cabinets) with the same level of detail.	Yes													
FIN_151	151	Finance	Fixed Assets	Period End Close	The system has the ability to provide standard reporting templates and on-line inquiry for the fixed assets sub-ledger that provides life-to-date balances and transactions based on project / asset start and end dates. These templates should allow users to easily update or add information to meet reporting requirements. The system should be able to support this capability in the fixed assets module as well as in the project management and accounting module.	Yes													
FIN_152	152	Finance	Fixed Assets	Period End Close	The system has the ability to allow the designated user to report / query off project hierarchy. The system should be able to support this capability in the fixed assets module as well as in the project management and accounting module.	Yes													
FIN_153	153	Finance	Fixed Assets	Period End Close	The system has the ability to create and track detail closing activities (internal and external to ERP) with task description, task process steps, task requirements, supporting task information (e.g., process definition, accounting policies, procedures), task pre-requisites, task begin time, task duration, task end time, task owner(s), required task attachments, task completion time / data. The system should be able to provide views through configurable dashboards that would accommodate the tracking of assets against projects.	Yes													
FIN_154	154	Finance	Fixed Assets	Period End Close	The system has the ability to provide analysis and reporting capabilities that enables management to proactively monitor and measure fixed assets from financial and non-financial perspectives. Designated users should have real time access to identify and track Key Performance Indicators (KPIs) throughout fixed asset processes.	Yes													
FIN_155	155	Finance	Fixed Assets	Period End Close	The system has the ability to close the Fixed Asset subsidiary module to the General Ledger module electronically at the user and transaction levels and to automatically generate a gain / (loss) transaction based on the changed status of any assets.	Yes													
FIN_156	156	Finance	Fixed Assets	Period End Close	The system has the ability to support full compliance with GASB 94 fixed assets reporting (audit support and financial statement schedules) and roll forward balances / perform year-end close while tracking multi-year expenditures and keep track of prior year asset expenditures in asset shells until department's submit	Yes													

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FIN_157	157	Finance	Fixed Assets	System Governance	The system has the ability to maintain fixed asset records that include a description of the property, a serial number and/or other identification number, the source of funding for the property, who holds title, asset designated users (in addition to recording property custodian), the acquisition date, the cost of the property, electronic document attachment (including images) and percentage of Federal participation in the project costs for the Federal award under which the property was acquired.	Yes													
FIN_158	158	Finance	Fixed Assets	System Governance	The system has the ability to record an audit trail of all changes made to asset records, recording designated user ID and date.	Yes													
FIN_159	159	Finance	Fixed Assets	System Governance	The system has the ability to perform online entry and maintenance of fixed asset records. Changes should be properly accounted for in the Asset Management module and the GL.	Yes													
FIN_160	160	Finance	Fixed Assets	System Governance	The system has the ability to allow the designated user to assign an active/inactive status to an activity.	Yes													
FIN_161	161	Finance	Fixed Assets	System Governance	The system has the ability to link fixed assets to a project with the dynamic tables in the background and to ensure that status changes and closing of the Project so accommodated that all fixed asset costs are booked.	Yes													
FIN_162	162	Finance	Fixed Assets	Reporting	The system has the ability to generate and publish as-of-date reports (e.g., Fixed Assets Register, Depreciation, Additions, Disposals, Sales, Changes etc.) at any given time, and export these reports as an Excel spreadsheet.	Yes													
FIN_163	163	Finance	Projects and Portfolio Management	Project Initiating	The system is able to create standardized, automated project proposals with corresponding data, content and business rules that can be approved converted into active projects through auditable workflow processes throughout the project management / lifecycle.	Yes													
FIN_164	164	Finance	Projects and Portfolio Management	Project Initiating	The system is able to create and manage project proposals across fiscal years supporting a variety of project types such as capital, operating and work-orders (non-capital expenditures).	Yes													
FIN_165	165	Finance	Projects and Portfolio Management	Project Initiating	create project proposals that can be assign multiple projects to a grant and multiple grants to a project	Yes													
FIN_166	166	Finance	Projects and Portfolio Management	Project Initiating	The system is able to forecast annual capital and operating costs (budget) for a project that includes project forecasts created along fiscal year or other than fiscal year basis	Yes													
FIN_167	167	Finance	Projects and Portfolio Management	Project Initiating	The system is able to create monthly but not less than fiscal year budgets for a project.	Yes													
FIN_168	168	Finance	Projects and Portfolio Management	Project Initiating	The system is able to create custom project checklists.	Yes													
FIN_169	169	Finance	Projects and Portfolio Management	Project Initiating	The system is able to assign multiple projects to a grant and multiple grants to a project. The system has the ability to post multi-level budget targets and long range (20 year) financial plans in the relevant sections of the system.	Yes													
FIN_170	170	Finance	Projects and Portfolio Management	Project Initiating	The system is able to post multi-level budget targets and long range- financial plans in the relevant sections of the system	Yes													
FIN_171	171	Finance	Projects and Portfolio Management	Project Initiating	The system is able to identify multiple funds, funding sources, expenditure types, and fixed assets for each project. The system is able to produce detail cost tracking.	Yes													
FIN_172	172	Finance	Projects and Portfolio Management	Project Initiating	The system is able to identify key project dates (e.g., start, Notice to Proceed, milestones, go-live, substantial completion).														
FIN_173	173	Finance	Projects and Portfolio Management	Project Initiating	The system is able to create and maintain activity codes and generate a pre-defined project activity list to better track depreciation and costs per department	Yes													
FIN_174	174	Finance	Projects and Portfolio Management	Project Initiating	The system is able to rank and provide portfolio project prioritization for projects, programs and proposals on one or more sets of user-defined criteria for selection criteria.	Yes													
FIN_175	175	Finance	Projects and Portfolio Management	Project Initiating	The system is able to rank and provide portfolio project prioritization for projects, programs and proposals on one or more sets of criteria for program or portfolio optimization on demand throughout the year.	Yes													
FIN_176	176	Finance	Projects and Portfolio Management	Project Initiating	The system is able to provide analysis and prioritization activities that includes user-defined drivers, prioritization of drivers, and analyzation by drivers.	Yes													
FIN_177	177	Finance	Projects and Portfolio Management	Project Initiating	The system has the ability to choose some or all of the portfolio projects to be analyzed by budget constraints (e.g. by current fiscal year, five-year CIP, funding resource).	Yes													
FIN_178	178	Finance	Projects and Portfolio Management	Project Initiating	The system is able to define dependencies among projects and programs, for example, project X may only be selected if project Y is selected.	Yes													
FIN_179	179	Finance	Projects and Portfolio Management	Project Initiating	The system is able to create what-if scenario planning and analysis to support decision making.	Yes													
FIN_180	180	Finance	Projects and Portfolio Management	Project Initiating	The system is able to manage resource planning.	Yes													
FIN_181	181	Finance	Projects and Portfolio Management	Project Initiating	The system is able to include ad hoc on-demand queries along with reporting and dashboards as part of this prioritization capability	Yes													
FIN_182	182	Finance	Projects and Portfolio Management	Project Initiating	support project risk assessment and risk mitigation planning, including the quantification of project risk	Yes													
FIN_183	183	Finance	Projects and Portfolio Management	Project Initiating	The system is able to group projects into programs and to have projects associated with multiple programs.	Yes													
FIN_184	184	Finance	Projects and Portfolio Management	Project Initiating	The system is able to group projects into portfolio.	Yes													
FIN_185	185	Finance	Projects and Portfolio Management	Project Initiating	The system is able to adjust project processes based on the size and/or type of the project (e.g., total project amount, project length).	No													
FIN_186	186	Finance	Projects and Portfolio Management	Project Initiating	The system is able to accommodate the project budget being an amendment to the organization budget with proper approval and documented project approval steps.	Yes													

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FIN_187	187	Finance	Projects and Portfolio Management	Project Planning	The system is able to support the development of a project management plan that includes: a scope management plan, a project team / resource management plan, a schedule management plan that includes creation of a work breakdown structure (WBS), a budget / financial management plan that references the detailed schedule and milestone payment plan, a communications management plan, a risk management plan, a procurement plan, a document control plan, a quality management plan that includes establishment of system components and integration test plan, system metrics and metric checklists, and an operations maintenance plan.	No												
FIN_188	188	Finance	Projects and Portfolio Management	Project Planning	The system is able to establish project communications processes (included in the communications plan in the project management plan) that would include the stakeholder register (established in Initiating), project kick off and documentation and auditable workflow for stakeholder acceptance for the project charter and roles and responsibilities.	No												
FIN_189	189	Finance	Projects and Portfolio Management	Project Planning	The system is able to execute procurement through Notice to Proceed, create requisitions for capital items that will automatically be created in the financial module, manage contract performance and capture contract number, contracting entity, bid results, awards details, contract bid terms, retainage by contractor, start / end dates, and associated account numbers (e.g., general ledger, banks, and sync with all modules accordingly.)	No												
FIN_190	190	Finance	Projects and Portfolio Management	Project Execution	The system is able to integrate project execution through project work, work performance reporting, status reporting, management reporting, scheduling and documenting of project meetings.	No												
FIN_191	191	Finance	Projects and Portfolio Management	Project Execution	The system is able to integrate project execution through creation, review, and finalization of a transition / migration plan and support and maintenance plan.	No												
FIN_192	192	Finance	Projects and Portfolio Management	Project Execution	The system is able to track the status of each project (e.g., proposed, open, closed, postponed, or in closing) and manage CIP, grant funded CIP, bond funded CIP, and non-CIP projects including milestones, payment milestones, schedules, risks, resources, action issues and items logs, test failure reports, and their financial schedules.	Yes												
FIN_193	193	Finance	Projects and Portfolio Management	Project Execution	The system is able to create and maintain an organizational hierarchy within the PPM tool or through integration to external directories.	No												
FIN_194	194	Finance	Projects and Portfolio Management	Project Execution	The system is able to track and manage project dependencies to other projects and programs.	Yes												
FIN_195	195	Finance	Projects and Portfolio Management	Project Execution	The system is able to project scheduling to include cost load / Estimates At Completion, actual costs, remaining costs, encumbrances, fiscal month, fiscal quarter, fiscal year, % complete, start, finish, actual start, actual finish, predecessors -critical path, Gantt charts, PERT charts, manual or auto scheduling.	Yes												
FIN_196	196	Finance	Projects and Portfolio Management	Project Execution	The system is able to project scheduling to include integration of Orange County resource pool by name, title, department, hourly cost, and credentials	Yes												
FIN_197	197	Finance	Projects and Portfolio Management	Project Execution	The system is able to project costing to define and modify project cost estimates and update cost data via manual input or integration	Yes												
FIN_198	198	Finance	Projects and Portfolio Management	Project Execution	The system is able to leverage user-configured project checklists, capture and track previous task orders, capture unspent budget dollars from the previous fiscal year and automatically roll over to the next fiscal year	Yes												
FIN_199	199	Finance	Projects and Portfolio Management	Project Execution	The system is able to provide stage gate approvals to transition to the next fiscal year.	Yes												
FIN_200	200	Finance	Projects and Portfolio Management	Project Execution	The system is able to provide historical data for projects and programs from inception date	Yes												
FIN_201	201	Finance	Projects and Portfolio Management	Project Execution	The system is able to capture multiple change orders, grants and funds transfers within a project, make adjustments to reimbursement payments, and to support adjustments to reimbursement payments due to organizational change and change in the grants reimbursements process leveraged by budget adjustment templates.	Yes												
FIN_202	202	Finance	Projects and Portfolio Management	Project Execution	The system is able to facilitate their use of external vendors by allowing external users to provide data including task and status updates to schedule, risks, action items and issues list	No												
FIN_203	203	Finance	Projects and Portfolio Management	Project Execution	The system is able to track and maintain project budget and actual data in real time at the project and general ledger levels, record obligations or federal funds as a result of awards, track "hard costs," support budget adjustments, estimate replacement cycle costs and track committed funds for the project (both actual expenditures and future commitments).	Yes												
FIN_204	204	Finance	Projects and Portfolio Management	Project Execution	The system is able to calculate and allocate overhead costs evenly or pre-defined user criteria and automatically calculate a pre-determined overhead rate/burden for capital invoices.	No												
FIN_205	205	Finance	Projects and Portfolio Management	Project Execution	The system is able to automatically track status throughout the development life cycle, maintain project and grant budget and actual data at the project and general ledger levels and support automated reporting of project status to responsible official(s), department heads, and staff, and view and drill down into project budget historical data.	Yes												
FIN_206	206	Finance	Projects and Portfolio Management	Project Execution	The system is able to provide flexible methods for reporting status back to the project manager to make it efficient for people to update the system without having to directly access the system, e.g. Outlook task, email, web.	No												
FIN_207	207	Finance	Projects and Portfolio Management	Project Execution	support project resource management through task assignments and the inclusion of project management training in Authority learning processes.	No												
FIN_208	208	Finance	Projects and Portfolio Management	Project Execution	The system is able to provide user configurable notifications in workflow that notifies the user(s) that are responsible for the next action.	Yes												
FIN_209	209	Finance	Projects and Portfolio Management	Project Execution	The system is able to administer the change management process, capture multiple change requests that include the requestor, description, need by date, criticality of change, change impact, whether and how it impacts scope, schedule, budget, grants and funds transfers for a project, funds identified for those contracts where it is not anticipated, value of the contract will be expended, adjustments made to reimbursement payments based on input from external vendors (e.g., other), and adjustments made to reimbursement payments due to organizational change and change in the projects reimbursements process.	Yes												

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FIN_210	210	Finance	Projects and Portfolio Management	Project Execution	The system is able to provide workflow with an audit trail for the review, approval, and procurement and financial execution of the change request and provides auditable workflow for approval of changes and fund transfers	Yes													
FIN_211	211	Finance	Projects and Portfolio Management	Project Execution	The system is able to support project quality management through the revision and updating of project design documents, the development of acceptance test procedures and the tracking of test failures.	No													
FIN_212	212	Finance	Projects and Portfolio Management	Project Monitoring & Controlling	The system is able to provide portfolio balancing, project and program benefit maps, prioritization/ranking and optimizing the portfolio as needed throughout the year, what-if analysis with associated reports and dashboards. The system has the ability to accommodate project prioritization and balancing against available funds and resources (looking forward 5 years) as part of the annual budgeting process.	No													
FIN_213	213	Finance	Projects and Portfolio Management	Project Monitoring & Controlling	The system is able to rack the project scope to maintain and update the project management plan, verify deliverables, update the Requirements Traceability Matrix, monitor and update the project schedule, baseline and multiple baselines (with historical tracking) to re-baseline the project schedule if needed, maintain an original plan and multiple versions as project progresses	No													
FIN_214	214	Finance	Projects and Portfolio Management	Project Monitoring & Controlling	The system is able to provide high-level project tracking where detailed tracking is not required	Yes													
FIN_215	215	Finance	Projects and Portfolio Management	Project Monitoring & Controlling	The system is able to track project progress payments and budget reconciliations including reconciliations with all system modules.	Yes													
FIN_216	216	Finance	Projects and Portfolio Management	Project Monitoring & Controlling	The system is able to monitor project quality, document inspections and testing results, resolve test failures and manage punch lists.	No													
FIN_217	217	Finance	Projects and Portfolio Management	Project Monitoring & Controlling	The system is able to maintain and update an actions / issues log, risk registry, and documentation for project team meetings and steering committee meetings and produce regular status reports.	No													
FIN_218	218	Finance	Projects and Portfolio Management	Project Monitoring & Controlling	The system is able to track project related contract transactions, contract modifications and contract change orders.	Yes													
FIN_219	219	Finance	Projects and Portfolio Management	Project Monitoring & Controlling	The system has the ability for users to interact with others working on projects using a "social" user interface. This may support alerting team members to information or events that may interest them.	Yes													
FIN_220	220	Finance	Projects and Portfolio Management	Project Closing	The system is able to automate the project closeout checklist and store closeout data within the system; ability to provide access to users to view and edit the closeout checklists during the closeout process.	Yes													
FIN_221	221	Finance	Projects and Portfolio Management	Project Closing	The system has the ability to close project purchase orders and project codes, validate deliverables against contract requirements and acceptance criteria, and produce and include project expenditures comparative reports at project closeout.	Yes													
FIN_222	222	Finance	Projects and Portfolio Management	Project Closing	The system is able to process final project invoices, close projects and contracts in all system modules, document lessons learned and secure contract closing authorization documents.	Yes													
FIN_223	223	Finance	Projects and Portfolio Management	Project Closing	The system is able to record lessons learned and support historical database to allow the project and portfolio continuous improvement for future projects	No													
FIN_224	224	Finance	Projects and Portfolio Management	Project Closing	The system is able to rack the project closeout process and document the activities and approvals with a dynamic workflow system.	Yes													
FIN_225	225	Finance	Projects and Portfolio Management	Project Closing	The system is able to generate Project Manager notifications when project is undergoing closeout and provide users a historical overview of the project in closeout.	No													
FIN_226	226	Finance	Projects and Portfolio Management	Project Closing	The system is able to generate, print, attach and forward compliance reporting templates and provide access to detailed report information through on screen report interactive drill-down from within reports.	No													
FIN_227	227	Finance	Projects and Portfolio Management	Reporting	The system is able to provide out-of-the box and custom reports and dynamic user configurable dashboards and score-carding for projects, programs and portfolios. The system has the ability to accommodate on-demand creation of dashboard reports for project, program and portfolio health checks and provide what-if and trend analysis across all features and functions.	No													
FIN_228	228	Finance	Projects and Portfolio Management	Reporting	The system is able to produce ad hoc queries and reporting capability on-demand to include a view multi-year targets and a long range financial plan derived from the strategic plan and provide a "roll up view" for annual reporting purposes.	No													
FIN_229	229	Finance	Projects and Portfolio Management	Reporting	The system is able to report on grant activity by GL accounts and generate the project compliance report, secondary proposal report and the project manager plan.	No													
FIN_230	230	Finance	Projects and Portfolio Management	Reporting	The system is able to provide calculated Percentage of Completion (PoC) and support reporting of equipment charges (organization owned or rented).	Yes													
FIN_231	231	Finance	Projects and Portfolio Management	Reporting	The system is able to track and report on projects completed or expected to be completed in the next year by user defined periods (e.g. monthly, quarterly, yearly). Ability to accommodate the viewing of projects by award or award by projects.	Yes													
FIN_232	232	Finance	Grants Management	Reporting	The system is able to track and generate project reimbursements during the fiscal year to support the Schedule of Expenditures of Federal Awards (SEFA)	Yes													
FIN_233	233	Finance	Projects and Portfolio Management	Reporting	The system is able to produce and include project expenditures comparative reports at project closeout.	Yes													
FIN_234	234	Finance	Projects and Portfolio Management	Reporting	The system is able to track project related key performance indicators (KPIs) and metrics such as Earned Value Analysis (EVA) to facilitate the tracking of project progress.	No													
FIN_235	235	Finance	Projects and Portfolio Management	Data Migration and Linking	The system is able to provide for the migration of all project data that resides in current systems including financial information / transactions and to link Authority SharePoint associated documentation to the system.	Yes													
FIN_236	236	Finance	Project Management and Accounting	Project Creation & Approval	The system is able to capture contract number, contracting entity, bid results, awards details, start / end dates, associated account numbers (e.g., general ledger, banks) and to create projects across fiscal years supporting a variety of project types such as capital, work-orders (non-capital expenditures) that are approved through workflow processes.	Yes													

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FIN_237	237	Finance	Project Management and Accounting	Project Creation & Approval	The system is able to identify key project dates (e.g., start, milestones), generate a pre-defined project activity list to better track depreciation and costs per department, assign resources (e.g., vendors, personnel, equipment, activities), assign responsible officials, create and maintain activity codes for tracking, identify and link multiple funds, funding sources, expenditure types and fixed assets for each project, and link multiple projects. Ability to monitor progress by time and budget, as well as make the necessary changes in Project Master Data.	Yes													
FIN_238	238	Finance	Project Management and Accounting	Project Creation & Approval	The system is able to create a budget or support linking of a budget from the budget management functionality for a project, track the budget vs. actuals from the inception date, create a project forecast along fiscal year or other than fiscal year basis, create budgets for a project (e.g., monthly, fiscal year, calendar year, custom period), create custom project checklists, and support assignment of multiple projects to a grant and multiple grants to a project.	Yes													
FIN_239	239	Finance	Project Management and Accounting	Project Creation & Approval	The system has the ability for seamless real-time integration to other systems / applications (e.g., inventory systems, financial asset management systems, time management, timesheets, task management, resource scheduling systems) and to other external Orange County systems	Yes													
FIN_240	240	Finance	Project Management and Accounting	Execute, Control and Monitor Project	The system is able to track contractors (through procurement), capital labor costs in real time and provide a "roll up view" for annual reporting purposes, and track committed funds for the project (both expenditures and future commitments). Include the creation of phases for a project and tracking the project through the phases during its life cycle.	Yes													
FIN_241	241	Finance	Project Management and Accounting	Execute, Control and Monitor Project	The system is able to calculate and allocate overhead costs evenly or from pre-defined user criteria, automatically calculate a pre-determined overhead rate / burden for capital invoices, and manage CIP, grant funded CIP, bond funded CIP, and non-CIP projects including milestones, PS, schedules and their financial schedules.	Yes													
FIN_242	242	Finance	Project Management and Accounting	Execute, Control and Monitor Project	The system is able to capture multiple change orders, grants and funds transfers within a project, make adjustments to reimbursement payments, and to support adjustments to reimbursement payments due to organizational change and change in the grants reimbursements process leveraged by budget adjustment templates.	Yes													
FIN_243	243	Finance	Project Management and Accounting	Execute, Control and Monitor Project	The system is able to capture and track previous task orders, capture unspent budget dollars from the previous fiscal year and transition to the next fiscal year.	Yes													
FIN_244	244	Finance	Project Management and Accounting	Execute, Control and Monitor Project	The system is able to track and maintain project and grant budget and actual data at the project and general ledger levels and record obligations or federal funds as a result of awards. The system is able to provide cash flows for current and future years.	Yes													
FIN_245	245	Finance	Project Management and Accounting	Execute, Control and Monitor Project	The system is able to ensure status change of the Project after all costs are booked.	Yes													
FIN_246	246	Finance	Project Management and Accounting	Manage Project Billing and Revenue	The system is able to generate invoices based on calendar, milestone or material / labor rates and generate grant reimbursements during the fiscal year in order to prepare the Schedule of Expenditures of Federal Awards (SEFA)	Yes													
FIN_247	247	Finance	Project Management and Accounting	Period End Close, Reporting and Analytics	The system has the ability to exclude / include invoice detail data elements, allowable charges and overhead for specific or all invoices.	Yes													
FIN_248	248	Finance	Project Management and Accounting	Period End Close, Reporting and Analytics	The system is able to establish and manage retainage on project invoices through a workflow process, calculate the remaining retainage balance and apply it to the last payment on the task order, and review unbilled project expenditures.	Yes													
FIN_249	249	Finance	Project Management and Accounting	Period End Close, Reporting and Analytics	System has the ability to automate project billing and revenue forecast to integrate with the project system draw down process.	Yes													
FIN_250	250	Finance	Project Management and Accounting	Capitalize and Close Project	The system is able to track and generate a report that details outstanding invoices due based on user-defined criteria (e.g., pre-defined time period, project, contractors, partners) to support reimbursements due.	Yes													
FIN_251	251	Finance	Project Management and Accounting	Manage Project Billing and Revenue	The system is able to report on grant activity by general ledger account(s), review unbilled project expenditures, including intercompany billings, and report on projects by award or award by projects. The system should include user-defined views and ad hoc reporting.	Yes													
FIN_252	252	Finance	Project Management and Accounting	Manage Project Billing and Revenue	The system is able to support user-defined project analytics, including a Earned Value Analysis (EVA), forecasts and scenario analysis.	Yes													
FIN_253	253	Finance	Project Management and Accounting	Period End Close, Reporting and Analytics	The system is able to allow the designated user to report / query off project hierarchy	Yes													
FIN_254	254	Finance	Project Management and Accounting	Period End Close, Reporting and Analytics	The system is able to close project purchase orders and project codes, validate deliverables against contract requirements and acceptance criteria, and produce and include project expenditures comparative reports at project closeout.	Yes													
FIN_255	255	Finance	Project Management and Accounting	Period End Close, Reporting and Analytics	The system is able to record and track all capitalized costs and create assets before and during project completion through real-time integration with the Fixed Assets module. Ability to project capital plan prioritizations (e.g., spending scenarios), and formulate financial constraints.	Yes													
FIN_256	256	Finance	Project Management and Accounting	Capitalize and Close Project	The system is able to track the project closeout process and document the activities and approvals with a dynamic workflow system.	Yes													
FIN_257	257	Finance	Project Management and Accounting	Capitalize and Close Project	The system is able to record and track OPEX and budget actuals for projects.	Yes													
FIN_258	258	Finance	Grants Management	Grant Applications	The system has the ability to identify available grant funding, support the preparation of grant applications and track grant application proposal status per funding source. The system should be able to set-up a pre-award budget and provide Project Manager input through workflow. The system has the ability to provide a grant award notification to a pre-defined group of users (e.g., grant accountant, grant initiator) and integrate with third parties to include other.	Yes													
FIN_259	259	Finance	Grants Management	Award Set up	The system has the ability to set up the grant by establishing the grantor, creating the award template, creating a robust account structure to support Award / Project / Activity information with greater detail that what will be provided to the general ledger, entering the award details and allowing the allocation of cost share percentages, which can be a fixed amount or a percentage. The system should be able to categorize grants according to the award of the grant (single year or multiyear) and set-up pass through grants.	Yes													

