

**ATTACHMENT F  
 SOFTWARE FUNCTIONALITY AND TECHNICAL REQUIREMENTS**

For each requirement on the following tab, indicate with an "X" in the appropriate column if your proposed software solution "Meets," meets through the use of "Third Party" software, will meet with the "Next Release," will "Require Modifications," or "Does not meet" the State's requirements. Use the definitions below to guide your response.

<b>Offeror's Response</b>	<b>Definition</b>
<b>Meets</b>	Requirement is fully met "out of the box." Absolutely no customizations are required.
<b>Third Party</b>	Requirement is fully met using third-party integration. Software other than the primary solution is used to meet the requirement.
<b>Next Release</b>	Requirement is met in a future release that has not yet been released for general availability, but which is currently installed by one or more customers in beta testing.
<b>Requires Modifications</b>	Requirement will be met by customizing code, forms, records, or other system components.
<b>Does Not Meet</b>	Solution does not meet the requirement.

Offeror should ensure that responses accurately reflect the capabilities of the proposed solution because these requirements will be included in any resulting contract.

ID Num	Requirement Area	Requirement Subcategory	Requirement Name	Requirement	Meets	Third Party	Next Release	Req. Mods	Does Not Meet	Comment
0100	Budget	Control/ Execution	Accounting Control	System shall edit/ validate transactions, documents, and business events against available cash balance (cash in Treasury or cash in bank) and not include invested cash in the available cash balance.						
0101	Budget	Control/ Execution	Accounting Control	System shall prevent transactions not meeting available budget and funding edits from being transmitted to the next approval stage and electronically notify the originator of the transactions for corrective action.						
0102	Budget	Control/ Execution	Accounting Control	System shall provide edits that restrict expenditures based on available fund and appropriation balances (original appropriations, adjusted appropriations, lapse, estimated revenue, actual revenue, encumbrances, and expenditures).						
0103	Budget	Control/ Execution	Accounting Control	System shall provide ability to select an option to reduce the allotment balance at a higher level automatically when an encumbrance or expenditure is made at a lower level.						
0104	Budget	Control/ Execution	Accounting Control	System shall provide the ability to identify budget that is to be held for carry forward for a fixed capital outlay appropriation that was not committed by a contract during the fiscal year.						
0105	Budget	Control/ Execution	Accounting Control	System shall provide the ability to override agency, grant, project, and contract budget edits with the appropriate security authority.						
0106	Budget	Control/ Execution	Accounting Control	System shall provide an automated means for user agencies to report anticipated revenues supporting appropriations, and shall ensure that total reported income and/or balance for each identified revenue/fund source is equal to or greater than the amount appropriated.						
0107	Budget	Control/ Execution	Appropriation and Funding	System shall prevent any changes to the final Legislative Authorized Budget.						
0108	Budget	Control/ Execution	Appropriation and Funding	System shall provide ability for user agencies to develop and generate a supplemental appropriation and funding request for review by the Governor, and incorporate recommendations into the Operating Budget.						
0109	Budget	Control/ Execution	Appropriation and Funding	System shall provide a method of reconciling personal services in the budget module with actual data from the human resources module. Reconciliation shall not be automatic; agencies need the ability to "override" data to account for budgeted position changes that have not yet been reflected in the human resource system. The ability to upload the information to the human resource module from the budget module shall also be provided.						
0110	Budget	Control/ Execution	Budgetary Control	System shall provide a mechanism for allotting of legislatively enacted appropriations into specified allotment periods (i.e., quarterly and annual), including the ability to reserve portions of appropriations that are not allotted or defer appropriations that are not funded.						
0111	Budget	Control/ Execution	Budgetary Control	System shall provide ability to aggregate and disaggregate allotment balances from a higher organizational level to a lower level.						
0112	Budget	Control/ Execution	Budgetary Control	System shall provide ability to revert remaining balances automatically, and produce accompanying reports, if carried forward funds are not fully recorded before fiscal year-end, disapproved by executive order, or remain un-disbursed by December 31 (operating budget only) by generating the appropriate entries for appropriations, approved budget, allotments, and releases.						

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0113	Budget	Control/ Execution	Budgetary Control	System shall provide ability to roll remaining budget from previous fiscal year to current year and maintain the original year of the appropriation.						
0114	Budget	Control/ Execution	Budgetary Control	System shall provide an agency budget, which contains the same budgetary control features as the appropriation budget but is fully independent of the appropriation budget.						
0115	Budget	Control/ Execution	Budgetary Control	System shall provide an online inquiry screen that displays appropriation budget, restrictions, encumbrances, expenditures, estimated revenues, revenues, and available budget. The numbers displayed shall be the same balances used by the budget/ cash edit program.						
0116	Budget	Control/ Execution	Budgetary Control	System shall provide for budgeting within all funds including proprietary funds.						
0117	Budget	Control/ Execution	Budgetary Control	System shall provide for restricted and unrestricted revenue sources.						
0118	Budget	Control/ Execution	Budgetary Control	System shall retain budget history, including original appropriation, subsequent revision transactions, and current/ final revised budget.						
0119	Budget	Control/ Execution	Budgetary Control	System shall allow departments to request appropriation and budgetary increases for additional funds secured during the budget period (e.g., legislative revised program and supplementals (RS)).						
0120	Budget	Control/ Execution	Budgetary Control	System shall allow user agencies to request transfers online within appropriations, or at the line items level or lower as appropriate. Transfers not requiring Office of Management and Budget approval shall be immediately processed. Office of Management and Budget approval shall be acquired as appropriate. All transfers or changes shall be logged.						
0121	Budget	Control/ Execution	Capital	System shall assign a unique Capital Project Identification Number that will remain associated with a Capital Project throughout its life, including tracking all budgetary and accounting transactions that relate to it, and shall ensure that the Capital Project Identification Number is included in the fixed asset record created at the completion of the Capital Project if applicable (i.e., if it qualifies for capitalization under the State's fixed asset reporting requirements).						
0122	Budget	Control/ Execution	Capital	System shall establish and maintain fiscal year-to-date, biennium-to-date, and inception-to-completion date budgetary, expenditure, funding, and revenue information for each capital project.						
0123	Budget	Control/ Execution	Capital	System shall prevent any changes to the Authorized Capital Budget.						
0124	Budget	Control/ Execution	Capital	System shall prohibit user agency inquiry into budget development iterations performed by the Office of Management and Budget after user agencies have been locked out until the capital budget is presented to the Legislature as the Governor's Capital Budget. After the Governor's Capital Budget is presented to the Legislature, authorized user agency staff shall be allowed inquiry access to capital budget development data.						
0125	Budget	Control/ Execution	Capital	System shall provide full integration to support the automatic loading of the Authorized Capital Budget amounts, funding designations, Capital Project Identification Number, other pertinent project budgetary and textual information, and structures to the Financial Management module.						
0126	Budget	Control/ Execution	Capital	System shall require Office of Management and Budget (OMB) and department approval before an appropriation is lapsed.						

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0127	Budget	Control/ Execution	Capital	System shall provide ability for departments to request a capital project be closed on the accounting system with Office of Management and Budget and Division of Finance approval.						
0128	Budget	Control/ Execution	General	As a default, the system shall defer, or make unavailable, all appropriations unless and until estimated revenues are identified to fund the appropriation. The system needs to allow us to restrict authorization based on projections of unrealized revenue.						
0129	Budget	Control/ Execution	General	System shall accommodate governmental reorganizations in an efficient manner, including realigning prior fiscal years' actual expenditures with the revised organizational structure to support historical costing of programs and operations.						
0130	Budget	Control/ Execution	General	System shall allow user agencies to initiate appropriation and budgetary decreases for reductions in anticipated revenues supporting those appropriations (e.g., general purpose revenues are less than estimated). All such decreases shall be tracked and where appropriate approved by the Office of Management and Budget.						
0131	Budget	Control/ Execution	General	System shall provide ability to define specific approval levels of the budget.						
0132	Budget	Control/ Execution	General	System shall provide full integration to support the automatic loading of the final authorized budget amounts, agency budget amounts, grant budget amounts, project budget amounts, funding designations, and structures to the Financial Management module and the annual operating budget functionality.						
0133	Budget	Control/ Execution	General	System shall provide the ability to capture and report on the legal authorizations (appropriations) associated with all budgetary processes.						
0134	Budget	Control/ Execution	General	System shall segregate and separately forecast salary and fringe benefit costs (including insurance, state and federal taxes, retirement contributions, workers' compensation, unemployment insurance, etc.) of filled personnel positions and vacant personnel positions at any point in time.						
0135	Budget	Control/ Execution	General	System shall support the use of budget categories or summary objects. Defined expense objects shall roll up to a specific budget category.						
0136	Budget	Control/ Execution	General	System shall provide a means of validating that the final approved budget is posted to the accounting system accurately.						
0137	Budget	Control/ Execution	General	System shall provide at least four levels of security: Office of Management and Budget (OMB) managers, OMB users, department managers, and department users.						
0138	Budget	Control/ Execution	General	System shall provide security options for department managers, allowing them to specify which of their users are responsible for which budget structure items and grant authorities separately for operating and position budgeting data entry and reporting.						
0139	Budget	Control/ Execution	General	System shall provide ability to pull actual info for prior year from accounting system by component by account code (management reporting).						
0140	Budget	Control/ Execution	Inquiry and Reporting	System shall provide ability to generate detailed budget reports based on flexible user-defined sorts and filters, both in hard copy and electronically published formats.						
0141	Budget	Control/ Execution	Inquiry and Reporting	System shall provide ability to generate reports of capital budget requests based on flexible user-defined sorts and filters (e.g., agency, fund, location).						

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0142	Budget	Control/ Execution	Inquiry and Reporting	System shall provide online inquiries at the summary level of current and prior fiscal year expenditures against appropriation and budget amounts. At a minimum, summary inquiries and reports shall be provided at seven levels, including statewide by fund and by agency and fund. Summary inquiries and reports shall also be provided by agency, appropriation, allocation, sub-department unit and line item. Capital budget summary inquires and reports shall include inception to date information by project, project type, and project phase for each agency, and statewide.						
0143	Budget	Control/ Execution	Inquiry and Reporting	System shall provide online, hardcopy and electronically published format reporting on annual salaries and benefits based on pre-determined point in time as determined by the Office of Management and Budget (from the human resources system), incorporating salary increases as appropriate for each position.						
0144	Budget	Control/ Execution	Inquiry and Reporting	System shall provide the ability to access prior year budget information.						
0145	Budget	Control/ Execution	Inquiry and Reporting	System shall provide the ability to drill down or link to all budget requests that impact an enacted appropriation (component).						
0146	Budget	Control/ Execution	Inquiry and Reporting	System shall provide the capability to search text sections by key words or phrases.						
0147	Budget	Control/ Execution	Inquiry and Reporting	System shall support presentation of budget information by geographic area.						
0148	Budget	Control/ Execution	Operating	System shall provide a means of security control (edit vs. read only) within departments for narrative information about budget structure items. This narrative security shall be separate from transaction security and controllable by department managers.						
0149	Budget	Control/ Execution	Operating	System shall prevent department users from creating new appropriations (components) but allow them to rearrange, remove, or add any previously used appropriations (components).						
0150	Budget	Control/ Execution	Operating	System shall provide budget managers the ability to restrict the types of transactions which can be entered in particular budget stages.						
0200	Budget	Development	Appropriation and Funding	System shall allow for a single program and budget item to be supported by multiple funding sources (e.g., general revenue, one or more special revenues, federal funds, trust funds, and/or cash funds).						
0201	Budget	Development	Appropriation and Funding	System shall allow Office of Management and Budget analysts to initiate online budget changes as either Agency Appropriation Requests, Executive Recommendations, or Legislative Recommendations.						
0202	Budget	Development	Appropriation and Funding	System shall allow Office of Management and Budget staff to record online executive vetoes and legislative overrides, if any, and shall maintain a permanent record of originally enacted budget, vetoes, and veto overrides by bill, fiscal year, agency, budget, appropriations, budget item, and date of each action.						
0203	Budget	Development	Appropriation and Funding	System shall allow Office of Management and Budget staff to record online legislative changes to the Executive Recommendation (amounts and positions) made prior to final budget adoption.						
0204	Budget	Development	Appropriation and Funding	System shall allow the Office of Management and Budget to lock out user agencies' ability to submit online Agency Budget Requests, and provide a means to allow specific agency exceptions to the online lock out.						
0205	Budget	Development	Appropriation and Funding	System shall allow user agencies to submit Agency Appropriation Requests for the Governor's Budget online and only to the extent allowed by the Office of Management and Budget.						

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0206	Budget	Development	Appropriation and Funding	System shall automatically create an annual budget baseline based on the most recent annual operating budget (with or without inflation factors - salary changes).						
0207	Budget	Development	Appropriation and Funding	System shall have the ability to allow agency users to view their submissions to the Office of Management and Budget while they are locked out of seeing iterative changes being performed within the central Office of Management and Budget in preparation to completing the Governor's Request.						
0208	Budget	Development	Appropriation and Funding	System shall optionally prohibit department inquiry and/or edits for budget development iterations performed by the Office of Management and Budget.						
0209	Budget	Development	Appropriation and Funding	System shall provide ability to establish budgets at multiple pre-defined "change" levels per budget development instructions in addition to the base level, and allow for excluding certain budget categories or expense objects/ line items.						
0210	Budget	Development	Appropriation and Funding	System will provide a worksheet for listing and annotating miscellaneous budgetary items that have been proposed for consideration in developing the Governor's budget proposals.						
0211	Budget	Development	Appropriation and Funding	System shall provide ability to generate detailed budget reports to be submitted to the Legislature. These reports (currently referred to as the Budget Summary) must provide detailed information supporting the Governor's Budget.						
0212	Budget	Development	Appropriation and Funding	System shall provide an automated tool to process global salary adjustments with exceptions allowed for the separation of adjustments.						
0213	Budget	Development	Appropriation and Funding	System shall provide functionality to develop a biennial budget with line items specified for each of two fiscal years with funding designations printed on the same page as appropriate.						
0214	Budget	Development	Appropriation and Funding	System shall provide the ability to document changes made to the budget document during the budget process.						
0215	Budget	Development	Appropriation and Funding	System shall retrieve historical appropriated, budgeted (funded), and actual financial data for use in preparing the initial baseline budget amounts for prior year and current year appropriations, and prior year expenditure data.						
0216	Budget	Development	Appropriation and Funding	System shall store enacted budget special language sections from each periodic appropriations in the system. Enacted special language sections shall be uploaded into the system. These sections shall be used as the basis for developing appropriate language sections for the next budget cycle where they may be edited or deleted.						
0217	Budget	Development	Appropriation and Funding	System shall support the development of the statewide budget using both the current traditional model (changes to the current modified budget creating requests and recommendations for the future) for some state agencies and performance based budgeting for others.						
0218	Budget	Development	Appropriation and Funding	System shall support the inclusion and exclusion of one or more cost of living and/or inflationary adjustments in one or more of the budget levels (i.e., include some or all of the cost of living adjustments for personnel related characters of expense in the base level).						
0219	Budget	Development	Capital	System shall allow for a single capital project budget item to be supported by multiple funding sources.						

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0220	Budget	Development	Capital	System shall allow Office of Management and Budget staff to record online executive vetoes and legislative overrides, if any, to the capital budget, and shall maintain a permanent record of originally enacted budget, vetoes, and veto overrides by bill, fiscal year, agency, capital project, appropriations, budget item, and date of each action.						
0221	Budget	Development	Capital	System shall allow Office of Management and Budget staff to record online legislative changes to the Governor's Capital Budget Request made prior to budget adoption.						
0222	Budget	Development	Capital	System shall allow user agencies to create online requests for new Capital Projects to be included in the state's Capital budget.						
0223	Budget	Development	Capital	System shall capture textual information required to properly define and describe Capital Project requests, including project purpose, project status, sponsor, etc. This textual information shall support graphics, tables, and document attachments.						
0224	Budget	Development	Capital	System shall prohibit department inquiry into budget development iterations performed by the Budget Department after the departments have been locked out.						
0225	Budget	Development	Capital	System shall provide a means for the Office of Management and Budget to select Capital Project requests (either re-authorizations or new requests) to be included in the Governor's Capital Budget Request.						
0226	Budget	Development	Capital	System shall provide ability for the Office of Management and Budget to lock out online user agencies' ability to submit online Capital Project requests, and provide a means to allow specific agency exceptions to the online lock out.						
0227	Budget	Development	Capital	System shall support the identification of capital projects by type, including: *One time projects; *Phased (new); *Phased (underway); and *On-going.						
0228	Budget	Development	Capital	System shall support data entry and reporting for proposed capital projects for a span of six years, including the budget year and five additional future years.						
0229	Budget	Development	Capital	System shall show operating and maintenance costs for projects for the current year, the budget year, and five future fiscal years.						
0230	Budget	Development	Capital	System shall allow the identification of capital projects that require review, have received review, or have received approval from the Technical Advisory Committee (TAC) of the Telecommunications Information Council (TIC).						
0231	Budget	Development	Capital	System shall produce a single report for presentation to the Legislature which includes all critical data elements stored about proposed capital projects.						
0232	Budget	Development	Capital	System shall provide capital project default values unique per department to save on data entry time of newly entered projects.						
0233	Budget	Development	Capital	System shall provide for the identification of federal match percentage requirements for capital projects.						
0234	Budget	Development	Capital	System shall support the storage of both an election district and location (community) with each capital project. The system shall maintain the historical relationships between locations and election districts as election district borders are modified.						
0235	Budget	Development	Capital	System shall provide a means of prioritizing capital projects and determining print order within an agency.						
0236	Budget	Development	Capital	System shall support capital projects at either the appropriation or allocation level.						

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0237	Budget	Development	Capital	System shall provide a way of clearly identifying amended capital projects, projects which have been modified after the Governor's proposed budget has been presented.						
0238	Budget	Development	Capital	System shall provide ability to track related capital projects across many fiscal years.						
0238	Budget	Development	General	System shall allow authorized Office of Management and Budget personnel to lock out department users' ability to submit online Department Budget Requests, and provide a means to allow specific user exceptions to the online lockout.						
0239	Budget	Development	General	System shall allow designated agency budget officers to lock out other agency users' ability to submit online Agency Budget Requests, and provide a means to allow specific user exceptions to the online lockout.						
0240	Budget	Development	General	System shall allow for the creation of multiple budget bills based on funding source or other flags (e.g., Mental Health).						
0241	Budget	Development	General	System shall allow for the downloading and/or uploading of budgetary data from/to spreadsheets and other common office tools at any stage of budget development process.						
0242	Budget	Development	General	System shall be integrated with the accounting module to provide validation of all accounting codes entered. The system shall be integrated with the payroll module to provide validation of position values.						
0243	Budget	Development	General	System shall provide ability to apply cost of living increases to personnel-related budgeted amounts to one, some, or all salary and personnel related costs, including special pays (e.g., hazardous duty pay and certification pay).						
0244	Budget	Development	General	System shall provide ability to model a large organizational structure using the organization structure and supervisor/ employee relationships.						
0245	Budget	Development	General	System shall provide ability to modify proposed positions and staffing levels so that as the proposed budget development process evolves, it reflects known and planned personnel actions such as promotions. When a proposed position characteristic is changed or a staffing decision is made affecting dollar or Full-Time Equivalent (FTE) amounts during the budget development process, system shall update projection data to include the new change or planned event.						
0246	Budget	Development	General	System shall provide an audit trail of all budgetary transactions and approvals associated with the budget development process.						
0247	Budget	Development	General	System shall provide an unlimited number of "what if" budget iterations or versions using the full capabilities of the Budget Development module, including the development of a new version from a previous version.						
0248	Budget	Development	General	System shall provide the ability for agency users to attach supporting text, notes, spreadsheets, graphs, and database information to their budget requests. This information shall be allowed for budget structure items or budget transactions.						
0249	Budget	Development	General	System shall support preparation of grant and project budgets independent of appropriation or operating budgets.						
0251	Budget	Development	General	System shall be able to export and import operating and capital budget data in a format compatible with Legislative Finance's budget system.						
0252	Budget	Development	General	System shall provide the ability for lead department budget analysts to create budget iterations without other users within the same department seeing them.						
0253	Budget	Development	General	System shall allow for multiple budget iterations which are built from one another.						

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0254	Budget	Development	General	System shall produce an operating and capital budget bill in the required format.						
0255	Budget	Development	General	System shall allow agency budget proposals and the elements comprising them to be grouped and viewed according to "program" categories that cross conventional organizational lines.						
0256	Budget	Development	General	System shall provide spell checking on narrative fields.						
0257	Budget	Development	General	System shall support user defined sort orders for budget structure, transactions, and capital projects which are not based on an existing numeric key or alphabetical order.						
0258	Budget	Development	General	System shall provide a search mechanism for users to find specific budget structure items, transactions, positions, or capital projects.						
0259	Budget	Development	General	System shall provide advanced text editing features within narrative fields, allowing such formatting as bold, underlining, tab stops, tables, images, bullets, etc.						
0260	Budget	Development	General	System shall support the data entry and reporting on user-defined shared categories between operating and capital budgets associated with appropriations, allocations, and capital projects dollars.						
0261	Budget	Development	General	System shall allow departments or agencies within departments to use the budgeting module even if they do not use the accounting or payroll module. System shall also not require use of the budget module if departments use only accounting and payroll modules.						
0262	Budget	Development	General	System shall provide Office of Management and Budget customizable on-line help.						
0263	Budget	Development	General	System shall provide a means of linking budget items between capital and operating budgets.						
0264	Budget	Development	General	System shall provide support for projecting formula program, debt service, loans, and shared tax requirements within a ten-year time frame.						
0265	Budget	Development	General	System shall provide exception reports to highlight discrepancies between payroll and budgeted position characteristics as well as to show imbalance between authorized funding and detail entry.						
0266	Budget	Development	General	System shall include an on-line component depicting loan program activity, expenditures, and funding for all of the major lending programs. This component shall be able to share and receive information from other loan systems within the state.						
0267	Budget	Development	General	System shall support service-level budgeting (i.e., it will allow specific proposed funding levels to be associated with specific proposed levels of program accomplishments).						
0268	Budget	Development	General	System shall allow distinction between existing sources of revenue and new sources of revenue that are being proposed.						
0269	Budget	Development	General	System shall have option to develop a biennial budget.						
0270	Budget	Development	General	System shall provide ability to toggle between accounting, personnel and procurement systems.						
0271	Budget	Development	General	System shall facilitate the development of the narrative "language" section of the bill, allowing department users, Office of Management and Budget, and Department of Law to collaborate on its development.						
0272	Budget	Development	General	System shall provide the ability for department budget analysts to create budget iterations without Office of Management and Budget users seeing them.						
0273	Budget	Development	Inquiry and Reporting	System shall provide on-line inquiry screen that displays available fund budget and actual balances for federal, state and local expenditures.						

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0274	Budget	Development	Inquiry and Reporting	System shall provide an on-line inquiry screen that displays the appropriation budget, releases, encumbrances, expenditures, and revenue by the funding source indicator (i.e., federal, state match, and local funds). The screen shall provide the ability to drill down from summary to individual transactions, documents, and business events. Need to have this at the individual account code level for current and prior year accounting, but at the summary level for budgeting.						
0275	Budget	Development	Inquiry and Reporting	System shall have the ability to allow departments to view their submissions to the Office of Management and Budget while they are locked out of seeing iterative changes.						
0276	Budget	Development	Inquiry and Reporting	System shall provide ability to generate detailed budget reports (hard copy and electronically published) to be submitted to the Legislature. These reports shall provide detailed information supporting capital budget development.						
0277	Budget	Development	Inquiry and Reporting	System shall provide output draft versions of budget iterations that will not be permanently retained, but that will be retained for reference only during budget development.						
0278	Budget	Development	Inquiry and Reporting	System shall publish the State's budget documents on the web.						
0279	Budget	Development	Inquiry and Reporting	System shall support the online publication of budget request instructions and guidelines to be followed by user agencies (through the utilization of web technology).						
0280	Budget	Development	Inquiry and Reporting	System shall support user-defined management groups of funding sources and allow for reporting on these groups.						
0281	Budget	Development	Inquiry and Reporting	System shall provide a mechanism for identifying and reporting on user defined criteria (e.g., mental health).						
0282	Budget	Development	Inquiry and Reporting	System shall provide capital project detail and summary reports which have the ability to highlight user selected funding sources by breaking them out as a summary at the end of the report or in additional columns.						
0283	Budget	Development	Inquiry and Reporting	System shall allow for the reporting on position count categories by full -time, part-time, nonpermanent, existing, new, transferred in, transferred out, and deleted. Positions split between budget structure items shall be counted completely in only one place defined by the user. Position counts shall only be reflected in whole numbers.						
0284	Budget	Development	Inquiry and Reporting	System shall allow capital project reporting at only the appropriation level or both the appropriation and allocation levels.						
0285	Budget	Development	Inquiry and Reporting	System shall report budget system information at the statewide, department, budget request unit, component, division, appropriation, and allocation levels at either the summary or detail level for each or all of the three years (prior year, current year, budget year) used in budget preparation.						
0286	Budget	Development	Inquiry and Reporting	System shall support the identification of both "language" and "numbers" transactions and capital projects.						
0287	Budget	Development	Inquiry and Reporting	System shall provide comparison reporting capabilities between up to six different budget iterations.						
0288	Budget	Development	Inquiry and Reporting	System shall provide detailed reports and inquiries as necessary to assist agency and central budget staff in monitoring and projecting the expenditure of budgeted amounts.						
0289	Budget	Development	Operating	System will allow each user agency to adjust the initial level of its annual operating budget with Office of Management and Budget approval as appropriate.						

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0290	Budget	Development	Operating	System shall allow user agencies the option to select the initial level of their annual operating budget formulation based on the following options: * Current year's original budget; * Last year's budgeted total; * Last year's actuals; * Last year's statistics; * Current year's budget or actual plus/minus a percentage; * Previous year's budget or actual plus/minus a percentage; * Straight line projection; * Projection based on percentage of last year's actual; * Projection based on user defined formula; * Projection based on estimated actuals from current year; and * Prior year performance data for use as prior year actuals.						
0291	Budget	Development	Operating	System will prepare an Annual Budget Summary for each department. The summary identifies the proposed expenditures and anticipated revenues/ fund sources to support expenditures for the next fiscal year.						
0292	Budget	Development	Operating	System shall provide each user agency with the option of selecting the levels at which to develop and locally control its annual operating (or agency) budget (e.g., character of expense, object of expense, sub-object of expense, etc.). Agencies may elect to use different levels in different parts or portions of their budget. However, in no case can the selection be more summarized than it is appropriated. This function allows the user agency to organize its operating budget differently than authorized through the use of translation tables or other authorizations by law.						
0293	Budget	Development	Operating	System shall provide the means for an agency to create a budget for each grant or part of a grant it receives. In the case of statewide grant awards that support appropriations in more than one agency, the sum of all agency grant budgets for the grant may not exceed the statewide award amount.						
0294	Budget	Development	Operating	System shall provide the ability to code changes to budget iterations to predefined transaction types which can later be reported on. Office of Management and Budget shall also be able to define application-enforced validation checks per transaction type.						
0295	Budget	Development	Operating	System shall allow for and provide the capability of reconciling transfers between agencies or between appropriations within an agency in budget development year.						
0296	Budget	Development	Operating	System shall provide the capability of including fiscal note expenditure and revenue data at detail or summary levels similar to budget amendments and supplementals.						
0297	Budget	Development	Operating	System shall support the annual reconciliation of personal services budgeting.						
0298	Budget	Development	Operating	System shall facilitate the development of position cost estimates which are associated with and which roll up to the budget structure to which they pertain.						
0299	Budget	Development	Operating	System shall automatically calculate salaries for the budgeted year. Salary shall be based on the positions bargaining unit, salary schedule, location, range, and step, number of months or hours worked and a number of optional premium pay factors. Changes to salaries for positions in longevity shall also be calculated based on user input of a longevity salary increase date.						

ID Num	Requirement Area	Requirement Subcategory	Requirement Name	Requirement	Meets	Third Party	Next Release	Req. Mods	Does Not Meet	Comment
0300	Budget	Development	Operating	System shall allow input and calculation of "premium pay" categories, such as overtime, swing shift, graveyard, hazard pay, and sea duty for all positions including those split between budget structure items.						
0301	Budget	Development	Operating	System shall allow for manual override of the automatic salary and benefit cost calculations for individual positions.						
0302	Budget	Development	Operating	System shall allow for the transfer of positions between budget structure items.						
0303	Budget	Development	Operating	System shall support a position vacancy rate at the appropriation and/or allocation level based on either percentage or a plug dollar amount.						
0304	Budget	Development	Operating	System shall provide for split positions across allocations, projects, and regions.						
0305	Budget	Development	Operating	System shall support budgeting positions in multiple geographic locations within a fiscal year.						
0306	Budget	Development	Operating	System shall be flexible in the level of detail required for position budgeting.						
0307	Budget	Development	Operating	System shall support the data entry and reporting of yearly narrative comments for expenditure and revenue detail accounts.						
0308	Budget	Development	Operating	System shall facilitate generating the budget through incremental transactions to a base starting point.						
0309	Budget	Development	Operating	System shall support the entry of "jump sum premium pay" by funding source at the appropriation (component) level. This dollar amount shall be combined with position budget detail to arrive at a total appropriation's personal services budget.						
0310	Budget	Development	Operating	System shall provide a mechanism for identifying and reporting on appropriations and allocations (components) for formula programs.						
0311	Budget	Development	Operating	System shall provide a means of reporting on portions of narrative (missions, goals and strategies, accomplishments, etc.) associated with budget structure items (e.g., just running the mission for all budget structure items).						
0312	Budget	Development	Operating	System shall allow for position salary budgeting to be done using a monthly salary amount or an hourly wage.						
0313	Budget	Development	Operating	System shall maintain a record of deleted and transferred out positions.						
0314	Budget	Development	Operating	System shall maintain a unique copy of narrative associated with budget structure items (department/BRU/component) per fiscal year.						
0315	Budget	Development	Operating	System shall provide a means of excluding selected positions from receiving Cost of Living Allowances.						
0316	Budget	Development	Operating	System shall provide a means of bulk updating position funding sources by identifying the funding sources and percentages which should be used.						
0317	Budget	Development	Operating	System shall provide department managers the ability to modify position benefit variables for their own "what if" budget iterations.						
0318	Budget	Development	Operating	System shall allow users to enter custom job titles for proposed positions which may not have existed previously.						
0319	Budget	Development	Operating	System shall support multiple salary levels for a single position within a fiscal year and needs to support varying levels of Cost of Living Allowance (COLA) within a fiscal year. These are in addition to merit increases.						
0320	Budget	Development	Operating	System shall allow for position budgeting for different time periods, number of paychecks per year, or quantity of time.						
0321	Budget	Development	Operating	System shall support "multi-filled positions" and "labor pools".						

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0322	Budget	Development	Operating	System shall provide for position reclassification during the budgeted year and allow for salaries of positions to be recalculated based upon these classification changes.						
0323	Budget	Development	Operating	System shall have the option to collect and report on budget information down to the funding by line item level, displaying exactly which funding sources are used for which expenditure account.						
0324	Budget	Development	Operating	System shall aid in projecting positions costs throughout the current fiscal year.						
0325	Budget	Development	Performance Based	System will provide a flexible performance based budgeting function to be used in allocating appropriations and funds based on achievement of pre-defined performance measures, with ability to bypass this functionality. Narrative and graphics will need to be stored as part of this function.						
0350	Budget	Performance Measurement	Track / Analyze Results	System shall account for and monitor performance measure budgets to track (e.g., identify, record, inquire, report) dollars spent versus service delivered.						
0351	Budget	Performance Measurement	Track / Analyze Results	System shall capture budgeted and actual non-financial statistical information related to the delivery of service at indicated levels of the agency structure and for various units of service.						
0352	Budget	Performance Measurement	Track / Analyze Results	System shall provide decision support mechanisms, such as "what-if analysis," forecasting, performance tracking, and probability analysis.						
1000	Financial	Allocations	General	System shall capture budgeted and actual non-financial statistical information at indicated levels of the agency structure and capture non-financial statistical information for various units of service.						
1001	Financial	Allocations	General	System shall capture cost allocation information and statistics which will control the accounting and allocation of indirect and direct costs to activities through the use of cost pools (e.g., Full-Time Equivalent's (FTE), random moment time studies, hours worked).						
1002	Financial	Allocations	General	System shall maintain cost account financial information that is consistent and reconcilable with related general ledger and budget accounts.						
1003	Financial	Allocations	General	System shall allow departments to determine frequency of allocation processing.						
1004	Financial	Allocations	General	System shall allow for the processing of a preliminary allocation process for "what if" analysis purposes before the results of the allocation are officially recorded as final.						
1005	Financial	Allocations	General	System shall allow user to determine which costs are to be allocated, including the time period in which those costs occurred (e.g., effective start and end dates).						
1006	Financial	Allocations	General	System shall provide ability to allocate financial balances from any account coding distribution to any other account coding distribution.						
1007	Financial	Allocations	General	System shall provide for intermediate pools to accumulate lower level allocations and redistribute them under another allocation.						
1008	Financial	Allocations	General	System shall provide ability to record direct and indirect costs associated with a cost collector as memo and actual entries, both for fixed dollars and for applied rates to labor or allowable expenses.						
1009	Financial	Allocations	General	System shall provide for accumulating total costs without regard to the funding source and then bill each funding source according to the user defined percentage.						
1010	Financial	Allocations	General	System shall produce a bill based on the direct and indirect costs even though some of the costs (e.g., indirect) are stored as memo entries.						
1011	Financial	Allocations	General	System shall provide user defined ability to limit indirect costs.						