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FIN_260	260	Finance	Grants Management	Award Set up	The system has the ability to set up pass through grants. The system should be able to track all grant expenses that are 100% local share, but that are a part of the total grant award.	Yes													
FIN_261	261	Finance	Grants Management	Award Set up	The system has the ability for the automated calculation and subsequent processing of facilities and administration (F&A) overhead charges for awards / projects. The system has the ability to process indirect costs.	Yes													
FIN_262	262	Finance	Grants Management	Award Set up	The system has the ability to design a grants-specific accounting distribution that is captured in a standard way throughout all transaction entry pages (e.g., purchase order entry, journal entry, supplier invoice entry) that is based on a fixed dollar amount or a percentage configured using business rules.	Yes													
FIN_263	263	Finance	Grants Management	Award Set up	The system has the ability for salary and effort allocations to sponsored projects as well as to operational departments entered by defined users and allows for appropriate approval process flows to activate those allocations	Yes													
FIN_264	264	Finance	Grants Management	Award Management	The system has the ability to review and post all Subledger transactions, review transactions, projects and grant coding when reviewing expenditures and posting to the general ledger (including when corrections need to be made) and take corrective actions within the source system.	Yes													
FIN_265	265	Finance	Grants Management	Award Management	The system has the ability to attach supporting documentation or a link to each award and provide access for each user for visibility to the documentation.	Yes													
FIN_266	266	Finance	Grants Management	Award Management	The system has the ability to support an annual or multi-year funding allocation process that allows for both expenditures and budgets to carry-over from a prior budget period.	Yes													
FIN_267	267	Finance	Grants Management	Award Management	The system has the ability to add new contract lines to a contract, update the contract amount on a contract, make administrative changes to a contract, automatically process amendments, and allow movement of resources between grants, activities, or budgets.	Yes													
FIN_268	268		Grants Management	Award Management	The system has the ability to track and differentiate between purchased assets and leased assets and track the funding sources (e.g., bonds, grants, other sources) used for these purchases.	No													
FIN_269	269	Finance	Grants Management	Integration	The system has the ability to integrate in real-time with the other relevant application modules (e.g., Procurement, Accounts Payable, General Ledger, Fixed Assets, Projects, Expense Management, Contracts, Billing, Accounts Receivable, Time Entry, Payroll, HR, Non-Employee management systems). The system should be able to process changes to obligations / encumbrances (e.g., purchase orders balances related to grants), and utilize workflow to obtain approval of grant funded transactions and federal clauses.	Yes													
FIN_270	270	Finance	Grants Management	Manage Billing and Revenue	The system has the ability to integrate grant billing approvals and request for reimbursements with the functionality in the procurement department, including the ability to track billing and costs by grant funding source and by codes that are specific to each grant agency. The system is able to separate specific costs in project billing to distribute across multiple grants and identify unallowable costs.	Yes													
FIN_271	271	Finance	Grants Management	Manage Billing and Revenue	The system has the ability to generate invoices for grant sponsors leveraging sponsor templates and to produce a Letter of Credit draw that can also store previously billed amounts.	Yes													
FIN_272	272	Finance	Grants Management	Manage Billing and Revenue	The system has the ability for the automated calculation and subsequent processing of facilities and administration (F&A) overhead charges for Awards / Projects so that F&A rates and rate basis can be accessed by award with effective dates and with all historical changes available online. The system should be able to automate grant receipts to open receivables related to grants at the moment that transactions are imported.	Yes													
FIN_273	273	Finance	Grants Management	Manage Billing and Revenue	The system has the ability to manage all grant billings through the system that can be approved through a configurable workflow process and generate postings for the general ledger.	Yes													
FIN_274	274	Finance	Grants Management	Reporting	The system has the ability to provide a full range of user-define grant reports to include a Grants Summary Report (Budget, Commitments, Spend), Revenue and Expense Report for each grant / award, Milestone Report, Grant Receivable Aging Report, Detailed Grant Trial Balance Report, and Obligations and Unliquidated Obligations Report. These reporting capabilities should align with grant requirements set by the grantor (e.g., other, FFR, other entities).	Yes													
FIN_275	275	Finance	Grants Management	Reporting	The system has the ability to integrate in real-time with other source systems (e.g., Accounts Payable, Payroll/HR, Pre-Award System) to support standard and ad-hoc reporting needs.	Yes													
FIN_276	276	Finance	Grants Management	Reporting	The system has the ability to set up tolerances to identify expenditures that experience an overrun or underrun. The system is able to provide access to external auditors to review underrun and overrun amounts.	Yes													
FIN_277	277	Finance	Grants Management	Reporting	The system has the ability for users to create custom queries, reconciliation reports, and exception reports.	Yes													
FIN_278	278	Finance	Grants Management	Grant Close Out	The system has the ability to develop an Award Closeout Checklist that can be partially automated and provide an efficient close out of an Award / Project / Activity by role and/or user.	Yes													
SC 001	1	Supply Chain	Procurement	Procurement Strategy	The system has the ability to define the organization, management, communication, and reporting structure (e.g. strategy, cadence), delineate organizational structure, reporting lines, inter-dependencies & relationships and help define role authority and accountability.	Yes													
SC 002	2	Supply Chain	Procurement	Procurement Strategy	The system has the ability to define the approach on identifying and outlining the types of competencies, skills and capabilities of resources (people and digital) required to support procurement. The system should be able to define the responsibilities and performance parameters of each role profile across the procurement organization.	No													
SC 003	3	Supply Chain	Procurement	Procurement Strategy	The system has the ability to identify the key risk areas and compliance requirements by assessing the risk environment and impacts (e.g., waste, abuse, fraud). The system should be able to prioritize and categorize risk and be able to support the development of mitigation strategies.	No													
SC 004	4	Supply Chain	Procurement	Procurement Strategy	The system has the ability to establish a supplier through a mandatory process as defined by the County to ensure the supplier meets certain criteria, which may include but not limited to, regulatory, quality, manufacturing, risk, financial, legal and audit requirements. This process should be performed prior to proceeding with supplier relationship development and should support those suppliers that may be certified as a result of market exploration activity and/or potential production innovation opportunities (may not be flagged in the system as an approved supplier until later stage). The system should be able to consider supplier risk assessment / risk mitigation planning, which either of these activities may trigger the certification process order for the Authority to complete their own due diligence / further investigation. Additionally, the system should be able to support the collaboration and sharing of documentation between the key stakeholder(s) and Procurement and support automated approval workflows.	Yes													

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SC 005	5	Supply Chain	Procurement	Procurement Strategy	The system has the ability to confirm the request for a new supplier that is queued, set up a master data record and complete a new supplier request form/application that aligns with master data field. The system is able to complete any applicable on-boarding activities (as required). The supplier master data record captures all of the pre-defined attributes once and may be used across multiple systems within the business. The system is able to support the collaboration and sharing of documentation between key stakeholder(s) and Procurement.	Yes													
SC 006	6	Supply Chain	Procurement	Procurement Strategy	The system is able to define and measure the supplier performance criteria on a perpetual basis for the segmentation / tiering levels as defined by the County, and produce a scorecard that is agreed between all parties (e.g., key stakeholders, supplier, procurement staff) which includes, for example, service level agreements, tracking costs, targets, contractual requirements, and sustainability (long term decisions). The system should be able to set the frequency a supplier is monitored, which also depends on their tiering or volumes (e.g., Tier 1 suppliers / high volume suppliers are typically monitored on a more regular basis).	No													
SC 007	7	Supply Chain	Procurement	Procurement Strategy	The system has the ability to house multiple attributes for a single vendor in the vendor master, support mass uploads, support customized fields, support parent/child relationships, flag vendors for certain workflows, support multiple destinations per vendor, support duplicate supplier checking, and support audit capabilities. The system should also provide an approval workflow for new vendor adds and the ability to interface with 3rd party vendor verification databases.	Yes													
SC 008	8	Supply Chain	Procurement	Strategic Category Management	The system has the ability to create requisitions for products, services and capital items, support punch-out with multiple vendors, default requisitioned information when end users complete a requisition, create requisitions in all payment item options, support multiple types of requisitions including non-purchase order requisitions (e.g., inventory issues, requests for internal services) and support the flow of requisitions into sourcing events (e.g., RFP, RFI, RFQ).	Yes													
SC 009	9	Supply Chain	Procurement	Strategic Category Management	The system has the ability to build / designate different requisition and purchase order types based on business decisions and system based pricing thresholds.	Yes													
SC 010	10	Supply Chain	Procurement	Strategic Category Management	The system has the ability to create requisition templates and multiple favorites (e.g., shopping cart) lists and enter orders from these templates, display item attributes on the order page (e.g., manufacturer name, vendor catalog #, manufacturer catalog #, UOM) and display images to users during the requisition process, configure which data fields are viewed on the order page and identify and show product substitutes and product/pricing comparisons on one screen.	Yes													
SC 011	11	Supply Chain	Procurement	Strategic Category Management	The system has user-defined assignment of default values (e.g., accounting data, ship to/deliver to), capture notes and comments on requisitions (by requisition header and by line) that transmit to the purchase order.	Yes													
SC 012	12	Supply Chain	Procurement	Strategic Category Management	The system has the ability to attach multiple quotes, approval documentation, sole source documentation, etc. to a requisition. Ability for attachment to flow to PO for buyer viewing, both universal and specific to a screen.	Yes													
SC 013	13	Supply Chain	Procurement	Strategic Category Management	The system has the ability to support entry of credits on the requisition form to support processes related to capital contract management, allow unidentified receipts to be processed against a purchase order to add credit amount back to the PO at header and/or line level (e.g., blanket PO allowing funds to be reused) and allow Accounts Payable to apply vendor credit back to the Purchase order, which will update the vendor contract and the department's budget. The system is able to add requisition lines to an existing PO, and be able to reference the PO number.	Yes													
SC 014	14	Supply Chain	Procurement	Supplier Relationship Management	The system has the ability to build custom required fields needed to complete a requisition with notifications to end users if they don't fill out, pull in last price paid for requisitioning, flag a requisition as a priority with corresponding facilitating workflow (e.g., not auto-routed, go to top of buyer's queue) and escalate a requisition approval to someone else of equal or higher level within a financial hierarchy. The system should be able to reference Asset Shells, Asset CIP Shells in PO/ PR.	Yes													
SC 015	15	Supply Chain	Procurement	Supplier Relationship Management	The system has the ability to identify / designate general ledger account per requisition line with split accounting options and leverage user-accessible drop down boxes or frequently used lists to support these assignments.	Yes													
SC 016	16	Supply Chain	Procurement	Supplier Relationship Management	The system has the ability to allow users to requisition on behalf of others (with proper security clearance, or delegated clearance) and cancel requisitions or individual requisition lines.	Yes													
SC 017	17	Supply Chain	Procurement	Supplier Relationship Management	The system has the ability to upload lines into requisition from non-system source (e.g., Excel).	Yes													
SC 018	18	Supply Chain	Procurement	Supplier Relationship Management	The system has the ability to have an approval workflow for requisitions (e.g., escalation, delegation) that provides budget info to approvers, provide guided buying workflows as defined by certain requirements based on initial item selection and notifications, create/have customized workflow paths for certain requisition types based on business decision at both header and line level (e.g., purchase type, requester delivery location, dollar threshold) and support the attachment of external documents and include notes.	Yes													
SC 019	19	Supply Chain	Procurement	Supplier Relationship Management	The system has the ability for the requisition to dynamically re-evaluate the required approval flow based on changes made to a purchase order during the approval process (based on status per business needs), and provide different approval workflows by line item where there are multiple items on a PO.	Yes													
SC 020	20	Supply Chain	Procurement	Requisitioning	The system has the ability to create a purchase order (PO), change a PO, edit a PO, add a line, flag POs as priority, cancel POs, build customized POs, restore canceled POs, create a PO to be paid and automate the creation of purchase orders/ purchase agreements. The system should establish appropriate encumbrances and sync up those encumbrances for modified or canceled POs.	Yes													
SC 021	21	Supply Chain	Procurement	Requisitioning	The system has the ability to create different types of POs to include standard, service, blanket, bill-only, repair, bill and replace, capital, and scheduled POs. Ability to have service POs and/or blanket POs. The system should be able to allow the referencing of another PR/PO, allow users to edit the data before it moves through approval workflow, accommodate an automated approval for service PO funds and show remaining service PO funds with notifications for low funds.	Yes													
SC 022	22	Supply Chain	Procurement	Requisitioning	The system has the ability to note a product is back-ordered, notify buyers/end user requestors and automate back order substitutions from a PO acknowledgement.	Yes													
SC 023	23	Supply Chain	Procurement	Requisitioning	The system has the ability to limit the creation of a PO by the end user for line items that have exceeded the approved budget and to configure alerts if a purchase order is not automatically generated after the requisition has been submitted (e.g. insufficient funding).	Yes													

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SC 024	24	Supply Chain	Procurement	Requisitioning	The system has the ability to attach documents or URLs to PO at header or to specific line, from the requisition attachments or manually.	Yes														
SC 025	25	Supply Chain	Procurement	Requisitioning	The system has the ability to carry forward open items on the purchase order from one fiscal year to another, automate the fiscal year end PO roll over process and include a quality assurance process to ensure PO encumbrance roll over is successful.	Yes														
SC 026	26	Supply Chain	Procurement	Requisitioning	The system has the ability to allow users to request administrative changes to purchase orders using a requisition, and for authorized personnel to modify POs after they have been released. The system should be able to connect to the supplier (portal) and record and track the changes in the supplier record.	Yes														
SC 027	27	Supply Chain	Procurement	Requisitioning	The system has the ability to record and approve partial or full receipts of goods or services via a workflow function and notification system, process a product return to vendor and update the PO and provide an audit of receiving data by user ID, date and timestamp.	Yes														
SC 028	28	Supply Chain	Procurement	Requisitioning	The system has the ability to track fuel receipts/ consumption in gallons of fuel based on PO committed amounts that get priced at daily fuel prices and still support three-way matching for payment.	No														
SC 029	29	Supply Chain	Procurement	Requisitioning	The system has the ability to send match exception notifications to designated users and the ability for those users to document and view exception comments on a shared page / document.	Yes														
SC 030	30	Supply Chain	Procurement	Requisitioning	The system has the ability to receive advanced shipping notices (ASNs), communicate this information to users and provide an auto-notification when a receipt hasn't occurred (e.g., XX days after PO date). The system should be able to leverage a supplier HUB (portal) for these ASNs.	Yes														
SC 031	31	Supply Chain	Procurement	Requisitioning	The system has the ability to support vendor-initiated portal sign up, provide a process for vendors to upload required forms (e.g., W-9), search of duplicate entries throughout vendor records, store multiple addresses and payment methods for each vendor, store vendor banking information for EFT transactions. The system should support automatic initiation of approval workflow from vendor creation and provide an authentication process before hitting workflow.	Yes														
SC 032	32	Supply Chain	Procurement	Purchasing	The system has the ability for vendors to submit bid responses, receive and view POs, submit and view electronic invoices, view payment status, add edit/upload catalog items in supplier portal, register for events and view the current and historical status of POs, receipts, advance shipping notices (ASNs), and invoices.	Yes														
SC 033	33	Supply Chain	Procurement	Purchasing	The system has the ability to support optional assignment of general ledger accounts and vendor classifications to vendors at profile initiation and after initiation when these vendors provide goods / services that could be aligned in this manner.	Yes														
SC 034	34	Supply Chain	Procurement	Purchasing	The system has the ability to send PO changes to the vendor without resending the entire PO and to accept PO acknowledgments.	Yes														
SC 035	35	Supply Chain	Procurement	Purchasing	The system has the ability to support a vendor frequently asked questions portal resource and accept and automatically route vendor inquiries based on inquiry type (e.g., PO, receipt, invoice, payment).	Yes														
SC 036	36	Supply Chain	Procurement	Purchasing	The system has the ability to create supplier performance scorecards for each category (e.g., basic, strategic) that will track vendor performance and provide system notifications to Orange County staff with low performance markings.	Yes														
SC 037	37	Supply Chain	Procurement	Purchasing	The system has the ability to support e-sourcing RFX processes (reference Request for Proposal (RFP), Request for Information (RFI), Request for Quote (RFQ), and Request for Bid (RFB)), provide system user-configurable templates, post bids, perform Q&A, summarize responses and award vendors through a supplier portal.	Yes														
SC 038	38	Supply Chain	Procurement	Purchasing	The system has the ability for vendors to respond to RFX activities with dynamic pricing, add / upload attachments (e.g., specifications) as part of the sourcing event (at header level and item level) without data size restrictions, and conduct Q&A sessions with vendors electronically.	Yes														
SC 039	39	Supply Chain	Procurement	Receiving	The system has the ability to edit start date / end date of sourcing event (e.g., RFX will close XX days after launch, RFX will close on specific date / time) and perform RFX optimization exercises, filtering, analysis across multiple vendors at the SKU level to determine potential savings.	Yes														
SC 040	40	Supply Chain	Procurement	Receiving	The system has the ability to replicate a previous event ("copy/paste") and the system provides the capability for users to create events / projects using Microsoft Office applications.	Yes														
SC 041	41	Supply Chain	Procurement	Receiving	The system has the ability to automatically match and validate vendor RFX cross references.	Yes														
SC 042	42	Supply Chain	Procurement	Receiving	The system has the ability to award vendors, notify them electronically and integrate (upload/update) awarded pricing electronically into ERP Item Master.	Yes														
SC 043	43	Supply Chain	Procurement	Vendor Portal	The system has the ability to fully integrate with external sourcing systems to support RFX activities (e.g., PlanetBids, GovWin, BidNet, state procurement registries).	Yes														
SC 044	44	Supply Chain	Procurement	Vendor Portal	The system has the ability to look up and drill down to PO information using PO number, vendor item number, manufacturer item number, Orange County item number, buyer ID, requester ID, and item description and provide reporting based on these same attributes along with dollar amounts and audit trails. The system is able to cross reference between PA and PO, PO and invoice, invoice and PA, and between PO and PR.	Yes														
SC 045	45	Supply Chain	Procurement	Vendor Portal	The system has the ability to see full requisition to pay lifecycle with drill down reporting, track PO history, provide an audit of PO creation and changes (e.g., by user ID, date, timestamps) and support rebates with real-time speed. The system is able to produce this information one PO inquiry at a time and displayed where each line, (e.g., corresponding receipt, invoice, credit and payment etc.) is displayed in a user-friendly manner. The system is able to produce this information one PO inquiry at a time and displayed where each line, (e.g., corresponding receipt, invoice, credit and payment etc.) is displayed in a user-friendly manner. The system is able to accommodate reporting for all procurement items (e.g., PA, PR, PO, WF, Receipt, Invoice, and Payment).	Yes														
SC 046	46	Supply Chain	Procurement	Vendor Portal	The system has the ability to provide both standard and user-defined ad hoc purchasing reports (e.g., PO lines processed/buyer, # and \$ amount of POs, service line / department reporting) and create reconciliation reports. The system should allow end users to configure and view reports through self-service capabilities.	Yes														
SC 047	47	Supply Chain	Procurement	Vendor Portal	The system has the ability to provide spend reporting and dashboard capabilities across vendors, cost centers, contracts, and different spend commodities to identify potential savings opportunities and aggregate, categorize, and normalize spend data based on user requirements.	Yes														
SC 048	48	Supply Chain	Procurement	Sourcing	The system has the ability to have real-time operational metric reporting (e.g., spend managed by sourcing / buyer, number of POs processed / buyer).	Yes														