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1012	Financial	Allocations	General	System shall maintain a link between the secondary transactions (allocations) and the parent (original) transaction.						
1013	Financial	Allocations	General	System shall prevent the posting of any of the secondary transactions unless all of the secondary transactions pass data and funding edits validations.						
1014	Financial	Allocations	General	System shall provide a link so that a payment processed against an encumbrance that is the parent will automatically split and appropriately liquidate the secondary encumbrances.						
1015	Financial	Allocations	General	System shall split manually or automatically, based on user selection, a single transaction over multiple coding lines (no less than 1,000 lines) distributions (fund, appropriation, object code, project, grant, etc.) based on statewide and agency-defined criteria. (e.g., by hours worked, pre-determined rates, rations or statistics).						
1025	Financial	Asset Management	Addition and maintenance of non-expenditure assets	System shall provide for addition and maintenance of assets obtained through non-expenditure transactions (e.g., gifts and donations).						
1026	Financial	Asset Management	Annual inventory certification using bar code technology	System shall provide a fully integrated bar code technology for physical inventory tagging upon acquisition/ purchase and annual inventory certification(s).						
1027	Financial	Asset Management	Asset Reporting	System shall provide ability to create a scanned record file from bar coding for comparison to fixed asset records.						
1028	Financial	Asset Management	Asset Reporting	System shall provide ability to generate a fixed assets report sorted by one or more of the following criteria: * Location; * Property Tag Number; * Purchase Date; and * Current Value.						
1029	Financial	Asset Management	Assign priority level to maintenance	System shall provide ability to record the priority assigned to critical and non-critical maintenance.						
1030	Financial	Asset Management	Authorized user inquiry of maintenance/service information	System shall allow authorized staff to be able to inquire on maintenance, warranty, and service information through the entry of a property tag/ inventory control number.						
1031	Financial	Asset Management	Authorized user to mass delete assets	System shall provide ability to process mass deletions of assets with proper security (e.g., organization's capitalization policy changes).						
1032	Financial	Asset Management	Business rules for entries associated with asset purchases	System shall provide ability to store and allow business rules for the following entries associated with Trade-In Allowances on Fixed Asset Purchases: * Limit the entry of the disposition of the old (trade-in) to authorized custodians; * The new asset is carried forward in the Property Master File at the amount of the Actual Cash Disbursement; and * The Trade-in allowance is added to the Acquisition Cost of the item in the Property Master File.						
1033	Financial	Asset Management	Calculate asset acquisition cost	System shall calculate acquisition cost automatically based on total unit cost (including taxes and other ancillary costs).						

ID Num	Requirement Area	Requirement Subcategory	Requirement Name	Requirement	Meets	Third Party	Next Release	Req. Mods	Does Not Meet	Comment
1034	Financial	Asset Management	Capitalization rules	System shall allow for differences of asset capitalization and control rules per State and agency policy as necessary (i.e., no hard coding of rules).						
1035	Financial	Asset Management	Capture and recognize CIP progress of asset	System shall capture and maintain construction work in progress information and be able to recognize fixed/ capital assets when they are completed regardless if the project has been completed.						
1036	Financial	Asset Management	Comments field	System shall provide a free-form comments field for an asset item.						
1037	Financial	Asset Management	Compute gain/ loss transactions to general ledger	System shall generate transactions to the general ledger in the Financial Management module to reflect the Financial impact of asset dispositions, and shall automatically compute the gain/ loss associated with a disposal.						
1038	Financial	Asset Management	Copy identical record items needing separate property tags	System shall provide ability to copy asset record entries for identical items and then assign separate property tag/ inventory control numbers (e.g., purchase of 20 identical personal computers).						
1039	Financial	Asset Management	Correct discrepancies in records by authorized user	System shall provide ability for properly authorized property custodians to correct discrepancies in asset records by overriding initially loaded information received from Financial Management and Purchasing systems. (Security issue and audit trail to identify who made changes).						
1040	Financial	Asset Management	Detailed property information	System shall maintain detailed property information required to identify, properly account for, and safeguard State lands, including (but not limited to) the following: <ul style="list-style-type: none"> <li>* Legal description per survey;</li> <li>* County;</li> <li>* Acquisition information;</li> <li>* Number of acres;</li> <li>* Value per acre;</li> <li>* Fair market value;</li> <li>* Deed information;</li> <li>* Structure/Building Number(s);</li> <li>* Betterments;</li> <li>* Special Improvement District tax information;</li> <li>* Options to purchase property;</li> <li>* Geographic Information System technology location (latitude and longitude); and</li> <li>* Memo Field.</li> </ul>						
1041	Financial	Asset Management	General Requirements	System shall provide hierarchical relationships with equipment (truck and plow attachment).						
1042	Financial	Asset Management	Hierarchical link with asset components	System shall provide ability to link/chain asset components (parent/child relationship) whereby each component maintains a financial life of its own. Added as a new requirement for parent/child hierarchical relationship (see asset management general requirements).						
1043	Financial	Asset Management	Identify assets by cost collector	System shall identify expenditure transactions as asset acquisitions when items meet user-defined criteria. This will ensure that new purchases (both capitalized and controlled) are accurately recorded in the fixed asset records.						

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1044	Financial	Asset Management	Identify expenditures as capital assets acquisitions	System shall provide ability to identify expenditures as potential fixed asset acquisitions based on useful life, dollar amount (capitalized), and general ledger account (controlled) for updating the Asset Management module's suspense file. Expenditures identified as controlled assets shall be coded in the Financial Management module as an expense. System shall provide crosscheck between the accounting system and the capital asset inventory system.						
1045	Financial	Asset Management	Identify, record and depreciate asset betterments	System shall identify, record, and depreciate betterments associated with an asset, including optional unique identification of betterments associated with component units.						
1046	Financial	Asset Management	Identify/ record capitalizable costs of an asset	System shall provide ability to identify/ record all capitalizable costs associated with the construction or purchase/acquisition of an asset.						
1047	Financial	Asset Management	Integrate Financial/ Purchasing system for relevant information	System shall provide full integration with Financial Management and Purchasing system to carry forward relevant purchasing, descriptive, invoice and accounting information as a starting point for recording the asset.						
1048	Financial	Asset Management	Integrate with Financial Management module for reporting assets	System shall be fully integrated with the Financial Management module to support the recording of capitalized assets related to specific proprietary funds and trust funds, and to the Capital Asset Fund.						
1049	Financial	Asset Management	Issue property numbers and labels	System shall provide ability to issue property numbers and print property labels.						
1050	Financial	Asset Management	Limit accessibility to assets by authorized users	System shall provide ability to limit the asset management functions based on the access granted to users by each agency.						
1051	Financial	Asset Management	Maintain asset depreciation functionality	System shall provide the following depreciation functionality: <ul style="list-style-type: none"> <li>* Calculate depreciation on all fixed assets, including general fixed assets;</li> <li>* Automatically calculate depreciation where designated for an asset;</li> <li>* Provide depreciation schedules on fixed assets;</li> <li>* Generate monthly depreciation by asset for any element in the classification structure (i.e., appropriation, fund, organization, program, activity, grant, project);</li> <li>* Calculate depreciation in accordance with the depreciation method and convention; and</li> <li>* Maintain multiple asset basis values for each asset if desired, utilizing industry-standard depreciation methods.</li> </ul>						

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1052	Financial	Asset Management	Maintain building information	System shall maintain user-defined information on buildings pertinent to insurance underwriting, including but not limited to: * Location; * Building age/date constructed; * Number of stories; * Construction type; * Escalators; * Square footage; * Fire protection systems (sprinklers or not); and * Valuation.						
1053	Financial	Asset Management	Maintain data on capitalized and controlled assets	System shall maintain pertinent data on both capitalized and controlled assets as follows: * Capital assets per the State's capitalization policy; and * Controlled assets (non-capitalized equipment) are property items that are not to be capitalized per State policy but have been deemed to be items requiring security and control by State or agency policy (e.g., cameras).						

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1054	Financial	Asset Management	Maintain detailed property information of assets	<p>System shall maintain detailed property information required to identify, properly account for, and safeguard all assets, including (but not limited to) the following:</p> <ul style="list-style-type: none"> <li>* Property tag number (inventory control number);</li> <li>* Property custodian;</li> <li>* Location (up to four location codes);</li> <li>* Ownership information (including assets loaned to/from other entities);</li> <li>* Account coding distribution (including multiple funding sources);</li> <li>* Asset acquisition information;</li> <li>* Asset condition;</li> <li>* Insured value/insurance information;</li> <li>* Vendor;</li> <li>* Asset descriptive information;</li> <li>* Asset classification;</li> <li>* Model and serial number;</li> <li>* Vehicle Identification Number;</li> <li>* Vehicle tag number;</li> <li>* Fuel type, and fuel/credit card number;</li> <li>* License number (if applicable);</li> <li>* Employee or position number (as established in human resources module) for employee to whom asset is assigned (if applicable);</li> <li>* Driver license number of the state employee asset is assigned to (if applicable);</li> <li>* Warranty/ maintenance information;</li> <li>* Betterments;</li> <li>* Disposition authority;</li> <li>* Disposal information; (also need Salvage value, useful life)</li> <li>* Lease asset information (if applicable);</li> <li>* Estimated useful life;</li> <li>* Estimated residual value;</li> <li>* Replacement cost (to be updated by users, as needed);</li> <li>* Depreciation schedule type; and</li> <li>* Memo field.</li> </ul>						
1055	Financial	Asset Management	Maintain history	<p>System shall provide ability to maintain online maintenance history and warranty/ service agreement information for assets, and shall support hyperlinks to the vendor's web site to reference asset maintenance and warranty information. Authorized staff shall be able to inquire on maintenance and service information through the entry of a property tag/ inventory control number.</p>						

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1056	Financial	Asset Management	Maintain software information in asset system	System shall provide ability to maintain computer software inventory in the fixed assets system. Suggested additional data fields include: * Product Name; * Product Version; * Manufacturer (Licensor); * Order Number (Contract/Purchase Order/Pcard); * Order Date; * Quantity; * Supplier; * License Term; * License Type; * Product Category (PC, Mainframe, Server); and * Memo Field.						
1057	Financial	Asset Management	Methods of disposition of assets	System shall provide the ability to record various methods of disposition of assets; including: * Sold (auction, insurance company); * Traded; * Junked/Cannibalized; * Lost or Stolen; * Donated (nonprofit agency, city); * Deleted; * Transferred; * Casualty Loss (track litigation if needed); * Assigned to outside source; and * Control purposes only.						
1058	Financial	Asset Management	Prevent duplicate identifying numbers issued	System shall prevent use of duplicate property tag/ inventory control numbers except for component property tag / inventory control numbers in which a suffix is used.						
1059	Financial	Asset Management	Provide record of asset management functionality	System shall provide the following Asset Management functionality: * Additions; * Changes; * Deletions/disposals; * Transfers; * Inquiries; * Betterments; * Assets assigned to outside source; and * Depreciation.						
1060	Financial	Asset Management	Provide unique asset and property tracking	System shall provide unique inventory control or property numbers to all items entered into system as assets to be tracked (e.g., identify, record, inquire, report). Additions/ deletions shall be tracked using an independent control number. System shall provide ability to use license number for vehicles, aircraft numbers, etc.						
1061	Financial	Asset Management	Query property items by different methods	System shall provide ability to query a property item in the Property System by any field captured, including serial number, and provide transaction history.						

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1062	Financial	Asset Management	Recalculate depreciation based on changes	System shall allow for changing asset useful life, salvage value, and depreciation method when necessary, and automatically recalculate future depreciation expense in accordance with such changes.						
1063	Financial	Asset Management	Record asset to appropriate fund	System shall provide ability to record capitalized assets related to specific proprietary funds and fiduciary funds, and to the Capital Asset Fund.						
1064	Financial	Asset Management	Record cost collector for acquisition of asset	System shall provide ability to record the financing mechanism used to acquire the asset (e.g., assets may be obtained with Certificates of Participation, State bonds, Federal funds, installment purchase agreement, or with regular state operating funds).						
1065	Financial	Asset Management	Record depreciation based on time periods	System shall allow for recording depreciation based on user defined time periods (e.g., daily, weekly, monthly, yearly).						
1066	Financial	Asset Management	Record depreciation expense in general ledger via Asset Management module	System shall fully integrate the Asset Management module with the Financial Management module to allow for recording depreciation expense in the general ledger for capitalized assets of all fund types.						
1067	Financial	Asset Management	Record information for missing, lost, or stolen assets	System shall allow for recording the following information related to missing, lost, or stolen assets (including, but not limited to): <ul style="list-style-type: none"> <li>* Property tag/inventory control number;</li> <li>* Reporting individual;</li> <li>* Last inventoried date;</li> <li>* Last location;</li> <li>* Date of occurrence or date first noticed missing;</li> <li>* Description of circumstances surrounding the disappearance;</li> <li>* Steps taken to locate item;</li> <li>* Law Enforcement report number, if applicable; and</li> <li>* Law Enforcement comments, if applicable.</li> </ul>						
1068	Financial	Asset Management	Record maintenance and repair costs	System shall provide ability to record other costs related to maintenance and non-capital repairs.						
1069	Financial	Asset Management	Simulate depreciation analysis	System shall provide ability to perform a simulated depreciation analysis prior to actual posting of depreciation.						
1070	Financial	Asset Management	Table to establish codes for descriptive data	System shall provide a table to be used for establishing and associating codes to asset descriptive data for commonly used assets. Codes from this table would be used to provide the asset description and would facilitate the reduction and standardization of data entry and reporting. The codes will be displayed via a "pop-up" list with cursor sensitive select ability. The codes will be table-driven and user-maintainable based on a state standard coding scheme.						
1071	Financial	Asset Management	Track maintenance history	System shall track (e.g., identify, record, inquire, report) regular/ preventive maintenance performed on selected assets.						
1072	Financial	Asset Management	Track types of assets	System shall track (e.g., identify, record, inquire, report) different types of assets, including equipment, buildings, infrastructure, and land.						

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1073	Financial	Asset Management	Transfer assets with related accounting information	System shall provide ability to transfer fixed assets within or between independently operating entities at the individual asset level or group level (for mass changes and individual items) with the related accounting entries and require bilateral authorization at the time of transfer.						
1074	Financial	Asset Management	Update asset information for scanned asset	System shall provide ability to update asset location information and "last inventoried date" for each scanned asset based on scanned data.						
1075	Financial	Asset Management	Reporting and Analysis	System shall allow for asset attributes and relationships to be configured to support comprehensive ad-hoc reporting.						
1080	Financial	Bond Accounting	General	System shall separately account for bond proceeds by issue, certificates of participation, and other financial sources by funded projects.						
1081	Financial	Bond Accounting	General	System shall provide the ability to account for defeased bonds in accordance with Generally Accepted Accounting Principles (GAAP).						
1082	Financial	Bond Accounting	General	System shall provide the ability to calculate economic gain or loss on refunding issues.						
1083	Financial	Bond Accounting	General	System shall provide the ability to track how much debt service (principal and interest due to maturity by series of bonds and category of bonds) has been paid and is due at any given time. Format must be compatible with Generally Accepted Accounting Principles (GAAP) reporting and disclosure requirements.						
1084	Financial	Bond Accounting	General	System shall record and amortize (either by straight line or effective interest method) bond premiums, bond discounts, and amount deferred on refunding.						
1085	Financial	Bond Accounting	General	System shall track and report cumulative history of bond costs by issue including issue costs, arbitrage rebate, and ongoing administrative costs.						
1086	Financial	Bond Accounting	General	Ability to provide reporting to determine compliance with bond covenants.						
1100	Financial	Budgetary Compliance	ALDER	System shall provide appropriation and agency budget online inquiry screens that allow the user to select the time period of the data displayed including the month and fiscal year as well as the type of activity (i.e., month-to-date, year-to-date, inception-to-date).						
1101	Financial	Budgetary Compliance	ALDER	System shall provide online inquiry screens that display the appropriation budget, releases, encumbrances, expenditures, revenue, estimated revenue and available budget data at varying levels of the classification structure. The numbers displayed shall have the same balances used by the budget/ cash edit program (Tolerance Adjusted Net Available Balance).						
1102	Financial	Budgetary Compliance	Appropriation budget period timeframe	Budget period distinguishes fiscal year for appropriations. Budget period shall include single or multiple fiscal years as well as those that continue for the life of the purpose. These budget periods shall be able to be changed with appropriate authority.						
1103	Financial	Budgetary Compliance	Both manual or automatic appropriation and budget entry	System shall provide automated and manual entry of appropriation, approved budget, budget release (allotment over time), reserves and estimated revenue transactions.						
1104	Financial	Budgetary Compliance	Budgetary Compliance	System shall provide ability to restrict spending authority and defer revenue authority.						
1105	Financial	Budgetary Compliance	General	System shall allow the user to roll up accounts into budget categories.						

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1106	Financial	Budgetary Compliance	General	System shall provide a multi-level structure that will allow the state to perform performance based budgeting and track goals, strategies, performance measures, and outcomes.						
1107	Financial	Budgetary Compliance	Integration of all modules for accurate budget edits	Financial Management module must fully integrate with the Payables, Receivables, Purchasing, Inventory, and Human Resources modules to ensure that all transactions using or affecting budget authority are validated online, real-time against up-to-date budget totals based on budgetary controls established.						
1108	Financial	Budgetary Compliance	Structure	System shall provide a multi-level appropriation structure that complies with the State's appropriation language and statewide reporting requirements.						
1109	Financial	Budgetary Compliance	Structure	State shall provide additional appropriations data other than amount such as appropriation statutory references and titles.						
1110	Financial	Budgetary Compliance	Transaction budget edits amongst all structures	System shall edit/ validate all transactions to ensure that appropriation, approved budget (cost collectors), allotments and cash are available (at various levels) before posting the transaction and electronically notify originator.						
1111	Financial	Budgetary Compliance	User defined budget controls within different structures	System shall provide for user-defined budgetary controls at variable levels of control by: * Organization; * Account; * Appropriation; * Fund; * Function (Budget category); * Activity; * Grant; * Project; * Contract; and * Allotment.						
1112	Financial	Budgetary Compliance	Varying levels of controls based on structure level	System shall provide budgetary control options at various account control/ data classification structures including: * Absolute control - prevents transaction from processing without override approval, which shall be the default option; * Warning - provides warning message but allows transaction to process; and * No control - allows transaction to process without warning.						
1125	Financial	Cash Management/ Treasury	ALDER	System shall provide agencies with flexible ad hoc reporting capabilities, on all data relevant to each agency, contained within the Cash Management System.						
1126	Financial	Cash Management/ Treasury	Bank Account Management	System shall provide ability to print a report of bank accounts by financial institution on demand.						
1127	Financial	Cash Management/ Treasury	Bank Account Management	System shall provide the ability to add, change, or delete multiple banking contacts for each bank account. Information shall include name, address, fax, phone, email, title, and comments.						
1128	Financial	Cash Management/ Treasury	Bank Account Management	System shall provide the ability to track authorized signers by bank account.						
1129	Financial	Cash Management/ Treasury	Bank Account Management	System shall provide the ability to add, edit and delete bank accounts, including bank account number, account name, bank name, and associated general ledger structures, if any apply.						

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1130	Financial	Cash Management/ Treasury	Bank Communications	System shall provide the ability to poll the bank account balances and daily transaction detail for all bank accounts in various formats (e.g., text reports and BAI2 formats) using a modem or internet connection to the financial institution for both prior day and current day reporting.						
1131	Financial	Cash Management/ Treasury	Bank Communications	System shall provide ability to process and store daily account balance information for each bank account and shall include Ledger Balance, Available Balance, Collected balance, 1 and 2 day float information, total credits and total debits for each demand deposit account.						
1132	Financial	Cash Management/ Treasury	Bank Communications	System shall provide ability to process and store daily detail transactions for each demand deposit account, including at least date, amount, debit/credit, and description.						
1133	Financial	Cash Management/ Treasury	Bank Communications	System shall provide the ability to schedule the system to retrieve bank reports automatically unattended on a predefined schedule that can be adjusted for various bank and government holiday schedules, to include a Canadian bank.						
1134	Financial	Cash Management/ Treasury	Bank Reconciliation	System shall provide ability to make corrections during the reconciliation process with appropriate user authorization.						
1135	Financial	Cash Management/ Treasury	Bank Reconciliation	System shall provide for an automated reconciliation of bank activity recorded in the Treasury with bank transactions received from the State's bank accounts through automated means.						
1136	Financial	Cash Management/ Treasury	Bank Reconciliation	System shall provide ability to track outstanding reconciliation items.						
1137	Financial	Cash Management/ Treasury	Cash Forecasting	System shall provide ability to forecast the next day's cash inflows and outflows in paper and electronic output.						
1138	Financial	Cash Management/ Treasury	Cash Forecasting	System shall provide forecasting capabilities for up to one year which must take into consideration all sources of: * Actual cash receipts and cash disbursements; and * Timing of anticipated cash receipts and disbursements.						
1139	Financial	Cash Management/ Treasury	Cash Forecasting	System shall provide ability to create memo transactions for daily cash forecasting that will be converted to actual transactions the next day.						
1140	Financial	Cash Management/ Treasury	Fixed Income Investments	System shall have the ability to accept mortgage back and other paydown factors from a third party feed.						
1141	Financial	Cash Management/ Treasury	Fixed Income Investments	System shall have the ability to accept trade information from third party trade entry system (Bloomberg).						
1142	Financial	Cash Management/ Treasury	Fixed Income Investments	System shall have the ability to calculate accrued income daily by security.						
1143	Financial	Cash Management/ Treasury	Fixed Income Investments	System shall have ability to do ad hoc queries on the fly by any single or multiple set of data fields.						
1144	Financial	Cash Management/ Treasury	Fixed Income Investments	System shall have ability to upload security prices from external third party.						
1145	Financial	Cash Management/ Treasury	Fixed Income Investments	System shall allow user to record investment income.						
1146	Financial	Cash Management/ Treasury	Fixed Income Investments	System shall provide ability to retrieve and record investment activity from third parties including, but not limited to, trade activity and market pricing on a daily basis.						

ID Num	Requirement Area	Requirement Subcategory	Requirement Name	Requirement	Meets	Third Party	Next Release	Req. Mods	Does Not Meet	Comment
1147	Financial	Cash Management/ Treasury	Fixed Income Investments	System shall provide ability to generate monthly accrued interest reports.						
1148	Financial	Cash Management/ Treasury	Fixed Income Investments	System shall provide ability to provide reports by individual portfolios of all investment instruments maturing and coupon payments expected within the next x-days.						
1149	Financial	Cash Management/ Treasury	Fixed Income Investments	System shall provide ability to record, generate and store all data resulting from trading activities including, but not limited to: * Fixed Income Investment purchases; * Repurchase Agreements (including applicable collateral) * Mortgage Backed Securities (including TBA's and pay downs) * Sales; * Maturities; * Calls; * Cash interest received; * Accrued interest earned; and * Gains or Losses.						
1150	Financial	Cash Management/ Treasury	Fixed Income Investments	System shall provide for the identification and recording of basic debt investment information including but not limited to: * description; * instrument type; * interest rate; * investment term; * acquisition value; * acquisition date; * fees; * customer; and * collateral.						
1151	Financial	Cash Management/ Treasury	General Ledger	System shall provide the ability for a fund to have multiple banking relationships.						
1152	Financial	Cash Management/ Treasury	General Ledger	System shall maintain a general ledger to account for all of the assets and liabilities of Treasury through the Treasury Subsidiary Ledger.						
1153	Financial	Cash Management/ Treasury	General Ledger	System shall automatically code recurring items.						
1154	Financial	Cash Management/ Treasury	General Ledger	System shall provide the ability to post to prior periods and prior years.						
1156	Financial	Cash Management/ Treasury	Reporting and Analysis	System shall provide ability for State agencies to view all deposits online sorted by user-defined criteria (e.g., sub account, Federal Grant Account (FGA), State agency, Wire Transfer Number (WTN), date, and Financial Data Accounting Structures).						
1157	Financial	Cash Management/ Treasury	Reporting and Analysis	System shall provide ability to generate bank account and general ledger balance reports on the following frequencies: * Daily; * Monthly; and * Annually.						

ID Num	Requirement Area	Requirement Subcategory	Requirement Name	Requirement	Meets	Third Party	Next Release	Req. Mods	Does Not Meet	Comment
1158	Financial	Cash Management/ Treasury	Reporting and Analysis	System shall provide all deposit information including addenda records online for review by State agencies, including but not limited to: * Wires; * Automated Clearing House (ACH) deposits; * Over the Counter deposits; and * Lockbox.						
1159	Financial	Cash Management/ Treasury	Transaction Processing	System shall provide cash to cash journal entries and adjustments.						
1160	Financial	Cash Management/ Treasury	Transaction Processing	System shall provide ability to add comments to pending transactions / documents / business events.						
1161	Financial	Cash Management/ Treasury	Transaction Processing	System shall provide ability to electronically receive and assign appropriate transaction ID to all bank transactions.						
1162	Financial	Cash Management/ Treasury	Transaction Processing	System shall provide the ability to automatically assign financial coding to routine banking transactions, by cross reference of specific transaction characteristics.						
1163	Financial	Cash Management/ Treasury	Transaction Processing	System shall reconcile bank information to agency approved transactions including: * Ability to assign/identify deposit numbers; * Ability to identify the recipient for incoming Automated Clearing House (ACH) payments using designated fields in the detail record and/or addenda; and * Ability to identify incoming over-the-counter bank deposits using a Treasury unique coding structure.						
1164	Financial	Cash Management/ Treasury	Transaction Processing	System shall provide ability to electronically receive, format, and journalize daily account information from banking institutions with which the State does business. Bank transactions will be converted into double sided accounting entries.						
1165	Financial	Cash Management/ Treasury	Transaction Processing	System shall provide ability to manually generate suspense receipts, journal entries and adjustment documents.						
1166	Financial	Cash Management/ Treasury	Transaction Processing	System shall provide ability to manually input and balance returned checks and deposit adjustments received and automatically process associated information, including debit or credit to revenue.						
1167	Financial	Cash Management/ Treasury	Transaction Processing	System shall provide ability for inquiry of bank transaction data based on user-defined search criteria (e.g., transaction date, transaction amount, bank account, transaction identifier).						
1168	Financial	Cash Management/ Treasury	Transaction Processing	System shall provide ability to input and store all relevant data concerning electronic or check return items processed.						
1169	Financial	Cash Management/ Treasury	Transaction Processing	System shall provide the ability to electronically read nonstandard bank reports (e.g., BAI 2 or text files) and convert them into standardized report of bank activity, which includes relevant reference data (e.g., subaccount, Automated Clearing House (ACH), wire reference data).						
1170	Financial	Cash Management/ Treasury	Transaction Processing	System shall provide ability to match and release funds of available suspense receipts automatically to all approved agency deposits recorded by the agency.						
1171	Financial	Cash Management/ Treasury	Transaction Processing	System shall provide ability to maintain accounts for Treasury cash and investments by State fund type.						
1172	Financial	Cash Management/ Treasury	Transaction Processing	System shall provide ability to record all receipt transactions from the deposit matching process.						

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1173	Financial	Cash Management/ Treasury	Transaction Processing	System shall provide option to not post certain transactions received from banks.						
1174	Financial	Cash Management/ Treasury	Transaction Processing	System shall provide ability to capture additional data for transactions, including but not limited to subaccount numbers of the State's Concentration account, Automated Clearing House (ACH) addenda records, and Federal grant numbers.						
1175	Financial	Cash Management/ Treasury	Transaction Processing	System shall provide ability to split a single transaction into multiple transactions.						
1176	Financial	Cash Management/ Treasury	Transaction Processing	System shall place transactions that can not be automatically processed into a transaction suspense process where the missing data elements and transaction coding assignments can be provided by the user.						
1177	Financial	Cash Management/ Treasury	Warrant Clearing	System shall provide the ability to electronically receive and automatically compare, in a batch process, the presented items in the file from the bank to valid warrants issued by the system. From this process, system shall identify items that qualify for redemption or rejection.						
1178	Financial	Cash Management/ Treasury	Warrant Clearing	System shall support and report activity for warrant status activity that identifies Treasury Warrants presented for payment that are not valid for redemption based on warrant number, warrant amount, state date, stop pay, cancelled, and previously redeemed.						
1179	Financial	Cash Management/ Treasury	Warrant Clearing	System shall provide ability to designate warrants as either paid or not paid (outstanding) storing the bank image trace number and redemption date for the item.						
1180	Financial	Cash Management/ Treasury	Warrant Clearing	System shall provide ability to electronically receive, format, and record specific bank information electronically from a file of Automated Clearing House (ACH) returns and flag ACH payments as paid or returned.						
1181	Financial	Cash Management/ Treasury	Warrant Clearing	System shall provide ability to store and link electronically images of paid warrants to the financial transaction that generated the warrant.						
1182	Financial	Cash Management/ Treasury	Warrant Clearing	System shall provide ability to support and report activity for cancellations and stop payment on warrants that have been issued.						
1183	Financial	Cash Management/ Treasury	Warrant Clearing	System shall provide audit trails for all State warrants that have been purged from the system including warrant number, redemption date, bank image trace number and warrant amount.						
1184	Financial	Cash Management/ Treasury	Warrant Clearing	System shall provide a file of warrant data to the contracted warrant paying financial institution to pre-edit warrants presented for payment including cancellations and stop payments.						
1185	Financial	Cash Management/ Treasury	Warrant Clearing	System shall provide the ability for an authorized user to override/change invalid match designations as valid matches of financial instruments presented for payment, appropriately updating all related records and processes.						

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1186	Financial	Cash Management/ Treasury	Warrant Clearing	System shall provide the ability to identify and report to state agencies stale dated warrants, including a list of warrants that have been stale dated and due diligence form letters addressed to the payee. System shall provide ability to flag warrants as either released to Unclaimed Property or status changed from response to due diligence letters. If payee does not respond, system shall provide electronic report of all stale dated warrants to Unclaimed Property and generate transaction to transfer funds to Unclaimed Property Trust Fund. Report for Unclaimed Property shall include Payee Name, Payee Address, Warrant Amount, Warrant Date, Warrant Number and Originating Agency's distribution code, at a minimum.						
1187	Financial	Cash Management/ Treasury	Warrant Clearing	System shall provide ability to accept interface of warrants printed by other state systems (i.e., external warrants).						
1188	Financial	Cash Management/ Treasury	Warrant Clearing	System shall provide the support for non-warrant based disbursements (i.e., vouchers).						
1200	Financial	Cash Receipts and Revenue Processing	ALDER	System shall provide an audit trail of all accounts receivable and cash receipts activity.						
1201	Financial	Cash Receipts and Revenue Processing	General	System shall allow for a receipt to be coded as an expenditure refund (with proper authorization).						
1202	Financial	Cash Receipts and Revenue Processing	General	System shall allow for applying revenue including accounts receivable to multiple funds and accounts.						
1203	Financial	Cash Receipts and Revenue Processing	General	System shall allow for processing cash receipts not associated with a specific receivable.						
1204	Financial	Cash Receipts and Revenue Processing	General	System shall automatically update the general ledger online and in batch when receipts, deposits and returns are recorded via any media (e.g., electronic funds transfer, journal transfer, cash).						
1205	Financial	Cash Receipts and Revenue Processing	General	System shall provide a daily approval and clearance process to clear the daily cash receipt suspense files for deposits received by the Treasurer (i.e., post the cash receipts collected and approved by the Treasurer to the general ledger).						
1206	Financial	Cash Receipts and Revenue Processing	General	System shall provide ability to enter detailed cash receipt transactions for cash collected (against all elements in the data classification structure) and apply cash receipts against appropriate accounts receivable balances.						
1207	Financial	Cash Receipts and Revenue Processing	General	System shall provide ability to identify the account coding distribution (i.e., organization, object, project, activity), to which each cash receipt was deposited, date of deposit, name of person preparing the deposit, and place (bank) of deposit.						
1208	Financial	Cash Receipts and Revenue Processing	General	System shall provide ability to void cash receipts with proper controls and an audit trail.						
1209	Financial	Cash Receipts and Revenue Processing	General	System shall provide the user with the ability to collect and deposit funds for other agencies.						
1225	Financial	Consolidated Annual Financial Report (CAFR) Accounting	ALDER	System shall generate flexible financial and budgeting reports based on user-defined criteria for various timing parameters (such as state and federal fiscal year-to-date and calendar year-to-date). This includes producing the reports at various levels, such as agency, grant, fund, and/or program.						

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1226	Financial	Consolidated Annual Financial Report (CAFR) Accounting	ALDER	System shall present financial statements on an accrual, modified accrual and cash basis. This includes the ability to produce budget (original and final) to actual schedules on the budgetary (cash) basis of accounting for all revenues and expenditures/expenses.						
1227	Financial	Consolidated Annual Financial Report (CAFR) Accounting	ALDER	System shall provide ability to identify and report transactions associated to carried forward funds.						
1228	Financial	Consolidated Annual Financial Report (CAFR) Accounting	ALDER	System shall provide ability to identify modified accrual and accrual adjusting entries for preparation of the Consolidated Annual Financial Report.						
1229	Financial	Consolidated Annual Financial Report (CAFR) Accounting	ALDER	System shall provide capability to report revenue and expenditure activity on a cash basis (budgetary compliance and reporting) and accrual basis (Consolidated Annual Financial Report (CAFR) Accounting reporting) within the same fund, and to provide reconciling transaction reports as needed, including the transactions that may end up in different fiscal years based on the method of reporting. (not sure how this would help finance)						
1230	Financial	Consolidated Annual Financial Report (CAFR) Accounting	ALDER	For reporting purposes, system shall provide the ability to produce a balance sheet and trial balance on a daily basis (pseudo close) and save data classification structure balances without having to summarize transaction detail.						
1231	Financial	Consolidated Annual Financial Report (CAFR) Accounting	Asset Reporting	System shall track (e.g., identify, record, inquire, report) assets in accordance with the requirements of FASB Statement No. 13: Accounting for Leases, including (but not limited to): * Recording of the capital lease and leasehold improvements; * Monitoring lease payments; and * Periodic cost recognition.						
1232	Financial	Consolidated Annual Financial Report (CAFR) Accounting	Bank Reconciliation	System shall allow automated bank reconciliation processes to accommodate multiple bank accounts.						
1233	Financial	Consolidated Annual Financial Report (CAFR) Accounting	Bank Reconciliation	System shall provide a manual as well as an automated reconciliation process that can be used at the user's discretion.						
1234	Financial	Consolidated Annual Financial Report (CAFR) Accounting	Bank Reconciliation	System shall provide the ability to make corrections or changes during the reconciliation process with appropriate user authorization.						
1235	Financial	Consolidated Annual Financial Report (CAFR) Accounting	Bank Reconciliation	System shall support reconciliation of cash in bank with State's fund cash balances.						
1236	Financial	Consolidated Annual Financial Report (CAFR) Accounting	Fund Structure	System shall support a fund having multiple bank accounts (Treasurers Pools).						
1237	Financial	Consolidated Annual Financial Report (CAFR) Accounting	Fund Structure	System shall allow for funds that are exempt from appropriation budget edit.						

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1238	Financial	Consolidated Annual Financial Report (CAFR) Accounting	Fund Structure	System shall provide a multi-level fund structure that satisfies Generally Accepted Accounting Principles (GAAP), statute, statewide and agency reporting and budgeting requirements. System shall assign a statewide fund number that is a component of the appropriate fund profile.						
1239	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General	System shall have the ability to record a capital lease, amortize the lease, and automatically generate the payment transaction.						
1240	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General	System shall have the ability to set up user defined codes to edit or default to appropriate coding combinations.						
1241	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General	System shall provide the ability to close the fiscal year-end records without affecting the system's normal operations.						
1242	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General	System shall provide the appropriate accounting treatment automatically for each fund type in accordance with Generally Accepted Accounting Principles (GAAP) as promulgated by Governmental Accounting Standards Board (GASB). Both statewide and agency accounting requirements need to be accommodated.						
1243	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General	System shall support a multi-level general ledger account structure that satisfies Generally Accepted Accounting Principles (GAAP) and statewide reporting requirements.						
1244	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall account for inter-fund transfers of cash properly in accordance with Generally Accepted Accounting Principles (GAAP) and maintain associated audit trail. Such transfers include loans, advances, transfers, quasi-external transactions, and reimbursement transactions.						
1245	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall allow the ability to give authority for transactions selectively based on user security profile.						
1246	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall include a process that selectively liquidates encumbrances at fiscal year-end.						
1247	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	During all processing, the system shall edit transactions to ensure that each entry to a fund is balanced and complete, and each fund is maintained as a self-balancing entity.						
1248	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall edit / validate for available budget and cash as appropriate for any transaction (i.e., Tolerance Adjusted Net Available Balance (TANAB) and fund sufficiency).						
1249	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall perform a soft close after fiscal year end to prevent state agencies from posting in the prior fiscal year after a designated date. Only users with appropriate security, such as the Consolidated Annual Financial Report (CAFR) Accounting preparation staff, will be allowed to post transactions to the prior fiscal year after the soft close.						

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1250	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	Personnel/Payroll module must be fully integrated with the Financial Management module to generate summary payroll transactions in the general ledger.						
1251	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall prevent transactions from posting into a closed period (month or year).						
1252	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall provide ability to append supporting documentation to a journal transfer transaction (e.g., Reimbursable Service Agreements (RSA's) or Adjusting Journal Entries (AJE's)).						
1253	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall provide ability to bill other State agencies or internal organizational units for services or commodities rendered, obtain proper electronic approvals, process a transfer of funds in accordance with Generally Accepted Accounting Principles (GAAP) without issuing a warrant, and provide a method for the state to recognize intra-governmental transactions. When performing inter-agency transfers, a pending transaction shall be used to allow the receiving agency to review and approve the transaction prior to approval ( Reimbursable Service Agreements (RSA's) or Adjusting Journal Entries (AJE's)).						
1254	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall provide ability to create and process transactions against statistical and memo accounts in addition to financial accounts.						
1255	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall provide ability to trace summarized transactions in the General Ledger back to detail source documents in other system modules or subsystems. If the information must be retrieved from these modules or subsystems, it shall be transparent to the user. (Drill-down ability)						
1256	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall provide an online journal entry system to adjust any component of the account code structure with appropriate security to include, but not limited to: <ul style="list-style-type: none"> <li>* Journal entry number;</li> <li>* Line number;</li> <li>* Account code distribution;</li> <li>* Account code description;</li> <li>* Debit and credit fields (with required balancing edits);</li> <li>* Memo description field to explain the reason for the adjustment;</li> <li>* User-defined control document number; and</li> <li>* Approval workflows.</li> </ul>						
1257	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall provide the ability to track (e.g., identify, record, inquire, report) previous fiscal year purchase orders/encumbrances, accounts payables and invoices paid in the new fiscal year.						
1258	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall allow transactions to post into a past or future period as long as the period is open with appropriate security authority.						

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1260	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall capture date of entry as well as effective posting date for all accounting transactions.						
1261	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall ensure adequate control by updating the general ledger and all subsidiary ledgers from the same transaction source.						
1262	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall produce a standard file (i.e., history extract, payment data) that supports sending financial information to other systems.						
1263	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall provide ability to copy one line of coding to the next line and change one or more coding elements when using input screens.						
1264	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall provide for automatic generation of journal entries from all modules and subsystems, ensuring balancing and non-duplicate transaction posting, allowing review and approval prior to posting.						
1265	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall provide for reversal of specified financial transactions (e.g., accruals) on a user-specified or system-generated date.						
1266	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall provide the ability for mass maintenance capabilities for realignments, additions, deletions, and/or corrections for all structures with appropriate authority.						
1267	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall provide the ability to define short, default or alias codes to represent a fully qualified general ledger account number.						
1268	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall automatically provide the offsetting account transactions for user defined entries to ensure that each fund is maintained as a self-balancing entity (system explosion).						
1269	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall provide ability to insert a line of coding into an input screen.						
1270	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall appropriately account for cash bonds (agency funds) held in the State Treasury.						
1271	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall provide a single chart of accounts for use by all funds.						
1272	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall provide a multi-level chart of accounts structure that satisfies Generally Accepted Accounting Principles (GAAP) and statewide reporting requirements.						
1273	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall provide an optional level of detail below the statewide chart of accounts, established for use by individual agencies at their discretion. The agency accounts shall automatically roll up to the statewide chart of accounts.						

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1274	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall provide for maintaining multiple months and fiscal years concurrently, which allows users with security authority to record transactions, based on effective dates, in any period that has not been closed.						
1275	Financial	Consolidated Annual Financial Report (CAFR) Accounting	General Ledger	System shall provide subsidiary ledgers for balance sheet accounts as needed (such as accounts receivables, accounts payable, loans, etc.). These subsidiaries must generate reports of open transactions that accumulate to the balance sheet account totals.						
1300	Financial	Cost Collector	Activity Structure	System shall provide an activity structure for activity based costing that crosses all other classification structure elements (i.e., funds, programs, objects, etc.) by legislatively defined activities as well as by agency defined activities.						
1301	Financial	Cost Collector	Activity Structure	System shall provide the ability to record the lowest level of activity defined by the agency on any transaction, document, and business event.						
1302	Financial	Cost Collector	ALDER	System shall provide ability to query and report all transactions for reimbursement on the cost collector for any time period specified by the user for billing purposes (e.g., federal fiscal year, state fiscal year, inception to date, weekly).						
1303	Financial	Cost Collector	Contracts	System shall allow for establishing and tracking contingency, liquidated damages, and retainage amounts associated with a particular contract.						
1304	Financial	Cost Collector	Contracts	System shall automatically withhold retainage at user defined percentages including zero from payments to contractors.						
1305	Financial	Cost Collector	Contracts	System shall provide the ability to withhold liquidated damages from the final retainage payment.						
1306	Financial	Cost Collector	Contracts	System shall allow the user to assign a unique ID number and descriptive information for contracts including but not limited to: * Start and end dates; * Type; * Classification; * Original Contract and amendment amounts; * Vendor File Reference; * Contract Category (e.g., professional services or construction); * Project Manager contact details (vendor and agency); * Performance bond information; and * Whether it is 1099 reportable.						
1307	Financial	Cost Collector	General	System shall provide a facility to link between cost collector structures as defined by users (e.g., grants to projects so that the grant looks up a project when the transaction is entered).						
1308	Financial	Cost Collector	General	System shall provide ability to automatically update the general ledger with grant, project, and contract transactions.						
1309	Financial	Cost Collector	General	System shall display queries of financial activity and data classification structures by user-defined criteria related to any element of the structure profile.						

ID Num	Requirement Area	Requirement Subcategory	Requirement Name	Requirement	Meets	Third Party	Next Release	Req. Mods	Does Not Meet	Comment
1310	Financial	Cost Collector	General	System shall establish predefined combinations of account code structure elements and only allow valid combinations to be entered on transactions. Predefined combinations include but are not limited to: <ul style="list-style-type: none"> <li>* Contracts to projects;</li> <li>* Grants to funds;</li> <li>* Contracts to grants;</li> <li>* Projects to funds;</li> <li>* Appropriations to funds;</li> <li>* Activities to programs; and</li> <li>* Activities to appropriations.</li> </ul>						
1311	Financial	Cost Collector	General	System shall highlight required elements / fields associated within a data classifications profile of a value and provide detailed error or dependent condition messages when establishing classification structure if a required element is incorrect or omitted (e.g., a parent data classification element, effective dates).						
1312	Financial	Cost Collector	General	Provide the ability to maintain the proposed data classification structures for the state as described below. <ul style="list-style-type: none"> <li>* Organization (state, agency, division, section, unit);</li> <li>* Fund (Generally Accepted Accounting Principles (GAAP) fund classification);</li> <li>* Function (Office of Management and Budget (OMB) budget indicator);</li> <li>* Appropriation;</li> <li>* General ledger account;</li> <li>* Object (account);</li> <li>* Grant;</li> <li>* Project;</li> <li>* Contract;</li> <li>* Activity; and</li> <li>* Location.</li> </ul> Within each structure, the data classification elements are listed hierarchically from highest to lowest (to include at least twenty levels).						
1313	Financial	Cost Collector	General	System shall provide coding reduction techniques or tools to significantly reduce the amount of data entry required on a transaction and the likelihood of data entry errors. Creation and editing of these reduction codes would be at the user agency level, and use would be an agency option. A coding reduction value or code references specific combinations of fund, appropriation, function, activity, grant number and phase, project number and phase, and organization. Data entry of this specific coding reduction value on a transaction would infer or "look up" the combination of elements instead of requiring data entry of each of these elements on the transaction.						
1314	Financial	Cost Collector	General	System shall provide for authorized users to establish and maintain a standard code structure (data classification elements) to meet statewide and user agency accounting, financial, and management reporting needs. No programming knowledge shall be required.						

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1315	Financial	Cost Collector	General	System shall provide for recording effective start and end dates as well as other profile information (e.g., description, date initially established, status, parent data classification element, user defined fields) for all data classification elements comprising the system's code structure.						
1316	Financial	Cost Collector	General	System shall provide for recording transactions, documents and business events by any and all of the financial data classification structures.						
1317	Financial	Cost Collector	General	System shall perform edits to ensure that coding entered on transactions is valid and that the combination of codes (i.e., fund, object, and appropriation) is valid.						
1318	Financial	Cost Collector	General	System shall provide an optional level of detail below the organization revenue and expenditure object code, established for use by individual departments at their discretion. The department account object code shall automatically roll up to statewide account object codes.						
1319	Financial	Cost Collector	General	System shall provide a multi-level location structure to uniquely identify a site. Multiple locations may be required (i.e., ecosystem, region, natural resources district, county, area, water body, service area, metropolitan area).						
1320	Financial	Cost Collector	General Contract/Grant/Project	System shall provide a flexible hierarchical approval process for approving cost collector agreements before the cost collector number becomes a valid system code.						
1321	Financial	Cost Collector	General Contract/Grant/Project	System shall maintain a link between the secondary transactions and the parent transaction. System shall not post any of the secondary transactions unless all of the secondary transactions pass data and funding edits.						
1322	Financial	Cost Collector	General Contract/Grant/Project	System shall allow for recording expenditure and revenue activity at any level of detail of a cost collector and track financial activity associated with each location, phase or subcost collector, and date or activity within phase or subcost collector.						
1323	Financial	Cost Collector	General Contract/Grant/Project	System shall allow for multiple funding sources for a single cost collector.						
1324	Financial	Cost Collector	General Contract/Grant/Project	System shall allow for tracking revenue and expenditure actuals and budget (including encumbrances) over several timing periods and at detail level specified by user, including but not limited to: current fiscal year, federal fiscal year, cost collector inception date (multiple fiscal years), monthly or quarterly.						
1325	Financial	Cost Collector	General Contract/Grant/Project	System shall provide the ability to carry forward or keep open fiscal year balances for multi-year cost collectors.						
1326	Financial	Cost Collector	General Contract/Grant/Project	System shall support budgeting at varying user defined levels and combinations of classification structure elements (i.e., the cost collector, fund, and object) as well as track/control revenues, expenditures, and encumbrances charged to the cost collector to ensure the cost collector terms are not exceeded. These edits may have to cross fiscal years. Budgets shall be separate and independent than that of other budgets for other cost collectors.						

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1327	Financial	Cost Collector	General Contract/Grant/Project	System shall provide the ability to store a schedule of deliverables that can be linked to a cost collector or subcost collector. The Schedule shall include but not be limited to: * Deliverable/Milestone; * Date for Deliverable/Milestone; and * Value for the Deliverable/Milestone.						
1328	Financial	Cost Collector	General Contract/Grant/Project	System shall provide ability to record and query historical listings of amendments and renewals affecting cost collectors.						
1329	Financial	Cost Collector	General Contract/Grant/Project	System shall provide an online inquiry screen that displays the cost collector expendable budget, encumbrances, expenditures, revenues and available budget (Tolerance Adjusted Net Available Balance - TANAB).						
1330	Financial	Cost Collector	General Contract/Grant/Project	System shall provide online display of historical summaries with drill down to detailed data for revenue, encumbrance and expenditure amounts by month, quarter, and year, or for the life of the cost collector.						
1331	Financial	Cost Collector	General Contract/Grant/Project	System shall identify a specific item as federal, state, or local reimbursable for a cost collector when approving a transaction / document / business event.						
1332	Financial	Cost Collector	General Contract/Grant/Project	System shall edit or prohibit processing of specified cost collector-related transactions / documents / business events (override capability with authority) based on user defined reasons. These reasons shall include, but not be limited to the following: *Not within service dates specified within the cost collector; and *Beyond the closure of the cost collector. Limitations may be made as to type of expenditures or revenues based on phase or status within the cost collector. (Note that the cost collector shall have the ability to close independent of the fiscal year and be suspended prior to completion.) Edits shall be able to be applied as standard combinations or structured to meet specific cost collector needs.						
1333	Financial	Cost Collector	General Contract/Grant/Project	System shall provide the ability to automatically post the appropriate accounting entries for a cost collector or sub-cost collector when a warrant is cancelled or an expenditure is abated.						
1334	Financial	Cost Collector	General Contract/Grant/Project	System shall provide the ability to correct transactions that were inappropriately charged to a data element in the cost collector structure such as cost collector ID, sub-cost collector, phase, task identifier, or reimbursement identifier. The corrections need to be posted to the current fiscal year but can be generated from transactions in previous fiscal years.						
1335	Financial	Cost Collector	General Contract/Grant/Project	System shall provide the ability to generate an invoice for reimbursable cost for a cost collector or group of cost collector(s) at the discretion of the user and establish a receivable when the bill is created. System shall ensure that billings do not exceed reimbursable amount.						
1336	Financial	Cost Collector	General Contract/Grant/Project	System shall provide the ability to identify all transactions/ documents / business events that have been billed and only include new or modified transactions / documents / business events in the next billing for a cost collector.						

ID Num	Requirement Area	Requirement Subcategory	Requirement Name	Requirement	Meets	Third Party	Next Release	Req. Mods	Does Not Meet	Comment
1337	Financial	Cost Collector	General Contract/Grant/Project	System shall provide the ability to attach documents to the cost collector profile (i.e., contract agreements, approved indirect rates, performance bonds, letter of credit, grant award).						
1338	Financial	Cost Collector	General Contract/Grant/Project	System shall provide the ability to record each agreement's information for a cost collector or sub-cost collector. The agreement information shall include but not be limited to: * Agreement's type (i.e., Memorandum of Agreement, vendor, recipient, grantee); * Agreement amount; * Agreement date; * Amendment(s) and date(s); * Agreement's begin and ending dates; * Agreement's service period; * Agreement's service type (set by DMS); * Agreement status (i.e., pending execution, approved, executed, suspended, closed); and * Agreement status date.						
1339	Financial	Cost Collector	General Contract/Grant/Project	System shall provide the ability to store Budget Amount(s) and Release Amount(s) for a specific time period(s), fund(s), object(s), business events, and/or organization(s) that will be allowed for the cost collector. Sub-cost collector/Phase as well as edit all transactions posted to the cost collector for available budget and release at these levels. The budget and release amount(s) can be identified as reimbursable, expendable, or for the cost collector and applied accordingly.						
1340	Financial	Cost Collector	General Contract/Grant/Project	System shall provide the ability to store multiple contacts and associated information for a cost collector. The contact information shall include but not be limited to: *Contact type; *Contact's name; *Contact's office name; *Contact's address; *Contact's phone number; *Contact's fax number; *Contact's web address; and *Comment field.						
1341	Financial	Cost Collector	General Contract/Grant/Project	System shall provide the ability to store statistical information that may be used to measure a cost collector. The statistical information shall include but not be limited to: *Unit of measure (i.e., number of full time equivalents (FTE), acres, square feet); *Unit of measure value; *Percentage of completion at a specific date; and *Work hours to date.						
1342	Financial	Cost Collector	General Contract/Grant/Project	System shall provide a hierarchical structure within the cost collector structure that provides for grouping across agencies for statewide reporting purposes.						

ID Num	Requirement Area	Requirement Subcategory	Requirement Name	Requirement	Meets	Third Party	Next Release	Req. Mods	Does Not Meet	Comment
1343	Financial	Cost Collector	General Contract/Grant/Project	System shall allow the values for cost collector ID to be assigned sequentially by the system or assigned by the user.						
1344	Financial	Cost Collector	Grants	System shall provide ability to record as a memo entry the 'in-kind' value (e.g., non-cash match) as part of grant activity.						
1345	Financial	Cost Collector	Grants	System shall provide an edit that ensures the Catalog of Federal Domestic Assistance (CFDA) number is valid for the grantor assigned to the grant (not all grants require CFDA number).						
1346	Financial	Cost Collector	Grants	System shall provide the ability to store the indirect cost rate along with an effective time period for each grant, grant phase, and object.						
1347	Financial	Cost Collector	Grants	System shall support unique match rates for each grant award (calculate and bill accordingly) by grant, grant phase, and account type.						
1348	Financial	Cost Collector	Grants	System shall produce the Schedule of Expenditures of Federal Financial Assistance.						
1349	Financial	Cost Collector	Grants	System shall comply with the State's Single Audit Act and the Federal Government's Single Audit Act and cash management legislation.						
1350	Financial	Cost Collector	Grants	System shall maintain grant-related descriptive information including, but not limited to : <ul style="list-style-type: none"> <li>* Grant Identification Number;</li> <li>* Grant title;</li> <li>* Grant description;</li> <li>* Grant award amount and date;</li> <li>* Grantor (provides information about the entity from which the grant was received);</li> <li>* Grant status (i.e., Pending Approval, Approved, Awarded, and Closed);</li> <li>* Grant type, category, and classification as defined by users;</li> <li>* Catalog of State Financial Assistance (CSFA) number;</li> <li>* Catalog of Federal Domestic Assistance (CFDA) number;</li> <li>* Grantor's awarding identification number;</li> <li>* Grant start and end dates;</li> <li>* Obligation period (i.e., time period to obligate funds);</li> <li>* Liquidation period (i.e., time period for liquidation of the obligations);</li> <li>* Indirect rates, basis, cap, and approving authority;</li> <li>* Billing address;</li> <li>* Reporting address;</li> <li>* Date of last report;</li> <li>* State application identifier;</li> <li>* Federal drawdown information, including letter clearance date ;</li> <li>* Comment field;</li> <li>* Advances allowable;</li> <li>* Payment basis (i.e., deliverables, reimbursement of expenditures);</li> <li>* Non-Cash Award(s) value (i.e., equipment, land, inventory supplies); and</li> <li>* Subject to Federal Cash Management Improvement Act (CMIA) requirements flag (Y/N).</li> </ul>						

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1351	Financial	Cost Collector	Grants	System shall identify the Grantee/sub-grantee and related information associated with the particular organization/individual that will be receiving grant funds, including but not limited to: * Grantee/Sub-Grantee Identification Number; * Status (i.e., active, inactive, suspended, debarred); * Status date; * Grantee/Sub-Grantee type, category, and classification as defined by user; * Federal Employer Identification (FEID) Number; * Name; * Address; * Web address; * Phone and fax numbers; * Minority code; * Minority status; * Services provided; and * Service area.						
1352	Financial	Cost Collector	Grants	System shall provide a link to identify the grant revenue to the subgrantee that is receiving the related state grant/subgrant.						
1353	Financial	Cost Collector	Grants	System shall provide the ability to store federal requirements for a grant. The federal information shall include but not be limited to: * Federal Financial Participation (FFP); * Maintenance of Effort (MOE) requirements; * Expenditure types/levels that are eligible for reimbursement; * Federal Appropriation Number(s) and Years; * Reporting requirements (schedule and frequency); and * Audit requirements.						
1354	Financial	Cost Collector	Grants	System shall provide the ability to alert designated users when a specific transaction/ document / business event occurs that will require an adjustment for federal draw amounts for a grant.						
1355	Financial	Cost Collector	Grants	System shall provide the ability to store matching requirements for a grant. The matching information shall include but not be limited to: * Match type (i.e., cash, in-kind services, donated equipment, donated land); * Match rate(s) and basis (i.e. expenditure type); * Comment / Summary field; and * Match restrictions on non-cash items (i.e., use/sale of land, equipment, buildings).						
1356	Financial	Cost Collector	Projects	System shall provide the ability to store a Schedule of Funds that will be provided during the life to the project. The schedule shall include but not be limited to: *Fund source; *Fund category; *Fund year; *Fund amount; and *Date funds will be available.						

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1357	Financial	Cost Collector	Projects	System shall provide the ability to store a Work Breakdown Structure (i.e., schedule for phases and activities within each phase including Budget by Phase and/or activity) for a project.						
1358	Financial	Cost Collector	Projects	System shall provide a multi-level project structure that supports agency requirements for project accounting and billing. The structure shall provide, but not be limited to the following elements that can be defined by each agency; <ul style="list-style-type: none"> <li>* Project Name - Title;</li> <li>* Project Description;</li> <li>* Project Start and End Dates;</li> <li>* Project Type - Identifies each project as belonging to a particular type of project;</li> <li>* Project Category - Identifies each project as belonging to a particular category of projects;</li> <li>* Project Classification - Identifies each project as belonging to a particular class of projects;</li> <li>* Project Id (number) - Identifies a project uniquely;</li> <li>* Other Project Identifier - Alternate number such as federal project identifying number);</li> <li>* Sub-Project - Provides the ability to identify small projects that are included within a large project;</li> <li>* Phase - Provides the ability to break down a project or sub-project into segments/phases;</li> <li>* Project Task Identifier - Used to segregate transactions/documents/business events for a project or sub-project/phase;</li> <li>* Project Status - pending, active, completed, cancelled;</li> <li>* Location - Identifier and description; and</li> <li>* Restrictions on assets acquired.</li> </ul>						
1375	Financial	Cross Cutting	Budget edit override	System shall provide the ability to override budget edits with the appropriate security authority.						
1376	Financial	Cross Cutting	Bypass budget edits by transaction type	System shall provide the ability to process transactions that are not subject to budget edits (i.e., payroll).						
1377	Financial	Cross cutting	Close structures using hierarchy shortcut	System shall provide the ability to close a specific level that would then close all lower levels of a structure at any point in the year.						
1378	Financial	Cross cutting	General ledger updates from subsidiary systems	System shall provide ability to automatically update the General Ledger with transactions from all subsidiary subsystems.						
1379	Financial	Cross Cutting	Link assets to asset records and general ledger	System shall provide a link between the assets acquired during the life of a cost collector and convert capital work in progress (CWIP) costs (including labor) to the Asset Management Module and the general ledger when applicable. CWIP may cross fiscal years. (Note that for governmental funds we would only want to report this in the government-wide statements in Consolidated Annual Financial Report (CAFR) Accounting.)						

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1380	Financial	Cross cutting	Link cost collector to original funding source	System shall provide ability to close-out or carry forward appropriation balance(s) for a fiscal year on the project, contract, or grant based on the type of funding source (e.g., appropriation). If the appropriation balance(s) is carried forward, it must maintain its original year of appropriation and the available balance(s) for the project, contract, or grant.						
1381	Financial	Cross Cutting	Online management reporting	System shall provide online inquiry screens that display budget, encumbrances, expenditures, and available budget data at varying levels of the structures.						
1383	Financial	Cross Cutting	User defined budgetary restrictions	System shall allow each department to determine if encumbrances reduce budgetary balances.						
1400	Financial	Expenditures	Encumbrances and Accounts Payable	System shall accept electronic vendor invoices.						
1401	Financial	Expenditures	Encumbrances and Accounts Payable	System shall assign unique pre-encumbrance and encumbrance document numbers, which are system-generated or manually entered. System-generated document numbers shall be drawn from a block of unique numbers assigned to each agency.						
1402	Financial	Expenditures	Encumbrances and Accounts Payable	System shall automatically update the general ledger and all appropriate structures for encumbrance (e.g., purchase orders), and payment activities. Pre-encumbrances shall be optional or as memo only as specified by users.						
1403	Financial	Expenditures	Encumbrances and Accounts Payable	System shall establish agency authorized accounts payable transactions/documents/business events using batch input from outside sources (e.g., electric companies, telecommunication companies, large volume vendors) with common information and agency established links to distribute charges appropriately.						
1404	Financial	Expenditures	Encumbrances and Accounts Payable	System shall generate a transaction to establish a payable and liquidate the encumbrance when all invoice, receiving report and purchase order match criteria are met. This is a three point match.						
1405	Financial	Expenditures	Encumbrances and Accounts Payable	System shall provide ability to query, display and report payables and payments by any element of the payment document.						
1406	Financial	Expenditures	Encumbrances and Accounts Payable	System shall provide aging analysis, both on-screen and in reports, of outstanding accounts payable for 30, 60, 90, 120, and greater than 120 days using the original invoice date and current system date allowing aggregation using user-defined criteria.						
1407	Financial	Expenditures	Encumbrances and Accounts Payable	System shall provide estimated expenditure dates for encumbrances based upon system defined business rules depending upon the type of encumbrance (e.g., services, commodities) or payment schedules.						
1408	Financial	Expenditures	Encumbrances and Accounts Payable	System shall provide for accounts payable and encumbrance transactions/documents/business events to be posted to the appropriate fiscal year's budget.						
1409	Financial	Expenditures	Encumbrances and Accounts Payable	System shall record and maintain Management Encumbrances. Management Encumbrances are used to record commitments for goods and services over a period of time.						
1410	Financial	Expenditures	Encumbrances and Accounts Payable	System shall record payment transactions and/or invoices payable that were not pre-encumbered or encumbered.						

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1411	Financial	Expenditures	Encumbrances and Accounts Payable	System shall record, store and report information such as kilowatt usage, water gallon usage, gallons of gasoline used, etc. submitted with an electronic invoice/billing statement.						
1412	Financial	Expenditures	Encumbrances and Accounts Payable	System shall make partial or full liquidation of pre-encumbrances, encumbrances, and accounts payable as specified by user.						
1413	Financial	Expenditures	Encumbrances and Accounts Payable	System shall allow for access to the statewide vendor file (see purchasing requirements) which maintains payment and procurement information for each vendor.						
1414	Financial	Expenditures	Encumbrances and Accounts Payable	System shall allow sales or use tax to be recorded to their own respective accounts within a transaction.						
1415	Financial	Expenditures	Encumbrances and Accounts Payable	System shall allow unique numbers for encumbrances and accounts payable to be automatically generated by and within each agency. System shall clearly distinguish between type of transactions.						
1416	Financial	Expenditures	Encumbrances and Accounts Payable	System shall be capable of accepting memo information related to an invoice and pass that information along to the vendor in the form of a remittance advice associated with a check, warrant, or Automated Clearing House (ACH) payment.						
1417	Financial	Expenditures	Encumbrances and Accounts Payable	System shall optionally distribute sales or use tax to each line on the voucher.						
1418	Financial	Expenditures	Encumbrances and Accounts Payable	System shall provide ability to automatically split a single transaction into multiple account coding distributions based on user-defined criteria.						
1419	Financial	Expenditures	Encumbrances and Accounts Payable	System shall provide ability to control payments in excess of encumbered amounts by user-defined tolerance limits for each type of encumbrance (e.g., 10% or \$50 over encumbrance amount) provided sufficient spending authority exists.						
1420	Financial	Expenditures	Encumbrances and Accounts Payable	System shall provide ability to pay multiple vendors from a single payment voucher (e.g., multipayee voucher).						
1421	Financial	Expenditures	Encumbrances and Accounts Payable	System shall support electronic banking.						
1422	Financial	Expenditures	Encumbrances and Accounts Payable	System shall support the recording of pre-encumbrances and encumbrances against all elements in the data classification structure.						
1423	Financial	Expenditures	Encumbrances and Accounts Payable	System shall provide the capability to reopen a purchase order on which partial payments have been made if the purchase order was closed in error with appropriate security procedures.						
1424	Financial	Expenditures	General	System shall provide approval levels for purchasing and disbursement transactions based on, but not limited to combinations of, amounts, vendor, account, and appropriation.						

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1425	Financial	Expenditures	Payment Processing	System shall provide for the printing of remote warrants with appropriate security and approval. At a minimum, incorporate the following features: * Print warrants and/or checks on remote laser printers; * Print Magnetic Ink Character Recognition (MICR) characters, system generated warrant or check number, and overlays on blank warrant stock; * Print warrants on multiple agency accounts; * Control blank warrant stock using control numbers; * Record the expenditure within the agency's appropriation/fund; and * Generate the cash transaction to replenish the petty cash/revolving fund for the expenditure from the fund against which the expenditure is applied.						
1426	Financial	Expenditures	Payment Processing	System shall allow agencies to charge the payable to one vendor and make the payment to another vendor when authorized. In the cases where a third party acting as agent receives the payment, maintain Form 1099 information for the principal party rather than the agent.						
1427	Financial	Expenditures	Payment Processing	System shall allow agencies to disapprove and/or modify payment requests prior to processing.						
1428	Financial	Expenditures	Payment Processing	System shall allow for overflow to a separate remittance advice when the number of invoices exceeds available space on initial advice.						
1429	Financial	Expenditures	Payment Processing	System shall allow for zero dollar transactions to be recorded to track (e.g., identify, inquire, report) the recoupmnt of prepayments and advances.						
1430	Financial	Expenditures	Payment Processing	System shall allow user to query Vendor/Payee History File by any data element (including warrant redemption, etc.) by inception-to-date, fiscal year, quarterly, etc. and to view, download or print the results.						
1431	Financial	Expenditures	Payment Processing	System shall approve payments from a single approval screen which can be sorted by multiple data elements.						
1432	Financial	Expenditures	Payment Processing	System shall authorize or reject disbursement processing by batch, document (invoice), or individual line item. System shall not process payments until authorized personnel have approved the payment records.						
1433	Financial	Expenditures	Payment Processing	Authorized user shall be able to prevent a disbursement from being produced on an approved payment transaction before a pre-established cut-off time.						
1434	Financial	Expenditures	Payment Processing	System shall ensure that amount fields for electronic transactions must be consistent with electronic file format standards (e.g., Automated Clearing House (ACH)).						
1435	Financial	Expenditures	Payment Processing	System shall generate replacement warrants to replace canceled, stale dated, lost, or voided warrants, and generate related accounting transactions and table updates for the replacement warrants. Original and replacement warrants must be cross-referenced.						
1436	Financial	Expenditures	Payment Processing	System shall generate vendor payments based on due date to maximize interest earned and discount date to maximize discounts received by the State and provide override capability for authorized users.						
1437	Financial	Expenditures	Payment Processing	System shall notify operating agency staff when the time elapsed on a proper invoice is approaching or past prompt payment processing deadlines.						
1438	Financial	Expenditures	Payment Processing	System shall provide ability for an agency to set up petty cash/revolving funds with proper authority.						