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SC_049	49	Supply Chain	Procurement	Sourcing	The system has the ability to provide a configurable flag in the vendor master file to reflect a vendor's status (e.g. potential, registered, removed), identify the type of vendor (e.g., PO, AP) and indicators for local and minority businesses.	Yes													
SC_050	50	Supply Chain	Procurement	Sourcing	The system has the ability to provide "invoiced not received" reporting for exception matching and "receipts not invoiced" reporting for accruals.	Yes													
SC_051	51	Supply Chain	Procurement	Sourcing	The system has the ability to interface with UPS / FedEx feed to bring in tracking information for end user viewing and tie POs to tracking numbers.	Yes													
SC_052	52	Supply Chain	Procurement	Sourcing	The system has the ability to support a workflow process that supports managing additions, deletions, and/or changes to the vendor master file.	Yes													
SC_053	53	Supply Chain	Procurement	Sourcing	The system has the ability to interface with external industry data analytical databases (e.g., Dun and Bradstreet).	No													
SC_054	54	Supply Chain	Inventory Management	Inventory	The system has the ability to maintain inventory master data with costing information (e.g., spare parts, retail transit cards, fuel), record inventory receipts and issuances, generate inventory differences and corrections for recording in general ledger, reconcile inventory levels between the system and external inventory management systems.	No													
SC_055	55	Supply Chain	Inventory Management	Inventory	The system has the ability to manage inventory adjustments, link to procurement and Accounts Payable (e.g., purchases) and Accounts Receivable (e.g., transit card/pass sales, inventory reductions) for inventory related transactions.	No													
SC_056	56	Supply Chain	Inventory Management	Inventory	The system has the ability to support physical inventory counts by location and sublocation, transfer inventory between locations, document differences and conversions to dollar value based on the fuel price for the very last day of the month so that the inventory subledger reconciles to the general ledger.	No													
SC_057	57	Supply Chain	Inventory Management	Interfaces	The system has the ability to integrate with fuel management systems to calculate the remaining volume of fuel inventory and consumption expense at the end of each month with these transactions automatically posted to the general ledger. The system integration should generate a general ledger entry that trues up fuel consumption expense and identifies the variance source (e.g., inventory loss, average fuel price).	No													
SC_058	58	Supply Chain	Inventory Management	Interfaces	The system has the ability to interface with external spare parts inventory systems (e.g., Infor) to provide real-time counts, including multiple locations and inventory adjustments.	No													
ITF_001	1	Non-Functional	Technical Overlay	Platform	The vendor shall provide a cloud based Software as a Service (SaaS) system that is scalable to meet the growing needs of Orange County. This includes the ability to support multiple browsers (i.e. Internet Explorer, Chrome, Firefox, etc.).	Yes													
ITF_002	2	Non-Functional	Technical Overlay	Usability	The system has the ability to provide access through a GUI application interface that facilitates users performing operations without prior training or exposure to the application.	Yes													
ITF_003	3	Non-Functional	Technical Overlay	Usability	The system has the ability to provide a GUI application interface with readable text such that a user with 20/20 eyesight or corrected vision can read the text in ambient lighting from a distance of 6 inches to 24 inches.	Yes													
ITF_004	4	Non-Functional	Technical Overlay	Usability	The system has the ability to use a wildcard in searches based on user security role. This will include a universal search option for users to search the system based on key words or phrases.	Yes													
ITF_005	5	Non-Functional	Technical Overlay	Usability	The system has the ability to imbed Standard Operating Procedures (SOPs) and policies within the system that can be accessed by end users.	Yes													
ITF_006	6	Non-Functional	Technical Overlay	Mobility	The system has the flexibility to operate on the current smartphone platforms (e.g., iOS, Android) without interrupting the system's normal operation while safeguarding the storage of any sensitive data locally on the device (e.g. PHI, PII, IP).	Yes													
ITF_007	7	Non-Functional	Technical Overlay	Mobility	The system has the ability to distribute and manage mobile applications through a mobile device management (MDM) solution and require users to perform at least a one-time device registration with the system.	No													
ITF_008	8	Non-Functional	Technical Overlay	Mobility	The system has the ability to provide authentication methods for the mobile version of the system.	No													
ITF_009	9	Non-Functional	Technical Overlay	Mobility	The system has the ability to configure mobile access by group, role and system modules.	No													
ITF_010	10	Non-Functional	Technical Overlay	Mobility	The system has the ability to audit mobile application user access including device identification and automate the download of audit logs for mobile use. This audit capability should also include auditing of individual users.	No													
ITF_011	11	Non-Functional	Technical Overlay	User Interface	The system has the ability to easily configure various elements of the base solution (e.g., addition of data elements to screens and reports, masking of data fields, apply business rules and logic to screens and data fields), save partially-completed screens or documents, support customizable / context sensitive help, and provide views in a printer friendly PDF format.	Yes													
ITF_012	12	Non-Functional	Technical Overlay	User Interface	The system has the ability to post data in real-time fashion, flow all changes made in the solution throughout all solution modules without the need for duplicate data entry. Accommodate mass updates, provide user-defined fields and be Payment Card Industry (PCI) compliant.	Yes													
ITF_013	13	Non-Functional	Technical Overlay	User Interface	The system has the ability to retain and maintain historic data on varying retention schedules, auto calculate numerical fields and display subtotals and totals when possible, provide reconciliation tools for all transactions and processes, accommodate the use of split / multiple screens, provide drop down boxes and "pick lists" for data selection and "Jump" to the appropriate initial letter that the user types, when a user is navigating or searching an alphabetized list.	Yes													
ITF_014	14	Non-Functional	Technical Overlay	User Interface	The system has the ability to securely display forms for viewing and printing, provide data validation on entry, provide spell check on any editable field, provide drill-down access on all screens to source transactions, records and attachments based on security permissions.	Yes													
ITF_015	15	Non-Functional	Technical Overlay	User Interface	The system has the ability to provide links to associated modules from any display screen to minimize backing out of one screen to access another, with appropriate security.	Yes													
ITF_016	16	Non-Functional	Technical Overlay	User Interface	The system has the ability to allow/require users to electronically sign specific documents using mechanisms appropriate to the document (e.g. user PIN, typing the word "ACCEPT") and recognize the presence or absence of electronic signatures where required.	Yes													
ITF_017	17	Non-Functional	Technical Overlay	User Interface	The system has the ability to attach files to records in the solution and export system data with appropriate security.	Yes													
ITF_018	18	Non-Functional	Technical Overlay	User Interface	The system has the ability to provide system templates that are easily definable and customizable by users, are able to sort any field, can hide fields, add calculations, and use / adjust colors for emphasis.	Yes													
ITF_019	19	Non-Functional	Technical Overlay	User Interface	The system has the ability to provide help support to a general user, including any context-sensitive help or capability to include custom content or outside links.	Yes													

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ITF_020	20	Non-Functional	Technical Overlay	Workflow	The system has the ability to initiate and track the approval process through a common workflow engine across all ERP modules, assign different levels of approval for the same user, maintain separation of duties related to workflow approval processes by flag, set workflow business rules (e.g., user, role, department, thresholds, percentage argument, numerical argument, escalation, proxy, single vs. parallel approval paths, user-defined criteria), and allow temporary status changes of users (e.g., unavailable due to vacation time). Workflow capability should also include workflows that are activated/triggered / kicked off based on the event relevant to that workflow (e.g., hold applied to an AP invoice, a GL journal adjustment entered).	Yes													
ITF_021	21	Non-Functional	Technical Overlay	Workflow	The system has the ability to re-route workflow assignments based on availability, provide escalation paths based on user-defined criteria (e.g., minimum period of no response), provide event-driven notifications by e-mail, provide event-driven notifications in a user's view of the solution, allow configurable notifications, and attach relevant documents to the workflow process.	Yes													
ITF_022	22	Non-Functional	Technical Overlay	Workflow	The system has the ability to provide multiple methods for end users to approve a workflow (e.g., system, e-mail, mobile application, website) and to automatically send e-mail notices to the initiator of a request to let him/her know it has been approved.	Yes													
ITF_023	23	Non-Functional	Technical Overlay	Workflow	The system has the ability to automatically send push notices (e.g., e-mail, smartphone) to approvers to inform them that they have a request that requires attention, provide notification templates that are configurable and personalizable, and allow users to view summary statistics about all workflow activity. The system should be able to insert notes and links to go through workflow.	Yes													
ITF_024	24	Non-Functional	Technical Overlay	Workflow	The system has the ability to change workflow data after a workflow is initiated (e.g., adjust / add a cost center on an in-flight workflow), view outstanding workflow transactions in various states such as pending or complete (e.g., dashboards) and to review the status of the workflow at any given point so that users are able to drill down and identify any issues along the workflow path.	Yes													
ITF_025	25	Non-Functional	Technical Overlay	Workflow	The system has the ability to initiate a workflow in the ERP system via an API interface or a RESTful call with authentication required (e.g., inbound interactions initiated outside of the ERP system).	Yes													
ITF_026	26	Non-Functional	Technical Overlay	Workflow	The system has the ability to allow a workflow administrator to cancel or reroute pending / in-flight workflows (e.g., employee leaves the County and the position is not filled). The system should be able to allow for workflow notifications that can include information such as the vendor/customer name, brief description, and the amount associated with the account.	Yes													
ITF_027	27	Non-Functional	Technical Overlay	Workflow	The system has the ability to capture all modifications to date through the use of audit trails and to set up audit subsets of data rather than all data.	Yes													
ITF_028	28	Non-Functional	Technical Overlay	Reporting	The system has the ability to generate, print, attach and forward standard reporting templates and provide access to detailed report information through on screen report interactive drill-down from within reports. End users should be able to add annotations (e.g. notes or instructions added to draw attention to a particular aspect), to system reports. Printing capabilities should include the ability to print directly from the ERP system to printers located on the network and transmit soft copies of documents to end users for browser-based printing. The system should be able to provide report writer tool functionality to create charts, visual presentations, and style for example.	Yes													
ITF_029	29	Non-Functional	Technical Overlay	Reporting	The system has the ability to generate, print, attach and forward standard reporting templates and provide access to detailed report information through on screen report interactive drill-down from within reports. The system should be able to direct output to a number of formats including PDF, XLS, PPT and XML.	Yes													
ITF_030	30	Non-Functional	Technical Overlay	Reporting	The system has the ability to leverage commercially available report writers with access to data for in-house report customization for comprehensive and intuitive report creation that does not require super user or IT support allowing the ability to adjust headers, columns, , hide columns, filters, etc.	Yes													
ITF_031	31	Non-Functional	Technical Overlay	Reporting	The system has the ability to support point and click lookup (e.g., from requisition to report or vice-versa, from employee to organization or vice-versa).	Yes													
ITF_032	32	Non-Functional	Technical Overlay	Reporting	The system has the ability to run and query registers (e.g., payroll, checks, requisitions), generate reports based on varying financial views (e.g., cash, actual) and support up to \$999,999,999.99 figures for reporting.	Yes													
ITF_033	33	Non-Functional	Technical Overlay	Reporting	The system has the ability to allow users to generate, print, attach and forward adhoc reports and queries in real time on any captured field (without a report writer) with appropriate security. That does not require any support intervention. This capability should include the ability to use system labels as report labels.	Yes													
ITF_034	34	Non-Functional	Technical Overlay	Reporting	The system has the ability to load data into reports / dashboards from multiple applications to provide cross-application reports and to support reporting on an "as of" date for all reports.	Yes													
ITF_035	35	Non-Functional	Technical Overlay	Reporting	The system has the ability to apply security restrictions that apply to data displayed on application pages to system reports automatically (e.g., manager cannot view employee data outside of their department due to security restrictions, and that restrictions applies for any reports run against that same data).	Yes													
ITF_036	36	Non-Functional	Technical Overlay	Reporting	The system has to ability to delegate reporting capabilities from one user to another (e.g., manager to administrator) so that these delegated data rights can be used to run reports that contain data based on the delegating user.	Yes													
ITF_037	37	Non-Functional	Technical Overlay	Reporting	The system has the ability to include drill-down links in reports such that the user can click on aggregate data to see the underlying details with these drill-down capabilities created by end users.	Yes													
ITF_038	38	Non-Functional	Technical Overlay	Reporting	The system has the ability to perform analytical trending and recognize data patterns, generate variance analysis reports and support predictive modeling.	Yes													
ITF_039	39	Non-Functional	Technical Overlay	Reporting	The system has the ability to archive and purge reports through an automated process.	Yes													
ITF_040	40	Non-Functional	Technical Overlay	Dashboard	The system has the ability to provide standard user dashboards that with role based access rights, can be customized , provide dashboard set-up options for each user role, capture sequential field editing, be able to filter as well, and allow users to drag and drop dashboard items onto tiles. The system should be able to provide some dashboards natively and the option to add new dashboards.	Yes													

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ITF_041	41	Non-Functional	Technical Overlay	Dashboard	The system has the ability to load data into dashboards from multiple applications to provide cross-application views and reports and support multiple user views of configurable data (e.g., data lists, data graphs, calendar items, to-do items, workflow items).	Yes													
ITF_042	42	Non-Functional	Technical Overlay	Integration	The system has the ability to support real time inbound and outbound integrations including intra-application integrations between different ERP modules and web based integrations that can integrate disparate cloud and on-premise applications (e.g., project management tools, human resources applications). These capabilities should include web services and APIs to push and pull data (e.g., RESTful, HTTP, SOAP).	Yes													
ITF_043	43	Non-Functional	Technical Overlay	Integration	The system has the ability to support integrations through flexible file formats and application integration tools that can invoke standards based web services	Yes													
ITF_044	44	Non-Functional	Technical Overlay	Integration	The system has the ability to provide file-based loaders for large imports of data, spreadsheet loaders (e.g., Excel) and reporting tools that support exports through different file formats.	Yes													
ITF_045	45	Non-Functional	Technical Overlay	Integration	The system has the ability for secure integration (e.g., provider-hosted SFTP server, subscriber-hosted SFTP server, PGP encryption, integration gateway).	Yes													
ITF_046	46	Non-Functional	Technical Overlay	Integration	The system has the ability to integrate with productivity tools / desktop applications (e.g., Microsoft Outlook) including both web-based and desktop versions of these applications.	Yes													
ITF_047	47	Non-Functional	Technical Overlay	Integration	The system has the ability to integrate banking institutions and support the NACHA file format, addenda records for ACH transfers, and the Federal Electronic Data Interchange (FEDI).	Yes													
ITF_048	48	Non-Functional	Technical Overlay	Integration	The system has the ability for workflows to interact with interface processes (e.g., system workflow engine initiating outbound interface).	Yes													
ITF_049	49	Non-Functional	Technical Overlay	Integration	The system has the ability to support 3rd party unified communication tools (e.g., Skype for Business, Microsoft Teams, Jabber)	Yes													
ITF_050	50	Non-Functional	Technical Overlay	Access and Security	The system has the ability to integrate with Identity Access Management (IAM) and Active directory (AD) account creation.	Yes													
ITF_051	51	Non-Functional	Technical Overlay	Access and Security	The system has the ability to use an existing active directory for authentication for all parts of the system and to accommodate single sign-on.	Yes													
ITF_052	52	Non-Functional	Technical Overlay	Access and Security	The system has the ability to provide for a security incident management process that includes notification of successful or in-process cyber-attacks or breaches. These security processes should include 3rd party ethical hacking for vulnerability detection.	Yes													
ITF_053	53	Non-Functional	Technical Overlay	Access and Security	The system has the ability to facilitate audits of the hosting environment or to have an acceptable independent third party audit the hosting environment.	Yes													
ITF_054	54	Non-Functional	Technical Overlay	Access and Security	The system has the ability to require Multifactor authentication (MFA) for access to production systems and provide access to administrative audit logs to capture data such as User ID management, system startup/shutdown, data exports, use of privileged access (including 3rd party vendor support), logins / logoffs, audit parameter changes, and access to individual elements of either PII or PHI.	Yes													
ITF_055	55	Non-Functional	Technical Overlay	Access and Security	The system has the ability to secure and encrypt APIs and open interfaces with different keys for different tenants / instances / environments.	Yes													
ITF_056	56	Non-Functional	Technical Overlay	Access and Security	The system has the ability to encrypt all data in motion (DIM) between the hosting environment and end users with minimum AES 256-bit encryption (HTTPS or SSL).	Yes													
ITF_057	57	Non-Functional	Technical Overlay	Access and Security	The system has the ability to encrypt all data at rest (DAR) in different levels (e.g., physical disk, field level).	Yes													
ITF_058	58	Non-Functional	Technical Overlay	Access and Security	The system has the ability to protect from malware and various forms of attack that may enter via external communication and exchanges of data (e.g., phishing, adware, worms).	Yes													
ITF_059	59	Non-Functional	Technical Overlay	Access and Security	The system has the ability to provide a Web interface or API in which an administrator can create, manage, and delete user accounts (e.g., account list methods) and a batch interface or API that can import user management (create, change, delete) via text, CSV or XML file.	Yes													
ITF_060	60	Non-Functional	Technical Overlay	Access and Security	The system has the ability for administrators to delegate administration capabilities and to grant particular administrative privileges to another user.	Yes													
ITF_061	61	Non-Functional	Technical Overlay	Access and Security	The system has the ability to support role based and task based access request for authorization and to delegate these authorization policies. These authorization capabilities should include entitlement management that allows the creation and management of groups or roles and automated governance and approval around role creation and configuration, and automated notifications and reports of role changes.	Yes													
ITF_062	62	Non-Functional	Technical Overlay	Access and Security	The system has the ability to lock user accounts after a certain number of unsuccessful login attempts with this capability configurable by an administrator. This capability should also include logging a user out after a period of inactivity (timeout) that does not impact any background jobs (processes) that may have been launched by the user if the system automatically ends the inactive user's session.	Yes													
ITF_063	63	Non-Functional	Technical Overlay	Access and Security	The system has the ability to secure data by field (e.g., only select users can see PII fields) and by group (e.g., managers in a particular department can see only their department's data or hierarchical groups (e.g., directors can see data for all their managers' departments). This security should make it obvious to users that there is data they cannot see (e.g., blank rows, fields).	Yes													
ITF_064	64	Non-Functional	Technical Overlay	Access and Security	The system has the ability to automatically feed Active Directory updates based on attributes (e.g., phone, email) to the system and control and manage role-level authorization through the ERP system separate from Active Directory.														
ITF_065	65	Non-Functional	Technical Overlay	Access and Security	The system has the ability to maintain the date, time and user information that data was last changed that also documents original value and new value.	Yes													
ITF_066	66	Non-Functional	Technical Overlay	Network / Infrastructure	The system has the ability to protect data through secure networks in both primary and secondary data centers and a security infrastructure designed to secure hosted systems from network-based attacks.	Yes													
ITF_067	67	Non-Functional	Technical Overlay	Network / Infrastructure	The system has the ability to maintain network controls including managed firewalls to protect and secure data during transmission to / from the hosted system (e.g., IP whitelisting, VPN).	Yes													
ITF_068	68	Non-Functional	Technical Overlay	Network / Infrastructure	The system has the ability to publish average system performance and latency metrics on a regular basis (e.g., Page Load Performance Over Time, Page Views and Page Load Performance, Enterprise Schedule Service Usage).	Yes													

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ITF_069	69	Non-Functional	Technical Overlay	Network / Infrastructure	The system has the ability to leverage system tools to monitor the availability and performance of the production services environment and the operation of infrastructure and network components. These system tools should support monitoring for all levels of the service infrastructure and generate alerts for CPU, memory, storage, database, network components, and transactions.	Yes											
ITF_070	70	Non-Functional	Technical Overlay	Network / Infrastructure	The system has the ability to incorporate a comprehensive data backup strategy that includes redundant capabilities (e.g., power sources, cooling systems, telecommunications services, networking, application domains, data storage, physical and virtual servers, databases).	Yes											
ITF_071	71	Non-Functional	Technical Overlay	Network / Infrastructure	The system has the ability to optimize performance of system cloud solutions over the public internet and to monitor the health and performance of this cloud environment on a 24 / 7 / 365 basis. This capability should also include use of third-party transaction accelerators to identify the most optimal route over the public internet to return transaction data to the end user.	Yes											
ITF_072	72	Non-Functional	Technical Overlay	Network / Infrastructure	The system has the ability to monitors networks to notify customers of any issues that may impact availability / latency issues through load balancing across all instances, monitoring the specific performance of each instance on a 24 / 7 basis, and taking proactive measures in the data center to ensure optimal performance of each instance.	Yes											
FIN_304	304	Finance	Accounts Receivable	Integration	The system has the ability to integrate with Authorize.net to record and apply credit card transactions as payment for open receivables.	Yes											
FIN_305	305	Finance	Accounts Receivable	Integration	The system has the ability to accept customer, receivables, and billing data from OC Airport AR Sub-System 1 and Waste AR Sub-System 2, CUBS and then include this integrated information within the Accounts Receivable data tables. System should be able to process this information and include it in reporting and general ledger functionality.	Yes											
FIN_306	306	Finance	Budget	Budget Planning and Forecasting	The system allows users to enter narrative information when submitting budgets or budget change requests. These narrative information data fields must be configurable to support the fields use for different types of budget requests.	Yes											
FIN_307	307	Finance	Budget	Integration	System can be integrated with payroll solution to gather payroll data to facilitate budget analysis	Yes											
FIN_308	308	Finance	Budget	Budget Planning and Forecasting	The system has the ability to use salary and benefits data (current and historical costs) to assist in building budgets	Yes											
FIN_309	309	Finance	Grants Management	Integration	Ability to provide a reimbursement draw down process that would also accommodate reimbursements from the Federal grantor systems	Yes											
FIN_310	310	Supply Chain	Contract Management	Author & Finalize Contracts	The system has the ability to create contract from template language and terms/conditions within system (e.g., contract authoring capability), develop contracts that require complex service hierarchies, and support approval workflow for contracts (e.g., set up, change orders, closures). The system should be able to support electronic signatures for relevant signoff in accordance with expenditure approval policy or alternatively integrate with esignature software.	Yes											
FIN_311	311	Supply Chain	Contract Management	Author & Finalize Contracts	The system has the ability to create a procurement/supplier contract/catalog or PO off of a sourcing event/executed contract. The system should be able to house contract pricing internally in a contracts / item master / content management solution.	Yes											
FIN_312	312	Supply Chain	Contract Management	Author & Finalize Contracts	The system has the ability to upload contract metadata from external files including header and line data and build standard comments for contracts to print on the PO (header or line).	Yes											
FIN_313	313	Supply Chain	Contract Management	Author & Finalize Contracts	The system has the ability to have parent/child contracts, (e.g., add subcontracts to Master Service Agreements) and set up / maintain different contract templates based on Commodities and Organizational Structure.	Yes											
FIN_314	314	Supply Chain	Contract Management	Author & Finalize Contracts	The system has the ability to copy an agreement and support required contract fields (e.g., GPO, supplier, start date, manufacturer, supplier contract number, tier / pricing level, review date, expiration date at item / line level).	Yes											
FIN_315	315	Supply Chain	Contract Management	Author & Finalize Contracts	The system has the ability to support OCR technology in order to search vendor documentation, search contracts (executed or not), act as a contract repository to house electronic versions of the executed contract and store a PDF of executed contracts. Contract repository capability should support different types of actual executed contracts (e.g., purchase agreements, service agreements, NDAs, MSAs, ILAs, sponsorships, licensing, facility agreements, real estate, due diligence) and provide real time visibility of contract status.	Yes											
FIN_316	316	Supply Chain	Contract Management	Contract Lifecycle Management	The system has the ability to track and report on contract compliance (e.g., deliverables, milestones) and track payments to the prime contractors and sub-contractors to comply with regulatory requirements (e.g., SBE, WBE, MBE).	Yes											
FIN_317	317	Supply Chain	Contract Management	Contract Lifecycle Management	The system has the ability to support staging of contracts to identify line items / tasks and associated funding requirements for traceability in the financial management module	Yes											
FIN_318	318	Supply Chain	Contract Management	Contract Lifecycle Management	The system has the ability to make contract modifications to contracts and purchase orders. The system should be able to make and track changes to a contract via workflow both internally and externally with vendors (e.g., redlines with supplier/vendor).	Yes											
FIN_319	319	Supply Chain	Contract Management	Contract Lifecycle Management	The system has the ability to have contract workflow approval capabilities allowing for functional, legal and financial approvals based on dollar threshold, commodity based approval, amendments/ SOWs, or organizational based logic. This workflow should also support actions by third parties (vendors) who do not have direct system access.	Yes											
FIN_320	320	Supply Chain	Contract Management	Contract Lifecycle Management	The system has the ability to house contract / contract pricing to correlate with Item Master price management and other third party price management solutions. The system should be able to integrate with an external or County contract management system.	Yes											
FIN_321	321	Supply Chain	Contract Management	Contract Lifecycle Management	The system has the ability to load contracts and data from scans (OCR) for document management and share or segregate contracts across companies / secure access to document repository.	Yes											
FIN_322	322	Supply Chain	Contract Management	Contract Lifecycle Management	The system has the ability to default payment terms on PO according to contract terms and auto-notify of expiration dates 30, 60, 90 days before expiration date.. The system should be able to initiate notifications 6 months in advance of expiration dates and set user-defined alert triggers (e.g., bond / insurance expiration, contractor meetings, close-out meetings).	Yes											
FIN_323	323	Supply Chain	Contract Management	Contract Lifecycle Management	The system has the ability to set a milestones in contract lifecycle and trigger notifications or actions based on these milestones (e.g., multi-year contracts).	Yes											