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1439	Financial	Expenditures	Payment Processing	System shall provide ability to accept an Electronic Funds Transfer (EFT) return file using the National Automated Clearing House Association (NACHA) format.						
1440	Financial	Expenditures	Payment Processing	System shall provide ability to accept and authorize updates to the Electronic Funds Transfer (EFT) authorization information for corrections returned by the bank (e.g., account number).						
1441	Financial	Expenditures	Payment Processing	System shall provide ability to cancel or void a payment by entering certain payment cancellation information online, and automatically update the financial balances including restoring available budget, adjusting subsidiary files, and adjusting payroll earnings, deductions, and withholdings as appropriate. Note: The payment is stopped and the transactions are reversed.						
1442	Financial	Expenditures	Payment Processing	System shall provide ability to combine payment transactions, with override capability, by vendor across the account code structure elements (e.g., fund, agency, appropriation, and project) and provide full identification, including account numbers, invoice number and amounts paid and the payer agencies on the associated remittance advice.						
1443	Financial	Expenditures	Payment Processing	System shall provide ability to enter a payment message on the transaction/document/business event with the option on having it printed on the remittance advice. This shall also include journal transfers.						
1444	Financial	Expenditures	Payment Processing	System shall provide ability to modify the payment amount via an adjustment and capture and store the reason for the adjustment on the approval screen.						
1445	Financial	Expenditures	Payment Processing	System shall provide ability to override Electronic Funds Transfer (EFT) authorization.						
1446	Financial	Expenditures	Payment Processing	System shall provide ability to process employee and vendor payments, including payments to local governments, by warrant or Electronic Funds Transfer (EFT) to multiple addresses or bank accounts based on agency assigned criteria (salary to one, travel to another, intra-district payments to another, etc.).						
1447	Financial	Expenditures	Payment Processing	System shall provide ability to produce a warrant for Electronic Funds Transfer (EFT) returns automatically, including creation of a remittance advice and update of the payment data to indicate payment by warrant instead of EFT.						
1448	Financial	Expenditures	Payment Processing	System shall provide ability to pull back (reverse) Electronic Funds Transfer (EFT) payments.						
1449	Financial	Expenditures	Payment Processing	System shall provide ability to restart warrant and remittance advice printing in the event paper stock is damaged or the printer malfunctions. Restart shall be initiated by entry of the last undamaged warrant number and the next warrant number to be used (after damaged or missing stock). Systems shall then process remaining warrants and generate void warrant transactions for the damaged or missing stock. System shall account for document control numbers if different from warrant number.						
1450	Financial	Expenditures	Payment Processing	System shall provide ability to use encumbered funds from the previous fiscal year that were carried forward into current fiscal year to make disbursements when applicable.						
1451	Financial	Expenditures	Payment Processing	System shall provide agencies the ability to confirm or reject electronic invoices when compared with electronic purchase orders (EPO) and requests for payment.						
1452	Financial	Expenditures	Payment Processing	System shall provide automatic creation of accounting entries and update of accounting records when a disbursement transaction is processed.						

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1453	Financial	Expenditures	Payment Processing	System shall provide edits / validations for advance payment authorizations and override capability, if required. When an advance payment/deferred charge has been approved, system shall provide a mechanism to liquidate the advance or deferred charge upon receipt and recording of the invoice or report.						
1454	Financial	Expenditures	Payment Processing	System shall provide edits / validations to identify on screen possible duplicate vendor invoices that should not be authorized for disbursement, unless appropriately authorized.						
1455	Financial	Expenditures	Payment Processing	System shall provide for recording sub-vendors and associate amounts on transactions (pay and charge). This function would allow individuals and vendors benefiting from the payment/reimburse to primary vendor (payee) to be recorded in the system for travel cost and minority vendor reporting.						
1456	Financial	Expenditures	Payment Processing	System shall provide the ability to record, store, and process appropriate invoice information including, but not limited to: * Account Number; * Invoice Number; * Invoice Amount; * Obligating document references; * Payee Federal Employer Identification Number (FEIN)/Taxpayer Identification Number (TIN); * Payee Name and Address; * Discount Terms; * Invoice Amount; * Invoice Receipt Date; and * Payment Date (to take advantage of available discount).						
1457	Financial	Expenditures	Payment Processing	System shall record current cancellation of payment made in a previously closed period and have the general ledger transactions generate in the current period. Additionally, system shall allow an authorized user to override the accounting period impacted by the payment cancellation.						
1458	Financial	Expenditures	Payment Processing	System shall store and link electronic images of vouchers and support documents from external imaging systems.						
1459	Financial	Expenditures	Payment Processing	System shall "hold" payment to vendors which have outstanding liabilities to the State due to unresolved contractual problems; due to court-ordered garnishments; or for other reasons as dictated by State law (e.g., failure to pay child support). Payment "hold" (vendor flag edits) shall be at the front end of the process with a mechanism for identifying to the paying agency that there is a payment "hold" and the reason for the "hold" with online instructions (help) on procedures or who to contact for resolving the "hold".						
1460	Financial	Expenditures	Payment Processing	System shall apply credit and debit memo amounts before producing a payment (warrant), and shall apply credit memos only to the extent that they do not produce a negative payment (warrant). System shall create a notification to the vendor and the user that the invoice amount has been applied against the credit memo amount.						
1461	Financial	Expenditures	Payment Processing	System shall provide ability to accept electronic billings from vendors and process appropriate payments (check or warrant) to vendors.						

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1462	Financial	Expenditures	Payment Processing	System shall provide for recurring entries for payables which occur regularly and which may have a fixed amount or varying dollar amount.						
1463	Financial	Expenditures	Payment Processing	System shall provide the ability to expedite the payment (warrant) during the day (exclusive of the normal payment processing cycle) and accept manually written warrant transactions.						
1464	Financial	Expenditures	Payment Processing	System shall provide the ability to identify if warrant should be mailed or picked up.						
1465	Financial	Expenditures	Payment Processing	System shall provide the ability to identify if payment requires attachments.						
1466	Financial	Expenditures	Payment Processing	System shall sequentially number and control payments (warrants) and remittance advices.						
1467	Financial	Expenditures	Payment Processing	System shall support automatic, online, real-time 2 and 3 way matching of invoice, to receiving, to purchase order at the line item level.						
1468	Financial	Expenditures	Payment Processing	System shall support backup withholding.						
1469	Financial	Expenditures	Payment Processing	System shall support electronic data interchange (EDI) standards that meet organization requirements.						
1470	Financial	Expenditures	Payment Processing	System shall support positive payment.						
1471	Financial	Expenditures	Payment Processing	Optional verification of expenditure refunds (abatement) against current and prior year disbursements.						
1472	Financial	Expenditures	Recurring Transactions	System shall allow the user to define a schedule identifying when recurring transactions shall be generated and shall automatically release the transactions based on this schedule.						
1473	Financial	Expenditures	Recurring Transactions	System shall perform validation of recurring transactions when processing generated transactions for posting.						
1474	Financial	Expenditures	Recurring Transactions	System shall provide a notification to the user that recurring transactions are about to generate.						
1475	Financial	Expenditures	Recurring Transactions	System shall require that recurring transactions obtain required approvals via the standard approval process.						
1476	Financial	Expenditures	Recurring Transactions	System shall support the use of coding block templates for transactions that use a common coding block but differing transaction amounts.						
1477	Financial	Expenditures	Travel	System shall provide the ability to reimburse travelers for state travel expenses, as well as other expenses such as supplies, honorariums, etc. incurred while traveling.						
1478	Financial	Expenditures	Travel	System shall record the issuance of a travel advance as an expenditure. System shall calculate any remaining amount due the traveler or agency upon completion of trip. System shall provide exception reports on outstanding travel advances.						
1500	Financial	Human Resource Accounting	Labor Distribution	Labor Distribution shall be integrated with the Personnel/Payroll module to extract actual payroll costs by employee.						
1501	Financial	Human Resource Accounting	Labor Distribution	Labor Distribution shall optionally account for uncompensated hours worked (e.g., inmate labor, volunteers, unpaid interns, apprenticeships, salaried employee unpaid hours under flex plans) and must process appropriate transactions (e.g., job costing, general ledger, journal, etc).						
1502	Financial	Human Resource Accounting	Labor Distribution	System shall apply labor distribution based on time increments and/or dollar equivalents.						
1550	Financial	Marketing / Sales / Retail	Marketing and Redistribution	System shall allow for grouping of items into lots for sale while retaining specific item owner information.						

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1551	Financial	Marketing / Sales / Retail	Marketing and Redistribution	System shall allow for recording of sale price received when item is sold.						
1552	Financial	Marketing / Sales / Retail	Marketing and Redistribution	System shall allow for sale of items via sealed bid and perform bid tabulations to show highest bidder.						
1553	Financial	Marketing / Sales / Retail	Marketing and Redistribution	System shall provide a field that indicates the condition of the item.						
1554	Financial	Marketing / Sales / Retail	Marketing and Redistribution	System shall provide ability to support electronic advertisement of items for sale (e.g., on the web) and shall support receipt of bid responses through electronic means. If bid opening date and time has expired, the System shall prohibit the acceptance of a bid through electronic means.						
1555	Financial	Marketing / Sales / Retail	Marketing and Redistribution	System shall provide for interfacing to/from banking systems for credit card authorizations and check verifications.						
1556	Financial	Marketing / Sales / Retail	Marketing and Redistribution	System shall provide the ability to maintain multiple individual bin locations for any item within any storeroom while retaining ownership information for each individual item.						
1557	Financial	Marketing / Sales / Retail	Marketing and Redistribution	System shall support the publishing of surplus properties to be sold to a common State web site and shall maintain a file of vendors that commonly bid on surplus properties.						
1575	Financial	One Card	Program/Accounts	System shall alert an agency if a purchasing cardholder has exceeded the current threshold, pursuant to AS 36.30, for purchasing from a single vendor without competitive bid as shown in the procurement database.						
1576	Financial	One Card	Program/Accounts	System shall provide ability for identification and viewing of each department's hierarchy and lower levels and associated One Card Program accounts.						
1577	Financial	One Card	Program/Accounts	System shall provide ability to accept and store all information about One Card transactions electronically (Level 1, 2, and 3 data at a minimum).						
1578	Financial	One Card	Program/Accounts	System shall provide ability to accumulate daily-posted transactions from various fund sources into one Electronic Funds Transfer payment to the bank per department.						
1579	Financial	One Card	Program/Accounts	System shall provide ability to link goods/services expense acquired with a One Card to a particular asset, such as linking a tire purchase with a vehicle.						
1580	Financial	One Card	Program/Accounts	System shall provide ability to create and update profiles by groups of cardholders within hierarchy and account.						
1581	Financial	One Card	Program/Accounts	System shall provide ability to maintain merchant category code group (MCCG) profiles associated with each cardholder/account.						
1582	Financial	One Card	Program/Accounts	System shall provide ability to maintain/view information about the staff participating in and the accounts established in the One Card Program to include (but not limited to): * Type of role (administrator, approver, payer and/or cardholder); * Type of access to the system; * Training date; * Processing group (group code); * Agency and agency sub-level (hierarchy); * Credit limits; and * Transaction limits.						
1583	Financial	One Card	Program/Accounts	System shall provide ability to perform account and hierarchy maintenance with the provider bank via Electronic Data Interchange (EDI).						

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1584	Financial	One Card	Program/Accounts	System shall provide ability to produce standard control reports for monitoring transaction interface files.						
1585	Financial	One Card	Program/Accounts	System shall provide ability to receive, edit, and approve One Card transactions (including charges and credits) from the provider bank via EDI.						
1586	Financial	One Card	Program/Accounts	System shall provide ability to use drop-down menus to select specific pre-coded data by user/account profile to complete the transaction (e.g., multiple layers of cost collectors, object codes, and vendor codes that may be categorized and indexed for easy location via drop-down menus).						
1587	Financial	One Card	Program/Accounts	System shall provide the ability to approve credit transactions from the vendor regardless if there are sufficient charges or not to offset the credit.						
1588	Financial	One Card	Program/Accounts	System shall provide ability for multiple level aging reports based on hierarchy and account.						
1589	Financial	One Card	Program/Accounts	System shall provide ability to mark disputed transactions.						
1590	Financial	One Card	Program/Accounts	System shall provide ability to detect transactions that diverted from cardholder account to incorrect corporate diversion account or failed to divert.						
1591	Financial	One Card	Program/Accounts	System shall provide notification from Human Resource module that employee is terminating and include a crosscheck for outstanding credit card balances.						
1592	Financial	One Card	Program/Accounts	System shall provide report by vendor for accumulation of credit card/account charges by fiscal year.						
1600	Financial	Reporting	ALDER	System shall provide the ability to display the history of all transactions (maintenance and financial) processed against a document until it is purged.						
1625	Financial	Revenues	Accounts Receivable	System shall provide ability to affect budget available by recording an accounts receivable for expenditure refunds transactions (abatements).						
1626	Financial	Revenues	Accounts Receivable	System shall provide ability to automatically process (record, prepare and print) periodic billings to selected customers based on user defined criteria (i.e., monthly rental billings).						
1627	Financial	Revenues	Accounts Receivable	System shall provide ability to distinguish between remitter and beneficiary for whom payment is made.						
1628	Financial	Revenues	Accounts Receivable	System shall provide ability to email invoice and/or statement.						
1629	Financial	Revenues	Accounts Receivable	System shall provide ability to automatically generate invoices based on user defined criteria, including but not limited to type of charge, type of customer, or type of account.						
1630	Financial	Revenues	Accounts Receivable	System shall provide ability to net the customer invoice against a credit balance total existing in customer account.						
1631	Financial	Revenues	Accounts Receivable	System shall provide ability to process positive or negative billing adjustments and ability to close or cancel a receivable with proper controls and an audit trail.						
1632	Financial	Revenues	Accounts Receivable	System shall provide ability to record a protested payment as a suspense item (dispute).						
1633	Financial	Revenues	Accounts Receivable	System shall provide ability to record and report information needed to support IRS 1099Cs on the amounts of debts forgiven.						
1634	Financial	Revenues	Accounts Receivable	System shall provide ability with appropriate authority to create license, permit, etc. renewal notices (manually and electronically) by receivable type without creating an accounts receivable general ledger entry. System shall provide notice for both pre-expiration and post-expiration (renewal notices).						

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1635	Financial	Revenues	Accounts Receivable	System shall provide agency-defined and dynamically maintained structures for classifying customers and accounts such as customer type, customer status, account type, and account status.						
1636	Financial	Revenues	Accounts Receivable	System shall provide for documenting an account including comments on both an individual and group basis and print the comments on the billing documents at the user's discretion.						
1637	Financial	Revenues	Accounts Receivable	System shall provide for processing uncollectible accounts as follows: * Mail and/or email dunning letter to customer; * Forward to legal representatives or to collection agency and record as un-collectible; * Record receipt of cash if received at any time even after write off; and * Obtain and record approval to write-off account balance if not collected.						
1638	Financial	Revenues	Accounts Receivable	System shall provide full integration of Accounts Receivable and Cash Receipts processes. System shall provide for generation of summary transactions of receivable activity in the general ledger for all original entries, adjustments, penalty and interest assessments, and write-offs.						
1639	Financial	Revenues	Accounts Receivable	System shall provide the ability to automatically net receivables against outstanding payables enterprise wide by user-defined criteria.						
1640	Financial	Revenues	Accounts Receivable	System shall provide the ability to establish and maintain loan information (including principal, interest and fluctuating interest rates) and to provide an audit trail.						
1641	Financial	Revenues	Accounts Receivable	System shall provide the ability to have one customer with multiple accounts.						
1642	Financial	Revenues	Accounts Receivable	System shall provide the ability to identify who is responsible for managing the account within the user agency.						
1643	Financial	Revenues	Accounts Receivable	System shall provide the ability to record the form of payments (including security deposits) that was provided for a customer's account (i.e., cash, check, bond, Letter of Credit).						
1644	Financial	Revenues	Accounts Receivable	System shall provide the ability to record the history of transactions to an account.						
1645	Financial	Revenues	Accounts Receivable	System shall record and report the receipt of the cash securities for a customer's account as unearned revenue or as a security deposit. System shall provide ability to post to earned revenue or to generate a refund of deposit amount as appropriate.						
1646	Financial	Revenues	Accounts Receivable	System shall provide ability to bill other State agencies or internal organizational units for services or commodities rendered, obtain proper electronic approvals, process a transfer of funds in accordance with Generally Accepted Accounting Principles (GAAP), and provide a method for the State to distinguish intragovernmental transactions.						
1647	Financial	Revenues	Accounts Receivable	System shall provide aging analysis of outstanding accounts receivable for 30, 60, 90, 120, and greater than 120 days, and related delinquency notices by user-defined criteria, using the original invoice date and current system date. Reports shall be available both on screen and in reports.						
1648	Financial	Revenues	Accounts Receivable	System shall provide for agency defined and dynamically maintained charge codes (charge codes are shortcuts to predefined coding).						
1649	Financial	Revenues	Accounts Receivable	System shall provide the ability to generate reports of invoices billed, paid, or voided with a user-defined timeframe. System shall also provide a report of all outstanding invoices on a given date.						

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1650	Financial	Revenues	Accounts Receivable	System shall support bar code or scan line information to capture any and all fields of the coding block applied to financial transactions (i.e., invoices or remittance stubs).						
1651	Financial	Revenues	Accounts Receivable	System shall support bar code or scan line printing on envelopes to aid in remittance processing.						
1652	Financial	Revenues	Accounts Receivable	System shall track activity of delinquent accounts collected, collection cases and results of collection efforts.						
1653	Financial	Revenues	Accounts Receivable	System shall provide ability to handle electronic bill presentment and payment and must be Health Insurance Portability and Accountability Act (HIPPA) compliant.						
1654	Financial	Revenues	Accounts Receivable	System shall provide department defined sequentially numbered invoices to ensure proper accounting control and prevent duplicate invoice numbers.						
1655	Financial	Revenues	Accounts Receivable	System shall allow accounts receivable to be maintained on either an "open item" (detail transactions) or "balance forward" (summary total) basis as determined by user agency.						
1656	Financial	Revenues	Accounts Receivable	System shall allow for applying late charges (penalties and interest) to the unpaid balance on selected accounts. The system shall support varying penalty amounts and interest based on rates established by each agency, by specific fee charged. System shall bill the customer for the interest and penalties.						
1657	Financial	Revenues	Accounts Receivable	System shall identify customer accounts that require security/deposit.						
1658	Financial	Revenues	Accounts Receivable	System shall prevent duplicate customer numbers.						
1659	Financial	Revenues	Accounts Receivable	System shall print individual customer statements on demand and/or automatically print all customer statements during a desired cycle. Provide the capability of dynamically selecting individual customers for whom statement printing is suppressed and provide an audit trail of any customers that had statements suppressed.						
1660	Financial	Revenues	Accounts Receivable	System shall provide a central customer (vendor) repository for storing all customer-related information (i.e., address, name, tax ID number, etc.).						
1661	Financial	Revenues	Accounts Receivable	System shall provide ability for a single invoice item to be distributed to multiple revenue accounts based on a user-defined (i.e., percentage, tiers, etc.) allocation.						
1662	Financial	Revenues	Cash Management Improvement Act	System shall have the ability to issue warrants in accordance with the cash management policy.						
1663	Financial	Revenues	Cash Management Improvement Act	System shall provide for generation of "cash profiles" for specified grants, projects, or programs for specified time periods. Profiles will detail and summarize all transaction types which directly or indirectly reflect cash usage or receipts by specified grants or programs and the cash transaction effective dates.						
1664	Financial	Revenues	Cash Management Improvement Act	System shall support the reversal of receipts for bad checks, rejected wire transfers, and errors on bank deposits.						
1665	Financial	Revenues	Cash Management Improvement Act	System shall calculate ending daily federal cash balances by Catalog of Federal Domestic Assistance (CFDA) number, including disbursements with matching percentages, and collections of federal funds recorded as receivables.						
1666	Financial	Revenues	Cash Management Improvement Act	System shall comply with all the provisions of the Federal Cash Management Improvement Act (CMIA).						
1667	Financial	Revenues	Cash Management Improvement Act	System shall provide ability to determine the number of days between request for payment and issuance of the warrant and store for reporting and statistical purposes.						

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1668	Financial	Revenues	Cash Management Improvement Act	System shall provide ability to identify when federal funds are received, when the federal funds have cleared the State Treasury, the number of days between receipt and clearing of the funds as well as calculate the interest liability based on the number of days and report the appropriate interest liability.						
1669	Financial	Revenues	Cash Management Improvement Act	System shall provide for generation of "clearance patterns" for specified federal grants, projects, or programs for specified time periods. Clearance patterns will detail and summarize all transaction types that directly or indirectly reflect cash usage or receipts by specified grants or programs and the cash transaction effective dates.						
1670	Financial	Revenues	Cash Receipts and Revenue Processing	System shall provide the ability to set up departmental defaults through a security table that defines the funds and account codes that a user can book deposit information against.						
1671	Financial	Revenues	Cash Receipts and Revenue Processing	System shall support online entry of department cash receipt information that are compiled into daily cash deposits (corresponding to actual bank deposits). System shall also support compiling cash receipts into deposits less or more frequently than daily and provide the ability to drill back and forth between deposit and receipt.						
1672	Financial	Revenues	Cash Receipts and Revenue Processing	System shall flag cash payments of more than \$10,000 for IRS reporting.						
1673	Financial	Revenues	Point of Sale/Retail	System shall allow processing return of goods transactions with proper controls.						
1674	Financial	Revenues	Point of Sale/Retail	System shall allow users to record customer information at the time of the sale.						
1675	Financial	Revenues	Point of Sale/Retail	System shall automatically adjust inventory based upon completion of the sales or return event.						
1676	Financial	Revenues	Point of Sale/Retail	System shall automatically not accept a customer check for payment if that history has a user defined number of checks that did not clear when deposited and provide ability to link to check verification system.						
1677	Financial	Revenues	Point of Sale/Retail	System shall automatically print a receipt. This receipt shall be in a form that is not easily duplicated.						
1678	Financial	Revenues	Point of Sale/Retail	System shall be able to print the appropriate credit card receipt to secure the cardholder's signature.						
1679	Financial	Revenues	Point of Sale/Retail	System shall be able to properly record deposits or partial payments for reservations.						
1680	Financial	Revenues	Point of Sale/Retail	System shall print a daily record of collections, and have an automated interface to the general ledger to record the sales and the appropriate reduction to inventory.						
1681	Financial	Revenues	Point of Sale/Retail	System shall process an increase or decrease of sales price across all goods or within a category of goods.						
1682	Financial	Revenues	Point of Sale/Retail	System shall support scanning (or optional keying of) the barcode at the cash register and have the sales price of the good added to the sales total.						
1683	Financial	Revenues	Structure	System shall provide for a multi-level revenue structure that supports agency requirements for federal and state funding. The structure shall provide, but not be limited to the following elements: * Revenue Type (e.g., federal, state, local, private); * Revenue Category (e.g., state revenue cap); * Revenue Class (e.g., fees, licenses, taxes, etc.); * Revenue; and * Sub-Revenue.						

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1684	Financial	Revenues	Structure	System shall provide for proper recording of revenue to the revenue coding structure and monitoring against budgeted revenues statewide and department-specific reporting and control requirements.						
1700	Financial	System	General	System shall archive financial and structure data that have financial impact as defined by system administration.						
1725	Financial	Vendor Management	General	System shall provide ability for system-generated notification (through Electronic Data Interchange (EDI), e-mail, computer generated fax, etc.) to vendors affected by system changes or purges.						
1726	Financial	Vendor Management	General	System shall have ability to distinguish and view vendors by category (e.g., state employee) within vendor database.						
1727	Financial	Vendor Management	General	System shall provide ability to define multiple categories per vendor.						
1728	Financial	Vendor Management	General	System shall provide warning when possible duplicate vendors are being established, and method to override.						
1729	Financial	Vendor Management	General	System shall provide ability to link to external databases (e.g., the Federal Tax Identification system, State of Alaska business licenses, etc.) to support vendor management.						
1730	Financial	Vendor Management	General	System shall provide a common vendor file for all application modules, such as accounts payable and purchasing.						
1731	Financial	Vendor Management	General	System shall provide data elements to identify vendors as small business, minority business, woman-owned business, in-state vendor, and other user-defined categories.						
1732	Financial	Vendor Management	General	System shall provide the ability to correctly process all required IRS maintenance and reporting, including, but not limited to: * All required IRS information returns (i.e., 1099, 1098, etc.); * CP 2100; * W-9s; and * 1099 corrections.						
1733	Financial	Vendor Management	General	System shall provide the ability to pay one vendor after procuring goods or services from another vendor (i.e., vendor in receivership, court ordered levies, garnishments) with proper controls. System shall ensure that payments are attributed to the correct vendor for tax reporting purposes.						
1734	Financial	Vendor Management	General	System shall provide capability to maintain at least 9999 addresses per vendor (e.g., multiple billing and shipping addresses).						
1735	Financial	Vendor Management	General	System shall provide ability to define a minimum of 99 vendor categories at the system level.						
1736	Financial	Vendor Management	General	System shall provide for a minimum of 999,999 vendors.						
1737	Financial	Vendor Management	General	System shall provide ability to have user defined criteria for vendor file management, (e.g., purging vendors with no activity within a certain time frame).						
1738	Financial	Vendor Management	General	System shall provide ability to maintain information on suspended, discriminatory, or public entity crime vendors and support dates of suspension.						
1739	Financial	Vendor Management	General	System shall provide for the accurate entry of federal identification numbers (FEID) and social security numbers (SSN) through the use of federal verification systems such as the EVS (employee verification system) if available. This editing shall be available for online batch and upload entry and shall allow for override.						

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1740	Financial	Vendor Management	General	System shall provide for the accurate entry of all addresses through the use of CASS certified software, either as an integrated system function or by use of a third party software package which verifies the validity and compatibility of the data entered. This editing shall be available for online, batch and upload entry and shall allow for overrides.						
1741	Financial	Vendor Management	General	System shall provide ability to record, store, inquire on, and maintain vendor registration information, to include, but not limited to: <ul style="list-style-type: none"> <li>* Vendor number</li> <li>* Vendor name;</li> <li>* Vendor ID number (e.g., Federal Employer ID (FEID), Dunn and Bradstreet number);</li> <li>* Vendor addresses for order placement and invoice payment;</li> <li>* City/state/zip code;</li> <li>* Vendor phone number;</li> <li>* Contact person(s);</li> <li>* Vendor e-mail address;</li> <li>* Vendor fax number;</li> <li>* Business type (e.g., limited liability, nonprofit, etc.)</li> <li>* Minority code;</li> <li>* Areas served;</li> <li>* Alaska vendor status;</li> <li>* Commodity/contractual service provided;</li> <li>* Electronic Funds Transfer (EFT) and Electronic Data Interchange (EDI) Information; and</li> <li>* 1099 reporting status.</li> </ul>						
1742	Financial	Vendor Management	General	System shall allow vendor number with at least 15 characters.						
1743	Financial	Vendor Management	Security	System shall allow input of new vendors and modification of existing vendors based on user defined security levels.						
1744	Financial	Vendor Management	Security	System shall provide ability for authorized users to inactivate or delete vendors from the system based on centrally established criteria.						
1745	Financial	Vendor Management	Security	System shall provide ability to designate any information in the vendor file as confidential, restricting access accordingly through security.						
1746	Financial	Vendor Management	Security	System shall provide the ability for authorized users to restrict a vendor from receiving future business transactions such as payments, bids, purchase documents, etc.						
1747	Financial	Vendor Management	Self Service	System shall provide ability to perform an online vendor registration, including interactive assistance to guide vendors through the process, with ability for vendors to request updates to their records.						
1748	Financial	Vendor Management	Self Service	System shall provide ability for vendors to look up their invoices and payment history online.						
2000	Human Resource	Access Control	Confidentiality compliance	System shall provide ability to designate any employee information data as various levels of "confidential" and restrict access accordingly through role security.						
2025	Human Resource	Classification	Allocation analysis	System shall provide the ability to input and track allocation analysis generated for classification including a history and security to guard against changes without appropriate authorization.						

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2026	Human Resource	Classification	Position Control	System shall provide an internal classification audit tracking and documentation process.						
2027	Human Resource	Classification	Position Control	System shall provide ability to maintain an electronic position description for all positions in the organization, including current and historical position descriptions.						
2028	Human Resource	Classification	Position Control	System shall provide for a multiple step authorization process for individual and multiple position descriptions for classification purposes.						
2029	Human Resource	Classification	Position Control	System shall provide edits to ensure that no actions take place against positions until authorized.						
2030	Human Resource	Classification	Position Control	System shall allow for the establishment of organization classification tables prior to the entry of any position or employee information. A history shall be maintained for each of these tables. While these tables are relatively stable, authorized users shall be able to add, delete, or modify the data as necessary. Access to the tables shall be at the highest level of security.						
2031	Human Resource	Classification	Position Control	System shall have the ability to designate a position as single or multiple filled.						
2032	Human Resource	Classification	Position Control	System shall allow the specification of position status (proposed, frozen, authorized, etc.).						
2033	Human Resource	Classification	Position Control	System shall maintain position history for all positions in the organization.						
2034	Human Resource	Classification	Position Control	System shall prevent overfilling of a position designated as a single fill without override authorization.						
2035	Human Resource	Classification	Position Control	System shall provide ability to create and designate custom position types.						
2036	Human Resource	Classification	Position Control	System shall provide ability to link to a classification specification associated with each position for on-line viewing.						
2037	Human Resource	Classification	Position Control	System shall provide ability to process mass reassignments as a result of reorganizations.						
2038	Human Resource	Classification	Position Control	System shall provide ability to globally reclassify positions and change account coding distributions (funding sources) associated with positions and the individuals within those positions.						
2039	Human Resource	Classification	Position Control	System shall maintain a history of all mass reclassifications.						
2040	Human Resource	Classification	Position Control	System shall provide ability to track whether a position is eligible for telecommuting.						
2041	Human Resource	Classification	Position Control	System shall provide ability to uniquely identify positions by several unit designations.						
2042	Human Resource	Classification	Position Control	System shall provide for establishing and maintaining a unique position number for every authorized position.						
2043	Human Resource	Classification	Position Control	System shall provide for the ability to automatically update related personnel/payroll data from position changes.						
2044	Human Resource	Classification	Position Control	System shall provide the ability to associate a position to another position as a direct report.						
2051	Human Resource	Employee Account Management	Compliance	System shall track occupational illness, injury and accident history and associate to worker's compensation.						
2050	Human Resource	Employee Account Management	CASS Certification	System shall allow for address standardization for CASS-certified mail.						
2052	Human Resource	Employee Account Management	Compliance	System shall provide a table to facilitate establishment of various standard and alternate workweeks.						

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2053	Human Resource	Employee Account Management	Compliance	System shall link the Fair Labor Standards Act (FLSA )status to a position and provide the option to override the FLSA status through the employee assignment.						
2054	Human Resource	Employee Account Management	Compliance	System shall provide ability to establish and monitor a ceiling on positions for each department and at the organization level with appropriate overrides.						
2055	Human Resource	Employee Account Management	Compliance	System shall track expiration of licenses and certifications and provide notification.						
2056	Human Resource	Employee Account Management	Compliance	System shall have the ability to identify and provide lists of current employees seniority if the need to layoff arises.						
2057	Human Resource	Employee Account Management	Compliance	System shall have the ability to identify and provide lists of employees on layoff status for re-hiring purposes.						
2058	Human Resource	Employee Account Management	Compliance	System shall have the ability to track and report employees in layoff status.						
2059	Human Resource	Employee Account Management	Compliance	System shall be able to track employees who are hired in another position where they retain layoff rights to the original position.						
2060	Human Resource	Employee Account Management	Employee Information	System shall allow designation of work address and work phone number but include ability to limit the release of such information by individual or group.						
2061	Human Resource	Employee Account Management	Employee Information	System shall allow the designation of employee work phone numbers as listed or unlisted.						
2062	Human Resource	Employee Account Management	Employee Information	System shall provide "tickler" functionality to notify supervisors/Human Resources of performance evaluations coming due within a user-defined period of time.						
2063	Human Resource	Employee Account Management	Employee Information	System shall provide ability to track each type and length of service in the Judicial, Legislative and Executive Branches of government.						
2064	Human Resource	Employee Account Management	Employee Information	System shall provide ability to maintain an accumulator for probationary periods (e.g., positive time accounting).						
2065	Human Resource	Employee Account Management	Employee Information	System shall provide edits to prevent duplicate employee numbers and social security numbers.						
2066	Human Resource	Employee Account Management	Employee Information	System shall provide for efficient processing of transfers from one state agency to another whereby employee information, including historical data, is automatically transferred with employee.						
2067	Human Resource	Employee Account Management	Employee Information	System shall provide for the establishment and maintenance of emergency contact information about employees. Employee shall be able to update.						
2068	Human Resource	Employee Account Management	Employee Information	System shall support the tracking of employment eligibility verification (I-9s).						
2069	Human Resource	Employee Account Management	Employee Information	System shall support employee notification regarding the establishment of, and changes to, all mandatory deductions for wage garnishments, child support, administrative, court ordered deductions and tax levies.						
2070	Human Resource	Employee Account Management	Employee Information	System shall record the employee's date of birth with edits for minimum and maximum age warnings.						
2071	Human Resource	Employee Account Management	Employee Information	System shall assign a unique ID number to each employee that is permanently assigned.						
2072	Human Resource	Employee Account Management	Employee Information	System shall only allow employee records to be added if social security number (SSN) has been supplied. SSN must meet minimum standards and not be duplicated on another employee's record.						

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2073	Human Resource	Employee Account Management	Employee Information	System shall record the employee's social security number for Federal reporting.						
2074	Human Resource	Employee Account Management	Employee Information	System shall record the employee's marital status, adopting standard federal codes.						
2075	Human Resource	Employee Account Management	Employee Information	System shall record the employee's sex and racial ethnic code, adopting federal codes.						
2076	Human Resource	Employee Account Management	Employee Information	System shall accumulate and track seniority points.						
2077	Human Resource	Employee Account Management	Employee processing checklists	System shall provide for the creation of statewide and agency specific checklists for various processing activities such as new hire and separation.						
2078	Human Resource	Employee Account Management	General	System shall have the ability to search for system data by flexible alternatives (e.g., employees search by partial or full name, social security number, employee ID, position number, job class).						
2079	Human Resource	Employee Account Management	General	System shall have the ability to track property, equipment, credit cards, etc. with a notification and check off capability for collection at time of separation.						
2080	Human Resource	Employee Account Management	issued Property	System shall provide ability to access information regarding accountable property issued to the employee ( e.g., parking permits, keys, credit cards, lap tops, etc.).						
2081	Human Resource	Employee Account Management	Leave Threshold Notification	System shall generate a notice to the employee and supervisor with the projected leave balance and the date the leave balance threshold will be reached.						
2082	Human Resource	Employee Account Management	Leave Threshold Notification	System shall allow notices to be sent to the employee and supervisor by email and hard copy.						
2083	Human Resource	Employee Account Management	Performance Evaluation	System shall support a complete on-line performance appraisal and evaluation function including tracking, reporting, and forms.						
2084	Human Resource	Employee Account Management	Personnel Action Reports	System shall provide personnel action record of event to employee.						
2085	Human Resource	Employee Account Management	Personnel actions	System shall provide ability to process multiple personnel actions in a single day for a given employee in a single pay period in effective date and time order.						
2086	Human Resource	Employee Account Management	Personnel actions	System shall provide ability to process personnel actions and changes to employee records (e.g., address change) with future effective dates.						
2087	Human Resource	Employee Account Management	Personnel actions	System shall provide ability to process personnel actions with required edits.						
2088	Human Resource	Employee Account Management	Personnel actions	System shall provide documentation and reporting of employee/position personnel action intent (e.g., transfers, demotions, salary grade changes, and separation by employee or position).						
2089	Human Resource	Employee Account Management	Position Control	System shall provide the ability for departments to submit Human Resource actions (e.g. Personnel Action, Termination/Separation, etc) within the system and have a corresponding workflow created for processing.						
2090	Human Resource	Employee Account Management	Position Control	Career service recognition pay is established and tracked at the employee level. System shall provide ability to update employee longevity information to ensure proper budgeting of salaries and salary-related expenditures.						