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FIN_324	324	Supply Chain	Contract Management	Contract Lifecycle Management	The system has the ability to switch product and tier pricing within a contract term for multi-year contracts, especially service contracts and set multiple pricing levels by contract items. The system should be able to establish and update contract tasks and milestones and to set trigger alerts based on these tasks and milestones.	Yes		
FIN_325	325	Supply Chain	Contract Management	Contract Lifecycle Management	The system has the ability to track spend against a contract and/or a vendor by SKU and PO level and track contract spends, non-contract spend, discounts, service / service type and price breaks based on contract volumes.	Yes		
FIN_326	326	Supply Chain	Contract Management	Contract Lifecycle Management	The system has the ability to see contracts and total spend across one supplier that has multiple divisions and multiple contracts with the County (e.g., contracts across divisions / departments), identify where the contracts reside, when they expire, what value those contracts are, and spend against those contracts.	Yes		
FIN_327	327	Supply Chain	Contract Management	Contract Lifecycle Management	The system has the ability to update contract POs with an audit trail in the system.	Yes		
FIN_328	328	Supply Chain	Contract Management	Closeout Contract	The system has the ability to have a formal close out process that tracks the contract closeout process and document the activities and approvals with a dynamic workflow system including notifications. The system is able to allow users to attach files to the workflow process. Workflow should include notification / task completion activities for vendors outside of the County user base.	Yes		
FIN_329	329	Supply Chain	Contract Management	Closeout Contract	The system has the ability to review contract payments, contract purchase orders and contract deliverables and the acceptance of the deliverables to ensure compliance.	Yes		
FIN_330	330	Supply Chain	Contract Management	Closeout Contract	The system has the ability to support the review of the return of any Authority's resources from the vendors.	No		
FIN_331	331	Supply Chain	Contract Management	Closeout Contract	The system has the ability to support a process that determines the checklist for exiting a contract. This process should ensure there is an agreed plan which, when executed, considers the contractual termination requirements, warranty claims post contract and completes the actions / activities as defined by a Contract Close Out checklist.	No		
FIN_332	332	Supply Chain	Contract Management	Closeout Contract	The system has the ability to provide access to the closeout checklist and track through workflow process. The Contract Close Out checklist may include, but not be limited to off boarding workers, tooling, VMI, and WIP. This checklist should facilitate key stakeholders from other functional areas to be actively engaged and vendors if needed.	Yes		
FIN_333	333	Supply Chain	Contract Management	Closeout Contract	The system has the ability to close project purchase orders and project codes, validate deliverables against contract requirements and acceptance criteria, and produce and include project expenditures comparative reports at project closeout.	Yes		
FIN_334	334	Supply Chain	Contract Management	Closeout Contract	The system has the ability to provide a notification process to alert users of the contract closeout process and is able to integrate in real-time with the roll over process to ensure that it is executed seamlessly.	Yes		
FIN_335	335	Supply Chain	Contract Management	Closeout Contract	The system has the ability to support the steps performed at the end of each period, for example, all transactions must be accounted for and reconciled, and any errors resolved. After the new AP period is opened, accounting distributions can be created and sub-ledger reconciliation reports can be sent.	Yes		
FIN_336	336	Supply Chain	Contract Management	Reporting and Analytics	The system has the ability to have a dashboard that shows work in queue (e.g. open sourcing events, # of open contracts that need to be approved, # of contracts/vendor, spend per each contract, when each contract will expire).	Yes		
FIN_337	337	Supply Chain	Contract Management	Reporting and Analytics	The system has the ability for analytics and reporting to pull contract reports that include contract type, contract name, description, expiration date information, and remaining contract funds at a minimum.	Yes		
FIN_338	338	Supply Chain	Contract Management	Reporting and Analytics	The system has the ability to aggregate spend and have procurement analytics that comprise dashboards with the ability to drill into procurement and payment transactions providing transparency and visibility of payments processed against contract purchase orders, etc.	Yes		

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Req. ID	Count	Process Level 0 Name	Process Level 1 Name	Process Level 2 Name	Requirement Details	Yes or No	Vendor Response	Notes	System Component(s)	Software Module(s)	Test Case Number	Tested In	Implemented In	Verification	Additional Comments
HCM_001	1	Human Resources	Talent Acquisition	Requisition Management	The system has the ability for administrators to create talent requisitions for open positions and use workflow for approval routing, including Finance for cost center allocation. This capability should include the creation of recruitment requisitions for non-employees that can be directed to a specific source and not posted externally.	Yes									
HCM_002	2	Human Resources	Talent Acquisition	Requisition Management	The system has the ability to track open requisitions by various categories such as job, organization, recruiter, set the close date for new applications and the ability of the recruiter and also allow subsequent modifications (e.g., different dates for internal vs. external postings).	Yes									
HCM_003	3	Human Resources	Talent Acquisition	Requisition Management	The system has the ability to have requisition updates flow through to the job postings (ultimately changing the hire action) and to have unlimited posting templates and template flexibility.	Yes									
HCM_004	4	Human Resources	Talent Acquisition	Requisition Management	The system has the ability to retain requisitions for positions which have frequent openings (e.g., requisitions in new hiring areas or recurring requisitions).	Yes									
HCM_005	5	Human Resources	Talent Acquisition	Requisition Management	The system has the ability to provide a means to manage the recruitment budget and capture the cost to hire (e.g. time, expenses expended for each campaign, candidate).	Yes									
HCM_006	6	Human Resources	Talent Acquisition	Requisition Management	The system has the ability to integrate into talent acquisition / requisition request the financial data that is required for hiring managers to identify and provide to justify the request to add headcount/requisition.	Yes									
HCM_007	7	Human Resources	Talent Acquisition	Candidate Sourcing	The system has the ability to administer and track both national and local marketing campaigns / events (e.g. channels, sources, costs, event scheduling, target audience).	No									
HCM_008	8	Human Resources	Talent Acquisition	Candidate Sourcing	The system has the ability to author and publish job advertisements and related information (e.g. position description, competencies) to internal and external sites (e.g. intranet, job sites) including linkage to these external sites on the Authority site. The system should be able to insert position descriptions into job advertisements that can be modified for external postings and post advertisements to specific external sites that may be relevant to this position..	No									
HCM_009	9	Human Resources	Talent Acquisition	Candidate Sourcing	The system has the ability to support secure applicant self-service internally (via the intranet) that enables candidates to express their interest in a position (e.g., unsolicited job application) or apply for a particular advertised job through an online application. The system should be able to alert applicants regarding incomplete application / resume submittals and errors in their submittal (e.g., blank application areas, blank resume areas).	Yes									
HCM_010	10	Human Resources	Talent Acquisition	Candidate Sourcing	The system has the ability to enable candidates to initiate the application process online through self-service, save an application part way through for submission later, watch any prerequisite webinars (e.g., Authority background, anticipated roles for position categories). This capability should allow candidates to submit both applications and related attachments (e.g., resume, identity documentation) through multiple file types (e.g., PDF, MS Word, JPEG) and on all operating systems (e.g., Windows, MAC).	No									
HCM_011	11	Human Resources	Talent Acquisition	Candidate Sourcing	The system has the ability to store a library of interview guidelines and questions for search and use by recruiters / users that provides candidate access to run tests as part of the application process.	Yes									
HCM_012	12	Human Resources	Talent Acquisition	Candidate Sourcing	The system has the ability to allow recruiters or human resources staff to enter further details about the candidate such as their availability, skills test scores, previous service, results of job interviews and vetting procedures.	No									
HCM_013	13	Human Resources	Talent Acquisition	Candidate Sourcing	The system has the ability to provide candidates self-service access to view the status of and update their application throughout the multi-step application process. The system should be able to turn this self-service access on and off.	No									
HCM_014	14	Human Resources	Talent Acquisition	Candidate Sourcing	The system has the ability to support business rules associated with applicant qualifications (e.g., knock out questions) and automate candidate screening and flow to hiring manager. Applicant information is provided through an integration with NEOGOV.	Yes									
HCM_015	15	Human Resources	Talent Acquisition	Candidate Sourcing	The system has the ability to provide candidate access to receive automated template-based or manual communications form at pre-defined milestones.	Yes									
HCM_016	16	Human Resources	Talent Acquisition	Candidate Sourcing	The system has the ability to facilitate the management of a talent pool of both internal and external candidates.	No									
HCM_017	17	Human Resources	Talent Acquisition	Candidate Sourcing	The system has the ability to provide for full time, coop, volunteer and intern candidate processes and allow variations in process through configurable workflow.	Yes									
HCM_018	18	Human Resources	Talent Acquisition	Candidate Sourcing	The system has the ability to accommodate supervisor access to control candidate panels so that all candidates approved by HR can be reviewed for requisition and status of each and that notifications to the hiring manager are triggered for the completion of pending candidate dispositions (e.g., from "in review" to "interview"). This capability should provide flexibility where HR can limit which candidates are available for a hiring manager to view (e.g., select group, selected individuals, all).	Yes									

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HCM_019	19	Human Resources	Talent Acquisition	Candidate Sourcing	The system has the ability to track dates, results and recruiter for all screening methods such as phone screen, campus interview, career day, office/field interview, and skills test along with the ability to track employees and candidates considered and decision results for each step for jobs filled through a selection process.	Yes													
HCM_020	20	Human Resources	Talent Acquisition	Candidate Sourcing	The system has the ability to track demographic, job information, screening, documentation, fall-outs, affirmative action requirements, EEO information, and other groups. The system should be able to shield certain information (e.g., EEO information) from hiring managers. Information will need to be collected through integration with NEOGOV.	Yes													
HCM_021	21	Human Resources	Talent Acquisition	Candidate Sourcing	The system has the ability to parse applicant resumes, prioritize candidates based on identified bona fide qualifications and override / turn off alerts for positions and requisitions even if alerts are requested.	No													
HCM_022	22	Human Resources	Talent Acquisition	Candidate Sourcing	The system has the ability to initiate an online reference check for designated group of requisitions or individual requisition and to track the results of references, allowing both formatted and free-form responses.	No													
HCM_023	23	Human Resources	Talent Acquisition	Candidate Sourcing	The system has the ability to track completion of pre-employment tests (e.g., Behavioral Competency Assessment) based on job requirements or other criteria, to route requests for background checks to a third party provider and to automatically receive results from background check vendors and store in system for those candidates.	Yes													
HCM_024	24	Human Resources	Talent Acquisition	Candidate Sourcing	The system has the ability for candidates to utilize self-service to self-select time and date to complete a pre-recorded virtual screening interview and to self-select time and date to schedule interviews with the ability to integrate to outlook / calendars.	Yes													
HCM_025	25	Human Resources	Talent Acquisition	Candidate Sourcing	The system has the ability to support pre-recorded virtual screening interviews (e.g., recruiter records screening questions, and candidate response is self-serviced and recorded, permitting the recruiter to review at their convenience)	Yes													
HCM_026	26	Human Resources	Talent Acquisition	Candidate Sourcing	The system has the ability to support user configurable online interview forms that reside within the application, collect interview feedback and share internally.	Yes													
HCM_027	27	Human Resources	Talent Acquisition	Candidate Sourcing	The system has the ability to integrate Eureka (Cornerstone) and system certification functionality with talent acquisition capabilities (e.g., application requirements and qualifications) for internal applicants.	Yes													
HCM_028	28	Human Resources	Talent Acquisition	Candidate Sourcing	The system has the ability for employees to refer someone for a vacancy, allow for applicant to identify who referred them and support an employee referral process. This capability should trigger referral rewards where applicable to be paid to employees once an applicant has accepted a position and / or met other referral recognition.	No													
HCM_029	29	Human Resources	Talent Acquisition	Candidate Sourcing	The system has the ability to differentiate internal applicant from external applicant when applying for position from outside County; have some limited employee self-service access from outside of County, limit internal applicant process when minimum qualifications are not met and configure communications for internal applicants.	No													
HCM_030	30	Human Resources	Talent Acquisition	Candidate Sourcing	The system has the ability to provide configurable options to automatically pre-screen / categorize information supplied by candidates as they are entered into the talent pool using a variety of screening methods (e.g. knock out, weighting, test scores, qualitative answers etc.).	No													
HCM_031	31	Human Resources	Talent Acquisition	Candidate Evaluation	The system has the ability to allow recruiters / human resources staff to have a view of all applications including status (e.g. new, awaiting documentation from candidate) and to automatically assign applications to specific recruiters / users for action / management through the recruitment process based on rules (e.g. geographic location, type of application). This capability should include the tracking of job postings and results by user-defined attribute (e.g., supervisor, location, department).	Yes													
HCM_032	32	Human Resources	Talent Acquisition	Candidate Evaluation	The system has the ability to filter / search the talent pool using keywords / criteria (e.g. skills, languages, ethnicity) and to generate correspondence (e.g. email, letters) to targeted groups within the talent pool by leveraging user-defined templates.	No													
HCM_033	33	Human Resources	Talent Acquisition	Candidate Evaluation	The system has the ability to enable identification between internal and external applicants.(tailored treatment).	No													
HCM_034	34	Human Resources	Talent Acquisition	Candidate Evaluation	System will be fully mobile enabled permitting candidate and hiring managers to complete recruiting transactions and workflow from all standard mobile devices	No													
HCM_035	35	Human Resources	Talent Acquisition	Offer Management	The system has the ability to document the complete offer package; highlight and note rationale for exceptions to guidelines; and attach to candidate record.	Yes													
HCM_036	36	Human Resources	Talent Acquisition	Offer Management	The system has the ability to leverage user-defined templates to auto-generate applicant correspondence including offer letters that can be customized to include offer information (e.g., type of agreement, employee benefits, job titles, rate of pay, start date, pre-employment instructions) and rejection letters for unsuccessful applicants. Offer letters should be sent electronically with a copy of the offer letter stored on applicants profile.	Yes													
HCM_037	37	Human Resources	Talent Acquisition	Offer Management	The system has the ability to track the receipt of candidate acceptance / rejection letters and retain information for candidates who rejected offers for future contact.	Yes													
HCM_038	38	Human Resources	Talent Acquisition	Offer Management	The system has the ability to trigger a notification of offer acceptance to hiring manager, notify appropriate function of the new hire technology needs, system access, and security access based on the position profile and notify appropriate function of the workspace needs per position profile.	Yes													

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HCM_039	39	Human Resources	Talent Acquisition	Offer Management	The system has the ability to track hire date and start date and to schedule orientation for new hires.	Yes													
HCM_040	40	Human Resources	Talent Acquisition	Offer Management	The system has the ability to transfer applicant data contained within recruiting module / system to core human resources module / system without duplication of effort including the transfer of internal applicant data and data updates when changes occur to the employee.	Yes													
HCM_041	41	Human Resources	Worker Onboarding	Pre-Hire Onboarding	The system has the ability to automate onboarding pre-day one information and forms and verifications by employee type (e.g., employee have one type of "packet"; students have different "packet")	Yes													
HCM_042	42	Human Resources	Worker Onboarding	Pre-Hire Onboarding	The system has the ability to provide online access to new hires for the review and completion of pre-day one information and forms (e.g., direct deposit, tax forms, background check authorization, US I-9, benefit elections).	Yes													
HCM_043	43	Human Resources	Worker Onboarding	Pre-Hire Onboarding	The system has the ability to provide new hire materials and instructions to complete via a new hire onboarding portal / dashboard (e.g. handbook, contract, conflict of interest, code of conduct) with electronic signature capability via smartphones, tablets or computers. The system should be able to provide new hires the ability to complete required training and onboarding activities (e.g., policy review and acknowledgement) via the new hire portal / dashboard.	Yes													
HCM_044	44	Human Resources	Worker Onboarding	Pre-Hire Onboarding	The system has the ability for onboarding administrators (HR/Recruiter) to utilize an onboarding checklist to track progress of onboarding steps and view, take action, and access reports on the onboarding process status via an onboarding online portal / dashboard.	Yes													
HCM_045	45	Human Resources	Worker Onboarding	Pre-Hire Onboarding	The system has the ability to initiate pre-hire employment requirements / checks (e.g., background) including the transmittal to external vendors who will be conducting these checks.	Yes													
HCM_046	46	Human Resources	Worker Onboarding	Pre-Hire Onboarding	The system has the ability to create visibility inside the Authority before the employees starts via partial access to Intranet or team information with the ability to adjust this visibility based on the determination of what publicly available information should be shared.	Yes													
HCM_047	47	Human Resources	Worker Onboarding	Day 1 / Post Day 1 Onboarding	The system has the ability to onboard non-pay employee or non-employee (e.g., student, volunteer) without a SSN as an exception.	Yes													
HCM_048	48	Human Resources	Worker Onboarding	Day 1 / Post Day 1 Onboarding	The system has the ability to trigger notification when onboarding steps are not completed by expected due dates.	Yes													
HCM_049	49	Human Resources	Worker Onboarding	Day 1 / Post Day 1 Onboarding	The system has the ability to initiate onboarding and off-boarding satisfaction survey	No													
HCM_050	50	Human Resources	Worker Onboarding	Day 1 / Post Day 1 Onboarding	Ability to create onboarding and off-boarding satisfaction survey reports (e.g., by new hire, by hiring manager, by orientation class) that can be automatically provided to hiring manager and to new hire. The system should be able to create a system checklist for this purpose that can facilitate a discussion between the manager and new hire (e.g., establish goals).	No													
HCM_051	51	Human Resources	Learning	Learning Strategy	The system has the ability to identify certain learning activities as required for compliance and to tie organizational training to individual development process annually and trigger notification of potential learning need to supervisor hiring or transferring staff.	No													
HCM_052	52	Human Resources	Learning	Learning Strategy	The system has the ability to measure the effectiveness of learning courses and all learning curriculums across the Authority.	No													
HCM_053	53	Human Resources	Learning	Learning Strategy	The system has the ability to integrate learning management to performance management process for compliance / non-compliance.	No													
HCM_054	54	Human Resources	Learning	Learning Strategy	The system has the ability for employees/managers to see expiration dates for certifications and licenses and receive automated notifications in advance of those expiration dates. The system should be able to provide user (e.g., employees, managers) of these expiration dates.	Yes													
HCM_055	55	Human Resources	Learning	Learning Strategy	The system has the ability to integrate with human resources to deploy learning based on a standardized job hierarchy and competencies (e.g., certain job families have specific learning curriculums).	Yes													
HCM_056	56	Human Resources	Learning	Learning Strategy	The system has the ability to create and maintain core competencies and to track which competencies are required by job.	Yes													
HCM_057	57	Human Resources	Learning	Learning Strategy	The system has the ability for centralization of approval of learning content before publishing and creation of dynamic and static learning groups.	No													
HCM_058	58	Human Resources	Learning	Learning Strategy	The system has the ability to manage regulatory training; inclusive of departmental and skills training.	No													
HCM_059	59	Human Resources	Learning	Learning Development	The system has the ability for departments to create courses and manage their own content and compliance and to support these efforts through the creation, editing and management of department level job aids. The system should be able to manage the approval of these courses through workflow.	No													
HCM_060	60	Human Resources	Learning	Learning Development	The system has the ability for managers to access their down line training transcripts, review down line's current training and assign training to down line at an individual user level	No													
HCM_061	61	Human Resources	Learning	Learning Development	The system has the ability to provide online learning courses through external vendor connections (e.g., LinkedIn Learning) so that employees can access these courses from within the Authority site and course completion information flows back to the Authority site.	No													
HCM_062	62	Human Resources	Learning	Learning Development	The system has the ability for learning activities to have properties such as a description, creator designated activity code/id, contact information, instructor, owner, category and keyword	No													
HCM_063	63	Human Resources	Learning	Learning Development	The system has the ability to provide authoring capability, to create learning content and secure authoring use by role; track and report author, changes, dates. The system should be able to access electronic content (e.g., Captivate programs, video, Teams video) for these purposes.	No													
HCM_064	64	Human Resources	Learning	Learning Development	The system has the ability to maintain inventory of learning courses with description, media, vendor, cost, competencies developed, contacts, pre-requisites, etc.	No													

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HCM_065	65	Human Resources	Learning	Learning Development	The system has the ability for content to be accessed from external systems and through API sources.	No													
HCM_066	66	Human Resources	Learning	Learning Development	The system has the ability for the LMS to assign activities by both an audience and an individual user.	No													
HCM_067	67	Human Resources	Learning	Learning Development	The system has the ability for learning activities be grouped together into a curriculum within a managed course catalog editable by administrators.	No													
HCM_068	68	Human Resources	Learning	Learning Development	The system has the ability for required activity / training / certification for users to be waived by authorized administrators / supervisors.	Yes													
HCM_069	69	Human Resources	Learning	Learning Delivery	The system has the ability for employees to register for courses (self-service); managers to view employee course registration and training history.	No													
HCM_070	70	Human Resources	Learning	Learning Delivery	The system has the ability for reporting of course offerings by name, vendor, skills developed, etc. and maintain a list of preferred providers and logistical requirements for courses offered off site.	No													
HCM_071	71	Human Resources	Learning	Learning Delivery	The system has the ability to highlight course offerings that include group discounts and trigger enrollment notification to HR to enable review for possible additional attendees or on-site presentation.	No													
HCM_072	72	Human Resources	Learning	Learning Delivery	The system has the ability to generate e-mail acknowledgements for training enrollment notice for required re-qualification or update training electronically to learner and supervisor.	No													
HCM_073	73	Human Resources	Learning	Learning Delivery	The system has the ability to match course availability information with staff scheduling process to allow automatic enrollment for required courses and add learner to wait-list and enroll in second choice session.	No													
HCM_074	74	Human Resources	Learning	Learning Delivery	The system has the ability to accept cancellations, enroll others off wait-list and provide electronic notification to learners and supervisor.	No													
HCM_075	75	Human Resources	Learning	Learning Delivery	The system has the ability to provide notice to training administrator of last-minute enrollment changes, allowable wait-list exceeded, inadequate enrollments, and other instances that suggest need for intervention.	No													
HCM_076	76	Human Resources	Learning	Learning Delivery	The system has the ability to generate list of attendees for instructor and store checklist of instructor materials required.	No													
HCM_077	77	Human Resources	Learning	Learning Delivery	The system has the ability to provide tracking for prework and report if not completed by start of class.	No													
HCM_078	78	Human Resources	Learning	Learning Delivery	The system has the ability to systematically track enrollees scheduled, allowing over-enrollment to specified level based on date of session.	No													
HCM_079	79	Human Resources	Learning	Learning Delivery	The system has the ability to store reason for the training (e.g., requirement, skill development, refresher).	No													
HCM_080	80	Human Resources	Learning	Learning Delivery	The system has the ability to allow supervisors/HR to enroll learners or groups of employees in courses on-line	No													
HCM_081	81	Human Resources	Learning	Learning Delivery	The system has the ability to track learner and department training expenses to date and compare against budget / plan (dollars and hours).	Yes													
HCM_082	82	Human Resources	Learning	Learning Delivery	The system has the ability to generate email acknowledgements for enrollment confirmation notices (electronic) for learner and supervisor, including cost information.	No													
HCM_083	83	Human Resources	Learning	Learning Delivery	The system has the ability for employee to view / save / print course transcript	No													
HCM_084	84	Human Resources	Learning	Learning Delivery	The system has the ability to facilitate the scheduling of tests and record the test results within the system.	No													
HCM_085	85	Human Resources	Learning	Learning Delivery	The system has the ability to allow online confirmation of attendance and track online course evaluation information.	No													
HCM_086	86	Human Resources	Learning	Learning Delivery	The system has the ability to provide electronic 'post-test' or other notification to measure effectiveness of class and provide for system tracking of scores or narrative comments for pre and post training.	No													
HCM_087	87	Human Resources	Learning	Learning Delivery	The system has the ability to indicate delayed post assessment (e.g., 60 days after training) and trigger reminder when assessment is due.	No													
HCM_088	88	Human Resources	Learning	Learning Delivery	The system has the ability to allow online capture of post course assessment (ESS/MSS).	No													
HCM_089	89	Human Resources	Learning	Learning Delivery	The system has the ability to maintain evaluation comments (learner summaries, dates, etc.) indicating learner experience with course.	No													
HCM_090	90	Human Resources	Learning	Learning Delivery	The system has the ability to streamline non-compliance process, notifications and reporting and to provide email notifications of impending training deadlines.	No													
HCM_091	91	Human Resources	Learning	Learning Delivery	The system has the ability for enrollment to a class to use workflow approval and notifications	No													
HCM_092	92	Human Resources	Learning	Learning Delivery	The system has the ability for learning activities to contain an accessible roster of users that can display individual users activity status (e.g., Registered, In Progress, Complete), allow an assigned instructor or administrator to e-mail all registered or roster users, generate a printable sign-in sheet. These rosters should have the capability to be exported to different formats such as CSV, XLSX, PDF.	No													
HCM_093	93	Human Resources	Learning	Learning Operations	The system has the ability to record training completed for programs offered inside and outside the company, allow updates by learner with approval by supervisor if required and maintain completed course records indefinitely.	No													
HCM_094	94	Human Resources	Human Resources	Learning Operations	The system has the ability for supervisors or managers to view training compliance and status for their employees.	No													
HCM_095	95	Human Resources	Human Resources	Learning Operations	The system has the ability to support reporting of training completed by learner by course, by department, by skills, by instructor, and by location through integration with Eureka (Cornerstone).	Yes													
HCM_096	96	Human Resources	Human Resources	Learning Operations	The system has the ability to track licenses and certifications obtained, track costs for course research and development as well as delivery / attendee costs, track and report on costs incurred (e.g., cancellations, no shows, rescheduling).	Yes													
HCM_097	97	Human Resources	Human Resources	Learning Operations	The system has the ability to report on costs to be charged to a specific organization (such as HR or Marketing) or to the learner's home department.	No													

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HCM_098	98	Human Resources	Human Resources	Learning Operations	The system has the ability to provide gap reporting (e.g., training a learner has not completed that is needed for their group, location, job) through integration with Eureka (Cornerstone).	No													
HCM_099	99	Human Resources	Human Resources	Learning Operations	The system has the ability to provide the ability to modify specific training requirements for a group and/or position.	No													
HCM_100	100	Human Resources	Human Resources	Learning Operations	The system has the ability to track and report on internal/external certification requirements and skills by function/role/job through integration with Eureka (Cornerstone).	Yes													
HCM_101	101	Human Resources	Human Resources	Learning Operations	The system has the ability to track and report on internal/external individual certifications (e.g., completion date, status, update / renewal requirements) and attestations.	Yes													
HCM_102	102	Human Resources	Human Resources	Learning Operations	The system has the ability for deep linking of activities so users can easily access a learning activity from links outside the LMS	No													
HCM_103	103	Human Resources	Human Resources	Learning Operations	The system has the ability to have prebuilt training dashboards using learning data including play lists.	No													
HCM_104	104	Human Resources	Human Resources	Learning Operations	The system has the ability for the learning module to be custom branded with logos, colors and formatting.	No													
HCM_105	105	Human Resources	Human Resources	Learning Operations	The system has the ability for all users have a learning transcript that administrators, the learner and managers can access.	No													
HCM_106	106	Human Resources	Human Resources	Learning Operations	The system has the ability to allow the reporting of changes or edits to the learning system and activities and the identification of users who have edited an activity.	No													
HCM_107	107	Human Resources	Human Resources	Learning Operations	The system has the ability for track and produce usage metrics that are accessible by administrators and management.	No													
HCM_108	108	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability for managers to search employee base on skills, strengths and interest areas.	Yes													
HCM_109	109	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to integrate training history into employee performance / talent profiles.	Yes													
HCM_110	110	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to support performance management auditing (e.g., monitor completion of the talent profile).	Yes													
HCM_111	111	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to support for S.M.A.R.T. goals (Specific, Measurable, Achievable, Realistic and Time-Specific) and evaluate S.M.A.R.T. goals in real-time with managers.	Yes													
HCM_112	112	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability for managers and employees to set, review, approve and change performance goals online and to distinguish between goals that are tied to incentive programs and those that are "developmental" so that goals that are to be included in performance weighting are identified. This capability should include an accommodation for the cascaded goal process.	Yes													
HCM_113	113	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability for managers to "lock" employee goals once completed and only update through approval workflow purposes and to view goals on any employee within their span of control.	Yes													
HCM_114	114	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to assign managers or access managerial relationship trees and restrict access to appropriate individuals	Yes													
HCM_115	115	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to automate new hire/transfers notification to update goals within a user-defined timeframe.	Yes													
HCM_116	116	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to update performance / talent profile and route through workflow for approval on training, education, competencies, languages, achievements, certifications, licenses, memberships, and prior job history.	Yes													
HCM_117	117	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability for managers and employees to post and track progress toward performance goals and to measure results against financial, customer, business processes and learning indicators.	Yes													
HCM_118	118	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to provide consistent fields for managers / peers to utilize when adding input into the employees review (drop down box/library)	Yes													
HCM_119	119	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to accommodate flexibility in terms (e.g., role, division, unit, employee group).	Yes													
HCM_120	120	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to automatically prompt employees (e-mail or message once logged in) to perform updates within the review process with these prompts configurable by department, unit, role and/or employee group	Yes													
HCM_121	121	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability for HR to establish rating methodologies and ranking scales (e.g., goals, competencies) and calibrate ratings for the final score calculations.	Yes													
HCM_122	122	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to utilize electronic signatures for manager / HR approval and employee acknowledgement.	Yes													
HCM_123	123	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to view completion status in a group listing	Yes													
HCM_124	124	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to create and manage County defined performance rating scales.	Yes													
HCM_125	125	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to for the performance review / score to pre-populate into the current year review.	Yes													
HCM_126	126	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to provide employees or managers with individualized Performance & Development scorecards and to provide unit, division and organization-wide Performance & Development scorecards.	Yes													
HCM_127	127	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to link overall rating and specific competency rating into overall compensation process for budgeting.	No													
HCM_128	128	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to maintain multiple performance management workflows and timelines for different groups (e.g., non-exempt, exempt, senior executives) and assign variable weightings to performance criteria for these different groups.	Yes													
HCM_129	129	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to query repository for performance management resources by keyword or phrase to identify employees who match criteria.	Yes													
HCM_130	130	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to "Push" or recommend relevant resources to employees and managers at each phase of performance management cycle.	Yes													

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HCM_131	131	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to enforce deadlines for each phase of the performance management cycle and allow the monitoring of progress for a business unit or group.	Yes													
HCM_132	132	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to log performance events such as achievements and special projects which validate the performance rating ultimately awarded to the employee and ultimately view in talent profile	Yes													
HCM_133	133	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability for performance management view and transactions to be mobile-enabled. (e.g., smartphones, tablets).	No													
HCM_134	134	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability for managers to have a full or mass view to complete performance scores for all employees (instead of individually).	Yes													
HCM_135	135	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to have proxy rights that can be easily assigned to various leaders at the administrator level.	Yes													
HCM_136	136	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to initiate through workflow functionality, have the ability to rate employee performance using a Calibration Session, placing the individual in the rating scale they were last rated.	Yes													
HCM_137	137	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to print Calibration sessions in mass or for each individual.	Yes													
HCM_138	138	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to conduct self-reviews and to track coaching conversations.	Yes													
HCM_139	139	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to support both individual and team performance and to assign ratings to groups or to individuals.	Yes													
HCM_140	140	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to maintain audit trails on performance management goals with the ability to report off of the data and to support performance management auditing (e.g., monitor completion of performance management goals).	Yes													
HCM_141	141	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to document ongoing performance conversations and accommodate ongoing documentation in a user friendly fashion, with inclusion of things like templates so they can section based on key topics/feedback that make up those regular conversations.	Yes													
HCM_142	142	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability for employees to access and complete performance evaluation online and for managers to score performance online.	Yes													
HCM_143	143	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to configure and support individual development plans and to manage several plans concurrently (e.g., performance incentive plan, development plan).	Yes													
HCM_144	144	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to link performance evaluations to career development and succession planning.	No													
HCM_145	145	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to have multi-rate functionality (ability to have ratings from more than 1 person).	No													
HCM_146	146	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to assess eligibility for promotion or need for improvement / demotion online.	No													
HCM_147	147	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to support competency management and to select competencies from a library of competencies.	Yes													
HCM_148	148	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to review prior year competencies, configure the competency library, cascade competencies, have a workflow for manager approval of competencies, and have the manager provide feedback on individual competencies.	Yes													
HCM_149	149	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to link competencies to an individual development plan activity	Yes													
HCM_150	150	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to view an individual development plan in succession planning.	No													
HCM_151	151	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to select from library of development activities and define custom development activities and to cascade development activities.	Yes													
HCM_152	152	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to allow employee and manager commentary on each goal and competency and HR or senior manager to approve/view performance appraisals individually or in user defined batches.	Yes													
HCM_153	153	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability for the employee to view their own current and historical evaluations and set dates for when access is available (or have the ability for the manager to trigger access) and to electronically store and provide information on past performance evaluations.	Yes													
HCM_154	154	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to weight each employee's objectives differently based on user-defined criteria and based on the needs of that individual and or department.	Yes													
HCM_155	155	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to make comment fields required (triggered by extreme high or low scores on elements).	No													
HCM_156	156	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to record communications within the system between supervisor and employee (i.e., quarterly review sessions) during the evaluation period.	Yes													
HCM_157	157	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability for HR and various levels of supervision within a department to have view access to their employees' evaluations/objectives at any point in the cycle	Yes													
HCM_158	158	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to migrate past employee ratings from legacy performance systems.	Yes													
HCM_159	159	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to accommodate performance evaluation form types that are linked by employee classification.	Yes													
HCM_160	160	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to send reminders through e-mail to managers regarding the review deadlines and to provide calendar timeline for all employees to follow for their review cycle.	Yes													
HCM_161	161	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to separate the performance management cycle and the compensation cycle (ability to separate dates for each process).	Yes													
HCM_162	162	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to enter out-of-cycle feedback (e.g., client, peer, manager) for employee.	Yes													

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HCM_163	163	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to support performance management workflows.	Yes														
HCM_164	164	Human Resources	Talent Enablement	Talent Evaluation	The system has the ability to provide executive dashboard views of organizational performance measures and manager dashboard views of direct reports performance measures.	Yes														
HCM_165	165	Human Resources	Talent Enablement	Talent Enablement	The system has the ability to maintain a talent profile on both primary and secondary positions, assign ratings to both primary and secondary positions and for the talent profile to have career plans.	Yes														
HCM_166	166	Human Resources	Talent Enablement	Talent Enablement	The system has the ability to maintain audit trails on talent profile with the ability to report off of the data	Yes														
HCM_167	167	Human Resources	Human Resources	Talent Enablement	The system has the ability for the employee to provide input into their development plan and for a manager to approve the development plan.	No														
HCM_168	168	Human Resources	Human Resources	Talent Enablement	The system has the ability to support dual reporting, including multiple solid or dotted line reporting relationships.	No														
HCM_169	169	Human Resources	Human Resources	Talent Enablement	The system has the ability for managers to have a configurable team view of their team's skills.	No														
HCM_170	170	Human Resources	Human Resources	Talent Enablement	The system has the ability to create potential pools of talent (but not necessarily attached to a plan) through the use of training data from Eureka (Cornerstone) or certificates managed by the system.	Yes														
HCM_171	171	Human Resources	Human Resources	Talent Enablement	The system has the ability to easily generate reports by leaders and HR that include historical and current information on development plans, career plans, skills acquired.	No														
HCM_172	172	Human Resources	Human Resources	Talent Enablement	The system has the ability to build performance metrics around scores / comp increases across the County departments.	No														
HCM_173	173	Human Resources	Human Resources	Talent Enablement	The system has the ability for application to identify key positions / roles for succession planning based upon pre-determined criteria (e.g., grade X and above) and to manually add or designate candidates or candidate pools for succession planning.	Yes														
HCM_174	174	Human Resources	Human Resources	Talent Enablement	The system has the ability to build and incorporate competencies into comprehensive succession plans by matching candidates to positions.	No														
HCM_175	175	Human Resources	Human Resources	Talent Enablement	The system has the ability to use HR data to forecast needs and to create "what if" scenarios for succession planning	No														
HCM_176	176	Human Resources	Human Resources	Talent Enablement	The system has the ability to provide readiness "rating" of candidates for succession planning from drop down list (e.g., ready in 2 - 3 years, ready in 5 years)	No														
HCM_177	177	Human Resources	Human Resources	Talent Enablement	The system has the ability to support succession planning queries based on a predefined set of succession planning criteria (e.g., job level, division, skill set location) and to identify diversity successors and percentage of positions with diversity successors identified.	No														
HCM_178	178	Human Resources	Human Resources	Talent Enablement	The system has the ability for position incumbent to view identified potential successors and successors that meet a set of criteria defined by the incumbent (e.g., job level, division, skill set, location)	No														
HCM_179	179	Human Resources	Human Resources	Talent Enablement	The system has the ability to use prior year succession plan as a starting point in development employee's current succession plan and update Succession Plan when employee changes position and to provide easy access to list of successors based on role profiles.	No														
HCM_180	180	Human Resources	Human Resources	Talent Enablement	The system has the ability to maintain succession plan history, identify future position vacancies and high-potential employees	No														
HCM_181	181	Human Resources	Human Resources	Talent Enablement	The system has the ability to alert succession planning manager of position changes and to 'score' and rank identified candidates to systematically match candidates to positions.	No														
HCM_182	182	Human Resources	Human Resources	Talent Enablement	The system has the ability to identify and flag potential blocks in succession plan based on individual development schedules and to suggest a development plan for identified candidates that can be tracked for these identified candidates.	No														
HCM_183	183	Human Resources	Human Resources	Talent Enablement	The system has the ability to identify positions where no succession exists and flag for recruiting, to create and assign an employee to specific talent pools and to assign a successor for more than one position.	No														
HCM_184	184	Human Resources	Human Resources	Talent Enablement	The system has the ability to track, highlight, categorize and document retention risk of employees (e.g., retiring, quitting, or transferring w/in 1-5 years).	No														
HCM_185	185	Human Resources	Human Resources	Talent Enablement	The system has the ability for manager to identify potential roles for direct reports.	Yes														
HCM_186	186	Human Resources	Human Resources	Talent Enablement	The system has the ability to view successor's talent profile and view employee's performance review from succession planning application.	No														
HCM_187	187	Human Resources	Human Resources	Talent Enablement	The system has the ability for an employee to self-nominate for a succession slot and pool	No														
HCM_188	188	Human Resources	Human Resources	Talent Enablement	The system has the ability to provide coaching tips, goal help, and online planning assistance with tools and tips for managers	No														
HCM_189	189	Human Resources	Human Resources	Talent Enablement	The system has the ability to allow manager to assign proxy/delegate capabilities	No														
HCM_190	190	Human Resources	Human Resources	Talent Enablement	The system has the ability to create talent profiles by position	Yes														
HCM_191	191	Human Resources	Human Resources	Talent Enablement	The system has the ability to have behavioral fit score capabilities (person to job) and percent position fit capabilities (person to job).	No														
HCM_192	192	Human Resources	Human Resources	Talent Enablement	The system has the ability to maintain audit trails on performance succession planning with the ability to report off of the data and to support performance management auditing (e.g., monitor completion of the succession planning).	No														
HCM_193	193	Human Resources	Human Resources	Talent Enablement	The system has the ability to have an Integrated Talent Profile that is easily customizable – display pictures, captures employee info: name, years in position, business unit, reports to, span of control, skills, experience, performance ratings, and job history details (for County roles)	Yes														
HCM_194	194	Human Resources	Human Resources	Talent Enablement	The system has the ability to have at-a-glance dashboard generating capabilities to enable visually informative multiple views of talent pools / bench strength through org chart view, calibration session view, and side by side and/or individual Talent Profile views.	Yes														