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2091	Human Resource	Employee Account Management	Position Control	System shall allow for automated tracking of employee performance evaluation reviews. System shall provide ability to establish and maintain an unlimited number of performance evaluations for each employee record as well as the dates that future performance evaluations are due, and shall allow for the exemption of specified employees from the performance review process. Each review must record the rater and reviewer.						
2092	Human Resource	Employee Account Management	Position Control	System shall allow for the tracking of variable probationary periods (e.g., for new hires, after promotions, for disciplinary reasons).						
2093	Human Resource	Employee Account Management	Position Control	System shall allow new hire processing to cross multiple functions (e.g., benefit plan enrollment, classification, payroll, position control, employment personal data).						
2094	Human Resource	Employee Account Management	Position Control	System shall validate employee information against effective position information.						
2095	Human Resource	Employee Account Management	Position Control	System shall allow an employee to record time for multiple positions, whether for concurrently held positions, or as a result of a mid-period transfer.						
2096	Human Resource	Employee Account Management	Position Control	System shall allow for tracking characteristics of each position (e.g., class title, salary range, Fair Labor Standards Act (FLSA) indicator, organizational structure codes).						
2097	Human Resource	Employee Account Management	Position Control	System shall track history of position data over time (e.g., position class title last year vs. current position class title).						
2098	Human Resource	Employee Account Management	Random drug testing	System shall provide ability to generate random drug testing selections and record test results.						
2099	Human Resource	Employee Account Management	Self Service	System shall support web-based employee self-service functionality for changes to selected parts of employee records (e.g., address, marital status change, change in dependents, withholdings, and benefits enrollment or changes).						
2100	Human Resource	Employee Account Management	Self Service	System shall provide employee self-service functions to view and change information that includes, but is not limited to: * W-4 tax withholding, * net pay, * address changes, * duplicate W-2, * leave requests, * remittance advice, * leave accrual rates and dates, and * leave balances.						
2101	Human Resource	Employee Account Management	Training Records	System shall have the ability to track training records and training plans for each employee.						
2102	Human Resource	Employee Account Management	Training Records	System shall measure and track employee competencies.						
2125	Human Resource	General	Employee surveys	System shall provide the functionality to conduct surveys.						
2126	Human Resource	General	Employee surveys	System shall provide the functionality to capture and report on survey responses by a variety of defined parameters.						
2150	Human Resource	Labor Relations	Employee Information	System shall provide the ability to maintain history of disciplinary action (e.g., verbal warning and written warning by type of misconduct and employee).						

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2151	Human Resource	Labor Relations	Employee Information	System shall provide the ability to enter, track, report, and monitor all employee and public dispute resolution processes (e.g., grievances, complaints, performance appraisals, disputes, and investigations).						
2175	Human Resource	Training	Employee records	System shall provide ability to designate mandatory training by individual or defined group (e.g., ethics, sexual harassment, cultural diversity, and job safety).						
2176	Human Resource	Training	Employee records	System shall provide ability to track file transcripts of examinations, scores, and dates of completion, as well as education, certification and career development events satisfactorily completed by employee.						
2177	Human Resource	Training	Employee records	System shall provide ability to track employees waiting to enroll in a course or class (in waiting list order), and automatically move from waiting list status when a vacancy occurs or remove from a roster once class is closed.						
2178	Human Resource	Training	Employee records	System shall support the tracking of training hours required for professional certifications.						
2179	Human Resource	Training	Employee records	System shall track and reduce the total amount each time a qualifying training event occurs.						
2180	Human Resource	Training	Financial	System shall provide for interagency billing of training expenses.						
2181	Human Resource	Training	Financial	System shall provide ability to develop and monitor budgets associated with career development activities.						
2182	Human Resource	Training	Financial	System shall provide ability to track funding spent on training per employee.						
2183	Human Resource	Training	Financial	System shall track tuition assistance per employee.						
2184	Human Resource	Training	Registration	System shall provide automated confirmation of registration for classes.						
2185	Human Resource	Training	Registration	System shall provide automated registration function for training and continuing education classes offered.						
2186	Human Resource	Training	Registration	System shall provide for the definition of a standard education and career development curriculum based on position, skill category, and other criteria.						
2187	Human Resource	Training	Registration	System shall provide the ability for supervisors to electronically authorize training requests.						
2188	Human Resource	Training	Registration	System shall support automated scheduling of training classrooms, instructors, and special equipment required; and shall track classroom usage, instructor usage and certifications, and special equipment usage.						
2200	Human Resource	Workforce	ALDER	System shall calculate and monitor employee turnover rates by job classification, position, location, and other user-defined criteria.						
2201	Human Resource	Workforce	ALDER	System shall provide ability to report on seniority lists.						
2202	Human Resource	Workforce	ALDER	System shall provide the ability to report on data in support of Equal Employment Opportunity tracking and compliance. Examples include, but are not limited to: race, sex, salary, standard occupational codes, new hires per reporting period, and employment status.						
2203	Human Resource	Workforce	ALDER	System shall provide for the creation of an agency employee directory containing business address, business phone and e-mail. This directory shall be viewable through the use of an industry-standard web browser.						
2204	Human Resource	Workforce	Employee Information	System shall provide ability to generate mailing labels based on user-defined criteria or download address information to standard personal computers (PC) applications.						

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2205	Human Resource	Workforce	Employee Information	System shall provide for workforce planning function (e.g., demand forecasting and supply forecasting).						
2206	Human Resource	Workforce	Layoff	System shall provide the ability to support a complete layoff function including tracking and reporting on both the individual and organizational levels.						
2207	Human Resource	Workforce	Layoff	System shall provide a notification to remove employees from layoff when they are hired into another position.						
2208	Human Resource	Workforce	Position Control	System shall provide the ability to track and report positions by Full-Time Equivalent (FTE) .						
2209	Human Resource	Workforce	Vacancy	System shall track vacant positions by date based on incumbent(s) vacating position.						
3000	Payroll	Benefits	457 Plans	System shall allow Deferred Compensation deductions based on business rules. Examples include but are not limited to: 1) Eligible State employees may contribute to a 457 Deferred Compensation Program. 2) If an employee is in a "catch-up" status, a higher maximum deduction limit per calendar year is applied. 3) Additional contributions are allowed for employees age 50 and older. 4) Deduction should automatically stop if employee transfers to a position not eligible for Deferred Compensation.						
3001	Payroll	Benefits	Basic life	System shall be able to charge Basic Life amount for eligible employees (health insurance eligible).						
3002	Payroll	Benefits	Health Insurance	System shall be able to calculate part-time employee health insurance contributions.						
3003	Payroll	Benefits	Health Insurance	System shall assign health insurance plans by bargaining unit, by employee type, position, date, pay status.						
3004	Payroll	Benefits	Health Insurance	System shall have the ability to determine if a full month deduction has been taken by looking across pay period deductions (e.g., health insurance deductions for premiums are usually taken in two pay periods but must total to the monthly health insurance premium).						
3005	Payroll	Benefits	Health Insurance	System shall provide for establishing, tracking, deducting and editing Section 125 Cafeteria Plan health insurance pre-tax deductions for flex-plans with contribution amounts defined at the employee level. System shall provide for calculation of a cash back option automatically factored/reduced for employer charges.						
3006	Payroll	Benefits	Health Insurance	System shall maintain health insurance eligibility based on payroll change events and date parameters.						
3007	Payroll	Benefits	SBS - Supplemental Benefits System	System shall calculate mandatory Supplemental Benefits System (SBS) percentage of eligible pay for eligible employees, with limit that changes annually.						
3025	Payroll	Cost Collector	ALDER	System shall provide cross reference between payroll earnings, deductions and tax codes and their labor distribution structure for online and hardcopy reporting.						
3026	Payroll	Cost Collector	ALDER	System shall provide personal services data of budgeted and actual information for use by financial managers and Office of Management and Budget, including RSA's and position authorization.						
3027	Payroll	Cost Collector	Earnings, Deductions, Taxes	System shall associate each deduction, earning, and tax type with an account /object number.						

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3028	Payroll	Cost Collector	Financial Module	System shall be integrated with the Financial Management module to provide payroll information and employee time information by employee name, employee ID, or user defined criteria for labor distribution purposes.						
3029	Payroll	Cost Collector	Labor Distribution	System shall ensure that allocation screens provide totals for percentages allocated and that the percentages total to 100%.						
3031	Payroll	Cost Collector	Labor Distribution	System shall provide the ability to track/record employee costs by multiple budget funding sources.						
3032	Payroll	Cost Collector	Labor Distribution	System shall provide the ability to charge time worked, at single or multiple rates, to multiple cost collectors.						
3033	Payroll	Cost Collector	Labor Distribution	System shall allow manual overrides to labor distribution for a processed time sheet in whole or in part (e.g., override and adjust only the leave portion).						
3034	Payroll	Cost Collector	Labor Distribution	System shall allow for the inclusion of an override for labor distribution data.						
3035	Payroll	Cost Collector	Labor Distribution	System shall allow users to define specific payroll-related costs to be considered in distribution process (e.g., Department of Transportation distributed some Retirement Incentive Program (RIP) costs to their federal highway funds).						
3036	Payroll	Cost Collector	Labor Distribution	System shall interface with the Human Resource System to enable Time and Attendance to be used to extract/record costs for combinations of budget accounts, projects, grants, programs, contracts, organizations, funds, and other agency-designated structures to which time was charged and the number of hours charged to each per automated employee timesheets.						
3037	Payroll	Cost Collector	Labor Distribution	System shall properly calculate labor distribution when charge date is in an open prior fiscal year.						
3038	Payroll	Cost Collector	Labor Distribution	System shall properly allocate labor distribution when charge date is in an open prior fiscal year.						
3039	Payroll	Cost Collector	Labor Distribution	System shall interface labor distribution allocations to the accounting system, AKSAS.						
3040	Payroll	Cost Collector	Labor Distribution	System shall derive the labor distribution code in time sheet information based on entry of job and/or employee specific data. An example includes but is not limited to: Marine Highways time and attendance derives labor distribution-based on job, ship, ship status, types of earnings such as leave, regular, cash in, term leave, retroactive. The system shall allow override both in a table and for an individual.						
3041	Payroll	Cost Collector	Labor Distribution	System shall allow labor distribution to be overridden whenever a warrant is reversed or cancelled.						
3042	Payroll	Cost Collector	Labor Distribution	System shall account for and allocate equipment usage to cost centers where used.						
3043	Payroll	Cost Collector	Labor Distribution	System shall accumulate and report leave accrued compared to actual labor distribution by employee by pay period.						
3044	Payroll	Cost Collector	Labor Distribution	System shall provide validation of labor distribution codes at data/record entry into the system.						
3045	Payroll	Cost Collector	Labor Distribution	For real-time pay warrants, the system shall be able to generate labor distribution and interface to the State financial module.						
3046	Payroll	Cost Collector	Labor Distribution	System shall allow for labor distribution override in employee daily time record for attendance.						

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3047	Payroll	Cost Collector	Labor Distribution	System shall support the processing of mid-period labor distribution changes (e.g., transfers to different department or different program within department) by automatically paying the employee for the number of hours/benefits costs and charging to the old and new labor distribution.						
3048	Payroll	Cost Collector	Labor Distribution	System shall enable labor distribution codes to be accessible for edit verification.						
3049	Payroll	Cost Collector	Labor Distribution	System shall allocate time to the appropriate labor distribution including any additional associated costs.						
3050	Payroll	Cost Collector	Leave	System shall accumulate and allocate compensatory time to cost center where earned.						
3051	Payroll	Cost Collector	Leave	System shall be able to track and accrue leave and labor distribution allocation of available balances for budget purposes - detail and summary at user-defined level.						
3075	Payroll	Earnings, Deductions, Taxes	Accumulators	System shall maintain earning, deduction, and tax information associated with all employee pay defined in the system.						
3076	Payroll	Earnings, Deductions, Taxes	Arrears	System shall calculate, record, and collect arrearages.						
3077	Payroll	Earnings, Deductions, Taxes	Deductions	System shall allow for prioritizing the order in which deductions are taken.						
3078	Payroll	Earnings, Deductions, Taxes	Deductions	System shall provide a deduction type table to establish and maintain information and rules specific to individual or groups of deduction types with a maximum of 100,000 deduction types.						
3079	Payroll	Earnings, Deductions, Taxes	Deductions	System shall provide ability to allow partial deductions if an employee's pay is insufficient to cover the deduction.						
3080	Payroll	Earnings, Deductions, Taxes	Deductions	System shall provide ability to identify whether partial deductions are allowed for each deduction type. If a partial deduction is allowed, the corresponding deduction accumulator shall be incremented only by the amount of the partial deduction taken.						
3081	Payroll	Earnings, Deductions, Taxes	Deductions	System will allow for adjustments to normal deduction amounts, either increasing or decreasing, for a specified number of pay periods (e.g., emergency fire fighter commissary charges and catch-up health insurance contributions).						
3082	Payroll	Earnings, Deductions, Taxes	Deductions	System shall provide ability to designate each deduction for pre-tax or after-tax processing.						
3083	Payroll	Earnings, Deductions, Taxes	Deductions	System shall provide the ability to establish and maintain garnishments or levies against disposable income for Federal and State tax levies, court-ordered garnishments, outstanding liabilities to the State, or other reasons dictated by State or Federal law.						
3084	Payroll	Earnings, Deductions, Taxes	Deductions	System shall provide for establishing multiple garnishments of the same type that are taken concurrently with deduction amounts allocated as a percentage of the total combined deduction amount when disposable income is insufficient to take full deductions for both (e.g., child support).						
3085	Payroll	Earnings, Deductions, Taxes	Deductions	System shall provide for establishing multiple same type garnishments that are taken sequentially based on start dates and when high limits are reached (e.g., court ordered garnishments).						
3086	Payroll	Earnings, Deductions, Taxes	Deductions	System shall provide ability to process deductions that are a specified dollar amount and/or computed as a percentage of specified types of pay or other deduction/benefits. (E.g., ASEA union dues are both a % of specified earnings and a flat amount.)						

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3087	Payroll	Earnings, Deductions, Taxes	Deductions	For weekly, biweekly, and semi-monthly payroll processing, system shall provide ability to handle annualization/deannualization of pretax and post tax deductions based on employee pay frequency.						
3088	Payroll	Earnings, Deductions, Taxes	Deductions	Eligible employees in the Department of Education may optionally contribute to a 403b Tax Shelter. System shall provide for automatic stop of deduction when employee is no longer eligible to contribute.						
3089	Payroll	Earnings, Deductions, Taxes	Effective Dates	System shall provide ability to assign effective start and stop dates for all earnings, deductions, and taxes.						
3090	Payroll	Earnings, Deductions, Taxes	Employer Charges	System shall allow for automated employer charge setup based on factors such as but not limited to Public Employee Retirement System (PERS), worker's compensation and health insurance.						
3091	Payroll	Earnings, Deductions, Taxes	Employer Charges	System shall be able to process employer costs by specific factors (e.g., eligibility, pay status, bargaining unit, deduction type and frequency).						
3092	Payroll	Earnings, Deductions, Taxes	Employer Charges	System shall have the ability to split employer costs for mid-pay period transfers between positions and departments.						
3093	Payroll	Earnings, Deductions, Taxes	Employer Charges	Pay adjustments for prior periods shall trigger calculation of percentage of base employer charges in effect on the date(s) covered by the adjustment. System shall automatically calculate retro corrections/changes.						
3094	Payroll	Earnings, Deductions, Taxes	Processing	System shall provide ability to monitor (including reversals, onlines, supplemental pay) annual and monthly maximum deduction amounts and halt the deduction once the predefined maximum is reached.						
3095	Payroll	Earnings, Deductions, Taxes	Processing	System shall provide the ability to recognize both positive (+) and negative (-) numbers. Use of + and - signs shall be explicit for entry level users (positive means pay the employee and negative means take money away.)						
3096	Payroll	Earnings, Deductions, Taxes	Subsidiary Detail	System shall maintain subsidiary detail of all activity associated with each of the following: earnings, taxes, deductions by employee, labor group, agency, user defined.						
3097	Payroll	Earnings, Deductions, Taxes	Taxes	System shall track non-taxable, but W-2 reportable items such as 457 and 403b Plans, and Dependent Care benefits.						
3098	Payroll	Earnings, Deductions, Taxes	Taxes	System shall report taxable fringe benefits/allowances, such as personal use of State vehicle, moving expenses (non-qualified vs. qualified), educational assistance, uniform allowances, tips, and refunds.						
3099	Payroll	Earnings, Deductions, Taxes	Taxes, Deductions	System shall allow for withholding and reporting appropriate taxes/Supplemental Benefits System on taxable non-cash income items such as union legal trust employer contributions.						
3100	Payroll	Earnings, Deductions, Taxes	Taxes, Deductions	System shall allow for withholding and reporting appropriate taxes/Supplemental Benefit System on taxable compensation types (e.g., travel, per diem, moving).						
3125	Payroll	Employee Self-Service	Web Portal	System shall provide self-service ability for employees to access current pay period, month-to-date, and year-to-date payroll detail and withholding information through the use of an industry-standard web browser or centrally located kiosks.						
3126	Payroll	Employee Self-Service	Web Portal	System shall provide self service base information, including such items as salary, merit anniversary and leave base date, department and Human Resource contact, bargaining unit, health insurance type, etc, with Web links to other sites such as Retirement and Benefits pages.						

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3127	Payroll	Employee Self-Service	Web Portal	System shall provide a gross to net calculator for employees to try what-if situations.						
3128	Payroll	Employee Self-Service	Web Portal	System shall provide the ability to view prior and current Federal tax withholding status with the ability to request a hard copy "official" duplicate W-2 be mailed. System shall provide notification to employer of employees requesting duplicates.						
3129	Payroll	Employee Self-Service	Web Portal	System shall provide the ability for employees to designate post-tax contributions to charitable organizations (e.g., SHARE Campaign).						
3150	Payroll	General	Calendar/Fiscal Year Processing	System shall provide for appropriate fiscal year-end and calendar year-end processes (including fiscal year overlap "reappropriation" period).						
3151	Payroll	General	GAAP Compliance	System shall support Generally Accepted Accounting Principles (GAAP) requirements for calculating compensated absences payable and attributing year-end payroll costs to the proper fiscal year.						
3052	Payroll	General	Multiple Pay Bases	System shall allow for multiple pay bases (e.g., hourly, salaried).						
3053	Payroll	General	Multiple Pay Frequencies	System shall allow multiple pay frequencies (e.g., weekly, biweekly, semi-monthly, monthly, and custom).						
3054	Payroll	General	Payment	System shall have the ability to process global changes (e.g. pay increase) based on user defined criteria and provide reporting on the changes.						
3055	Payroll	General	Simulation Payroll Run	System shall provide ability to process trial (i.e., simulation) payrolls and error reports to include individual, group, monthly, semimonthly, biweekly and other supplemental payrolls.						
3056	Payroll	General	Supplemental Payroll Run	System shall allow for execution of a separate supplemental payroll (in addition to the regularly scheduled payroll) on an "as needed" basis.						
3057	Payroll	General	Warrants	System shall provide ability to restart warrant and pay stubs printing in the event paper stock is damaged or printer malfunctions.						
3075	Payroll	Human Resource Accounting	ALDER	System shall support an ad hoc tool for comprehensive data research, including: personal/position/wage/funding source/recruitment selection/classification/career development tracking/legislative inquires and evaluation reporting dates including anniversary/seniority/permanent status.						
3076	Payroll	Human Resource Accounting	ALDER	System shall have the ability to report on various leave items including balances, mandatory requirements, detailed transactions, and cash leave with user defined criteria.						
3077	Payroll	Human Resource Accounting	ALDER	System shall have the ability to complete a position control number (PCN) or title search with the ability to view historical incumbents in that position.						
3078	Payroll	Human Resource Accounting	Catastrophic Leave Bank	System shall provide ability to establish Catastrophic Leave Bank Programs at the user defined level in which leave is contributed to the Bank. Employees that meet specific eligibility requirements may then be awarded leave from the bank. System shall provide ability to record and maintain an audit trail of all activity of the bank at the employee and bank level and maintain bank balances.						
3079	Payroll	Human Resource Accounting	Employee Notification	System shall generate advance notices to employees concerning potential loss/conversion of leave and route to employees and supervisors.						
3080	Payroll	Human Resource Accounting	Leave	System shall provide the capability to specify leave accrual at the employee level. Marine highway employees have a minimum of 8 leave types and 20 leave plans.						

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3081	Payroll	Human Resource Accounting	Leave	System shall accrue floating holidays by adding a day of leave to adjust the leave balances.						
3082	Payroll	Human Resource Accounting	Leave	System shall project an employee's leave balance once a service hour threshold is reached.						
3083	Payroll	Human Resource Accounting	Leave	System shall prorate leave accruals based on hours worked.						
3084	Payroll	Human Resource Accounting	Leave	System shall default leave usage to the appropriate alternate leave type when the accrued leave balance is insufficient (e.g., sick leave to annual leave to leave without pay).						
3085	Payroll	Human Resource Accounting	Leave	System shall report employees who have not taken the required minimum leave.						
3086	Payroll	Human Resource Accounting	Leave	System shall calculate leave balances. The system shall adjust an employee's or entity's (the Leave Bank) leave balance based on State personnel rules and labor contracts when leave is donated to another employee. The system shall adjust the balance for the receiving employee or entity.						
3087	Payroll	Human Resource Accounting	Leave	System shall calculate pro-rated leave accruals for employees who work less than full-time (mid- pay period hires/separations, part-time, seasonals, leave-without-pay, workers compensation, etc.).						
3088	Payroll	Human Resource Accounting	Leave	System shall provide for determining the eligibility for, rate of leave accrual, and type of leave based on date of hire in the organization, total amount of organizational service and employee status/bargaining unit. System shall zero out accumulated service hours when an employee separates from the organization (Marine Highways).						
3089	Payroll	Human Resource Accounting	Leave	System shall prevent or prorate leave accruals when an employee is on leave without pay status.						
3090	Payroll	Human Resource Accounting	Leave	System shall allow for the establishment of limits for each leave type/bargaining unit combination for the number of hours that can be carried from one year to the next and tracking of mandatory leave usage including Human Resource/employee notification. System shall create transactions for automatic payment of unused mandatory leave that will charge to appropriate agency accounts.						
3091	Payroll	Human Resource Accounting	Leave	System shall be flexible and expandable regarding pay/leave types. The flexibility/expandability shall be user maintainable.						
3092	Payroll	Human Resource Accounting	Leave	System shall include a leave accounting system for multiple leave types. At a minimum, it will include tracking leave used, leave accrued, leave balances, and leave paid; ensuring maximum amount of available hours not exceeded; and performing all leave calculations (including year-end accrual calculations) in accordance with federal and State law for all leave types.						
3093	Payroll	Human Resource Accounting	Leave	System shall provide edit to ensure that leave is used only to the extent of accrued leave balances (e.g., sick leave is not used when annual leave balance is exhausted; compensatory leave is used first).						
3094	Payroll	Human Resource Accounting	Leave	System shall provide ability to suppress leave accrual or use for an employee.						
3095	Payroll	Human Resource Accounting	Leave	System shall provide the ability to generate error/warning and exception reports (e.g., leave use before available, date out of pay period, leave type, and floating holiday).						

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3096	Payroll	Human Resource Accounting	Leave	System shall support the accrual of compensatory time at a time-and-one-half accrual for non-exempt employees for all Fair Labor Standards Act (FLSA) categories and use (run-out) of compensatory time at the straight time rate.						
3097	Payroll	Human Resource Accounting	Leave	System shall allow for accumulation of leave without pay and non-scheduled hours.						
3098	Payroll	Human Resource Accounting	Leave	System shall automatically advance leave base date and merit anniversary date based on leave rules/labor contract provisions.						
3099	Payroll	Human Resource Accounting	Leave	System shall have the ability to report leave that can be classified as FMLA (Family Medical Leave Act) and AFLA (Alaska Family Leave Act) and include tracking and automatic notifications.						
3100	Payroll	Human Resource Accounting	Leave	System shall have the ability to process multiple types of leave of absences such as Family Medical Leave Act (FMLA), military, workers' compensation or sabbaticals with periodic notification.						
3101	Payroll	Human Resource Accounting	Leave	System shall calculate multiple terminal leave percentages, by department, of eligible pay and eligible positions.						
3102	Payroll	Human Resource Accounting	Leave	System shall allow for the ability to override accruals at user defined levels.						
3103	Payroll	Human Resource Accounting	Leave	System shall provide for establishing, using and tracking annual allotments of leave, with no annual carry over (e.g., Military and AVTECA leave per statute/contractually mandated hours and/or days).						
3104	Payroll	Human Resource Accounting	Leave	System shall automatically assign employees to leave plans with ability to override.						
3105	Payroll	Human Resource Accounting	Leave	System shall be able to convert hours in one leave type to another leave type to determine the converted rate for leave on an as needed basis and for a specific pay period. This would convert just enough to use for a pay period.						
3106	Payroll	Human Resource Accounting	Leave	System shall provide for use of accrued compensatory time with different include/exclude rules for benefits (e.g., health insurance). System shall provide for pay out of accrued compensatory time at the end of a leave year.						
3107	Payroll	Human Resource Accounting	Leave	System shall provide for processing employee/Human Resource self service leave cash-in requests. System shall edit for balance available for cash in based on contractual or statutory provisions and provide notification when balance is insufficient for cash-in or annual maximum is exceeded. System shall generate cash-in transactions with labor distribution coded to the agency specific working reserve account.						
3108	Payroll	Human Resource Accounting	Leave	System shall provide for determining eligibility for, and concurrent allotting, using, and tracking leave authorized under Federal and State Family Leave Acts (FMLA/AFLA). System shall provide for tracking family leave for multiple conditions. System shall provide for confidential reporting of employees on family leave to the employees' health plans (Retirement and Benefits, health insurance trusts) during the 12 week health insurance entitlement period with automatic stop when entitlement is exhausted. System shall provide for automatic generation of employer health insurance contributions while employee is on health eligible family leave/leave without pay. System shall provide for employee notification when accrued leave is exhausted, but employee is still covered by FMLA/AFLA.						

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3109	Payroll	Human Resource Accounting	Leave	System shall provide for accruing and using contractually provided flex time.						
3110	Payroll	Human Resource Accounting	Leave	System shall provide for generating automatic transactions to reduce accrued leave for mandatory employee contributions to labor union business banks. System shall track leave accruals and deduct business leave ahead of leave use as provided in labor contracts. System shall prevent use of leave until employee business bank obligation is fulfilled and shall generate a transaction to take business bank contribution with final pay if employee terminates employment before the obligation is met. System shall provide for conversion of business bank contribution hours to dollars at an employee's annualized hourly rate of pay plus overhead costs for dollar banks.						
3111	Payroll	Human Resource Accounting	Leave	System shall allow automated periodic assessments of business leave based on contractual obligations for labor union business banks.						
3112	Payroll	Human Resource Accounting	Leave	System shall allow for accrual/non accrual and/or accruals under different leave plans for employees in multiple positions, including separate tracking of leave base date for each position.						
3113	Payroll	Human Resource Accounting	Leave	System shall allow for accrual/non accrual and/or accruals under different leave plans for employees in multiple positions, including separate tracking of merit anniversary date for each position.						
3114	Payroll	Human Resource Accounting	Leave	System shall allow for concurrent accrual of leave and service hours when working multiple pay frequencies and award of accruals as appropriate per multiple contract provisions (e.g., Marine Highways).						
3115	Payroll	Human Resource Accounting	Leave	System shall provide for an automated leave cleanup, subject to approval, after termination (e.g., sick leave, excess sick leave and donate leave).						
3116	Payroll	Human Resource Accounting	Leave	System shall allow for automatic conversion of leave balances from one leave plan to another leave plan based on contractual/statutory conversion provisions. Examples include but are not limited to: * Transfer from sick/annual program to the personal leave program; * Transfer from sick/"A" Days program to the personal leave program; * Transfer from personal program to the sick/annual leaves program; and * Transfer from personal program to the sick/"A" Days leave program.						
3117	Payroll	Human Resource Accounting	Leave	System shall be able to calculate leave use and cashin at an employee's regular rate of pay rather than a higher rate of pay for an employee in acting status.						
3118	Payroll	Human Resource Accounting	Leave	System shall provide an interactive length of service calculator to determine leave accrual rates.						
3119	Payroll	Human Resource Accounting	Leave	System shall provide for calculation and posting of leave accruals based on cumulative length of service or contractual or statutory rules in effect (i.e., annual, sick, and personal leave plans).						
3120	Payroll	Human Resource Accounting	Leave	System shall allow for automated advance of leave base date (LBD). System shall generate reversals of advanced LBDs when transactions that reduce accumulated leave without pay (LWOP) are processed (including LWOP adjustments in batch and online warrants, reversals, stop/start of employment, etc.).						

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3121	Payroll	Human Resource Accounting	Leave	System shall track and report leave without pay in first 31 days for new hires and automatically advance leave eligibility and/or health insurance eligibility dates when leave without pay (LWOP) occurs during the wait period.						
3122	Payroll	Human Resource Accounting	Leave	System shall provide for awarding of leave accruals based on earnings include/exclude rules. Include/Exclude rules for earnings shall be flexible (e.g., maintenance and cure leave use is includable for leave accruals under some contracts and excludable in others).						
3123	Payroll	Human Resource Accounting	Leave	System shall provide for prior period leave adjustments, both current and prior year. Prior year adjustments to accruals or usage shall post correctly to prior year accumulators and create balance forward adjustment transactions. Pay that is adjusted with a prior year leave adjustment shall follow IRS payment and overpayment recovery rules.						
3124	Payroll	Human Resource Accounting	Leave	System shall provide for prior period leave without pay adjustments and generate leave accrual adjustments appropriate for the prior period without affecting leave accruals in the current pay period. System shall provide for exception reporting when prior period adjustments will result in negative leave balances.						
3125	Payroll	Human Resource Accounting	Leave	System shall provide for employee/Human Resources/labor union self service for employee leave donated to other employees. System shall allow for electronic access to and certification of self service user transactions by authorized State personnel.						
3126	Payroll	Human Resource Accounting	Majority of Time (MOT) - Marine Highways	System shall track and report cumulative hours worked by an employee by job and ship and region and bargaining unit for a rolling 12-month period.						
3127	Payroll	Human Resource Accounting	Manual Time Entry	System shall provide option for line duplication and sequential dating when manual entry is required.						
3128	Payroll	Human Resource Accounting	Pay Stubs	System shall support the creation of detailed employee earnings statement listing base pay and each additional pay modifier. Each pay type shall show the hours supporting the pay calculation.						
3129	Payroll	Human Resource Accounting	Payment	System shall have the ability to place an employee changing ranges and/or bargaining units in the proper step at the new salary schedule.						
3130	Payroll	Human Resource Accounting	Payment	System shall have the ability to track hours/days for groups of employees who must work a specific number of hours/days before they are eligible for a service step increase or other benefit.						
3131	Payroll	Human Resource Accounting	Payment	System shall have the ability to recognize specific groups of on-call non-perms who have reached the number of hours worked equal to the probationary period and award a one step increase, with email notification.						
3132	Payroll	Human Resource Accounting	Payment	System shall have the ability to track part-time hours for completion of the probationary period.						
3133	Payroll	Human Resource Accounting	Payment	System shall have the ability to separate employees from the system for multiple types of separations, such as separation, dismissal, retirement, occupational death, layoff etc.						
3134	Payroll	Human Resource Accounting	Payment	System shall have the ability to automatically increase pay pending approval for specific bargaining units when a service step date is reached unless an override indicates it shall not be granted.						

ID Num	Requirement Area	Requirement Subcategory	Requirement Name	Requirement	Meets	Third Party	Next Release	Req. Mods	Does Not Meet	Comment
3135	Payroll	Human Resource Accounting	Payment	System shall have the ability to recognize short term non-perms who have reached threshold days and send a notification of long-term status retro to date of hire. System shall be able to calculate leave accruals, holidays and health insurance during the retro period.						
3136	Payroll	Human Resource Accounting	Payment	System shall have the ability to process temporary pay changes (e.g., employees acting in a higher range) and override overtime eligibility indicators if necessary.						
3137	Payroll	Human Resource Accounting	Payment	System shall have the ability to calculate the proper step placement for an employee being placed in acting status based on time in the position to the next merit date and range.						
3138	Payroll	Human Resource Accounting	Position Control	System shall allow for time-limited and hour-limited positions to be established with automatic notification when time or hour limit is reached.						
3139	Payroll	Human Resource Accounting	Position Control	System shall have the ability to default position information to all employee events and transactions.						
3140	Payroll	Human Resource Accounting	Position Control	System shall have an overtime Family Leave Standards Act (FLSA) indicator that is tied to a position. System shall have the ability to process multiple employees in one job class which can be either FLSA exempt or non-exempt in the same job class depending on job duties.						
3141	Payroll	Human Resource Accounting	Position Control	System shall have the ability to inactivate, revise or update position controls by effective dates, including inactivation.						
3142	Payroll	Human Resource Accounting	Position Control	System shall have the ability to track Arms and Ammo possession, Commercial Driver's License (CDL) and Selective Service requirements. System shall record background checks.						
3143	Payroll	Human Resource Accounting	Position Control	System shall have a job position control identifier with online edits to bargaining unit, salary, location and class controls.						
3144	Payroll	Human Resource Accounting	Position Control	System shall provide the ability to have one employee hold multiple positions under their same employee ID and social security number (SSN).						
3145	Payroll	Human Resource Accounting	Position Control	System shall have the ability to record an employee's base pay with edits on salary schedules and locations.						
3146	Payroll	Human Resource Accounting	Position Control	System shall have the ability to track the class of positions for strike class and for use in determining correct salary schedules.						
3147	Payroll	Human Resource Accounting	Position Control	System shall have the ability to group employees together according to organizational structure.						
3148	Payroll	Human Resource Accounting	Position Control	System shall have the ability to track updates to Position Description Questionnaires and send periodic notifications for updating.						
3149	Payroll	Human Resource Accounting	Savings Bonds	System shall allow employees to purchase U.S. Savings Bonds through payroll deduction.						
3150	Payroll	Human Resource Accounting	Savings Bonds	System shall allow for an unlimited number of savings bond deductions per employee for different denominations and different owners/beneficiary per bond.						
3151	Payroll	Human Resource Accounting	Schedules	System shall provide ability to maintain shift information associated with a position (e.g., authorization for shift activity, percentage of hourly shift differential).						
3152	Payroll	Human Resource Accounting	Schedules	System shall allow each position and group of positions to be designated for exception or positive time reporting.						

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3153	Payroll	Human Resource Accounting	Schedules	System shall support alternate workweek schedules and regular part time schedules.						
3154	Payroll	Human Resource Accounting	Service	System shall accumulate, track, report, and invoke an accrual based on the accumulated threshold by tracking months of service, total service, and pay period service.						
3155	Payroll	Human Resource Accounting	Taxes	System shall support the annual notification and update process for W-4, W-4 exempt and W-5 employees.						
3175	Payroll	Interface	Financial Module	System shall interface with Financial Management module with summarized transactions to reflect all payroll activity.						
3176	Payroll	Interface	Financial Module	System shall be integrated with the Financial Management module to provide hours and dollars charged to various cost collectors for labor distribution purposes.						
3177	Payroll	Interface	Health Insurance	System shall allow for interfaces from/to health insurance trusts and state health insurance plan to establish/report deductions and adjust deductions for flexible benefit plans.						
3178	Payroll	Interface	Health Insurance	System shall allow for multiple health insurance loads from Trust/Select Benefits and produce a report and automated email notification.						
3179	Payroll	Interface	Health Insurance	System shall provide for reporting employer and employee health insurance contributions, eligibility, and error reporting.						
3180	Payroll	Interface	Health Insurance	System shall report eligibility in a timely manner. System shall report movement of employees from one health plan to another. System shall report changes on a from/to basis rather than reporting the current status only.						
3181	Payroll	Interface	Health Insurance	System shall report health insurance information in an electronic format with paper/email control totals included in the information.						
3182	Payroll	Interface	Load AKPAY History Data	System shall have the ability to bring AKPAY payroll and Human Resource history into the new system for research purposes, including employee history and all accumulators.						
3183	Payroll	Interface	Marine Engineers Beneficial Association (MEBA)	System shall extract information on days, status, hours, and dollars by pay type and location, and send the data electronically to MEBA (Marine Engineers Beneficial Association) union.						
3184	Payroll	Interface	NACHA	System shall provide ability to process direct deposits for payroll using National Automated Clearinghouse Association (NACHA) format and required content (PPD, CCD+, and CTX).						
3185	Payroll	Interface	Process Payment	System shall have the ability to process different groups of employees and their business rules, such as National Guards, Stipends Recipients, Election Workers, Welfare to Work, etc.						
3186	Payroll	Interface	Retirement & Benefits	System shall create interface of employee events, service hours, and employee/employer retirement contributions each pay cycle.						
3187	Payroll	Interface	Retirement & Benefits	System shall allow interface of records that define employee selected benefits during annual open enrollment (e.g., optional life, voluntary Supplemental Benefit System (SBS), deferred compensation, Health Care Reimbursement Account (HCRA) yearly updates).						

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3188	Payroll	Interface	Retirement & Benefits	System shall report all (events) payroll base information transactions and historic corrections that occur in a given time period or point of time, to other systems (benefits/Public Employee Retirement System).						
3189	Payroll	Interface	Retirement & Benefits	System shall provide reporting of service and wage adjustments to Retirement and Benefits when processing make whole settlements.						
3190	Payroll	Interface	Retirement & Benefits	System shall provide reporting of work related injury/illness that results in unpaid time to Retirement and Benefits retirement system.						
3191	Payroll	Interface	Retirement & Benefits	System shall have the ability to track calendar year information for bi-week employees as it pertains to Public Employees Retirement System (PERS) reporting. Earnings that cross over calendar years must be properly accounted for to maintain correct service history.						
3192	Payroll	Interface	Savings Bonds	System shall provide for the electronic transmission of savings bond purchase information to the Federal Reserve Bank for bond issuance.						
3193	Payroll	Interface	Social Security Administration	System shall provide social security number (SSN) and name match with the Social Security Administration.						
3194	Payroll	Interface	Taxes	System shall provide reporting for Federal, State, and Medicare tax requirements.						
3195	Payroll	Interface	TimeLink	System shall interface with third-party time collection systems.						
3196	Payroll	Interface	Unemployment Insurance (UI)	System shall provide for the generation of gross wage information reports used to determine unemployment insurance contributions.						
3197	Payroll	Interface	Union Dues	System shall provide reporting of union dues to multiple unions.						
3225	Payroll	Payroll Accounting	Accumulators	System shall allow for immediate update of all accumulators for real-time pay warrants.						
3226	Payroll	Payroll Accounting	Deductions	System shall provide the ability to select and process deductions that are appropriate for the pay frequency, pay cycle, and pay period being processed, or for the manual check being produced.						
3227	Payroll	Payroll Accounting	Deductions	When an employee's pay is insufficient, the system shall provide for an automatic deduction of the amount in arrears (in addition to the normal deduction) during the subsequent pay period while allowing for legal limits on some deductions.						
3228	Payroll	Payroll Accounting	Deductions	System shall allow for the corresponding deduction accumulator to be incremented by both the arrears amount and the normal deduction amount.						
3229	Payroll	Payroll Accounting	Deductions	System shall support real-time editing of prioritization of pre-and post tax deductions (e.g., child support post-tax deductions are higher priority and will be taken before optional pre-tax deferred compensation or contributions to optional health insurance when pay is insufficient to take all).						
3230	Payroll	Payroll Accounting	Deductions	System shall automatically adjust amounts if the disposable income requirements will not be met after the deduction is taken (e.g., child support deduction and deferred compensation).						
3231	Payroll	Payroll Accounting	Earnings	System shall provide an earnings type table to establish and maintain information and rules specific to individual or groups of earnings types with a maximum of 100,000 earnings types.						
3232	Payroll	Payroll Accounting	Earnings, Deductions, Taxes	System shall determine when limits are reached to start or stop pre-tax/post-tax earnings, pre-tax/post-tax deductions, and tax.						

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3233	Payroll	Payroll Accounting	General	System shall have the ability to track and report information within any given time frame (e.g., calendar year activity) for wages earned in a payroll year, fiscal year, monthly, etc.						
3234	Payroll	Payroll Accounting	Leave	System shall calculate lump sum leave pay out based on bargaining unit specific business rules for employment termination.						
3235	Payroll	Payroll Accounting	Leave	System shall be able to accumulate and pay out accrued leave by hours, as well as by the cash value of the leave as determined by the employee's pay rate at the time it was accrued.						
3236	Payroll	Payroll Accounting	Overpayments	System shall support the establishment of employee payment plans for monies owed to the employer. System shall support pre-tax plans for IRS taxable/reportable monies owed for the current calendar year with balances automatically converted to post tax net plans following the end of the calendar year. This includes interfacing a receivable transaction to State's accounting system at the time the overpayment is established at the employee level and reducing the receivable as collections are received.						
3237	Payroll	Payroll Accounting	Overpayments	System shall provide the ability to calculate applicable taxes and retirement contributions associated with the specific type of overpayment and create transactions for each item.						
3238	Payroll	Payroll Accounting	Overpayments	System shall support concurrent reduction of the receivable at the time of collection of an overpayment.						
3239	Payroll	Payroll Accounting	Overpayments	System shall have the ability to report current and prior year overpayments and provide collection notifications.						
3240	Payroll	Payroll Accounting	Payment	System shall generate a pay adjustment when a credited service threshold (e.g. marine highways) is reached and thereafter on a table-driven frequency.						
3241	Payroll	Payroll Accounting	Payment	System shall process unpaid compensation for a deceased employee.						
3242	Payroll	Payroll Accounting	Payment	System shall allow for processing mass changes or additions to compensation tables by authorized entry of a change percentage or fixed dollar increase calculating new salary schedules.						
3243	Payroll	Payroll Accounting	Payment	System shall follow Generally Accepted Accounting Principles (GAAP) requirements for recording compensated absences liability.						
3244	Payroll	Payroll Accounting	Payment	System shall attribute payroll costs to the proper fiscal year.						
3245	Payroll	Payroll Accounting	Payment	System shall allow for real-time updating for online warrants.						
3246	Payroll	Payroll Accounting	Payment	System shall allow for a real-time updating for reversal of a warrant.						
3247	Payroll	Payroll Accounting	Payment	System shall allow additional pay to be established for as little as one tenth of an hour.						
3248	Payroll	Payroll Accounting	Payment	System shall allow future pay to be combined with current pay period pay. For example, add one day worked in the following period to the current period regular pay batch for an employee going on seasonal leave without pay.						
3249	Payroll	Payroll Accounting	Payment	System shall allow for partial period payment and recording for hourly and salaried employees who do not work the entire pay period (e.g., new hires, terminations, employees on leave without pay for a portion of the pay period, workers compensation, part time employees, seasonal employees).						
3250	Payroll	Payroll Accounting	Payment	System shall calculate total gross pay and create a single warrant or direct deposit for each employee even if the employee holds multiple positions or crosses pay cycles (e.g., Marine Highways employees and multiple position employees).						

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3251	Payroll	Payroll Accounting	Payment	System shall have the ability to calculate pro-rata benefits and deductions for part-time employees.						
3252	Payroll	Payroll Accounting	Payment	System shall perform all payroll edits for all classified, partially exempt, and exempt employees per the compensation tables. Examples of edits include, but are not limited to: specific pay eligibility, straight overtime and time and one-half overtime eligibility per Family Leave Standard Act (FLSA) category, compensatory time eligibility, appropriate position authorization, and compensation tables.						
3253	Payroll	Payroll Accounting	Payment	System shall provide for rate override of the compensation table.						
3254	Payroll	Payroll Accounting	Payment	System shall process lump sum termination pay for eligible leave balances and employee's final regular pay.						
3255	Payroll	Payroll Accounting	Payment	System shall provide ability to calculate overtime, shift differential, recall, sea duty and hazardous duty, and other premium pay automatically, based on hours entered on employee timesheet and employee data. System will allow for multiple rates to be in effect during a given pay period.						
3256	Payroll	Payroll Accounting	Payment	System shall have the ability to cancel a payment and reverse all records real-time.						
3257	Payroll	Payroll Accounting	Payment	System shall provide ability to stop pay and reissue (lost/mutilated) warrants with net pay warrant with no effect on accumulators.						
3258	Payroll	Payroll Accounting	Payment	System shall provide for additional pay multipliers based on contractual pay provisions (pay period rate verses annualized hourly rate, Marine Highway employees).						
3259	Payroll	Payroll Accounting	Payment	System shall provide the ability to create payments with different distribution dates.						
3260	Payroll	Payroll Accounting	Payment	System shall generate and track unique warrant numbers for batch and manual warrants.						
3261	Payroll	Payroll Accounting	Payment	System shall support the processing of mid-period salary changes (e.g., promotions, demotions, merit increases) by automatically paying the employee for the number of hours at the pro-rated appropriate old and new rates including changes to overtime eligibility (Fair Labor Standards Act) mid-pay period.						
3262	Payroll	Payroll Accounting	Payment	System shall comply with and be able to calculate premium pay according to all bargaining agreements and the Fair Labor Standards Act (FLSA).						
3263	Payroll	Payroll Accounting	Payment	System shall edit against available leave balances to prevent leave without pay (LWOP) status from occurring until balances have been exhausted. System shall generate transactions to sequentially reduce leave balances by contractual and statutory rules (leave chaining). Exceptions to leave chaining include maternity, military, Family Medical Leave Act (FMLA), and disciplinary leave. Marine Highways leave chaining requirements are more complex based on employee's ship/job/region/bargaining unit/years of service/conversion rates.						
3264	Payroll	Payroll Accounting	Payment	System shall edit usage in certain leave categories to flag transactions in excess of a defined annual maximum (leave cash-in).						
3265	Payroll	Payroll Accounting	Payment	System shall derive leave pay rate or other earnings rate based on the job and ship in which the employee spent the Majority of Time during a rolling twelve month period. The system shall allow overrides to the job, the ship, and pay rate and other earnings rate.						

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3266	Payroll	Payroll Accounting	Payment	System shall calculate partial period accruals and create leave transactions for lump sum terminal leave payouts based on specified parameters: *Date of separation; *Leave balance; *Accrual rate; *Final leave adjustments; and *Usage.						
3267	Payroll	Payroll Accounting	Payment	System shall calculate multiple cash in percentages of eligible pay and eligible positions to fund employer working reserve.						
3268	Payroll	Payroll Accounting	Payment	System shall allow for executing a real-time pay warrant (in addition to the regularly scheduled payroll) to include leave adjustments and accruals on an "as needed" basis.						
3269	Payroll	Payroll Accounting	Payment	For employees holding multiple positions, the system shall calculate deductions appropriate for each position.						
3270	Payroll	Payroll Accounting	Payment	System shall calculate Fair Labor Standards Act overtime for multiple position employees.						
3271	Payroll	Payroll Accounting	Payment	System shall have the ability to handle multiple ranges of pay in one position.						
3272	Payroll	Payroll Accounting	Payment	System shall charge Legal Trust amounts with multiple rates and frequencies, by specific bargaining units.						
3273	Payroll	Payroll Accounting	Payment	System shall support mid-pay period changes to benefits (e.g., different retirements), leave, pay frequencies, labor distribution and post correct hours/amounts to appropriate retirement systems, leave plans, and labor distributions.						
3274	Payroll	Payroll Accounting	Payment	System shall have the ability to override an employee's pay when the employee is currently earning more than the salary schedule permits.						
3275	Payroll	Payroll Accounting	Payment	System shall have the ability to pay an employee an additional payment or process clean up adjustments without re-activating the employee with restrictions.						
3276	Payroll	Payroll Accounting	Payment	System shall distinguish between year paid and year earned (e.g., Public Employees Retirement System benefits).						
3277	Payroll	Payroll Accounting	Payment	System shall allow for adjustments to current and prior pay periods.						
3278	Payroll	Payroll Accounting	Payment	System shall flag payments to a terminated employee.						
3279	Payroll	Payroll Accounting	Payment	System shall allow actions to be taken for an inactive employee (e.g., pay adjustment, accrue leave).						
3280	Payroll	Payroll Accounting	Payment	System shall allow for automated advance of merit anniversary date (MAD) for accumulated leave without pay (LWOP). System shall generate reversals of advanced MADs when transactions that reduce accumulated LWOP are processed (including LWOP adjustments in batch and online warrants, reversals, etc.).						
3281	Payroll	Payroll Accounting	Payment	System shall report leave without pay (LWOP) the day prior to and following an official State holiday. The system shall prorate State holiday pay for part time employees.						
3282	Payroll	Payroll Accounting	Payment	System shall calculate prorated holiday pay for part time employees.						
3283	Payroll	Payroll Accounting	Payment	System shall automatically record and calculate premium pays.						
3284	Payroll	Payroll Accounting	Payment	System shall automatically calculate some premium pays based on start and stop times.						
3285	Payroll	Payroll Accounting	Payment	System shall allow time to be recorded in hour increments with up to three decimal places.						

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3286	Payroll	Payroll Accounting	Retirement Contribution	System shall be able to work with multiple contribution levels for multiple systems by percentage or flat amount based on eligible pay. System shall be able to make adjustments for multiple types and multiple levels (e.g., TRS, PERS, JRS, EPORS).						
3287	Payroll	Payroll Accounting	Retroactive Benefits	System shall provide the ability to retroactively pay and calculate benefits for a defined period.						
3288	Payroll	Payroll Accounting	Taxes	System shall calculate employer portion of federal taxes real time.						
3289	Payroll	Payroll Accounting	Taxes	System shall maintain all employee information required for W-2 reporting in both print and electronic media formats for federal, state, and local taxing authorities.						
3290	Payroll	Payroll Accounting	Taxes	System shall calculate earnings subject to withholding tax and Medicare taxes for term life insurance exceeding \$50,000.						
3291	Payroll	Payroll Accounting	Taxes	System shall comply with all federal and state tax requirements by validating against current tax tables. These tables shall be updated timely by the vendor or a service as changes occur to the tax code.						
3293	Payroll	Payroll Accounting	Taxes	System shall provide for central authority creation, printing, and tracking of form W-2c for current and prior years.						
3294	Payroll	Payroll Accounting	Taxes	System shall maintain current and history employee withholding status for Federal, State and local taxes.						
3295	Payroll	Payroll Accounting	Taxes	System shall properly calculate employee taxes in accordance with Federal, State and local law.						
3296	Payroll	Payroll Accounting	Taxes	System shall provide ability to allow employees to withhold additional Federal, State income tax and local tax beyond tax amounts computed based on tax tables and withholding allowances.						
3297	Payroll	Payroll Accounting	Taxes	System shall provide the ability to designate federal or state tax-exempt status and Advanced Earned Income Credit (AEIC) processing.						
3298	Payroll	Payroll Accounting	Taxes	System shall allow for automated tax processing for supplemental tax rate withholding (e.g., lump sum payments, annual and quarterly Federal withholding for stipend payments, etc.).						
3299	Payroll	Payroll Accounting	Taxes	System shall calculate employer portion of taxes (Medicare and unemployment insurance), real time for onlines and reversals.						
3300	Payroll	Payroll Accounting	Unemployment Insurance (UI)	System shall calculate Unemployment Insurance percentages of eligible pay and eligible positions.						
3301	Payroll	Payroll Accounting	Workers' Compensation	System shall be able to charge a monthly Correctional Officer Injury leave amount.						
3302	Payroll	Payroll Accounting	Workers' Compensation	System shall calculate Workers' Compensation multiple rates by agency by eligible pay and eligible positions with independent start and end dates.						
3303	Payroll	Payroll Accounting	Workers' Compensation	System shall calculate and report Workers' Compensation wage verifications to carrier.						
3304	Payroll	Payroll Accounting	Workers' Compensation	System shall provide reporting of work status injury/illness to Risk Management.						
3305	Payroll	Payroll Accounting	Workers' Compensation	System shall record payment to the employee by worker's compensation and convert the worker's compensation payment to the worker's percentage of salary to reduce leave.						

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3325	Payroll	Reporting	ALDER	System shall have the ability to provide hardcopy reports, online reports, and electronic data files to third party entities (e.g., union dues, legal trust, unemployment insurance).						
3326	Payroll	Reporting	ALDER	System shall provide the ability to report contractually required information to multiple unions.						
3327	Payroll	Reporting	General	System shall print warrants and remittance advices with associated pay stubs.						
3350	Payroll	Security	Access Control	System shall provide the ability to separate garnishment detail from garnishment payee detail with strict view security on garnishment detail.						
3351	Payroll	Security	Vulnerability Assessment	System, applications, and database shall not be deployed until all critical, high, and medium vulnerabilities are remediated. The assessment shall be based on reporting from a "Nessus" based full intrusive scan and/or assessment performed via the State Security Office.						
4000	Procurement	Contracts	Account distribution	System shall provide ability to enter account distributions on contract releases which will be used to encumber funds.						
4001	Procurement	Contracts	Automatic subsidiary and ledger update	System shall automatically update subsidiary and general ledger with contract transactions / documents / business events.						
4002	Procurement	Contracts	Bilateral contract documents	System shall provide ability to automatically generate bilateral contract documents and transmit the state's and contractor's signature electronically.						
4003	Procurement	Contracts	Budget establishment and tracking	System shall allow user to establish budgets for particular contracts, track (e.g., identify, record, inquire, report) expenditures and encumbrances against the budgets, and ensure expenditures plus encumbrance balances do not exceed contract amount.						

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4004	Procurement	Contracts	Contract information profile and maintenance	System shall allow user agencies to maintain descriptive / profile information on contracts including but not limited to: <ul style="list-style-type: none"> <li>* Contractor/Vendor;</li> <li>* Original contract amount;</li> <li>* Change order/adjustment amount;</li> <li>* Work order/change order.</li> <li>* Contract number;</li> <li>* Contractor's control number;</li> <li>* Funding source(s);</li> <li>* Contract period;</li> <li>* Contract execution date;</li> <li>* Service dates;</li> <li>* Project ID;</li> <li>* Program;</li> <li>* Activity;</li> <li>* Renewals;</li> <li>* Amendments;</li> <li>* Contract manager/administrator;</li> <li>* Service type;</li> <li>* Funding type;</li> <li>* Contract type;</li> <li>* Contractor's contract number;</li> <li>* Grant number;</li> <li>* Compliance audit requirements and results;</li> <li>* Monitoring exclusions; and</li> <li>* Type of procurement used.</li> </ul>						
4005	Procurement	Contracts	Contract information profile and maintenance	System shall allow user agencies to maintain descriptive / profile information on contracts including but not limited to: <ul style="list-style-type: none"> <li>* Federal or non-Federal participation;</li> <li>* Payment criteria;</li> <li>* Deliverables and/or items;</li> <li>* Units of measures;</li> <li>* Minimum order;</li> <li>* Method of payment;</li> <li>* Advertisement date;</li> <li>* Award date;</li> <li>* Notice to Proceed date;</li> <li>* Budget ceiling;</li> <li>* Procurement number;</li> <li>* Performance bond/insurance information;</li> <li>* Liquidated damages;</li> <li>* Retainage; and</li> <li>* Additional comments/notes.</li> </ul>						

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4006	Procurement	Contracts	Contract renewal notice	System shall provide ability to automatically generate contract renewal notices triggered by expiration date and distribute (e.g., mail, computer generated fax, email) to multiple state users and vendors.						
4007	Procurement	Contracts	Contractor entry of e-invoices	System shall allow contractors to enter their invoices onto a state agency pre-formed invoice located on the state agency's web site.						
4008	Procurement	Contracts	Electronic invoice approval	System shall allow authorized state users to access and approve electronic invoices from contractors online.						
4009	Procurement	Contracts	Electronic storage of all contract data	System shall provide ability to store each contract and supporting documents electronically.						
4010	Procurement	Contracts	End user notification of expiration/ renewal	System shall provide ability to automatically notify state users of renewals or expiration of a lease or contract a preset number of days prior to the expiration date of the contract.						
4011	Procurement	Contracts	Federal funds tracking	System shall provide for federal funds tracking, (e.g., identify, record, inquire, report) from receipt to disbursement of federal contract funds.						
4012	Procurement	Contracts	Identification of item sourcing	System shall provide fields to identify if an item or service is proprietary, single source, single supplier or generic and if the item or service is available via an existing contract.						
4013	Procurement	Contracts	Invoice acceptance and edit	System shall accept electronic and manual invoices from contractors and edit against contract file information limits.						
4014	Procurement	Contracts	Invoice entry from contract	System shall carry forward pertinent contract data to the invoice entry screen to reduce data entry and allow for entry of invoice data.						
4015	Procurement	Contracts	Journal transfer tracking	System shall manage and track (e.g., identify, record, inquire, report) inter-State agency contracts the same way as vendor contracts (external contracts).						
4016	Procurement	Contracts	Limit indirect costs	System shall provide ability to limit indirect costs associated with contracts.						
4017	Procurement	Contracts	Liquidated damages tracking	System shall provide ability to record any liquidated damages information associated with a contract.						
4018	Procurement	Contracts	Manage central purchasing/department contracts	System shall provide ability to manage central purchasing (statewide) and departmental contracts.						
4019	Procurement	Contracts	Manage multiple vendor contracts	System shall provide ability to manage multiple vendor contracts.						
4020	Procurement	Contracts	Manage outside use of contracts	System shall provide ability to track use of state term contracts by other governments and maintain that information for financial and usage reporting.						
4021	Procurement	Contracts	Manage revenue contracts	System shall provide for management of revenue producing contracts (i.e., user fees, % of contractor revenue, etc.).						
4022	Procurement	Contracts	Multiple re-order capability	System shall allow items to be re-ordered from more than one vendor.						
4023	Procurement	Contracts	Price adjustments	System shall provide ability to perform a global price adjustment to a price contract either through a user defined change (i.e., global increase of 5% to all prices) or by using vendor supplied data.						
4024	Procurement	Contracts	Process tracking	System shall provide ability for system to establish and track (e.g., identify, record, inquire, report) milestones, payments, contingency, retainage and performance within a contract.						

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4025	Procurement	Contracts	Subcontract information maintenance	System shall provide ability to maintain subcontracting activity information (e.g., contractor payments, etc.).						
4026	Procurement	Contracts	Time period inquiry	System shall provide online inquiry screens that allow the user to select the time period of contract data displayed including the month and fiscal year as well as the type of summary (e.g., monthly, year-to-date, life-to-date).						
4027	Procurement	Contracts	Track insurance/bonds	System shall track insurance, performance and payment bond requirements associated with specific contracts, including expiration dates and provide notice to designated state users.						
4028	Procurement	Contracts	User defined multiple order types	System shall provide ability for authorized state user to define multiple order request types, including but not limited to: * Inventory items; * Non-inventory and fixed asset items; * Services; * Blanket release for commodities; * Blanket order contract; and * Blanket release for service.						
4029	Procurement	Contracts	User fee tracking	Provide ability for system to maintain and track (e.g., identify, record, inquire, report) user fees associated with State/agency contracts.						
4030	Procurement	Contracts	Word processing	System shall provide ability to create/edit/save documents with standard word processing functionality such as spell-check, view, insert, format, tables, etc.						
4050	Procurement	E-Procurement	Completion of award criteria	System shall provide ability to define criteria where completion of an award explanation field is mandatory.						
4051	Procurement	E-Procurement	Electronically tabulate bids	System shall electronically tabulate bids from electronic responses and bids that are entered manually.						
4052	Procurement	E-Procurement	Electronically time/date stamp response	System shall provide ability to electronically time and date stamp the electronic response.						
4053	Procurement	E-Procurement	Integration of E-Procurement System	E-procurement shall be an integral part of the procurement system.						
4054	Procurement	E-Procurement	Manage secure E-Purchasing/ payment	System shall provide ability to manage secure online buying and multiple payment methods.						
4055	Procurement	E-Procurement	Online reverse auctioning	System shall provide ability for online reverse auctioning.						
4056	Procurement	E-Procurement	Schedule formal solicitation opening dates	System shall automatically schedule formal solicitation opening dates based on posting date, with override capability.						
4057	Procurement	E-Procurement	Secure storage/upload of bid tabulations	System shall provide ability to receive and store responses to bids electronically (in a user-defined format), in a secured environment and upload data to a bid tabulation screen.						

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4058	Procurement	E-Procurement	Solicitation response tracking/ auditing	System shall support receipt of solicitation responses through electronic means. Buyer shall have ability to determine if electronic solicitation responses will be allowed for each unique purchase. If opening date and time has expired, the System shall prohibit the acceptance of a bid through electronic means. In such cases, an electronic message shall be sent to the vendor indicating bid time closed.						
4059	Procurement	E-Procurement	Solicitation types	System shall have the ability for users to create, issue, receive responses, evaluate and award request for quotes, invitations to bid and requests for proposals in an electronic environment.						
4060	Procurement	E-Procurement	Track all bid responses	System shall track electronic and non-electronic responses, including "no bid" responses.						
4075	Procurement	Inventory Management	General	System shall provide the ability to convert varying units of measure (dozen to each) and correctly update on-hand quantity for all items.						
4076	Procurement	Inventory Management	General	System shall provide ability to display inventory item, number of items on hand, cost, and total value per warehouse location or manage all as one warehouse.						
4077	Procurement	Inventory Management	General	System shall provide budgetary control at the line item level to verify online in real-time the availability of funds before usage order is processed.						
4078	Procurement	Inventory Management	General	System shall provide method to issue an item from inventory and expense the order online in real-time (no batch process) to a specific company, account, or center.						
4079	Procurement	Inventory Management	General	System shall provide method to remove items from inventory and make proper adjustments with proper security.						
4080	Procurement	Inventory Management	General	System shall provide method to support inventory cycle counts for reconciliation of inventory.						
4081	Procurement	Inventory Management	General	System shall allow for reconciling physical inventory counts to perpetual inventory records and making adjustments as necessary (subject to proper authorization and security controls).						
4082	Procurement	Inventory Management	General	System shall allow for recording inventory issues by referencing the related inventory request once items have been pulled. When entering pull tag information in the system for items pulled, quantity issued shall default to the lesser of quantity ordered or quantity on hand. The system shall automatically backorder any shortage. Cancellation of backorders shall be supported.						
4083	Procurement	Inventory Management	General	System shall be able to route orders to the appropriate warehouse for fulfillment, based on the destination/delivery point.						
4084	Procurement	Inventory Management	General	System shall provide ability to print labels required for the tracking and proper handling of inventory items. This includes bar codes and/or bar code labels.						
4085	Procurement	Inventory Management	General	System shall provide an inventory management facility for Automated Reorder Point Calculation. System shall calculate and store the reorder point for each item based on a predefined table value.						
4086	Procurement	Inventory Management	General	System shall provide comprehensive user reference documentation on-line for the inventory Module.						
4087	Procurement	Inventory Management	General	System shall provide forecasting function for use in analyzing item usage and projecting future use.						
4088	Procurement	Inventory Management	General	System shall support the charging of an inventory item as an expense to a specific organization, fund, strategic program, grant, or project when inventory item is issued.						

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4089	Procurement	Inventory Management	General	System shall accept transaction purchase order information from the Purchasing module to be received into the Inventory module.						
4090	Procurement	Inventory Management	General	System shall allow departments to requisition and/or order items from inventory.						
4091	Procurement	Inventory Management	General	System shall allow for user defined ordering hierarchy (permissions) based upon commodity code (e.g., only certain users would have permission to order ammunition from inventory).						
4092	Procurement	Inventory Management	General	System shall allow users and customers to inquire on the status of their order.						
4093	Procurement	Inventory Management	General	System shall allow users to specify a mark-up or overhead cost for each individual commodity code and/or location.						
4094	Procurement	Inventory Management	General	System shall automatically generate and print pick/issue lists for warehouse personnel.						
4095	Procurement	Inventory Management	General	System shall maintain an audit history of all inventory transactions completed.						
4096	Procurement	Inventory Management	General	System shall properly account for when items are ordered, received, reserved, committed, issued, defective/quarantined, returned to stock, returned to supplier, or transferred to another warehouse.						
4097	Procurement	Inventory Management	General	System shall provide a field of at least one character that identifies the method used to calculate the cost of individual items or units of issue.						
4098	Procurement	Inventory Management	General	System shall provide a mechanism for tracking slow-moving and obsolete inventory items.						
4099	Procurement	Inventory Management	General	System shall provide a variable length free-form character field available for describing special handling requirements, including but not limited to: *hazardous material classification; *storage requirements; *special clothing requirements; *special instructions for handling and disposal; *spill response; *shelf life; and *notification requirements. System shall provide a variable length character field showing requirements for maintaining or servicing item and also allow for link to Material Safety Data Sheet (MSDS) information system.						
4100	Procurement	Inventory Management	General	System shall provide ability to automatically notify customers of back ordered inventory items.						
4101	Procurement	Inventory Management	General	System shall provide ability to establish a primary inventory location as a default when multiple inventory locations are established.						
4102	Procurement	Inventory Management	General	System shall provide an extensive item master and item history capable of managing materials items and cataloged services including multiple numbering nomenclature schemes (NIGP, UPC, SKU) for items and services via bar code.						
4103	Procurement	Inventory Management	General	System shall provide an interface to accept and interpret bar-coded data from receiving documents and shipments.						