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HCM_195	195	Human Resources	Human Resources	Talent Enablement	The system has the ability to integrate with workforce planning to model the impact of various workforce scenarios on chosen succession candidates and job groups/positions.	No												
HCM_196	196	Human Resources	Human Resources	Talent Enablement	The system has the ability to integrate with talent acquisition, job description, and job history data	Yes												
HCM_197	197	Human Resources	Human Resources	Talent Enablement	The system has the ability to have an option to push out recognition/feedback to individuals from anyone in the system (leaders and individual contributors that may or may not have reporting relationships)	No												
HCM_198	198	Human Resources	Human Resources	Talent Enablement	The system has the ability to have Team Engagement Tracking	No												
HCM_199	199	Human Resources	Human Resources	Talent Enablement	The system has the ability to conduct an assessment between the competencies, skills, certifications and education of a person and a job through data in the system and information integrated from Eureka (Cornerstone).	Yes												
HCM_200	200	Human Resources	Human Resources	Talent Enablement	The system has the ability to support all government required veterans reporting. (e.g., Vets 100/100A) including the maintenance of all required classifications and all reporting for Affirmative Action employees per OFCCP requirements.	Yes												
HCM_201	201	Human Resources	Human Resources	Talent Enablement	The system has the ability to enable new hires to electronically voluntarily disclose Gender, Ethnicity, Veteran Status, and Disability Status. Application must comply with all government requirements for new hire disclosures.	Yes												
HCM_202	202	Human Resources	Human Resources	Talent Enablement	The system has the ability to report on all changes made to Gender, Ethnicity, Veteran Status, and Disability status; ability to track for historical reporting and audit purposed, including the date, time, and user who made the change.	Yes												
HCM_203	203	Human Resources	Human Resources	Talent Enablement	The system has the ability for candidate response to EEO questions should default in the New Hire opportunity to disclose.	Yes												
HCM_204	204	Human Resources	Human Resources	Talent Enablement	The system has the ability to allow for a notification e-mail when a new hire fails to voluntarily disclose ethnicity or gender information.	No												
HCM_205	205	Human Resources	Human Resources	Talent Enablement	The system has the ability for applications to support the recurring survey requirements for this information, including an ability for the employee to maintain their Ethnicity, Veteran, and Disability Status.	Yes												
HCM_206	206	Human Resources	Human Resources	Talent Enablement	The system has the ability for employees to have access to their Gender, Ethnicity, Veterans, Status and Disability Status information to perform updates as needed.	Yes												
HCM_207	207	Human Resources	Human Resources	Talent Enablement	The system has the ability for Gender, Ethnicity, Veteran Status, and Disability Status to be included in general list for employee data exports.	Yes												
HCM_208	208	Human Resources	Human Resources	Talent Enablement	The system has the ability to support mass add, changes, deletes of gender, ethnicity, veteran status, and disability data.	Yes												
HCM_209	209	Human Resources	Human Resources	Talent Enablement	The system has the ability to configure a demographics dashboard that displays current and historical workforce data and that tracks applicant demographics by talent acquisition process steps (e.g., HR interview, HM interview, not selected, hired).	Yes												
HCM_210	210	Human Resources	Human Resources	Talent Enablement	The system has the ability to configure a dashboard to track promotions by workforce demographics	Yes												
HCM_211	211	Human Resources	Human Resources	Talent Enablement	The system has the ability to input and track good faith efforts for Affirmative Action requirements	Yes												
HCM_212	212	Human Resources	Human Resources	Talent Enablement	The system has the ability to be dynamic, user-friendly, effective Talent Search Function and Filtering capabilities.	Yes												
HCM_213	213	Human Resources	Human Resources	Talent Enablement	The system has the ability for employees to access and complete their Talent Profiles on a responsive design. The system should be able to provide mobile capabilities for employees with the applications.	No												
HCM_214	214	Human Resources	Human Resources	Talent Enablement	The system has the ability for managers to view employees Talent Profiles on a responsive design. The system should be able to provide mobile capabilities for managers with the applications.	No												
HCM_215	215	Human Resources	Human Resources	Talent Enablement	The system has the ability to support productivity analysis and reporting	Yes												
HCM_216	216	Human Resources	Human Resources	Talent Enablement	The system has the ability to edit review templates from year to year	Yes												
HCM_217	217	Human Resources	Human Resources	Talent Enablement	The system has the ability to be able to maintain employee certification information, including the type of certification, the date acquired, the date it expires, whether the certification is verified, and the certification number (if applicable). Certification codes should be able to be inactivated when no longer utilized.	Yes												
HCM_218	218	Human Resources	Human Resources	Talent Enablement	The system has the ability to be able to track/maintain which certifications are required for a particular job. Need to be able to group certifications that may meet a job requirement (e.g., a NPR or BLS meets the requirement). Need to be able to track any exceptions to requirements at the employee level (e.g., employee John Smith is not required to have a BLS, even though the job he is in requires it).	Yes												
HCM_219	219	Human Resources	Human Resources	Talent Enablement	The system has the ability for employees to submit certifications they have completed, including the attachment of documentation. There should be a configurable workflow by which this information can be reviewed and approved by an administrator.	Yes												
HCM_220	220	Human Resources	Human Resources	Talent Enablement	The system has the ability for attached certification document to be exportable to an employee personnel file application.	Yes												
HCM_221	221	Human Resources	Human Resources	Talent Enablement	The system has the ability for Managers to have access to view employee certifications in mass (list view) for their direct reports and downline and to filter certification data for employees with expired certifications that are required for their job and overdue (or almost overdue)..	Yes												
HCM_222	222	Human Resources	Human Resources	Talent Enablement	The system has the ability for employees to have the ability to receive email notification when they have a certification required for a job that is due with certain number of days. These notifications must be configurable by certification.	Yes												

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HCM_223	223	Human Resources	Human Resources	Talent Enablement	The system has the ability for managers to have the ability to receive e-mail notification when an employee has a certification required for a job that is due with certain number of days or if the employee does not have a required certification. These notifications have the ability to be configurable by certification.	Yes													
HCM_224	224	Human Resources	Human Resources	Talent Enablement	The system has the ability to provide basic list views of data that are easily exportable to Excel for HR Administrators of certification information, also inclusive of basic employee data (e.g., job title, department, supervisor).	Yes													
HCM_225	225	Human Resources	Human Resources	Talent Enablement	The system has the ability of certification information to be visible as a part of the employee's profile for talent management.	Yes													
HCM_226	226	Human Resources	Human Resources	Talent Enablement	The system has the ability to capture certification information during the application process and retain this information within the employee profile once hired and information has been verified (with proof of certification information).	Yes													
HCM_227	227	Human Resources	Human Resources	Talent Enablement	The system has the ability to be able to maintain employee license information, including the type of license, the date acquired, the date it expires, the issuing state and the license number. License codes should be able to be inactivated when no longer utilized.	Yes													
HCM_228	228	Human Resources	Human Resources	Talent Enablement	The system has the ability for employees to receive email notification when they have a license required for a job that is due with xx days, and these notifications are configurable by license.	Yes													
HCM_229	229	Human Resources	Human Resources	Talent Enablement	The system has the ability for managers to receive email notification when an employee has a license required for a job that is due with xx days or if the employee does not have the required license., and these notifications are configurable by license.	Yes													
HCM_230	230	Human Resources	Human Resources	Talent Enablement	The system has the ability for license information to be visible as a part of the employee's profile for talent management.	No													
HCM_231	231	Human Resources	Human Resources	Talent Enablement	The system has the ability when an applicant enters license information during the application process, for this information to exist on their employee profile once hired and information has been verified	Yes													
HCM_232	232	Human Resources	Human Resources	Talent Enablement	The system has the ability to maintain employee education information, including the degree, ranking (for reporting highest level of degree), institution, subject, the date acquired, in progress, verified (if applicable). Ability for all fields to be normalized lists with codes and descriptions. All codes are able to be to be inactivated when no longer utilized.	Yes													
HCM_233	233	Human Resources	Human Resources	Talent Enablement	The system has the ability to track/maintain degrees that are required for a particular job. Ability to track when a degree is required in the xx amount of time (such as BS is required within 4 years).	No													
HCM_234	234	Human Resources	Human Resources	Talent Enablement	The system has the ability for employees to submit degrees they have completed, including the attachment of documentation. Ability for a configurable workflow by which this information can be reviewed and approved by an administrator.	No													
HCM_235	235	Human Resources	Human Resources	Talent Enablement	The system has the ability for an attached education (transcript) document to be exportable to an employee personnel file application.	No													
HCM_236	236	Human Resources	Human Resources	Talent Enablement	The system has the ability for managers to have access to view employee degrees in mass (list view) for their direct reports and downline.	No													
HCM_237	237	Human Resources	Human Resources	Talent Enablement	The system has the ability for managers to have the ability to filter education data for employees with required education that is not yet meet/approaching due date.	No													
HCM_238	238	Human Resources	Human Resources	Talent Enablement	The system has the ability for employees to receive email notifications when they have an education required for a job that is due with xx years. These notifications are configurable by degree/job.	No													
HCM_239	239	Human Resources	Human Resources	Talent Enablement	The system has the ability for managers to have the ability to receive email notification when an employee has an education required for a job that is due with xx years. These notifications have the ability to be configurable by degree/job.	No													
HCM_240	240	Human Resources	Human Resources	Talent Enablement	The system has the ability for education information to be visible as a part of the employee's profile for talent management.	Yes													
HCM_241	241	Human Resources	Total Rewards	Compensation Administration	The system has the ability to help ensure increases are allocated consistently across the organization while staying within overall merit increase budget to establish merit budget, allow managers to go over budget, but control through workflow/approval process	No													
HCM_242	242	Human Resources	Total Rewards	Compensation Administration	The system has the ability to allow roll-up for senior management review, analysis and approval with roll-up is based on management relationship (in reporting chain).	Yes													
HCM_243	243	Human Resources	Total Rewards	Compensation Administration	The system has the ability to allow senior management to review portions of their organization or groups of departments for analysis	Yes													
HCM_244	244	Human Resources	Total Rewards	Compensation Administration	The system has the ability to maintain user defined merit matrix and to determine merit increase based on performance rating or other user defined field and position in band and market range.	No													
HCM_245	245	Human Resources	Total Rewards	Compensation Administration	The system has the ability to enable supervisor to model various compensation adjustments and see impact on department budget	Yes													
HCM_246	246	Human Resources	Total Rewards	Compensation Administration	The system has the ability to allow for combination of percentage increase, overtime estimations, and include in calculation against budget	Yes													
HCM_247	247	Human Resources	Total Rewards	Compensation Administration	The system has the ability to pend merit increase for employee on unpaid LOA and trigger increase to be effective on return to work date	No													
HCM_248	248	Human Resources	Total Rewards	Compensation Administration	The system has the ability for manager to view all compensation elements on an employee	Yes													
HCM_249	249	Human Resources	Total Rewards	Compensation Administration	The system has the ability to allow compensation personnel to structure multiple separate salary increase plan types / multiple budgets which may vary from year to year.	Yes													
HCM_250	250	Human Resources	Total Rewards	Compensation Administration	The system has the ability to maintain incentive eligibility, target, mix and measures and final awards.	Yes													

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HCM_251	251	Human Resources	Total Rewards	Compensation Administration	The system has the ability to determine incentive bonus based on individual performance and/or company/unit financial performance (up to 3 different company/financial objectives)	No													
HCM_252	252	Human Resources	Total Rewards	Compensation Administration	The system has the ability to enable supervisor to model various short-term incentive bonus amounts and see impact on department budget	No													
HCM_253	253	Human Resources	Total Rewards	Compensation Administration	The system has the ability to update employee pay record after final approval submitted	Yes													
HCM_254	254	Human Resources	Total Rewards	Compensation Administration	The system has the ability to allow roll-up for senior management review, analysis and approval with roll-up based on management relationship (in reporting chain).	Yes													
HCM_255	255	Human Resources	Total Rewards	Compensation Administration	The system has the ability to add/update salaries in batch mode and individual mode and to provide future dated salary changes.	Yes													
HCM_256	256	Human Resources	Total Rewards	Compensation Administration	The system has the ability to provide workflow for off cycle (ad hoc) salary change and reason(s) for change	Yes													
HCM_257	257	Human Resources	Total Rewards	Compensation Administration	The system has the ability to maintain allowances by type (e.g., meal, housing, transportation) and calculation method (e.g., percentage of base, flat amount).	Yes													
HCM_258	258	Human Resources	Total Rewards	Compensation Administration	The system has the ability for manager to recommend one-time payments and route for approval with supporting documentation attached.	Yes													
HCM_259	259	Human Resources	Total Rewards	Compensation Administration	The system has the ability to maintain salary structure including min, mid and max market rates by geographic area within a band and within a market zone	No													
HCM_260	260	Human Resources	Total Rewards	Compensation Administration	The system has the ability to maintain position information, including job codes, grades, titles, market zone/band, incentive level, FLSA and workers' comp code.	Yes													
HCM_261	261	Human Resources	Total Rewards	Compensation Administration	The system has the ability to store position descriptions (and archived versions) in application	Yes													
HCM_262	262	Human Resources	Total Rewards	Compensation Administration	The system has the ability to provide for multiple types of job information including responsibilities, skills, education, certifications required, physical ability requirements, safety equipment required, health risks and other workplace considerations	Yes													
HCM_263	263	Human Resources	Total Rewards	Compensation Administration	The system has the ability to perform salary structure modeling and store benchmark salary data.	Yes													
HCM_264	264	Human Resources	Total Rewards	Compensation Administration	The system has the ability to perform market pricing using analytical tools.	No													
HCM_265	265	Human Resources	Total Rewards	Compensation Administration	The system has the ability to support the comparison of internal jobs to survey jobs, noting differences between internal and survey jobs and allowing for the same job to be matched to multiple survey jobs (multiple surveys and multiple jobs in same survey).	No													
HCM_266	266	Human Resources	Total Rewards	Compensation Administration	The system has the ability to calculate and record compensation ratios and salary positions.	Yes													
HCM_267	267	Human Resources	Total Rewards	Compensation Administration	The system has the ability to project and analyze salary information with report writing tools	Yes													
HCM_268	268	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to automate forms administered in Health & Welfare Benefits (e.g., 401K form to be sent automatically to the vendor after completion).	Yes													
HCM_269	269	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability for self-service option for employees and managers to initiate, view selected options or plans and to view FMLA usage and balances.	Yes													
HCM_270	270	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to have multiple employee self-service open enrollment periods and also option periods for changes with a variety of rules and criteria.	Yes													
HCM_271	271	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to notify the user of a change to benefits eligibility resulting from a change in key employer-owned data elements via email linking to enrollment site (e.g., change in employment status, change in scheduled hours), Alight.	Yes													
HCM_272	272	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to provide on-line enrollment capability by integrating the system with the County's benefit vendor, Alight, for annual enrollment and ongoing life events (e.g., marriage, birth, divorce).	Yes													
HCM_273	273	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to control the allowable benefit changes based on life event and regulations through integrating the system with the County's benefit vendor, Alight.	Yes													
HCM_274	274	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to provide online confirmation statement of benefits elections and dependent/beneficiary data.	Yes													
HCM_275	275	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to future date transactions and store complete benefits status history	Yes													
HCM_276	276	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to store the benefits data in each employee record for each benefit (e.g., benefit program, eligibility status (Y/N), eligibility date, enrollment status (not eligible, enrolled, withdrawn, pending, not elected, refused), enrollment option (for benefits with multiple plans) and coverage (employee only, spouse, dependents).	No													
HCM_277	277	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to generate personalized online enrollment statements for employees based on specific plan eligibility and current benefit elections (levels of life insurance, employee cost, etc.)	No													
HCM_278	278	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to assign default or passive enrollment if no selection is made at enrollment.	No													
HCM_279	279	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to record and track waived coverage. This includes the ability to require employee "action" to validate waiver.	No													
HCM_280	280	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to automatically terminate specified benefits based on specific changes in employment / eligibility status.	No													
HCM_281	281	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability for process participant status changes and determine eligibility (e.g., job status change, transfer, family status changes, etc.) in accordance with administrative guidelines and integration with Alight.	Yes													

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HCM_282	282	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to trigger a benefit change and to automate termination of benefits when no longer eligible or leave status. The system has the ability to filter by different criteria to include new hires, rehires, transfers, and terminations under certain conditions or had a reduction of hours or status change.	No													
HCM_283	283	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to enforce plan limits, such as contribution to HSA and FSA and have the flexibility to take contributions pre and post-tax basis on individual elections	Yes													
HCM_284	284	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to pro-rate and calculate any plans that have an employer contribution or monthly employer deposits	Yes													
HCM_285	285	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to provide decision support tools (e.g., FSA modeler, plan comparison)	Yes													
HCM_286	286	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to communicate and automate arranges to Payroll anytime they need to be calculated	Yes													
HCM_287	287	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to maintain and administer multiple benefits programs and plans. Programs and plans may vary based on the employee's group or category.	Yes													
HCM_288	288	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to store, at minimum, benefit plan information that includes benefit plan identification, eligibility criteria (e.g., minimum job grade, length of service, union designation, age), eligibility date, eligibility hours (minimum hours), and eligibility earnings (base salary, benefits salary, YTD earnings).	Yes													
HCM_289	289	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to track and report benefit costs (both employee and company costs) by plan, coverage, employee, etc.	Yes													
HCM_290	290	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to develop automated interfaces with all carriers and providers for each plan identified to transmit election / coverage data at the conclusion of the annual enrollment period.	Yes													
HCM_291	291	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to develop accurate and automated interfaces with all benefits and retirement vendors to ensure proper and timely eligibility, election, contribution, deduction, termination, COBRA and conversion information tracking.	Yes													
HCM_292	292	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to determine when EOI is necessary, capture pending plans and options, accept and respond to carrier approvals and rejections (online and batch).	Yes													
HCM_293	293	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to maintain plan summaries and other information online and enable single sign-on link to plan summaries and other information	Yes													
HCM_294	294	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to maintain dependents for all standard and company defined benefit plans.	Yes													
HCM_295	295	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to support tracking and automation of Qualified Medical Child Support Orders and to limit employee's ability to make changes when a QMSCO is in force	Yes													
HCM_296	296	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to maintain status indicators for eligibility (e.g., age, disable dependents).	Yes													
HCM_297	297	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to maintain historical data on former and non-employees with benefit coverage (e.g., retirees, spouses).	No													
HCM_298	298	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability for spouses and dependents to have coverage independent of a former employee/retiree who is no longer eligible for company benefits due to Medicare eligibility	No													
HCM_299	299	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to maintain beneficiaries for all standard and company defined benefit plans.	No													
HCM_300	300	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to maintain primary and secondary beneficiaries, including trusts and to designate different beneficiaries for different benefits plans.	No													
HCM_301	301	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to notify the user of a change to benefits eligibility resulting from a change in key employer-owned data elements via email linking to enrollment site (e.g., change in employment status, change in scheduled hours, etc.)	Yes													
HCM_302	302	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to provide on-line enrollment capability for annual enrollment and ongoing life events (e.g., marriage, birth, divorce, etc.) including but not limited to mobile enablement, reminders and notifications	No													
HCM_303	303	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to accommodate for the flexibility to effective date the employee population	Yes													
HCM_304	304	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to control the allowable benefit changes based on life event and regulations.	No													
HCM_305	305	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to provide online confirmation statement of benefits elections and dependent/beneficiary data.	No													
HCM_306	306	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to support a variety of leave plans, including federal FMLA and state FMLA, Leaves of Absence (LOA), Military, Personal, Unpaid, Disability and Sickness leave. This support should include paid and unpaid time to include medical certification process date due, date received and notifications to employee. (e.g., PTO, vacation, holiday, FMLA).	Yes													
HCM_307	307	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to support different calendars for tracking leave (e.g., anniversary date, calendar year, rolling forward, rolling backward).	Yes													
HCM_308	308	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to support online accrual of leave rules and calculations and provide a year-end rollover calculation and process for leave plans (e.g., reset or do not reset eligibility according to plan rules).	Yes													
HCM_309	309	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to support premium sharing policy (employee pays 100% while on leave) and to put a non-paid employee on a leave of absence.	Yes													
HCM_310	310	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to tailor benefits packages by employee type (e.g., benefit and non-benefited employees, interns, students).	Yes													

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HCM_311	311	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to automate benefits eligibility maintenance to include start and end dates for dependents, use postal codes to determine benefits eligibility managed by the County, and create benefits eligibility criteria based on employee attributes.	Yes													
HCM_312	312	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to define coverage groups which control the aggregate maximum amount of coverage.	No													
HCM_313	313	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to define life and AD&D plan coverage basis including coverage and group and to define deductions for retroactive processing.	No													
HCM_314	314	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to identify benefit providers (names, addresses, contacts, policy information), define participating benefit programs, validation and finalization actions and define the regulatory rules governing nondiscrimination testing.	No													
HCM_315	315	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to identify the enrollment period, election window, participating benefit programs and to identify the rules for the marriage, divorce, birth and adoption life events.	No													
HCM_316	316	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to maintain the lists of criteria used to determine benefits eligibility and to manage and maintain OSHA reporting requirements: 300, 301 and 301A forms.	Yes													
HCM_317	317	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to manage workers compensation benefits and leave administration and to automatically change an employee's worker's comp status from WC to WC-3 after 3 months.	Yes													
HCM_318	318	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to manage, maintain and calculate benefits eligibility, continuous, intermittent and reduced hours worked, schedule/tracking and to manage and calculate benefit deduction repayment installment options, retirement plan loan deductions.	No													
HCM_319	319	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to trigger notification to stop deductions based on leave policies (e.g., DC contributions, benefits) and define codes for number/type of individuals eligible for each level of coverage.	Yes													
HCM_320	320	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to manage pre and post-tax benefit plans, assign benefits based on employee groups / rules and define criteria used to automate benefits processing.	Yes													
HCM_321	321	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to apply and change business rules associated with manager and employee initiated actions and to configure and trigger appropriate forms/letters to automatically advise carrier, managers, and other key stakeholders of leave beginnings and endings.	Yes													
HCM_322	322	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to create forms (e.g., employee benefit statement, benefit election confirmation statements, benefit program fact sheets, employee accident report forms) and to create and maintain Benefits Certifications.	No													
HCM_323	323	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability for manager to confirm online that employee has returned to work.	Yes													
HCM_324	324	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to identify employee/dependent relationships which qualify for legal dependent status and to track who waived/declined specific benefits.	Yes													
HCM_325	325	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to use analytics to provide a Total Rewards Statement.	Yes													
HCM_326	326	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to inquire and export benefits on data in various formats (e.g., Excel, csv, pdf) and to batch import or receive a real-time integration of employee benefit elections.	Yes													
HCM_327	327	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability for benefits information to be interfaced and/or integrated with 3rd party vendors/software and to support automated inbound interfaces from multiple sources (e.g., 401K vendor, benefit vendors) and apply to employee earnings record/calculate appropriate pay.	Yes													
HCM_328	328	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to track leave duration, and trigger a change in leave status when appropriate and to support automatic notifications to managers when employee is due to and returns from leave.	Yes													
HCM_329	329	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to trigger automatic employment events data updates and/or additional "transaction wizards" and to enforce necessary downstream changes to all other modules (e.g., time and attendance, benefits, payroll, compensation)	Yes													
HCM_330	330	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability for an automatic setup and update of employee records based on changes to personal data in the core human resources module (e.g., zip code) through real-time integration in the system	Yes													
HCM_331	331	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to trigger FMLA reminders around 7 and 15 day waiting periods.	Yes													
HCM_332	332	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to process/document reasons for LOA (medical or other), initiate "hard stop" if there is no documentation and to place employee on leave without pay until proper documentation is attached.	Yes													
HCM_333	333	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to monitor leave processes and trigger/create worklist for appropriate employee and/or supervisor follow-up (e.g., e-mail, correspondence).	Yes													
HCM_334	334	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to support the Affordable Care Act (ACA) and the ACA benefits process and to assess / determine impact on requirements for benefits.	No													
HCM_335	335	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to identify employee benefit changes needed, by employee group, for specific work/life events.	No													
HCM_336	336	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to create rules to automatically end employee's benefits options for County managed benefits upon termination or change in eligibility.	Yes													
HCM_337	337	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to configure benefit and employee screens by security roles at the employee & supervisor level.	Yes													
HCM_338	338	Human Resources	Total Rewards	Health & Welfare Benefits Administration	The system has the ability to integrate the PTO accrual within the core human resources module with automated PTO journal entries within the ledger for each cost center.	Yes													

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HCM_339	339	Human Resources	Total Rewards	Retirement Administration	The system has the ability to manage, maintain and calculate retirement account limits and earnings (IRS and plan design driven)	No														
HCM_340	340	Human Resources	Total Rewards	Retirement Administration	The system has the ability to maintain (non-qualified plan) deferred compensation bonus election and apply to final payout.	Yes														
HCM_341	341	Human Resources	Total Rewards	Retirement Administration	The system has the ability to designate whether compensation is taxable or non-taxable or considered earnable compensation for retirement purposes.	Yes														
HCM_342	342	Human Resources	Total Rewards	Retirement Administration	The system has the ability to calculate employer and employee portions of deductions for retirement.	Yes														
HCM_343	343	Human Resources	Total Rewards	Retirement Administration	The system has the ability to accommodate multiple retirement plans and options.	Yes														
HCM_344	344	Human Resources	Total Rewards	Retirement Administration	The system has the ability to incorporate service credit data based upon multiple user-defined rules for retirement purposes.	No														
HCM_345	345	Human Resources	Workforce Administration	Organization Management	The system has the ability to manage employee data for multiple employers and support a matrix reporting structure; ability to support authority based responsibility	Yes														
HCM_346	346	Human Resources	Workforce Administration	Organization Management	The system has the ability to provide secondary managers / leaders with access to their employee data, to track cost center manager and/or different leaders and to track hierarchy	Yes														
HCM_347	347	Human Resources	Workforce Administration	Organization Management	The system has the ability to produce dynamic organization charts for online viewing, showing dotted line reporting relationships and contact details via org chart view.	Yes														
HCM_348	348	Human Resources	Workforce Administration	Organization Management	The system has the ability to maintain organizational history and allow organizational modeling (e.g., workforce analytics, organization design).	Yes														
HCM_349	349	Human Resources	Workforce Administration	Organization Management	The system has the ability to track special employment agreements and other special information. (e.g., certifications, licenses, immunizations) and to process employment events mid payroll period (i.e. transfers).	Yes														
HCM_350	350	Human Resources	Workforce Administration	Organization Management	The system has the ability to perform mass updates through identification of employee group criteria (e.g., change of cost centers); mass updates should be able to utilize all the same business logic and validation rules as the equivalent single record online event, and should be able to trigger all the same downstream activities.	Yes														
HCM_351	351	Human Resources	Workforce Administration	Organization Management	The system has the ability for the automation of transfers to eliminate any situation that might require entering a termination and new hire, or reentering any employee information already existing in the database. Notify payroll of transfers and the tax consequences.	Yes														
HCM_352	352	Human Resources	Workforce Administration	Organization Management	The system has the ability for an automated notification to cancel system security upon termination or when an employee moves to severance status	Yes														
HCM_353	353	Human Resources	Workforce Administration	Organization Management	The system has the ability to apply data validations "up front" to prevent employees (and other users) from omitting required information relevant to the specific personal data transaction (e.g., effective date) or entering invalid data combinations (e.g., ZIP code vs. state) and offer field level validations with drop down lists for required fields	Yes														
HCM_354	354	Human Resources	Workforce Administration	Organization Management	The system has the ability to create retroactive personal data changes only in accordance with policy, business rules and regulations and with approval workflow if a certain amount of time has elapsed; trigger checklist of things to consider related to the data change (e.g., marriage triggers notification to consider changing benefits).	Yes														
HCM_355	355	Human Resources	Workforce Administration	Organization Management	The system has the ability to use effective dates associated with personal data changes as criteria in business rules, eligibility logic and data validations (e.g., transaction based reporting)	Yes														
HCM_356	356	Human Resources	Workforce Administration	Organization Management	The system has the ability to maintain audit trails of personal data changes	Yes														
HCM_357	357	Human Resources	Workforce Administration	Organization Management	The system has the ability for the automation of payroll and benefit changes arising from pending personal data transactions at the appropriate future date/processing cycle.	Yes														
HCM_358	358	Human Resources	Workforce Administration	Organization Management	The system has the ability for the automation of payroll and benefit changes arising from retroactive human resources personal data transactions when allowed and/or notification to administrators of need for exception processing	Yes														
HCM_359	359	Human Resources	Workforce Administration	Organization Management	The system has the ability to track information with expiration dates or annual validation, trigger notifications prior to renewal and report past due instances (safety training update). Certifications, Licenses, Immunizations, Flu, etc.	Yes														
HCM_360	360	Human Resources	Workforce Administration	Organization Management	The system has the ability to track and maintain cost center data for multiple levels of responsibility (e.g. manager) and track multiple supervisors to an employee; a solid line supervisor and multiple dotted line supervisors	Yes														
HCM_361	361	Human Resources	Workforce Administration	Organization Management	The system has the ability to track / report employees in multiple job descriptions (e.g., job shadowing) to include a supervisor to each job. And track multiple supervisors including those assigned to satellite teams.	Yes														
HCM_362	362	Human Resources	Workforce Administration	Organization Management	The system has the ability to track multiple hire, termination, and rehire dates	Yes														
HCM_363	363	Human Resources	Workforce Administration	Organization Management	The system has the ability to add employment status codes and build rules/logic associated to the additional status codes and to capture an unlimited/defined number of pay types per user.	Yes														
HCM_364	364	Human Resources	Workforce Administration	Organization Management	The system has the ability to administer, track and maintain data related to the Exit Interview Process for internal (transfers) and external exits.	Yes														
HCM_365	365	Human Resources	Workforce Administration	Organization Management	The system has the ability to create pending future-dated transactions and/or transactions with future-dated triggering elements (e.g., severance end date) and to initiate/track and report other employee event processes as appropriate (e.g., redeployment, termination, extension of leave).	Yes														

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HCM_366	366	Human Resources	Workforce Administration	Organization Management	The system has the ability to identify rehires/reinstates and calculate/recalculate continuous service date and adjusted hire date, with provision for overrides.	Yes													
HCM_367	367	Human Resources	Workforce Administration	Organization Management	The system has the ability to maintain an employee in 2 or more cost centers and/or cost centers simultaneously and ability to do this with a person in both an employed and non-employed status	Yes													
HCM_368	368	Human Resources	Workforce Administration	Organization Management	The system has the ability to automatically adjust appropriate eligibility dates or other fields based on length of leave.	Yes													
HCM_369	369	Human Resources	Workforce Administration	Organization Management	The system has the ability of system to integrate and maintain appropriate alignment between org structure and cost center between the HR and Finance ERP modules	Yes													
HCM_370	370	Human Resources	Workforce Administration	Organization Management	The system has the ability to automate notifications regarding the retrieval of company property (e.g., keys, ID cards) when employee terminates, is transferred, and completes the exit interview and for an automatic notification to cancel system security upon termination.	No													
HCM_371	371	Human Resources	Workforce Administration	Organization Management	The system has the ability to trigger payroll notification upon termination for pay-out as required.	Yes													
HCM_372	372	Human Resources	Workforce Administration	Organization Management	The system has the ability for manager transaction initiation capabilities apply to all subordinates within their purview, not just direct reports; ability for proxy and delegates	Yes													
HCM_373	373	Human Resources	Workforce Administration	Organization Management	The system has the ability for manager view capabilities apply to all subordinates within their purview, not just direct reports	Yes													
HCM_374	374	Human Resources	Workforce Administration	Organization Management	The system has the ability for select managers to view labor costs in aggregate, by pay component.	Yes													
HCM_375	375	Human Resources	Workforce Administration	Organization Management	The system has the ability to utilize position control functionality in, and as part of, the talent acquisition process.(In other words, limiting the ability to create a requisition based on position control).	Yes													
HCM_376	376	Human Resources	Workforce Administration	Organization Management	The system has the ability to structure and track positions for 'one to many employees' and/or 'one to one'	Yes													
HCM_377	377	Human Resources	Workforce Administration	Organization Management	The system has the ability to be able to track "non-employees", including "contractors" or temporary workforce	Yes													
HCM_378	378	Human Resources	Workforce Administration	Organization Management	The system has the ability to manage and track real time position vacancy data	Yes													
HCM_379	379	Human Resources	Workforce Administration	Organization Management	The system has the ability to manage employee in multiple work roles in multiple unions, or temporary promotion for employees still maintaining their previous job responsibilities.	Yes													
HCM_380	380	Human Resources	Workforce Administration	Organization Management	The system has the ability to add historical requirements--access to and track history associated with position conversions	Yes													
HCM_381	381	Human Resources	Workforce Administration	Organization Management	The system has the ability to customize and adjust to modify positions / FTE control and to manage FTE count.	Yes													
HCM_382	382	Human Resources	Workforce Administration	Organization Management	The system has the ability to identify and track funding sources of position (e.g., grant, foundation) and to assign attributes to a specific position, individual, etc.	Yes													
HCM_383	383	Human Resources	Workforce Administration	Organization Management	The system has the ability to support productivity analysis and reporting	No													
HCM_384	384	Human Resources	Workforce Administration	Organization Management	The system has the ability to automatically switch the exiting Manager's name to the exiting Manager's next level (or peer) when a manager transfers or terminates. Upon filling the Role, the system should automatically switch to the new Manager's name.	Yes													
HCM_385	385	Human Resources	Workforce Administration	Organization Management	The system has the ability to have a permanent, unique identifier for all Non-Employees created and assigned (similar to an employee number).	Yes													
HCM_386	386	Human Resources	Workforce Administration	Organization Management	The system has the ability to allow a Non-Employee to be assigned to multiple roles (e.g., volunteer, contractor). The system should consider the most restrictive role as the driver for fulfilling all on-boarding and on-going requirements.	Yes													
HCM_387	387	Human Resources	Workforce Administration	Organization Management	The system has the ability to maintain policies online to provide continuous access to employees	Yes													
HCM_388	388	Human Resources	Workforce Administration	Organization Management	The system has the ability to track policy and/or SOPs maintenance status and report progress to the respective review stakeholders	Yes													
HCM_389	389	Human Resources	Workforce Administration	Organization Management	The system has the ability to track policy owner responsible for policy maintenance for each policy and able to report the policy owner by policy, and all the policies for each policy owner	Yes													
HCM_390	390	Human Resources	Workforce Administration	Organization Management	The system has the ability for employee to electronic acknowledge and authorize receipt and understanding of key policies	Yes													
HCM_391	391	Human Resources	Workforce Administration	Organization Management	The system has the ability to store state disciplinary and grievance issues. Record multiple/various data elements regarding the employee and the issue.	Yes													
HCM_392	392	Human Resources	Workforce Administration	Organization Management	The system has the ability to record disciplinary actions to include drill down from multiple levels (employee, date, issue, location, etc.) into action details	Yes													
HCM_393	393	Human Resources	Workforce Administration	Organization Management	The system has the ability to record disciplinary actions to include standard action types and multiple dates related to the action and actual and proposed penalties.	Yes													
HCM_394	394	Human Resources	Workforce Administration	Organization Management	The system has the ability to select and track grievant on a grievance (employee, group of employees, or class)	Yes													
HCM_395	395	Human Resources	Workforce Administration	Organization Management	The system has the ability to track the life of a grievance (initiation through process through action) and record a decision *capture/record the "life" of the case in the database * drill down on individual actors, actions and dates. This capability should include the ability to record all required follow-up steps and the time frame for completion.	Yes													
HCM_396	396	Human Resources	Workforce Administration	Organization Management	The system has the ability to create a grievance online through self-service and print a form; offer different forms based on union and grievance type and to view all grievances in a summary format.	Yes													
HCM_397	397	Human Resources	Workforce Administration	Organization Management	The system has the ability to track employee issue by type, by department, by business unit, etc. and to maintain employee issue resolution job aid/guide and be auto populated on screen when employee issue type selected.	Yes													

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HCM_398	398	Human Resources	Workforce Administration	Organization Management	The system has the ability to create employee issue reporting on each data field or combination of data fields (optimal flexibility), to restrict access by role to employee issue and labor relations grievance data and to track employee issue advisor(s) responsible for processing and resolving case.	Yes													
HCM_399	399	Human Resources	Workforce Administration	Organization Management	The system has the ability to maintain employee corrective action information, including different processes by group (e.g., steps of specific unions, exempt employees), step (e.g., 1st warning to termination to appeal), reason for action (e.g., tardiness, conduct) the date issued, results of appeal, and basic information for the employee at issue (e.g., job, supervisor).	Yes													
HCM_400	400	Human Resources	Workforce Administration	Organization Management	The system has the ability for managers to be able to create corrective action steps for their employees and for managers to be able to attach documentation for every step in the corrective action process.	Yes													
HCM_401	401	Human Resources	Workforce Administration	Organization Management	The system has the ability for managers to view employee corrective actions in mass (list view) for their direct reports and downline.	Yes													
HCM_402	402	Human Resources	Workforce Administration	Organization Management	The system has the ability whether an employee has a corrective action within the last year is visible to recruiters on their application for internal applications.	Yes													
HCM_403	403	Human Resources	Workforce Administration	Organization Management	The system has the ability to have aggregated analytics available on Corrective Actions, reasons for actions, trends of the last year in number by step/job/group, etc. These analytics should be assessable for leaders for their entire downlines as well as HR.	Yes													
HCM_404	404	Human Resources	Workforce Administration	Mobility/Employee Self Serve	The system has the ability to enter and employees preferred name in ESS, and to update emergency contact information in ESS. Employees should also be able to update phone number in ESS, including having multiple contact points as well as address data.	Yes													
HCM_405	405	Human Resources	Workforce Administration	Mobility/Employee Self Serve	The system has the ability to maintain email addresses in ESS, including a secondary email address and differentiate between home, work allowing employees to see their benefits in a centralized system.	Yes													
HCM_406	406	Human Resources	Workforce Administration	Mobility/Employee Self Serve	The system has the ability to write rules for ESS / MSS to prevent users from omitting required information or entering invalid data (e.g., direct deposit routing number, address format), with external validations vs internal	Yes													
HCM_407	407	Human Resources	Workforce Administration	Mobility/Employee Self Serve	The system has the ability for terminated employees to access ESS for select information	Yes													
HCM_408	408	Human Resources	Workforce Administration	Mobility/Employee Self Serve	The system has the ability for a manager to make corrections to pending transactions in MSS without starting from scratch with appropriate approval re-routing.	Yes													
HCM_409	409	Human Resources	Workforce Administration	Mobility/Employee Self Serve	The system has the ability for entities of the courts to enter data directly, upload documentation, with workflow for approvals in both ESS/MSS	Yes													
HCM_410	410	Human Resources	Workforce Administration	Mobility/Employee Self Serve	The system has the ability for an employee to change work location, building, floor, office#, in ESS and MSS, with workflow for approvals	Yes													
HCM_411	411	Human Resources	Workforce Administration	Mobility/Employee Self Serve	The system has the ability to attach validation / edits in general to ESS and MSS data entry fields to ensure overall data integrity	Yes													
HCM_412	412	Human Resources	Workforce Administration	Mobility/Employee Self Serve	The system has the ability to maintain veterans and disability status in ESS.	Yes													
HCM_413	413	Human Resources	Workforce Administration	Mobility/Employee Self Serve	The system has the ability to save a transaction in progress so that an EE (ESS) or manager (MSS) may return to finish the transaction later	Yes													
HCM_414	414	Human Resources	Workforce Administration	Mobility/Employee Self Serve	The system has the ability to view employee profile in MSS and to view pending and future dated transactions in MSS.	Yes													
HCM_415	415	Human Resources	Workforce Administration	Mobility/Employee Self Serve	The system has the ability to ensure both ESS and MSS are mobile compatible.	No													
HCM_416	416	Human Resources	Workforce Administration	Mobility/Employee Self Serve	The system has the ability for an employee to change DOB in ESS and upload documentation, with workflow for approvals.	Yes													
HCM_417	417	Human Resources	Workforce Administration	Mobility/Employee Self Serve	The system has the ability for an employee to change gender in ESS with workflow for approvals, and capture different gender identification.	Yes													
HCM_418	418	Human Resources	Workforce Administration	Mobility/Employee Self Serve	The system has the ability in MSS workflow to have a workflow escalated based on a specific calendar event (e.g., payroll cutoff).	Yes													
HCM_419	419	Human Resources	Workforce Administration	Mobility/Employee Self Serve	The system has the ability to initiate promotions, transfers, reassignments, and terminations via MSS and to view pay rate change and job history in MSS.	Yes													
HCM_420	420	Human Resources	Workforce Administration	Mobility/Employee Self Serve	The system has the ability for managers and employees to view employee pay-statements in ESS / MSS.	Yes													
HCM_421	421	Human Resources	Workforce Administration	Mobility/Employee Self Serve	The system has the ability to provide ESS option for state tax withholding designations and other components of pay with rules "triggering" employee to complete state W4 when required by the resident state.	Yes													
HCM_422	422	Human Resources	Workforce Administration	Mobility/Employee Self Serve	The system has the ability to provide ESS for federal tax withholding modeling and changes; ability to view prior history/models before confirming W-4 selections.	Yes													
HCM_423	423	Human Resources	Workforce Administration	Mobility/Employee Self Serve	The system has the ability to provide ESS / MSS for year-end tax report (W-2) access with rules to opt in / opt out of electronic W-2.	Yes													
HCM_424	424	Human Resources	Workforce Administration	Employee Relations	The system has the ability to deliver specific full name formats (e.g., Prefix, First, Middle, Surname, Suffix, hyphens, lower case prefixes, special characters) and to track multiple races/ethnicities for each employee; write rules to when/if regs change.	Yes													
HCM_425	425	Human Resources	Workforce Administration	Employee Relations	The system has the ability to track type of work permit, visa, and passport to include expiration dates.	No													
HCM_426	426	Human Resources	Workforce Administration	Employee Relations	The system has the ability to manage and track employee relations (e.g., policy compliance, internal investigations, contract management employee counseling).	Yes													
HCM_427	427	Human Resources	Workforce Administration	Employee Relations	The system has the ability to automate/track special employment agreements and other special information. (e.g., certificates, licenses, immunizations).	Yes													

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HCM_428	428	Human Resources	Workforce Administration	Employee Relations	The system has the ability to capture and provide for use of both nickname and/or preferred first name and to deliver specific address formats for employees, as well as emergency contacts, beneficiaries, etc.	Yes													
HCM_429	429	Human Resources	Workforce Insights	Workforce Analytics and Insights	The system has the ability to report status of onboarding checklist by new hire, by recruiter, by hiring manager, and overall (e.g. status pipeline with drill down capability) with the flexibility to report on other criteria	No													
HCM_430	430	Human Resources	Workforce Insights	Workforce Analytics and Insights	The system has the ability to provide standard system reports including EEO reporting, Time To Fill, Time To Hire, LTD report election report (including premium and benefit level), Age-based Life Insurance Report, and Detailed healthcare election report broken down by plan and coverage tier.	Yes													
HCM_431	431	Human Resources	Workforce Insights	Workforce Analytics and Insights	The system has the ability to provide a standard report related to people on leave, date of leave, type of leave, leave status (pending, etc.) and expected return date and trends in types of leave, age, service, etc. to assist in analyzing and implementing proactive programs and policies.	Yes													
HCM_432	432	Human Resources	Workforce Insights	Workforce Analytics and Insights	The system has the ability to provide analytics on where candidates are being sourced and accessing site and recruiting analytics by recruiter and by HR business partner.	No													
HCM_433	433	Human Resources	Workforce Insights	Workforce Analytics and Insights	The system has the ability to provide an user defined configurable dashboard to see recruiting activity at a glance including the ability to see downline reporting for hiring managers (e.g., openings, status)	Yes													
HCM_434	434	Human Resources	Workforce Insights	Workforce Analytics and Insights	The system has the ability to link FTE, turnover, and vacancy reports with other reports (budget)	Yes													
HCM_435	435	Human Resources	Workforce Insights	Workforce Analytics and Insights	The system has the ability to link, view, and manage between actuals and budgeted reports	Yes													
HCM_436	436	Human Resources	Workforce Insights	Workforce Analytics and Insights	The system has the ability to develop future analysis (e.g., salary projections).	Yes													
HCM_437	437	Human Resources	Workforce Insights	Workforce Analytics and Insights	The system has the ability to develop workforce implications.	No													
HCM_438	438	Human Resources	Workforce Insights	Workforce Analytics and Insights	The system has the ability to develop business scenarios.	No													
HCM_439	439	Human Resources	Workforce Shaping	Organization Design	The system has the ability to include an organization charting feature so that organization charts can be created based on positions or people and can be created for as many as 16 levels down..	Yes													
HCM_440	440	Human Resources	Workforce Shaping	Organization Design	The system has the ability for organization charts to be configured to include common fields within the HR application and to be configured with 2-14 boxes per row. These organization charts should include fields such as contact details	Yes													
HCM_441	441	Human Resources	Workforce Shaping	Organization Design	The system has the ability for organization charts to create standard filters such as: leadership only, management only, no open roles, exclude disability leave; by leader, department, process level, supervisor position. Filter can be applied to common fields within the HR application and calculated fields within the application.	Yes													
HCM_442	442	Human Resources	Workforce Shaping	Organization Design	The system has the ability for organization charts to be printed as PDF, PowerPoint, Excel, Visio, etc. and to be viewed in report format.	Yes													
HCM_443	443	Human Resources	Workforce Shaping	Organization Design	The system has the ability for show historical views of organization chart and to allow for the modeling of future relationships.	Yes													
HCM_444	444	Human Resources	Workforce Shaping	Organization Design	The system has the ability for organization chart security roles to allow for security on views, modeling, and reporting of data/chart can be limited to specific roles. Field and filter security is available.	Yes													
HCM_445	445	Human Resources	Workforce Shaping	Organization Design	The system has the ability for organization chart to be used to set goals based upon criteria set for tracking and to model for future relationships across charts..	Yes													
HCM_446	446	Human Resources	Workforce Shaping	Organization Design	The system has the ability to create large organization charts in format that is easy to read rather than creating multiple downline charts for readability.	Yes													
HCM_447	447	Human Resources	Payroll	Payroll Administration	The system has the ability to receive requests to update payroll definitions, assess the request, maintain payroll for multiple legal entities and submit the changes for review through a workflow process.	Yes													
HCM_448	448	Human Resources	Payroll	Payroll Administration	The system has the ability to create and update code and configuration for payroll definitions changes.	Yes													
HCM_449	449	Human Resources	Payroll	Payroll Administration	The system has the ability to identify payroll calendars that require management attention and review and then submit calendar items for review to department heads.	Yes													
HCM_450	450	Human Resources	Payroll	Payroll Administration	The system has the ability to draft the updated payroll calendar with the edits from users, secure approvals through a workflow process for approval and then publish the updated calendar with notifications to users.	Yes													
HCM_451	451	Human Resources	Payroll	Payroll Administration	The system has the ability to provide for both salaried (exempt and non-exempt) and hourly workers using a variety of user defined earnings types and to accumulate hours and dollars (by month, pay period, quarter, year, user defined) by earning type for designated earnings.	Yes													
HCM_452	452	Human Resources	Payroll	Payroll Administration	The system has the ability to manage effective-dated earnings and a date driven system (e.g., future pay increase) and to provide special earnings codes (e.g., nontaxable earnings, insurance over \$50K)	Yes													
HCM_453	453	Human Resources	Payroll	Payroll Administration	The system has the ability to add a financial dimension code via a drop down option (e.g., general ledger account string) and integrate with accounting / GL, time management and project code functionality (compliance & incentives).	Yes													
HCM_454	454	Human Resources	Payroll	Payroll Administration	The system has the ability to support payment of non-earning amounts due employees through the payroll process (reimbursements)	Yes													
HCM_455	455	Human Resources	Payroll	Payroll Administration	The system has the ability to allow for time-period deductions (start and stop dates that includes future dates) specific number of pay periods, or ongoing deductions and to record these deduction start / stop dates (includes future dates).	Yes													