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4104	Procurement	Inventory Management	General	System shall provide for web-enabled viewing and ordering from a warehouse or supply room catalog, and shall provide detailed descriptions of inventory items to assist users in selection.						
4105	Procurement	Inventory Management	General	System shall provide lot and serial number tracking (ability to track and report on items by lot and serial number for expiration dates, hazardous materials codes, receipt, issue, storage location and disposal).						
4106	Procurement	Inventory Management	General	System shall provide means to include Material Safety Data Sheet (MSDS) information for each commodity.						
4107	Procurement	Inventory Management	General	System shall support grouping of items or kits, allowing users to place an order for a single item number and creating a pick list for all the individual items comprising the grouped items (e.g., there would be an item number for a 'New Inmate Group' that would include all the individual items that are to be issued to every new inmate at a prison facility.						
4108	Procurement	Inventory Management	General	System shall support hyperlinks to any listed vendor's catalog to reference the item, picture, pricing or additional information about the item.						
4109	Procurement	Inventory Management	General	System shall support inventory operations for the various types of governmental entities (central supply room, laboratory, or food stores).						
4110	Procurement	Inventory Management	General	System shall support maintaining inventory for items with a value of \$0.00.						
4111	Procurement	Inventory Management	General	System shall support maintaining Inventory for remote sites (e.g., parts carried on a repair vehicle).						
4112	Procurement	Inventory Management	General	System shall support multiple units of measure for the various items of inventory maintained.						
4113	Procurement	Inventory Management	General	System shall use effective dating to check pricing against established contracts for items. Valuating methodology - First-In First-Out (FIFO)						
4114	Procurement	Inventory Management	General	System shall be fully integrated with other modules of the system (i.e., G/L, A/P, Fixed Assets, Purchasing, etc.).						
4116	Procurement	Inventory Management	General	System shall provide ability to control and reconcile inventory by: * Establishing inventory levels and re-order points; * Maintain designated critical levels of stock; and * Monitor stock levels.						
4117	Procurement	Inventory Management	General	System shall provide ability to identify stock items by commodity number or other designated item identifier (bar coding, up labels, etc.).						
4118	Procurement	Inventory Management	General	System shall provide ability to maintain a perpetual inventory for the various types of governmental agencies (central supply room, laboratory, food stores) which is integrated with the financial module.						
4119	Procurement	Inventory Management	General	System shall provide ability to maintain expiration dates on inventoried items (i.e., pharmaceuticals).						
4120	Procurement	Inventory Management	General	System shall provide ability to maintain information on item sources, whether the item is available via an existing contract or should be purchased by other means of procurement (i.e., single source, discretionary purchase) based on previous procurement.						

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4121	Procurement	Inventory Management	General	System shall provide ability to maintain stock in multiple locations within a single warehouse.						
4122	Procurement	Inventory Management	General	System shall provide ability to obtain and report stock levels at any time, based on user security.						
4123	Procurement	Inventory Management	General	System shall provide ability to place limits on issue amounts.						
4124	Procurement	Inventory Management	General	System shall provide ability to populate inventory data from goods receipt.						
4125	Procurement	Inventory Management	General	System shall provide ability to record and maintain information for surplus stock items.						
4126	Procurement	Inventory Management	General	System shall provide ability to record inventory to an Item Master File to include, but not limited to: <ul style="list-style-type: none"> <li>* Supply Center Identifier;</li> <li>* Organization Code;</li> <li>* Grant;</li> <li>* Stock Number;</li> <li>* Item Description;</li> <li>* Unit of Issue or Measurement;</li> <li>* Unit Price;</li> <li>* Vendor delivery unit of measure;</li> <li>* Cost account code associated with item;</li> <li>* Commodity Number;</li> <li>* State/Agency Contract Number or Blanket Purchase Order number;</li> <li>* Suggested Procurement Method;</li> <li>* Minimum Order quantity and price;</li> <li>* Vendor Information; and</li> <li>* Inventory Stock Levels.</li> </ul>						
4127	Procurement	Inventory Management	General	System shall provide ability to record quantity and dollar value of items in inventory.						
4128	Procurement	Inventory Management	General	System shall provide ability to record, maintain, and report Material Safety Data Sheet information.						
4129	Procurement	Inventory Management	General	System shall provide ability to track (e.g., identify, record, inquire, report) consumption of fuel, gas, etc.						
4130	Procurement	Inventory Management	General	System shall provide ability to transfer inventories / goods / supplies within or between agencies and record the related accounting entries for the transfer.						
4131	Procurement	Inventory Management	General	System shall provide the ability to calculate, store, and report price averaging for stock on hand.						
4132	Procurement	Inventory Management	General	System shall provide the ability to identify the method used to calculate the costs of individual items (e.g., Last-In First-Out (LIFO), First-In First-Out (FIFO), cycle counting, etc.) to calculate those costs, and track (e.g., identify, record, inquire, report) the costs for each item for the appropriate inventory method.						
4133	Procurement	Inventory Management	General	System shall provide the ability to issue, receive, and maintain inventory at multiple warehouses and supply rooms.						

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4134	Procurement	Inventory Management	General	System shall track (e.g., identify, record, inquire, report) items by lot and serial number for expiration dates, hazardous material codes, receipt, issue, storage location, and disposal.						
4135	Procurement	Inventory Management	General	System shall track (e.g., identify, record, inquire, report) physical location of inventoried items within the warehouse, by bin numbers, aisle numbers, etc.						
4136	Procurement	Inventory Management	General	System shall track (e.g., identify, record, inquire, report) unit doses issued to patients. (security issue)						
4150	Procurement	Payment	Automatic payment	System shall have the ability to generate a payment without a purchasing document.						
4151	Procurement	Payment	Automatic withholding of retainage	System shall automatically withhold retainage from payments to contractors at user defined percentages.						
4152	Procurement	Payment	Full system enabled inquiry module	System shall enable a shared common set of inquiries, which span the entire purchasing/payables cycle including requisitions, purchase orders, receivers, vendor invoices, match status, payment warrants, and disbursements.						
4153	Procurement	Payment	Integrated purchasing and payment process	System shall provide ability to integrate purchasing and payment processes including the State's purchasing card.						
4154	Procurement	Payment	Integration with numerous other systems	System shall completely integrate the procurement system with accounts payable, project accounting, fixed assets, inventory, receiving and other existing systems/functions.						
4155	Procurement	Payment	Manage intra-government transactions	System shall provide comprehensive intra-governmental purchasing, payment/settlement, approval processing that spans payables and purchasing functions that records and stores the purpose and description of the transaction (e.g., intra-governmental agency journal transfer).						
4156	Procurement	Payment	Partial payment inquiry	System shall provide ability to view available dollar amounts left on a contract or purchasing order when partially paid.						
4157	Procurement	Payment	Partial payment process	System shall provide ability to process payments for partial receipts or over shipments.						
4158	Procurement	Payment	Payment assignment	System shall provide ability to pay one vendor after procuring goods or services from another vendor (assignment) with proper controls.						
4159	Procurement	Payment	Payment audit/verification	System shall support audit of payment documents and supporting documentation to ensure goods or service was properly procured and represented a valid claim against the State.						
4160	Procurement	Payment	Vendor hold	System shall provide ability to restrict vendor from receiving further payments, contracts or purchase orders (due to debarment or suspension) through the use of a "vendor hold" action established at the statewide level.						
4161	Procurement	Payment	View payment information	System shall provide ability to view payment information on received or signature approved items paid through contracts or purchasing orders.						
4162	Procurement	Payment	Withhold liquidated damages	System shall provide ability to withhold liquidated damages from final payment.						
4175	Procurement	Purchase Orders	Additional cost capture	System shall have ability to capture and add additional costs such as shipping and handling for some or all line items.						

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4176	Procurement	Purchase Orders	Aggregate multiple requisitions	System shall provide ability to aggregate multiple requisitions to a single purchase order.						
4177	Procurement	Purchase Orders	Amendments	System shall provide ability to amend a purchase order with subsequent requirements if necessary.						
4178	Procurement	Purchase Orders	Approval processing	System shall provide ability for designated state users to approve a purchase order prior to issue.						
4179	Procurement	Purchase Orders	Asset/ inventory tracking	System shall provide for recording and storing the asset with an identifying number on preparation of purchase order if the number is known. Otherwise, system to have the ability to force the recording and storing of the asset number upon acceptance of the goods.						
4180	Procurement	Purchase Orders	Audit blanket release transactions	System shall prevent a blanket release transaction from posting if it will cause the blanket purchase order remaining amount to go negative, with override capabilities.						
4181	Procurement	Purchase Orders	Auto creation of purchase order	System shall provide ability to automatically create purchase orders from user defined sources.						
4182	Procurement	Purchase Orders	Automatic encumbrance process	System shall automatically encumber necessary funds as a purchase order is accepted by the system with funding based on budget available when requested (with over-ride capability).						
4183	Procurement	Purchase Orders	Buyer notification of purchase order status	System shall provide ability to notify buyer of outstanding purchase orders.						
4184	Procurement	Purchase Orders	Capture additional cost	System shall allow for capturing any additional costs, such as shipping and handling for some or all line items.						
4185	Procurement	Purchase Orders	Centralized purchase order	System shall provide a centralized purchase order that can cover orders for multiple users. This purchase order may have multiple accounting lines.						
4186	Procurement	Purchase Orders	Code edit	System shall provide ability to add a service, supply, location or state specific code for each purchase order line.						
4187	Procurement	Purchase Orders	Common language lookups	System shall provide the ability to establish commonly used textual and descriptive information and insert such information into procurement documents.						
4188	Procurement	Purchase Orders	Confirming flag	System shall provide method to flag purchase order as "confirming."						
4189	Procurement	Purchase Orders	Consolidate purchase order	System shall provide ability to selectively consolidate purchase orders by supply or service code and vendor.						
4190	Procurement	Purchase Orders	Credit card purchase	System shall provide the ability to process credit card purchases.						
4191	Procurement	Purchase Orders	Cross reference of purchase document	System shall provide for cross-referencing of purchase orders to the corresponding purchase requisitions and solicitation, and vice versa.						
4192	Procurement	Purchase Orders	Cumulative dollar tracking by system codes	System shall provide ability to track supply or service code cumulative dollar amounts based on purchase order lines.						
4193	Procurement	Purchase Orders	Data carry forward	System shall provide ability to carry forward any data maintained in purchase requisition or solicitation to reduce data entry.						
4194	Procurement	Purchase Orders	Data transfer to purchase order	System shall have the ability to carry forward any data maintained in purchase requisition and solicitation to the purchase order to reduce data entry.						
4195	Procurement	Purchase Orders	Delivery date	System shall provide ability to specify and track (e.g., identify, record, inquire, report) a delivery date.						

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4196	Procurement	Purchase Orders	Discount/ term conditions	System shall provide ability to enter term conditions for %, net days, and/or date of month if vendor offers prompt payment discount.						
4197	Procurement	Purchase Orders	Electronic signature	System shall accept electronic signatures on contracts, if required.						
4198	Procurement	Purchase Orders	Financial Management module integration	System shall allow for integration with the Financial Management module to provide automatic online budget validation and verification of account distribution for purchase order transactions.						
4199	Procurement	Purchase Orders	Fiscal/ calendar year tracking	System shall provide the ability to track fiscal and calendar year activity by vendor, service/supply/location/other code, department, agency and statewide.						
4200	Procurement	Purchase Orders	Fixed asset flag	System shall provide method to identify fixed assets on the purchase order and send notice to designated state user.						
4201	Procurement	Purchase Orders	Free-form instructions	System shall allow for inclusion of free-form instructions to the vendor on the purchase order.						
4202	Procurement	Purchase Orders	Fund change by purchase order status	System shall provide ability to close and or delete purchase orders and/or purchase order lines and have the system automatically reduce the encumbered amount and increase the available funds and effect change at original document level.						
4203	Procurement	Purchase Orders	Graduated pricing	System shall automatically create and track (e.g., identify, record, inquire, report) orders for items that have graduated pricing (e.g., the first 25 items are \$0.25 , 26-50 items are \$.20, etc.).						
4204	Procurement	Purchase Orders	Independent purchase order generation	System shall provide ability to generate a purchase order without the use of a purchase requisition.						
4205	Procurement	Purchase Orders	Individual line items	System shall provide ability to generate up to 99999 individual line items on an order.						
4206	Procurement	Purchase Orders	Intra-government purchase orders	System shall provide ability to enter and post an intra-governmental purchase order.						
4207	Procurement	Purchase Orders	Invoice/ receipt verification	System shall provide ability to compare receipts and invoices (quantities, receipt date and prices) with the purchase order line items originally ordered and report discrepancies.						
4208	Procurement	Purchase Orders	Item contract notification	System shall provide ability to alert buyer if requested item is on contract.						
4209	Procurement	Purchase Orders	Line item account coding	System shall provide ability to generate up to 999 account coding distributions for each ordered line item.						
4210	Procurement	Purchase Orders	Line item addition	System shall provide ability to select multiple requisition lines to add to a purchase order at one time.						
4211	Procurement	Purchase Orders	Line item edit	System shall provide ability to edit or make adjustments to existing purchase order line items as needed based on user defined security levels.						
4212	Procurement	Purchase Orders	Maintain on-line catalogs	System shall provide ability to maintain (including vendor updating) online catalogs that can be used to place orders.						
4213	Procurement	Purchase Orders	Maintain/ track contracts	System shall provide ability to maintain State contracts with stated purchase prices and to allow changes as needed. System must record purchase orders processed against State contracts.						

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4214	Procurement	Purchase Orders	Maintenance of standard codes/ phrases	System shall allow for the maintenance of user-defined standard codes and phrases in a table (i.e., "Single Source", "As per your quote of _____", "As per our specifications and your bid of _____", etc.) and for the printing of such codes and phrases on the purchase order.						
4215	Procurement	Purchase Orders	Multiple account code distribution and calculation	System shall accommodate multiple account code distributions for each purchase order with all extensions automatically calculated and totaled.						
4216	Procurement	Purchase Orders	Multiple account codes	System shall provide ability to distribute purchase order across multiple account codes by supply or service code, percent, quantity, or dollar amount.						
4217	Procurement	Purchase Orders	Multiple delivery dates	System shall provide ability to track multiple delivery dates for a single purchase order.						
4218	Procurement	Purchase Orders	Multiple inquiry capabilities	System shall provide ability to retrieve or look up line-item information from history or master files and include on the purchase order any combination of the following: <ul style="list-style-type: none"> <li>* Supply/service code/inventory item number, state designated code;</li> <li>* Description;</li> <li>* Unit of measure;</li> <li>* Recommended vendor;</li> <li>* Buyer;</li> <li>* Previous vendor;</li> <li>* Previous price;</li> <li>* Account information; and</li> <li>* Ship to/Bill to/ Invoice to.</li> </ul>						
4219	Procurement	Purchase Orders	Multiple invoicing	System shall provide ability to have multiple invoices sent to multiple locations listed on purchase orders.						
4220	Procurement	Purchase Orders	Multiple process order capability	System shall provide ability to place orders and/or change orders via internet, email, computer generated fax and in paper form.						
4221	Procurement	Purchase Orders	Multiple purchase capability	System shall provide ability for authorized users to make different types of purchases to include, but not limited to: <ul style="list-style-type: none"> <li>* Discretionary Purchase;</li> <li>* Informal/Formal Solicitation;</li> <li>* State/Agency Contract Award;</li> <li>* Alternate Procurement (i.e., Single Source; emergency, etc.)</li> <li>* Correctional Industries; and</li> <li>* Purchasing Card.</li> </ul>						
4222	Procurement	Purchase Orders	Multiple ship to addresses	System shall support multiple "ship to" addresses on purchase order, and must default to payment address.						
4223	Procurement	Purchase Orders	Negative dollar amounts	System shall provide ability for negative dollar amounts (i.e., trade-ins, credits, etc.) to be reflected on purchase orders upon award without requiring extensive adjustments to the original document.						
4224	Procurement	Purchase Orders	On-line shipping notification	System shall provide ability for the end user and receiving staff to receive on-line shipping notifications and order acknowledgments from vendors, based on security authorization.						
4225	Procurement	Purchase Orders	Order level edit	System shall provide editing at the order level.						

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4226	Procurement	Purchase Orders	Pre-load purchase orders by fiscal year	System shall provide ability to pre-load purchase orders for upcoming fiscal year and encumber and release on or after July 1.						
4227	Procurement	Purchase Orders	Price/ quantity tolerance setting	System shall provide ability to set price and quantity tolerances by line item or purchase order for over-runs and under-runs.						
4228	Procurement	Purchase Orders	Purchase order distribution	System shall provide ability for computer generated fax, email and mail purchase orders.						
4229	Procurement	Purchase Orders	Purchase order duplication	System shall provide online ability to copy existing purchase order information into a new or modified purchase order.						
4230	Procurement	Purchase Orders	Purchase order printing	System shall provide ability to print purchase orders with the capability for unlimited reprints based on user security profile.						
4231	Procurement	Purchase Orders	Reactivate purchase orders	System shall provide ability to reopen closed purchase orders based on user defined security levels and checking available funds.						
4232	Procurement	Purchase Orders	Real-time creation of purchase order	System shall allow creation of Purchase Orders based on user defined security levels in real-time (no batch process).						
4233	Procurement	Purchase Orders	Service code inquiry	System shall provide ability to display, at a minimum, the previous three prices for a specific supply or service code.						
4234	Procurement	Purchase Orders	Specify recycled content	System shall provide ability to specify if purchased items contain recycled content.						
4235	Procurement	Purchase Orders	Supply inventory update	System shall update supply inventory records for quantity on order if purchase order line item is for supplies.						
4236	Procurement	Purchase Orders	System notepad	System shall provide an electronic "notepad" for associating notes to an entire purchase order or to specific lines on a purchase order.						
4237	Procurement	Purchase Orders	System wide common file sharing	System shall provide ability for purchasing and inventory system to share a common receiving function and commodity file for authorized users.						
4238	Procurement	Purchase Orders	Track recycled materials	System shall provide ability to track purchases of recycled materials.						
4239	Procurement	Purchase Orders	Update commodity usage	System shall provide ability for ordered items to update commodity usage and history tables.						
4240	Procurement	Purchase Orders	Update inventory balances	System shall update "on order" balance in supplies inventory based on purchase order quantity if line item is for supplies inventory.						
4241	Procurement	Purchase Orders	User defined tolerances for budget	System shall provide for establishing user-defined tolerances whereby a purchase order amount may exceed or be below the purchase requisition and still be processed provided sufficient funds exist.						
4242	Procurement	Purchase Orders	Vendor lookup/browse	System shall provide ability to browse vendor database alphabetically for purchase order vendor selection.						
4243	Procurement	Purchase Orders	Vendor reminder notices	System shall provide ability for system to generate reminder notices to vendors for shipments due based on user defined thresholds.						
4244	Procurement	Purchase Orders	Vendor restrictions	System shall provide ability for the authorized users to restrict vendor from receiving future purchase orders due to debarment or suspension.						
4250	Procurement	Purchase Requisitions	Account code assignment	System shall provide method to assign account codes to an individual requisition line or to the requisition as a whole based on a dollar amount or percent.						
4251	Procurement	Purchase Requisitions	Account code distribution	System shall provide ability to generate up to 999 account coding distributions for each requisitioned line item.						

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4252	Procurement	Purchase Requisitions	Adjustments and cancellations	System shall provide ability to adjust or cancel a requisition and generate appropriate corrections to the Financial Management module for the financial impact (if optional functionality to generate pre-encumbrances for approved requisitions is being used).						
4253	Procurement	Purchase Requisitions	Allow embedded documents	System shall provide ability to attach embedded documents composed in industry-standard word processing applications such as Microsoft Word (e.g., attach product specifications drafted in Word document) and images. System must allow for opening the embedded documents from within the Purchasing module.						
4254	Procurement	Purchase Requisitions	Buyer assignments	System shall provide ability to automatically assign requisitions to buyers based on user-defined criteria and record routing date and time. All requisitions for which a supply or service code has not been entered must be assigned to a suspense file to be manually routed to the appropriate buyer.						
4255	Procurement	Purchase Requisitions	Buyers inquiry and maintenance notes	System shall provide ability for buyers to link and maintain notes to service/supply codes as well as to contracts so buyer can reference past history for a service or supply. Buyers shall have the ability to view notes on a department, statewide or individual buyer basis.						
4256	Procurement	Purchase Requisitions	Contract alert	System shall provide ability to alert requestor if requested supply or service is on a State/Agency contract or state-wide contract and prevent the purchase through other non-contract means with proper override authorizations.						
4257	Procurement	Purchase Requisitions	Default field population	System shall provide ability for system to populate default information from history or master files and include on the requisition any combination of the following: * Service, supply, location code, state specific code and inventory item number; * Description; * Unit of measure; * Recommended vendor; * Buyer; * Previous vendor; * Previous price; * Account information; and * Ship to/Bill to/Remit to.						
4259	Procurement	Purchase Requisitions	Edit fields	System shall provide ability to edit/change requisition fields.						
4260	Procurement	Purchase Requisitions	Electronic re-approval	System shall allow electronic re-approval of requisitions, when necessary.						
4261	Procurement	Purchase Requisitions	Electronic routing/ approval	System shall provide electronic routings and approvals at multiple levels defined by user security profiles.						
4262	Procurement	Purchase Requisitions	Electronic submittal and authorization	System shall allow for electronic submittal and authorization of requisitions.						
4263	Procurement	Purchase Requisitions	Establish field templates	System shall provide the ability to establish templates for commonly used (boilerplate) information that can be automatically inserted into individual fields.						
4264	Procurement	Purchase Requisitions	Financial code verification	System shall provide ability to verify supply and service codes against corresponding financial codes.						

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4265	Procurement	Purchase Requisitions	Financial Encumbrance	System shall provide ability to optionally generate transactions to the Financial Management module to post a pre-encumbrance in the amount of the purchase requisition once the requisition receives all required approvals.						
4266	Procurement	Purchase Requisitions	Full inquiry between system modules	System shall provide for cross-referencing of purchase requisitions to the corresponding solicitation, contract or purchase order, and vice versa.						
4267	Procurement	Purchase Requisitions	Historical archive of routing transactions	System shall record all routing transactions in the requisition/solicitation/contract/purchasing order process and record in history.						
4268	Procurement	Purchase Requisitions	Inventory alert	System shall provide ability to alert requestor if requested supply or service is an inventoried item.						
4269	Procurement	Purchase Requisitions	Line item records	System shall provide ability to generate / record and store up to 9999 individual line items on a requisition.						
4270	Procurement	Purchase Requisitions	Line item records	System shall provide ability to generate up to 99999 individual line items on a requisition.						
4271	Procurement	Purchase Requisitions	Multiple awards	System shall provide ability to award multiple contracts from one requisition.						
4272	Procurement	Purchase Requisitions	Multiple ship to and bill to	System shall support multiple "ship to" and "bill to" addresses; "ship to" address must default to "bill to" address.						
4273	Procurement	Purchase Requisitions	On-line approval	System shall provide online approval of requisitions based on agency defined criteria.						
4274	Procurement	Purchase Requisitions	On-line requisition functions	System shall provide ability to perform, at a minimum, the following requisitions functions on-line: * Inquiry; * Add; * Change; * Cancel; and * Delete.						
4275	Procurement	Purchase Requisitions	Real-time fund verification	System shall provide budgetary control at the line item level to verify online in real-time the availability of funds before requisitions are authorized (approved) with override capability.						
4276	Procurement	Purchase Requisitions	Real-time user input	System shall allow input of requisitions by user to initiate the order process (real-time, no batch process) based on user security profiles.						
4277	Procurement	Purchase Requisitions	Required information fields on requisition	System shall provide information on a requisition to include but not limited to: * Recommended vendor; * Accounting information; * Requestor; * Ship To/Bill To address; * Service, supply, location or state specific code; * Description; * Unit of measure; * Unit price; and * Method of purchase.						
4278	Procurement	Purchase Requisitions	Requisition duplication	System shall provide a means to create a requisition from a prior requisition.						

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4279	Procurement	Purchase Requisitions	Requisition templates	System shall support the establishment of requisition templates for frequently requested items.						
4280	Procurement	Purchase Requisitions	Single requisition combinations	System shall provide ability for a single requisition to split over any combination of: * Purchase Order; * Formal Solicitation; * Informal Solicitation; * Existing Inventory; * Contract; * Project; * Vendor; and * Buyers.						
4281	Procurement	Purchase Requisitions	Summary reporting and approval	System shall have the ability to group all pending requisitions on a summary requisition approval screen to facilitate review for approval or disapproval. "Drill-down" retrieval of pending requisitions for detail viewing must be supported. Return to the summary screen from a detailed screen or "Drill-up" capability must also be supported.						
4282	Procurement	Purchase Requisitions	System notepad	System shall provide an electronic "notepad" for documenting item specifications and/or comments.						
4283	Procurement	Purchase Requisitions	Total cost display	System shall provide ability to display the total estimated dollar amount of the requisition.						
4284	Procurement	Purchase Requisitions	Universal Product Code (UPC) bar codes	System shall provide ability to process manufacturer Universal Product Code (UPC) bar codes when preparing a requisition.						
4285	Procurement	Purchase Requisitions	User inquiry	System shall allow users "view only" access to requisitions once the requisition has been authorized to protect the integrity of the requisition.						
4286	Procurement	Purchase Requisitions	User supplied information	System shall provide ability to allow users to provide multiple recommended vendors and associated cost estimates.						
4287	Procurement	Purchase Requisitions	Web based requisitions	System shall provide ability to enter requisitions through a Web-based portal.						
4300	Procurement	Receipt of Goods / Services	Authorize receivers	System shall provide ability to authorize designated receivers by department or agency.						
4301	Procurement	Receipt of Goods / Services	Data carried forward	System shall carry forward all required data captured on the contract or purchasing order to receiving screens to reduce data entry.						
4302	Procurement	Receipt of Goods / Services	Data entry validation	System shall validate data entry information against information that is maintained in system (i.e., supply or service code, location code, state specific code, object code, account code, etc.).						
4303	Procurement	Receipt of Goods / Services	Date tracking of receipt process	System shall provide ability to record dates of receipt, inspected, approved, etc. for goods/services.						
4304	Procurement	Receipt of Goods / Services	Electronic receiving	System shall allow for decentralized (user agency) recording of the receipt of goods and services and shall provide for the receipt of goods and services to be recorded online on an electronic receiving report by authorized personnel, resulting in an immediate update of the contract status to reflect the receipt of goods.						
4305	Procurement	Receipt of Goods / Services	Electronic signature acceptance	System shall provide ability to electronically enter a signature of approval on invoice.						

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4306	Procurement	Receipt of Goods / Services	Electronically receipt of goods/ services	System shall provide ability to electronically receive goods and services.						
4307	Procurement	Receipt of Goods / Services	Field security	System shall provide ability to block fields, based on user security, to ensure effective and efficient receiving for proper segregation of duties.						
4308	Procurement	Receipt of Goods / Services	Financial updating	System shall provide ability to update accounting management information based on goods or services receipt.						
4309	Procurement	Receipt of Goods / Services	Hazardous materials codes	System shall provide ability to enter hazardous materials codes based on user-defined standards.						
4310	Procurement	Receipt of Goods / Services	Inventory receipts	Provide ability for receiving, not payment, to update inventory.						
4311	Procurement	Receipt of Goods / Services	Inventory updates	System shall provide ability to manage updates of open purchase order status, inventory on hand and balance based on receipts into inventory.						
4312	Procurement	Receipt of Goods / Services	Multiple receiving capabilities	System shall provide ability for multiple receiving transactions from multiple locations to reference the same contract or purchasing order.						
4313	Procurement	Receipt of Goods / Services	Notice of quantity differences	System shall provide alert of line item quantity differences that exceed the purchase order or contract.						
4314	Procurement	Receipt of Goods / Services	Receipt modification	System shall provide ability to change, update, or delete receipt as needed based on user profile.						
4315	Procurement	Receipt of Goods / Services	Receiving by item/ total	System shall provide ability to receive individual line items or total purchase order.						
4316	Procurement	Receipt of Goods / Services	Record events	System shall provide, as a minimum, for recording the following types of events: * Partial receipts; * Receipt exceptions (such as overages); * Inspections; * Material disposition (stocked, rejected, returned and disposed); * Return goods (damaged, wrong item, etc); and * Trade-ins.						
4317	Procurement	Receipt of Goods / Services	Return goods authorization	System shall provide ability to process a return goods authorization (either electronic or hard copy depending on vendor capabilities) for materials to be returned (i.e., rejected goods).						
4318	Procurement	Receipt of Goods / Services	Track receiver rejection	System shall track (e.g., identify, record, inquire, report) a reason for rejection for each receiver.						
4319	Procurement	Receipt of Goods / Services	Track shipping compliance	System shall track (e.g., identify, record, inquire, report) compliance with other shipping instructions (e.g., documentation, packing specifications, etc.) with ability to maintain vendor performance records.						
4320	Procurement	Receipt of Goods / Services	Track vendor performance	System shall allow for updating the vendor performance records with information captured on receiving reports.						
4321	Procurement	Receipt of Goods / Services	Track/ process backorders	System shall provide ability to record backorders and issue document when item is restocked.						
4322	Procurement	Receipt of Goods / Services	Vendor shipment notices	System shall provide ability to generate reminder notices to vendors for shipments due based on agency defined criteria.						
4323	Procurement	Receipt of Goods / Services	View receipt information	System shall provide ability to view receipt after entry and verify data.						

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4325	Procurement	Reports and Online Inquire Screens	User reports	System shall provide ability to generate standard canned <u>or</u> ad hoc reports.						
4326	Procurement	Reports and Online Inquire Screens	Historical procurement reporting	System shall provide on-line access to relevant information, product histories, documentation and financial information to support analysis activities.						
4327	Procurement	Reports and Online Inquire Screens	Integrated system reports	System shall provide ability to view and print multiple, custom and pre-defined reports from various systems (e.g., vendor, procurement, e-procurement, contract, purchase order, PR, fiscal, inventory, goods/receipt, etc.).						
4328	Procurement	Reports and Online Inquire Screens	Product history reports	System shall provide ability to inquire and report vendor and product history files using user defined criteria (i.e., date, supply or service code, agency, location, etc.).						
4329	Procurement	Reports and Online Inquire Screens	Purchase document report	System shall provide an inquiry and report of the statuses of all purchasing documents (i.e., requisitions, contracts, receiving documents, invoices etc.).						
4330	Procurement	Reports and Online Inquire Screens	User reports	System shall ensure that authorized users have at least the following set of vendor related inquiries, including a summary inquiry showing: *Pending orders, *Year-To-Date orders, *Pending payables, and *Unmatched vendor invoices.						
4331	Procurement	Reports and Online Inquire Screens	Vendor report	System shall provide ability to access, track (e.g., identify, record, inquire, report), and maintain vendor information by vendor ID number, social security number (SSN), or other unique identifier.						
4350	Procurement	System	Acceptable brands list	System shall provide ability for a vendor to specify a particular brand in a solicitation that cross-references to an agency-defined acceptable brands list.						
4351	Procurement	System	Account code modification	System shall provide the ability to validate and change account coding, if needed, when integrated with financial module.						
4352	Procurement	System	Account distribution/ approval	System shall provide ability to enter account distributions at multiple approval levels.						
4353	Procurement	System	Alternate procurement routing/ approval	System shall provide ability to electronically route alternate procurement requests (i.e., single source, emergency, limited competition, etc.) through multiple state users for review and/or approval, with the ability to attach documents and images to the request.						
4354	Procurement	System	Approval path verification	System shall set up specific approval paths based on the service/supply/location code, price, quantity, etc. pursuant to state and agency policy.						
4355	Procurement	System	Attach test results	System shall provide ability to attach test results and other documents to the electronic bid record.						
4356	Procurement	System	Automatic preference calculation	System shall automatically calculate various bidding preferences based on mathematical formula (e.g., percentage reduction from qualifying offer, percentage reduction from lowest offer that is deducted from the qualifying offer, percentage of points added).						
4357	Procurement	System	Bid tab comment fields	Bid tabulation document shall have general and specific offeror comment fields.						
4358	Procurement	System	Buyer code assignment	System shall provide ability to assign buyers to service, supply, location or other state specific codes.						

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4359	Procurement	System	Create bid tab from solicitation	System shall carry forward pertinent solicitation information to the tabulation file to reduce data entry.						
4360	Procurement	System	Create contract from solicitation	System shall provide ability to automatically create a contract document from information on a solicitation.						
4361	Procurement	System	Create solicitation from prior solicitation	System shall allow for creation of a new solicitation from a prior solicitation.						
4362	Procurement	System	Create solicitation from purchase requisition	System shall provide ability to create solicitations from a purchase requisition. System shall provide ability to include some or all items in a solicitation that are carried forward from purchase requisition.						
4363	Procurement	System	Custom report	System shall capture and generate a report with following minimum information: * Procurement officer name; * Type of funding; * Type of procurement; * Contractor name; * Cost and term of procurement (including all contract renewals); * Date of award; and * Whether the contractor was in-state or out-of-state.						
4364	Procurement	System	Default information based on user ID	System shall provide default information based on user ID with override capability: * Initiation and/or approval; * Bill to/ship to information; * Accounting code structure; and * Contact person and phone number with drill down capability for email address and mailing.						
4365	Procurement	System	Designate awarded vendor	System shall provide ability to designate awarded vendor(s) and issue contract document(s).						
4366	Procurement	System	Document routing by authorization	System shall route changes to documents through the proper approval processes.						
4367	Procurement	System	E-catalog and order function	System shall support electronic cataloging and direct ordering from vendors through web-enabled functions.						
4368	Procurement	System	Electronic approvals	System shall provide for multiple electronic approval paths and authorizations, including varying approval requirements based on specified dollar limits or the type of goods/services to be acquired.						
4369	Procurement	System	Electronic archive of entire process	System shall maintain an electronic archive of all events/actions related to a solicitation.						
4370	Procurement	System	Electronic change notification	System shall allow authorized state users to make changes or deletions to documents and standard templates in the system and electronically notify all appropriate parties of change.						
4371	Procurement	System	Electronic public viewing of bid tab	System shall provide ability for electronic public viewing of solicitation results after the tabulation is official.						
4372	Procurement	System	Electronically transmit purchase specifications	System shall provide means for state users to electronically transmit specifications associated with a purchase without using a purchase requisition.						