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HCM_456	456	Human Resources	Payroll	Payroll Administration	The system has the ability to manage effective-dated deductions with end dates for those that are only in force for a calendar year (e.g., FSA).	Yes													
HCM_457	457	Human Resources	Payroll	Payroll Administration	The system has the ability to enter maximum limits, which may apply to accumulation of multiple deduction codes	Yes													
HCM_458	458	Human Resources	Payroll	Payroll Administration	The system has the ability to allow updates to min/max limits of 401 k contributions and to change selected deductions from pre-tax to after-tax when limit is reached (e.g., switch pre-tax 401(k) to after tax savings plan contribution) based on file from 401(k) provider.	Yes													
HCM_459	459	Human Resources	Payroll	Payroll Administration	The system has the ability to calculate employer contribution to qualified and non-qualified defined contribution plans based on age plus service noting that an individual's employer contribution may change at birth date and/or service anniversary	Yes													
HCM_460	460	Human Resources	Payroll	Payroll Administration	The system has the ability to provide automated notification to employee and/or administrator when specified deduction limits are reached, or expected to be reached in the next payroll period.	Yes													
HCM_461	461	Human Resources	Payroll	Payroll Administration	The system has the ability to accumulate deduction amounts in arrears	Yes													
HCM_462	462	Human Resources	Payroll	Payroll Administration	The system has the ability to define deductions as enterprise-wide or by employee type. Provide warnings or errors at deduction entry time for missing or inappropriate deductions.	Yes													
HCM_463	463	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to determine appropriate pay based on hours and shift (multiple shift definitions and differentials, pay and payments) and to allow one time payments to be included in earnings.	Yes													
HCM_464	464	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to support other earnings and applies appropriate taxation rules for each pay code	Yes													
HCM_465	465	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to handle retro pay by date entry to calculate correct pay amounts	Yes													
HCM_466	466	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to support payment of non-qualified plan benefits whether as an annuity or as a lump sum.	Yes													
HCM_467	467	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to provide imputed income calculation for personal use of company car based on number of days use per month reported by employee; Include gross-up calculation	No													
HCM_468	468	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to support payment of lump sum amounts using the supplemental withholding, aggregate tax rate or applying withholding rates (W-4)	Yes													
HCM_469	469	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to allow lump sum payments to be included in regular pay slip or paid as separate pay slip (including OT -payments)	Yes													
HCM_470	470	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to handle reimbursement for relocation, educational reimbursement and similar reimbursement items that have special taxation requirements	Yes													
HCM_471	471	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to accept online or batch input for payments	Yes													
HCM_472	472	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to include various lump sum payments (e.g., incentives, reimbursements, car allowances, quarterly payments) through regular payroll cycle & direct deposit.	Yes													
HCM_473	473	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to provide for special payments on an ongoing or additional pay basis	Yes													
HCM_474	474	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to support calculation of special pay based on earnings, hours, or accept amount to pay on input record and to provide pay stub description of all special pay types.	Yes													
HCM_475	475	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to allow separate accounting by pay type	Yes													
HCM_476	476	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to allow for input of commission payments or calculation of commissions based on a percentage of base pay and/or other earnings types	No													
HCM_477	477	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to calculate pay according to statutory and County specific leave rules	Yes													
HCM_478	478	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability for employee to be paid at varying hourly rates, based on job performed or work unit in which job is performed; Input from time and labor system includes hours worked and rate applicable to those hours. Also should allow overrides.	Yes													
HCM_479	479	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to compute additional pay differential for working at a specific task (e.g., hazard pay)	Yes													
HCM_480	480	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to compute additional pay differential for working on a specific project or activity through time charged in the time and attendance system. The system should be able to set up time codes for projects and activities to facilitate the direct time charges for projects and activities.	Yes													
HCM_481	481	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to track earnings by element (e.g., multiple rates, shift differentials) including flexibility on the maximum length of code and code description.	Yes													
HCM_482	482	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to calculate all taxes based on earnings, pre and post-tax deductions and withholding rates. The system should be able to maintain and update tax rates for federal, state and local taxing authorities and not require Authority staff intervention.	Yes													
HCM_483	483	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to track deductions by type and dates - including flexibility on maximum length of code and code description	Yes													
HCM_484	484	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to accumulate designated deductions by month, quarter, year and user defined periods	Yes													
HCM_485	485	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to allow for automatic calculation for multi-period pay back of deduction amount (can vary based on employee situation)	Yes													
HCM_486	486	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to override deduction frequency and to support negative deduction for PTO.	Yes													
HCM_487	487	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to prioritize deductions when employee does not have enough earnings (e.g., put benefit deductions in arrears if pay is not sufficient to cover).	Yes													

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HCM_488	488	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to allow adjustment of arrearage balances based on partial payments made by employee (e.g., partial payment of employee medical deduction while on leave).	Yes													
HCM_489	489	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to deduct flat amounts and percentages and support pretax deductions.	Yes													
HCM_490	490	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to maintain statutory and plan deduction limits and goal balances	Yes													
HCM_491	491	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability for full online viewing and reporting of election / deduction history	Yes													
HCM_492	492	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to support deduction rules to take all, take partial, take partial to maximum, take partial and build arrears	Yes													
HCM_493	493	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to allow for multiple loan repayment deductions, multiple charitable deductions, non-qualified plan deductions, court deductions, and to support national and local regulatory payroll requirements.	Yes													
HCM_494	494	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to provide gross-up routines that recognize all taxes and deductions based on employee's record, track employee earnings within Federal ID number, and to provide for adjustment to gross pay for non-cash compensation (to support imputed income).	Yes													
HCM_495	495	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to recalculate individual pay checks and pay groups, process multiple pay slips per employee per cycle and to allow multiple pay groups.	Yes													
HCM_496	496	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to provide online check modeling to show gross to net. And provide online adjustments to information after a trial payroll.	Yes													
HCM_497	497	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to provide online reversal / correction for incorrect pay slip (administrator only) and payroll run.	Yes													
HCM_498	498	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to provide on-demand process for final pay including all vacation due and recoupment of loans, tuition, etc.	Yes													
HCM_499	499	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to view manual checks for balance adjustments and void / reverse checks by role and to support the calculation and printing of manual checks.	Yes													
HCM_500	500	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to support role-based view capabilities	Yes													
HCM_501	501	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability for automatic retro calculations on effective dated transactions, to provide for batch balancing and edit capabilities and to support unattended batch processing.	Yes													
HCM_502	502	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to allow for verification of bank routing numbers for direct deposits and to generate pre-notes should employees be unable to enter their bank account information directly.	Yes													
HCM_503	503	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to support imputed income calculations on a monthly basis, support the process for one-time overpayments to employees whereby the adjustment is made to the next pay cycle and if net pay is insufficient, for each pay slip thereafter until fully recovered	Yes													
HCM_504	504	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to enable administrator to lock tax exemptions for tax garnishments	Yes													
HCM_505	505	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to support use of positive and negative earnings and deduction elements, provide pre/post payroll balance procedures/reporting and generate payroll salary accruals; Include exceptions and supplemental wages.	Yes													
HCM_506	506	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to access / process current year while working in prior year, allow for system to be used and updated while payroll is being processed, and allow for an entire pay run to be backed out if found to be problematic.	Yes													
HCM_507	507	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to run multiple pay groups simultaneously	Yes													
HCM_508	508	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to process effective dated changes, such as new hires, hourly to salary, salary to hourly, leave of absence, rehires, and termination	Yes													
HCM_509	509	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to enable pay processing for employees who are in a non-active status (e.g., employees on leaves of absence or severance, terminated)	Yes													
HCM_510	510	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to maintain withholding exemptions for Federal and state/local to ensure compliance and to maintain accurate tax calculation and deduction requirements for all required tax authorities.	Yes													
HCM_511	511	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to support special payroll payments such as one time payments.	Yes													
HCM_512	512	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to run final payroll calculations, gain approval, and archive the payroll results through workflow. This capability should include the ability to then generate a post-Payroll file.	Yes													
HCM_513	513	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to maintain accurate reporting formats and schedules for multi-jurisdictional tax authorities	Yes													
HCM_514	514	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to maintain appropriate information for unemployment tax calculations and to forward tax information to 3rd party tax service provider to make tax payments on our behalf.	Yes													
HCM_515	515	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability for system to automatically, and on an ongoing basis, balance taxes to the payroll. This capability should include the ability to automatically administer state and local reciprocity agreements based on employees home and work locations.	Yes													
HCM_516	516	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to process all employer payroll-related taxes and wages, produce monthly and quarterly tax balancing reports and to monitor limits on after-tax deductibles. The system should be able to support the electronic filing of payroll taxes and integrate with a third party tax filing vendor if selected by the County.	Yes													

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HCM_517	517	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to manage tax tables and provide audit reporting proving reconciliation of actual to tax tables and to display number of withholding exemptions for Federal and State/Local on employee's pay advice. The system should be able to provide for rule and/or regulation changes without County staff intervention.	Yes													
HCM_518	518	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to support rehire cumulative YTD or start over (do not restart accumulators if within same calendar year)	Yes													
HCM_519	519	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to move cumulative YTD amounts, as appropriate, when employees transfer from one pay group to another	Yes													
HCM_520	520	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to calculate, accumulate and identify both employee and employer taxes including state and federal unemployment tax and include/exclude certain earnings numbers from tax and/or deduction calculations.	Yes													
HCM_521	521	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to allow for calculate taxes differently on different types of earnings (e.g., severance), provide for the necessary accumulators to support local and federal taxation requirements and to recognize state and local tax entities that do not allow pre-tax deductions.	Yes													
HCM_522	522	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to support local tax calculation and payment, different tax rate for residents and non-residents	Yes													
HCM_523	523	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to calculate earned income credit	Yes													
HCM_524	524	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to be flexible with defining, calculating and administering complex pay calculations to determine taxable vs. non-taxable bonuses that vary by individual taking into account multiple factors that may change from pay period to pay period	Yes													
HCM_525	525	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to fully support year-end employee tax reporting requirements and generate employee tax statements on a scheduled basis.	Yes													
HCM_526	526	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to allow for online reprint or correction of employee tax statements and ability to process through 3rd party or internal processing and generating for W-2 processing and to allow employees to request a replacement tax statement electronically if electronic consent is provided by the employee.	Yes													
HCM_527	527	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to reconcile tax reports to tax forms in total for organization and also by individual employee and support reconciliation of corrected statement processing.	Yes													
HCM_528	528	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to allow online creation of checks to accommodate final payroll review, with full update of payroll information and to prepare payroll checks if required and transmit as a PDF to print.	Yes													
HCM_529	529	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to allow variance in which deductions are taken for off-cycle and to allow direct deposit of off cycle payment and notification to worker of completion and expectations	Yes													
HCM_530	530	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to receive and review the case request for off-cycle process and submit for approval via workflow.	Yes													
HCM_531	531	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to provide multiple direct deposit accounts for each employee (indicated maximum number), allow / disallow partial direct deposit and allow override of direct deposit to generate physical check. The system should be able to accommodate deposit accounts supporting multiple legal entities.	Yes													
HCM_532	532	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to allow multiple checks or multiple direct deposits or a combination of the two and to associate an earnings type to a check or specific direct deposit account.	Yes													
HCM_533	533	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to sort checks by a multiple of options (e.g. department, zip, work location).	Yes													
HCM_534	534	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to allow for configuration of pay stub and support pre-note requirement with ability to override for exceptions.	Yes													
HCM_535	535	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to support the use of pay cards (debit cards)	Yes													
HCM_536	536	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system has the ability to turn on/off direct deposit payroll on second check option	Yes													
HCM_537	537	Human Resources	Payroll	Process Underpayments and Overpayments	The system has the ability to run reports/ audits to identify underpayments and overpayments and to notify Payroll department of the underpayment/overpayment so that underpayments are submitted to Payroll for disbursement.	Yes													
HCM_538	538	Human Resources	Payroll	Process Underpayments and Overpayments	The system has the ability to calculate and approve the overpayment amount owed from the employee, and contact employee to discuss the collection terms and deliver them the confirmation letter. This capability should include the ability to escalate to legal department if there is an issue with the employee's acceptance of the outcome.	Yes													
HCM_539	539	Human Resources	Payroll	Process Underpayments and Overpayments	The system has the ability to adjust future payroll payment to net the amount of any overpayments.	Yes													
HCM_540	540	Human Resources	Payroll	Post Payroll Process	The system has the ability to provide for automatic balancing of all earnings, deductions and taxes, to post journal entry to payroll subledger, and identify the remaining errors from on or off cycle payments.	Yes													
HCM_541	541	Human Resources	Payroll	Post Payroll Process	The system has the ability to review and reconcile payments, research and correct pay discrepancies, alert County of payroll funding requirements, transmit to third party for updates, and be able to publish the pay slips.	Yes													
HCM_542	542	Human Resources	Payroll	Post Payroll Process	The system has the ability to process third party payments by reviewing and reconciling payments, alert Finance of third party payroll funding, and request the payment out of accounts payable.	Yes													
HCM_543	543	Human Resources	Payroll	Post Payroll Process	The system has the ability to receive request in case management system to verify external request to ensure that employee pay was received. The system should be able to review the request, perform a peer review of the data, and submit the final response to the requestor and to close the case through workflow.	No													

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HCM_544	544	Human Resources	Payroll	Post Payroll Process	The system has the ability to provide recap/reconciliation reports, including number of checks, gross-to-net totals, deposit support	Yes													
HCM_545	545	Human Resources	Payroll	Post Payroll Process	The system has the ability to electronically forward appropriate payroll information to general ledger and accounts payable for further processing. The system should be able to create an after the fact invoice in order to capture direct debits in AP (e.g., benefit vendors).	Yes													
HCM_546	546	Human Resources	Payroll	Post Payroll Process	The system has the ability to provide inquiry by payment number, regardless of type of payment.	Yes													
HCM_547	547	Human Resources	Payroll	Period End Reconciliation	The system has the ability to run period reports for statutory deductions, balance report for other taxes, and run payroll reconciliation reports.	Yes													
HCM_548	548	Human Resources	Payroll	Period End Reconciliation	The system has the ability to perform final review and identify any errors before submitting data for payroll processing.	Yes													
HCM_549	549	Human Resources	Payroll	Period End Reconciliation	The system has the ability to run year-end tax and payroll reconciliation report to generate year end employee earnings and tax statement. The system should be able to review and reconcile the results so that errors can be identified and corrected and to provide calendar and/or to do items as part of a manager dashboard.	Yes													
HCM_550	550	Human Resources	Payroll	Payroll Statutory Reporting	The system has the ability to request annual wage statement corrections and conduct initial review of the issue/ inquiry. The system can then notify the employee and is able to attach supporting documentation in this workflow.	Yes													
HCM_551	551	Human Resources	Payroll	Payroll Statutory Reporting	The system has the ability to produce ad hoc reports of all payroll information (User-definable headings, columns, totals, and/or averaging across columns, count across columns, formatting borders and shading, summary reports, cross-tab reports, mailing labels, form letters, preprinted forms and access for other departments to be able to generate these requests)	Yes													
HCM_552	552	Human Resources	Payroll	Payroll Statutory Reporting	The system has the ability to provide reporting on both hours and dollars for each earnings type and report current as well as historical pay information.	Yes													
HCM_553	553	Human Resources	Payroll	Payroll Statutory Reporting	The system has the ability to support role based standard and ad hoc reports for both internal and external needs with security limits on viewing, printing, etc.	Yes													
HCM_554	554	Human Resources	Payroll	Payroll Statutory Reporting	The system has the ability to support electronic as well as paper distribution of reports and to create ad-hoc export files (e.g., Excel, PDF, .csv).	Yes													
HCM_555	555	Human Resources	Payroll	Payroll Statutory Reporting	The system has the ability to generate reports to compare Payroll and GL transactions, as well as 401k deductions.	Yes													
HCM_556	556	Human Resources	Payroll	Payroll Statutory Reporting	The system has the ability to generate payroll data that assists with time verification, and allow users to drill down into the report and download.	Yes													
HCM_557	557	Human Resources	Payroll	Payroll Statutory Reporting	The system has the ability to produce payroll check registers including current, YTD, and wage calculations (or date range) by individual and by element and selection criteria	Yes													
HCM_558	558	Human Resources	Time Management	Schedule Build	The system has the ability to create and support a period schedule, apply core hours, and be able to identify what is unfilled to allocate hours to the unfilled hours. The system should be able to publish the schedule.	No													
HCM_559	559	Human Resources	Time Management	Schedule Build	The system has the ability to monitor the schedule and make any modifications necessary.	No													
HCM_560	560	Human Resources	Time Management	Time & Attendance	The system has the ability to manage employee time records integrated from VTI, monitor time off requests, process these requests, and submit for approval. The system should be able to support job costing at two levels of detail (e.g., project level, project role, developer vs. PM) with multiple project attributes and to engage in predictive modeling.	Yes													
HCM_561	561	Human Resources	Time Management	Time & Attendance	The system should have the ability to support time collection leveraging multiple devices and processes, including standalone time clocks, employee self-service and smartphones.	No													
HCM_562	562	Human Resources	Time Management	Time Management	The system has the ability to configure attributes (e.g., iterative job number, pay stub, benefit) for employees access from standalone time clocks in real time. The system should be able to display segregated job codes based on job family so that employees only have the option of selecting relevant codes when entering time.	No													
HCM_563	563	Human Resources	Time Management	Time Management	The system has the ability to automatically generate exception forms and route for workflow for missing employee time swipes from standalone time clocks	No													
HCM_564	564	Human Resources	Time Management	Time Management	The system has the ability to automatically generate alerts, text messages or email notifications when changes have been made to time cards submitted by the employee, and when an employee enters time outside of their approved scheduled time	No													
HCM_565	565	Human Resources	Time Management	Time Management	The system has the ability to support multiple time and labor rules and track time collection process integrated through VTI	Yes													
HCM_566	566	Human Resources	Time Management	Time Management	The system has the ability to process groups and group profiles	Yes													
HCM_567	567	Human Resources	Workforce Insights	Workforce Analytics & Insights	The system has the ability to generate and manage workforce baselining and benchmarking.	Yes													
HCM_568	568	Human Resources	Workforce Insights	Workforce Analytics & Insights	The system has the ability to conduct data requirement, perform data gather, collection, and perform data analysis and cleaning. The system should be able to model the data and model training.	Yes													
HCM_569	569	Human Resources	Workforce Insights	Workforce Analytics & Insights	The system has the ability to conduct tooling, input data, build data governance, build the criteria and build the analysis. The system should be able to validate against the hypothesis and check for raw outputs.	Yes													
HCM_570	570	Human Resources	Workforce Insights	Workforce Analytics & Insights	The system has the ability to review predictive model(s) periodically, assess performance and assess performance and accuracy of previous forecasts and identify need for improvement	No													

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HCM_571	571	Human Resources	Workforce Insights	Workforce Analytics & Insights	The system has the ability to refresh criteria to train model and measure performance (e.g., metrics, rolling test periods), and generate new model structure(s).	No											
HCM_572	572	Human Resources	Human Resources	Integration	The system has the ability to share job / role classification details with Eureka (Cornerstone)	Yes											
HCM_573	573	Human Resources	Human Resources	Integration	The system has the ability to share job history data for employees with Eureka (Cornerstone).	Yes											
HCM_574	574	Human Resources	Human Resources	Integration	The system has the ability to share department / organization role hierarchy with Eureka (Cornerstone) to establish employee - supervisor relationship	Yes											
HCM_575	575	Human Resources	Human Resources	Integration	The system is able to share relevant certification data (type, expiration date) with Eureka (Cornerstone) to facilitate reporting and learning paths for renewal	Yes											
HCM_576	576	Human Resources	Human Resources	Talent Enablement	System is able to facilitate the development of career / skill development paths linked to job roles within the system.	Yes											
HCM_577	577	Human Resources	Human Resources	Integration	System has the ability to share career / skill development paths with Eureka (Cornerstone).	Yes											
HCM_578	578	Human Resources	Payroll	Integration	The system is able to integrate with the County's VTI timecard tracking solution to gather employee time details	Yes											
HCM_579	579	Human Resources	Payroll	Payroll Administration	System's Employee Self Service (ESS) portal allows for employees to enter direct deposit information	Yes											
HCM_580	580	Human Resources	Payroll	Integration	System can be integrated to share data with HireTech to facilitate employee verification	Yes											
HCM_581	581	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system is able to account for protected leave when processing payroll	Yes											
HCM_582	582	Human Resources	Payroll	On-Cycle / Off-Cycle Payroll	The system is able to include a workflow to complete a County specific payback agreement before overpayments are reclaimed by the County.	Yes											
HCM_583	583	Human Resources	Payroll	Payroll Administration	Employee Self Service (ESS) portal is available to separated employees and employees on leave to assist in payroll processing.	Yes											
HCM_584	584	Human Resources	Payroll	Payroll Statutory Reporting	Payroll data can be integrated with a data analytics tool to facilitate analysis and data reconciliation efforts.	Yes											
HCM_585	585	Human Resources	Talent Acquisition	Requisition Management	The system is able to integrate newly created talent requisitions with NEOGOV for posting.	Yes											
HCM_586	586	Human Resources	Talent Acquisition	Integration	The system will need to be integrated with NEOGOV to facilitate candidate / applicant management.	Yes											
HCM_587	587	Human Resources	Workforce Administration	Integration	The system will need to be integrated with County third party letter development software (e.g. leaves of absence)	Yes											
HCM_588	588	Human Resources	Workforce Administration	Document Storage	System includes or is readily integrated with a document storage solution.	Yes											