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4373	Procurement	System	Encumber multi-year contracts	System shall provide ability to encumber current year funds for a multi-year contract or purchase order and update encumbrance at start of each fiscal year with override capability.						
4374	Procurement	System	Encumbrance capability	System shall provide ability to either encumber or pre-encumber funds at any stage in the process.						
4375	Procurement	System	Full viewing of supporting documents	System shall provide ability to drill up/down to supporting documents from a procurement document (i.e., requisition from contract, Purchase Order or solicitation; invoice from contract, Purchase Order, or solicitation, etc.).						
4376	Procurement	System	Fund validation	System shall validate that all funds have been allocated to single or multiple accounts during addition, modification, or deletion of contract document.						
4377	Procurement	System	Grant/project posting	System shall post requisition, purchase order, and contract accounting entries to grant and project inception to date files automatically.						
4377	Procurement	System	Highlight modified fields	System shall have capability to highlight fields that have been modified on the document.						
4378	Procurement	System	Integration with vendor system	System shall be integrated with vendor system in order to generate vendor lists/labels with override ability to accept alternate vendor lists.						
4379	Procurement	System	Invoice reconciliation to purchasing document	System shall provide ability to reconcile bid amount with invoice to assure vendor charges appropriate amount.						
4380	Procurement	System	Line item cost estimate	System shall provide ability to calculate line item cost estimates, using historical or other user defined information.						
4381	Procurement	System	Lines of account codes	System shall accommodate a minimum of 999 lines of account codes per requisition/contract document.						
4382	Procurement	System	Manage E-forms	System shall provide ability to manage electronic forms and standard contract documents.						
4383	Procurement	System	Manage E-stores	System shall provide ability to manage internet based E-stores including shopping basket feature.						
4384	Procurement	System	Manage grant funds	System shall provide ability to manage grant monies.						
4385	Procurement	System	Manage multiple solicitations	System shall provide ability for state users to manage multiple types of solicitations and requests for information.						
4386	Procurement	System	Manage on-line catalogs	System shall provide ability to manage (including vendor updating) online catalogs that can be used to automatically order in multiple ways electronically.						
4387	Procurement	System	Notice for award to other than low bidder	System shall provide notification to the buyer for any contract that is not awarded to the low bidder.						
4388	Procurement	System	Number format	System shall provide a minimum four places after the decimal for all unit prices, with extended prices rounded to the whole cent.						
4389	Procurement	System	Online and offline processing and editing	System shall provide ability to process all transactions / documents / business events by any of the following methods: * Online with real-time posting; * Online data entry, editing, and correction with off-line posting; and * Off-line data feeds with off-line editing.						
4390	Procurement	System	On-screen views by field	System shall provide, without drill down, on-screen views by item descriptions, names, etc. rather than codes on any document type.						

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4391	Procurement	System	Real-time accounting entries	System shall provide for contract transactions to create real time accounting entries that update appropriate encumbrance accounts.						
4392	Procurement	System	Real-time entry and updates	System shall provide on-line real time entry and updates of all documents and records.						
4393	Procurement	System	Required fields to proceed	System shall provide ability for user definition of fields that must be completed for procurement activities to proceed. In addition, this definition shall be flexible (i.e., different requirements for different supplies, services, agencies, fund types, etc.).						
4394	Procurement	System	Requisition/contract document lines	System shall provide ability to generate up to 1,000 individual lines on a requisition or contract document.						
4395	Procurement	System	Reverse canceled documents	System shall provide ability to reverse the original impact of a canceled document (e.g., pre-encumbrance and encumbrance).						
4396	Procurement	System	Rule audits for purchasing document	System shall provide ability to automatically edit / validate the contents of the contract and/or purchase order against built-in procurement guideline and rules (e.g., is a quote, bid, Invitation to Negotiate (ITN), Request for Proposal (RFP), and/or is Information Technology (IT) approval required, based on service/supply code and/or price).						
4397	Procurement	System	Single screen tabulation comparison and summary	System shall provide for comparison and summary of multiple vendors on a single screen and identify the lowest bid (including additive alternates) highest scored proposal, once all offers have been entered in the tabulation file.						
4398	Procurement	System	Solicitation creation and functionality	System shall provide secure environment for procurement officers to create and save solicitations, order vendor lists, manually enter bid offers received and designate award vendor(s) in a bid tabulation file by line item, lot, additive alternates and multiple awards.						
4399	Procurement	System	Solicitation transmittal requirements	System shall provide the ability to transmit solicitations, amendments or notice of solicitations automatically to vendor lists via email, computer-generated fax and mail.						
4400	Procurement	System	Solicitation types	System shall have the ability for users to create, issue, evaluate and award request for quotes, invitations to bid and requests for proposals.						
4401	Procurement	System	Split solicitation	System shall provide ability for a solicitation to be split over any combination of: * Purchase orders; * Contracts; and * Vendors.						
4402	Procurement	System	System generated tracking number	System shall provide a unique procurement tracking number for authorized state users after entering department name, agency, procurement officer's name, description of purchase, estimated value and type of procurement (i.e., small, Invitations to Bid (ITB), Requests for Proposal (RFP) or alternate procurement).						
4403	Procurement	System	System notepad	System shall provide "notepad" function that provides additional space for text.						
4404	Procurement	System	Track activity by year	System shall provide ability to track fiscal and calendar year activity.						
4405	Procurement	System	Track all bid responses	System shall track bid responses, including "no bid" responses.						
4406	Procurement	System	Track bid award statistics	System shall provide ability to track cumulative totals on bid items, bid performances by a vendor, and bid award statistics.						

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4407	Procurement	System	Trade-in reflected on contract	System shall provide ability for trade-ins to be reflected on contract document upon award without requiring extensive adjustments to the contract document.						
4408	Procurement	System	Unit prices in contracts	System shall provide ability to force unit prices into a contract.						
4409	Procurement	System	User status query	System shall provide the ability for state users to access purchasing information on-line to obtain status on requisitions and review contract document within authorized parameters.						
4410	Procurement	System	Vendor link by items/response	System shall provide ability to link vendors with bid items and bid response results.						
4411	Procurement	System	Warrant query and online request	System shall provide the ability to do on-line warrant request submission with on-line tracking of warrant request status and history look-up, each with very restricted access determined by appropriate personnel.						
4412	Procurement	System	Web Portal	System shall provide ability to post documents and notices to the Web.						
4413	Procurement	System	Web Portal	System shall provide for link with state's website to allow for posting of notices, solicitations and amendment.						
4425	Procurement	Vendor	Browse code	System shall provide ability for state users and vendors to browse and search for service, supply and location codes by the following, but not limited to: * Alphabetically; * Supply, service or location code (full or partial); and * Keyword.						
4426	Procurement	Vendor	Code fields	System shall record and store up to at least a 13 digit code field to describe supplies, services, locations and products.						
4427	Procurement	Vendor	Code information	System shall maintain information for each service and supply code, to include, but not limited to: * Number; * Associated object code; * Description; * Unit of measure (with alternative conversion unit); and * Prior approvals associated.						
4428	Procurement	Vendor	Code structure	System shall provide ability to record and store graphical and text information for each supply, service, location and product code.						
4429	Procurement	Vendor	Lists, labels and public notice restrictions	System shall allow state users to view and obtain vendor lists and print mailing labels. Users will be required to input procurement type (e.g., small, Invitations to Bid (ITB), Requests for Proposal (RFP) or alternate procurement) in order to obtain a list or print labels. System shall provide ability to comply with statutory requirements for in-state and out-of-state public notice. System shall provide the ability to require the electronic approval of out-of-state vendor lists for ITBs or RFPs. After approval, users will have access to combined in/out-of-state vendor lists.						
4430	Procurement	Vendor	Manual code entry	System shall provide ability for specific state users to add service, supply and location codes with unique numbers.						
4431	Procurement	Vendor	Manual vendor entry	System shall allow specific state users to manually input vendor information (add, change, delete) and automatically notify vendor via mail, computer generated fax, and email of the change performed.						

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4432	Procurement	Vendor	Merge codes for single list	System shall provide ability for state users to merge multiple service, supply and location code selections into a single vendor list.						
4433	Procurement	Vendor	National Institute of Governmental Purchasing (NIGP) code capability	System shall be able to accommodate the National Institute of Governmental Purchasing (NIGP) service and supply coding system and additional State specific codes.						
4434	Procurement	Vendor	Number of codes	System shall provide ability to manage an unlimited number of supply, service and location codes.						
4435	Procurement	Vendor	Online enrollment	System shall provide ability for vendors and contractors to enroll online in a secure web based system and enter profile information (name, address, phone, email, business license number, disadvantaged business enterprise status, certificates, etc.) and select service, supply and location codes where they wish to do business with the state and maintain their specific information via direct access to the system with logon id and password. The system shall discourage the selection of an excessive number of service, supply and location codes.						
4436	Procurement	Vendor	Query code	System shall provide query and selection in service/supply/location code system by various methods (e.g., indexing and drop-down menus).						
4437	Procurement	Vendor	Single vendor file	The system shall maintain a single vendor record for a vendor who desires to provide supplies, services, professional services, or construction services to the state and be accessible to state users via the internet. This single vendor record shall be used by other modules as required.						
4438	Procurement	Vendor	System integration	Vendor system shall be integrated with the procurement system and save vendor information as part of an online procurement record.						
4439	Procurement	Vendor	Vendor file/ code cross-reference	System shall provide ability to cross-reference vendor file with service, supply, location and additional state specific codes (i.e., lookup a vendor by the code and vice versa).						
4440	Procurement	Vendor	Web Portal	System shall provide links to other web sites (i.e., business and contractor license, etc.).						
4450	Procurement	Vendor Management	Vendor performance	System shall have ability to receive and store vendor performance information from other system documents to include, but not limited to, goods receipt, invoice, and payment; and shall provide the ability to maintain this information.						
5000	System and Technical	Access Control	Data	System shall ensure that standard reports and reports generated by the ad hoc report writer comply with a user's security profile. System shall not display any data that violates a user's security profile.						
5001	System and Technical	Access Control	Data	System shall provide the ability to limit access to data relevant to the particular user (e.g., only see data for the user's agency).						

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5002	System and Technical	Access Control	General	System shall provide the following process controls: * Comprehensive edit, validation, and balancing controls which prevent incomplete or incorrect data from being processed; * Business rules which control the process flow to prevent data from being processed in the wrong sequence; * Processing cycles completed in a logical and prescribed order; * Integrity of data entering the database, safeguarded through editing criteria; and * Updating of tables/files upon completion of a logical unit of work according to State/agency business rules.						
5003	System and Technical	Access Control	Multiple user ID's	System shall have a single user id for each user, but shall have the ability to assign multiple roles to the user ID.						
5005	System and Technical	Access Control	Security levels	System shall establish multiple levels of security. For example, security administration must be available at statewide, department-wide, division, agency, and program levels.						
5025	System and Technical	Data Extracts and Interfaces	Automated Clearing House (ACH)	System shall provide for automated clearing house (ACH) capabilities, such as: * Creation of all NACHA standard ACH transactions; * Scheduling release of ACH transactions to the State's financial institutions; * Creation of ACH CTX, CCD, and PPD transactions with ANSI X.12 820 addenda; * Processing of ACH reversals; * Supports on-line transmission of an ACH file to a financial institution; * Consolidation of all ACH transactions to a single file each day; and * Receipt of ACH files from a financial institution, including addenda, for processing on incoming deposit transactions.						
5026	System and Technical	Data Extracts and Interfaces	Electronic Data Interchange (EDI)	System shall provide for electronic data interchange (EDI) capabilities, including: * Creation and translation of all ANSI X.12 and EDIFACT transaction sets; * Using standard internet protocols provide full EDI communication, including: - Support for encryption technology; and - Support for public/private key encryption; * Transaction sets pre-mapped and integrated into the system for all ANSI X.12 and EDIFACT transaction sets.						
5027	System and Technical	Data Extracts and Interfaces	Electronic Fund Transfers (EFT)	System shall provide ability to receive, send, and monitor the progress of Electronic Fund Transfers (EFT).						
5028	System and Technical	Data Extracts and Interfaces	General	System shall provide a method to update all data for individual records or groups of records.						
5029	System and Technical	Data Extracts and Interfaces	General	System shall enforce full edit/validation rules for all methods of updates.						
5030	System and Technical	Data Extracts and Interfaces	General	System shall provide ability to post selected data from the system to the internet for public consumption and for agency use.						
5031	System and Technical	Data Extracts and Interfaces	General	System shall allow users to extract data based on user-defined selection and distribution criteria and save in standard file formats including, but not limited to: * fixed length, and * delimited text (e.g., comma separated value).						
5032	System and Technical	Data Extracts and Interfaces	General	System shall store selection and distribution criteria and shall store schedule requests in order to run at specified times and/or frequencies.						

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5033	System and Technical	Data Extracts and Interfaces	General	System shall allow export and import of system data using file transfer protocol (FTP) and other industry-standard file transmission protocols.						
5034	System and Technical	Data Extracts and Interfaces	General	System shall interface with supplemental systems.						
5035	System and Technical	Data Extracts and Interfaces	Scanned Document(s)	System shall allow scanned documents and electronic documents produced by desktop applications to be related to/attached to a system record.						
5036	System and Technical	Data Extracts and Interfaces	XML support	System shall provide an integrated data mapping facility for system data, at the field level, to or from data fields contained in a formatted XML document.						
5050	System and Technical	End User Interface	Ease of use	System shall provide rapid data entry and inquiry functionality. Examples include but are not limited to: *Duplication of an entire line of fields/data elements; *Duplication of an entire business event/document/transaction; *Default information brought forward from the last transaction; *Drop down lists; and *Use of short-cut keys.						
5051	System and Technical	End User Interface	Ease of use	System shall employ colors and other visual and non-visual aids to facilitate the use of system functions (e.g., data entry/section errors are presented in red for easy detection).						
5052	System and Technical	End User Interface	Ease of use	System shall provide a consistent Graphical User Interface (GUI) to assist in the user's learning and ongoing system use.						
5053	System and Technical	End User Interface	Ease of use	System shall provide a consistent icon appearance for common functions.						
5054	System and Technical	End User Interface	Ease of use	System shall take advantage of user-friendly features, such as, but not limited to: * Pull-down menus; * Point and click operation; * Scroll bars and scrollable list boxes; * Radio buttons; * Online prompts or "balloon" help messages; * Online context sensitive help; * Find, replace and "go to" features; * Keyboard equivalents for all menu options; * Ability to open multiple windows within this application concurrently; and * Ability to minimize and maximize window.						
5055	System and Technical	End User Interface	Ease of use	To the extent possible, system shall provide ability to consolidate data entry for electronic documents/business events to a single data entry screen.						
5056	System and Technical	End User Interface	Ease of use	System shall provide online capability to drill down from summary information to supporting detail information.						
5057	System and Technical	End User Interface	Ease of use	System shall provide an extensive online error message facility.						
5058	System and Technical	End User Interface	Ease of use	System error message facility shall be capable of being easily modified by system management.						

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5059	System and Technical	End User Interface	Ease of use	System shall store customizable error message text in appropriate system tables. Examples include, but are not limited to: * Short error message description of the error (at least 30 characters); * Detailed error message descriptions; * Highlighting of fields in error; and * Message will link to the online help if applicable.						
5060	System and Technical	End User Interface	Ease of use	System shall provide an online help facility capable of being easily modified by system management. Examples include but are not limited to: * Window level help; * Field level help; * Error message help; * Context sensitive help; * Hypertext linked help; and * Indexed help.						
5061	System and Technical	End User Interface	Ease of use	System shall recognize, capture, and log all system errors.						
5062	System and Technical	End User Interface	Ease of use	System shall integrate with state desktop applications (e.g., "cut and paste" capabilities).						
5063	System and Technical	End User Interface	Ease of use	System shall provide pop-up windows on data entry screens that display field values and permit selection of field values based upon cursor location.						
5064	System and Technical	End User Interface	Ease of use	System shall comply with the Americans with Disabilities Act access requirements.						
5065	System and Technical	End User Interface	Ease of use	System shall provide a Graphical User Interface utilizing World Wide Web Consortium (W3C) compliant browser software.						
5066	System and Technical	End User Interface	Ease of use	System shall have the ability to link to internal and external documents.						
5067	System and Technical	End User Interface	Ease of use	System shall provide an online user system manual.						
5068	System and Technical	End User Interface	Ease of use	System shall allow the user to toggle between active application modules and other desktop applications (e.g., word processor or spreadsheet without exiting a current application/module through the use of icon, keystroke and/or menu options).						
5069	System and Technical	End User Interface	Ease of use	System shall allow entry of free-form text fields of up to 1000 characters each time text is entered into such a field.						
5070	System and Technical	End User Interface	Ease of use	For free-form text fields, the system shall provide an option to automatically insert the date of the entry and the user id of the person making the entry.						
5071	System and Technical	End User Interface	Ease of use	For free-form text fields, the system shall include word wrap.						
5072	System and Technical	End User Interface	Ease of use	For free-form text fields, the system shall include spell check.						

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5073	System and Technical	End User Interface	Ease of use	For free-form text fields, the system shall include formatting capabilities. Some examples include, but are not limited to: * insert a table, * text alignment, * carriage return, * font type and size, * highlighting, * bullets, * bold, italics, underline, * cut and paste.						
5074	System and Technical	End User Interface	Ease of use	At the conclusion of a unit of work, the system shall perform final data validation and edits.						
5075	System and Technical	End User Interface	Ease of use	System shall display a complete list of error messages for a unit of work (i.e., not only the first error).						
5076	System and Technical	End User Interface	Ease of use	System shall provide the capability to select data entry values (list of values) whenever possible and/or practical.						
5100	System and Technical	General	Availability	System shall be available to users 24 hours a day, seven days a week other than scheduled maintenance.						
5101	System and Technical	General	Availability	System batch and maintenance processes shall not impact system availability or degrade system performance.						
5102	System and Technical	General	Availability	System shall be modular to allow for the phase-in of major functions or "modules" (e.g., Financial Management, Purchasing, Property Management, and Human Resources) during implementation without disruption of State services. The modules must allow for the use of a common platform.						
5103	System and Technical	General	Backup/Recovery	System shall provide for automatic daily incremental back-up of all system files with periodic full back-up of the complete system.						
5104	System and Technical	General	Backup/Recovery	System shall provide for full recovery in the event of malfunction (hardware and/or software), ensuring that no transactions are lost (with the exception of in-process transactions).						
5105	System and Technical	General	Backup/Recovery	System shall allow the recovery of the last completed unit of work to ensure file/data integrity for all in-process transactions.						
5106	System and Technical	General	Backup/Recovery	System shall provide for recovery of individual files within two hours.						
5107	System and Technical	General	Backup/Recovery	System shall allow data backup of all operating system data required to allow full recovery.						
5108	System and Technical	General	Backup/Recovery	System shall provide modifiable archive and purge criteria options via tables that can be easily modified. File synchronization and referential integrity of tables must be maintained.						
5109	System and Technical	General	Backup/Recovery	System shall provide a capability for applications within an integrated system to be independently backed up and recovered.						
5110	System and Technical	General	Backup/Recovery	System shall provide for complete back-up and recovery of system files in the event of a malfunction (hardware and/or software) to allow full recovery.						

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5111	System and Technical	General	Documentation	The vendor shall provide electronic documentation of the as-built system. Examples include, but are not limited to: <ul style="list-style-type: none"> <li>* system flowcharts;</li> <li>* system narratives;</li> <li>* program flowcharts;</li> <li>* program narratives;</li> <li>* functional flowchart;</li> <li>* business procedural documentation;</li> <li>* source code and/or full documentation of customizations;</li> <li>* user manuals;</li> <li>* crosswalk of files and tables;</li> <li>* entity relationship diagrams;</li> <li>* data dictionary;</li> <li>* database layout;</li> <li>* system administration procedures;</li> <li>* system backup/recovery plan; and</li> <li>* system disaster recovery plan.</li> </ul>						
5112	System and Technical	General	Escrow	The source code for the system shall be placed in escrow (if not provided).						
5113	System and Technical	General	General	System shall provide for an agency reference field of no less than 20 characters in length on all system transactions / documents / business events.						
5114	System and Technical	General	General	System shall allow at least 15 digits (including decimals) for amount fields.						
5115	System and Technical	General	General	System shall allow for a minimum of 150,000 coding lines for an individual transaction (i.e., batch processing for labor cost distribution and document / business event).						
5116	System and Technical	General	General	System shall allow for configurations/ parameters/ business rules to be table-driven instead of "hard coded" .						
5117	System and Technical	General	General	All system upgrades and new release implementations shall be under configuration management control, shall go through the full software development life cycle to determine impact to current system environment and through full testing, including regression testing, prior to movement into the production environment.						
5118	System and Technical	General	General	System shall allow users to process transactions online real time or in batch mode.						
5119	System and Technical	General	General	System shall employ web-centric/enabled technology using browsers that are compliant with State standards.						
5120	System and Technical	General	General	Any middleware/business logic component shall be a commercially available product and require prior State approval.						
5121	System and Technical	General	General	Ensure that modules comprising the system fully integrate business processes and associated data that cross modules.						
5122	System and Technical	General	General	System shall allow the presentation format of "date" and "time" fields to be table driven.						

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5123	System and Technical	General	General	System shall integrate with the State's wide-area network utilizing Transmission Control Protocol (TCP)/Internet Protocol (IP) and shall provide response time across the wide-area network that will not cause a time out using a web browser with minimal bandwidth requirements.						
5124	System and Technical	General	General	System shall integrate with the State's wide-area network utilizing Transmission Control Protocol (TCP)/Internet Protocol (IP) and at sites with T1 connectivity 90% of transactions will complete within one to two seconds.						
5125	System and Technical	General	General	System shall provide at least five second response to at least 90% of the screens for sites not having T1 connectivity.						
5126	System and Technical	General	General	System shall provide ability to "lock" records so that multiple users cannot perform updates at the same time on the records.						
5127	System and Technical	General	General	System shall notify a user attempting to modify a locked record by displaying the name of the user in control of the locked record.						
5128	System and Technical	General	General	System shall provide ability to process approximately 100 million transactions annually.						
5129	System and Technical	General	General	System shall provide capability for scheduling data archiving and purge routines.						
5130	System and Technical	General	General	System shall provide capability for processing pre-dated and post-dated transactions for all transactions / documents / business events.						
5131	System and Technical	General	General	System shall maintain effective dates and original transaction dates and, when applicable, last modified dates for all transactions / documents / business events.						
5132	System and Technical	General	General	System shall ensure all transactions / documents / business events have a unique identifier.						
5133	System and Technical	General	General	System shall provide for a three-tier architecture. These shall include: 1) data base, 2) business rules separated from the database design, and 3) graphical user interface presentation logic.						
5134	System and Technical	General	General	System shall support and integrate with the State's email services. The State currently uses Simple Mail Transfer Protocol (SMTP) mail servers for distribution.						
5135	System and Technical	General	General	The Database Management System (DBMS) software required for the system may rely on stored procedures and triggers to support data integrity, referential integrity, replication, security and access rights, but must not be used to support business rules, application logic, etc. in providing system functionality.						
5137	System and Technical	General	System availability	System shall be available, at a minimum, to users from 6 AM to 9 PM seven days a week.						
5139	System and Technical	General	Update window	Any batch processing or maintenance activity must take place when the system is not scheduled to be available to users, or must not impact user availability or materially degrade system performance.						
5150	System and Technical	Performance	Resource utilization	System shall provide a user monitoring and resource utilization toolset that provides information to adequately diagnosis and maintain the system.						
5151	System and Technical	Performance	Response time	System shall provide desktop response in less than one (1) second for 90 percent and three (3) second response for all user actions.						

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5152	System and Technical	Performance	Wide and local area network access	System shall integrate via Transmission Control Protocol/Internet Protocol with the State's wide area network and agency local area network infrastructure. A performance test shall be required on all State network infrastructure to demonstrate that the system performs without timing out.						
5175	System and Technical	Reporting	General	System shall provide ability to view brief report descriptions by report title without having to open the report.						
5176	System and Technical	Reporting	General	System shall provide on standard reports the descriptions of code values as well as the codes.						
5177	System and Technical	Reporting	General	System shall provide online graphical presentations of data, such as graphs and charts.						
5178	System and Technical	Reporting	General	System shall provide the ability for a user to request a report by different frequencies (e.g., by the time of day, daily, same day weekly).						
5179	System and Technical	Reporting	General	System shall provide a report writer tool that is robust enough to support present and future reporting needs for all functional areas and has flexibility to be easily modified as functional and reporting requirements change.						
5180	System and Technical	Reporting	General	System shall provide ability to query and report by any data element(s) within the system's database without requiring technical programming skills.						
5181	System and Technical	Reporting	General	System shall provide the ability to selectively print or reprint approved documents or reports.						
5182	System and Technical	Reporting	General	System shall produce a daily control report that reconciles summary and detail balances within and between modules.						
5183	System and Technical	Reporting	General	System shall enable authorized users to report on statewide or agency workflow and business rules, profiles, system data files and transaction history files such as audit logs.						
5184	System and Technical	Reporting	General	System shall allow users to specify report distribution parameters online (e.g., location including printer destination, number of copies, and media type - electronic, paper, microfiche, tape, CD-ROM, email broadcast, or PDF).						
5185	System and Technical	Reporting	General	System shall produce daily and monthly pre-audit and post-audit reports that can be viewed online or printed based upon user defined criteria such as dollar thresholds, random selection, statistical sample, repetitive or suspicious transaction activity, etc.						
5186	System and Technical	Reporting	General	System shall provide a standard reporting/inquiry library to meet routine reporting and analysis needs.						
5187	System and Technical	Reporting	General	System shall provide the ability to select specific reports and report options online with report generation initiated at the time of the request (e.g., level of detail, reporting period, report sequence and report frequency).						
5188	System and Technical	Reporting	General	System shall provide the ability to produce reports of pending transactions by user.						
5189	System and Technical	Reporting	General	System shall provide the ability to print selected sections and/or pages of the report.						

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5190	System and Technical	Reporting	General	System shall provide the following inquiry capabilities at a minimum: * Pre-packaged on-line inquiries accessed via menu or icons; * Drilldown inquiries; * Automated online chart and graphical views of inquiry data; and * User defined sort and selection criteria on at least 20 fields.						
5191	System and Technical	Reporting	General	Report writer shall provide ability to create reports and data extracts to be directly imported into documents created in third party report generator, performance measurement products, content management products, statistical packages, word processing, spreadsheet, and database applications.						
5192	System and Technical	Reporting	General	System shall support online report viewing, printing, and PDF output of all reports.						
5193	System and Technical	Reporting	General	System shall allow for flexible selection criteria, which includes, but is not limited to: individual, ranges with excluded values, and wild cards.						
5194	System and Technical	Reporting	General	Reporting tool shall provide a manual mechanism to schedule and control the running of reports and queries during nightly batch processing or by user access rights.						
5195	System and Technical	Reporting	General	Reporting tool shall control the running of process intensive report and queries during nightly batch processing.						
5196	System and Technical	Reporting	General	System shall provide the ability for users to request and generate their own reports.						
5197	System and Technical	Reporting	General	System shall provide an ad hoc reporting capability.						
5198	System and Technical	Reporting	Reporting and Analysis (Not ALDER)	ERP reporting shall be tightly integrated with the system and shall have a similar "look and feel" as the other applications comprising the system.						
5225	System and Technical	Security	Access Control	System must provide for a single logon process through an industry standard State implemented directory service using encrypted authentication.						
5226	System and Technical	Security	Access Control	System shall allow concurrent logins to be restricted by user and/or group.						
5227	System and Technical	Security	Access Control	System shall allow for a single user account for each user, but shall have the ability to assign multiple roles or "permissions" to a user account.						
5228	System and Technical	Security	Access Control	System shall allow for a temporary override of the inactive status that allows continued access of a user identified as "inactive" with periodic notifications to a designated department/individual.						
5229	System and Technical	Security	Access Control	System shall allow for establishment of multiple security coordinators reflecting, at a minimum, the following levels: * statewide level; * department-wide level (department security administrator); * division/agency level; and * program level.						
5230	System and Technical	Security	Access Control	System shall allow the user to logon once to access all applications available to that user.						
5231	System and Technical	Security	Access Control	System shall ensure that data access complies with a user's role based security profile by not displaying any data that violates that specific user's permissions.						

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5232	System and Technical	Security	Access Control	System shall limit display on system menus to the application module, function and screen options to which the user has access. "Graying out" options not permitted by the security rules does not meet this requirement.						
5233	System and Technical	Security	Access Control	System shall not allow an employee to update his/her own record information except for that available through the self service functionality.						
5234	System and Technical	Security	Access Control	System shall provide a common security function across all application modules.						
5235	System and Technical	Security	Access Control	System shall provide ability to establish standard "user profiles" from which individual user IDs may inherit privileges.						
5237	System and Technical	Security	Access Control	System shall provide access restriction capability. Examples include, but are not limited to: * Applications; * Screens and tables; * Data elements; * Functions (e.g., add, change, delete, and inquiry); * Electronic documents (electronic approvals); * Business event; * Organizational unit; and * Accounting period (e.g., prior and current).						
5238	System and Technical	Security	Access Control	System shall provide capability to restrict access by an identified group of user IDs.						
5239	System and Technical	Security	Access Control	System shall provide online inquiry into the security table. The security table shall be encrypted and not allow for viewing of password information.						
5241	System and Technical	Security	Access Control	System shall provide role based multi-level security controls.						
5243	System and Technical	Security	Access Control	System shall provide security at the application, database, and user role access levels.						
5244	System and Technical	Security	Access Control	System shall provide the ability for security coordinators to view the users granted specific access rights or levels.						
5245	System and Technical	Security	Access Control	System shall provide the ability to create user identifications with a fixed expiration date (e.g., a non-employee such as a contractor shall have a user identification with a specific start and end date).						
5246	System and Technical	Security	Access Control	System shall provide the ability to establish standard "user profiles" from which individual user accounts may inherit privileges.						
5247	System and Technical	Security	Access Control	System shall provide the ability to limit access to data relevant to the particular user (e.g., user seeing data only for his/her agency).						
5248	System and Technical	Security	Access Control	System shall provide the ability to log out users when necessary to perform maintenance or other activities that require users to leave the system.						
5249	System and Technical	Security	Access Control	System shall provide the ability to restrict access to the application database(s) from outside the application programs.						
5251	System and Technical	Security	Access Control	System shall provide the ability to restrict concurrent logins by particular user and group.						

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5252	System and Technical	Security	Access Control	System shall provide the ability to suspend all access for a given user identification. The system shall maintain security parameter settings for the user in an inactive status in case access is re-activated in the future.						
5251	System and Technical	Security	Access Control	System shall provide the ability within system security to establish a time-out limit (e.g., terminate a user's session if no user input is received for an established time frame and require the user to re-authenticate before continuing).						
5254	System and Technical	Security	Access Control	System shall recognize a user status change to 'inactive' and shall deactivate user's access to the system.						
5255	System and Technical	Security	Access Control	System shall require a user whose password has expired to change the password prior to accessing the system.						
5256	System and Technical	Security	Access Control	System shall restrict access to the database, maintain database process controls, and log all database transactions.						
5258	System and Technical	Security	Access Control	System shall support secure user authentication using Active Directory (AD).						
5259	System and Technical	Security	Audit Trail	System shall include audit reports of all updates to data for all types of transactions, which include but are not limited to: * Recording the user who performed the transaction along with the date and time it was performed; and * Retention of "before" and "after" data for effective date and date entered.						
5260	System and Technical	Security	Audit Trail	System shall provide a query, report or notification to aid the State in the identification of potential fraud or financial integrity irregularities through the use of user definable forensic accounting and auditing algorithms.						
5261	System and Technical	Security	Audit Trail	System shall provide an audit trail of user access and unauthorized attempts to access the system.						
5263	System and Technical	Security	Audit Trail	System shall provide the ability for authorized users to inquire and report on individual user IDs and user profiles.						
5264	System and Technical	Security	Audit Trail	System shall track the user ID for all transactions/business events/records.						
5266	System and Technical	Security	Auditing	System shall provide an automated audit trail and the ability to selectively report on changes, additions, deletions, deactivations for all transactions/business events/records, profiles and source tables, including date, time, user id and terminal IP address.						
5267	System and Technical	Security	Availability Protection	System shall communicate over the State's Wide Area Network and State agency Local Area Network infrastructure via Transmission Control Protocol/Internet Protocol (TCP/IP.).						
5268	System and Technical	Security	Availability Protection	System shall employ World Wide Web Consortium standards compliant coding practices.						
5269	System and Technical	Security	Change-Control Management	System shall incorporate change control procedures and processes in all changes to the system(s), application(s), database(s), and processes.						
5271	System and Technical	Security	Disaster Recovery	System shall include backup of all operating system components required to allow full recovery.						

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5272	System and Technical	Security	Disaster Recovery	System shall include disaster recovery with full recovery within 4 hours. The system shall be fully replicated in a location separate from the production environment. "Full recovery" as used here refers to user access to the system from a "hot site", not the physical reconstruction of the infrastructure destroyed by the disaster.						
5274	System and Technical	Security	Disaster Recovery	System shall provide redundant "complete" operations from a second geographically remote data center from the primary data center so users do not perceive a loss of service due to operational failures of the system, application, and database.						
5275	System and Technical	Security	Encryption	System shall allow for encrypted storage of all selected data.						
5276	System and Technical	Security	Encryption	System shall provide for encrypted communications over the State's Wide Area Network and agency Local Area Network infrastructure.						
5277	System and Technical	Security	General	System shall provide ability for an authorized user to modify an electronic transaction / document / business event after it has been approved at the highest level prior to payment or transmission.						
5278	System and Technical	Security	General	System shall provide ability for an authorized user to override restricted electronic transactions / document / business event.						
5279	System and Technical	Security	General	System shall provide ability for non-employees to access allowable portions of the system using myAlaska authentication (e.g., vendor self-serve).						
5280	System and Technical	Security	General	System shall provide ability for security coordinators to view the users granted specific access rights or levels.						
5281	System and Technical	Security	General	System shall provide ability to establish a time-out limit (e.g., terminate a user's session if no activity for an established time frame and require the user to re-authenticate before continuing).						
5282	System and Technical	Security	General	System shall provide ability to log out users when necessary to perform maintenance or other activities that require users to leave the System.						
5283	System and Technical	Security	General	System shall provide ability to suspend all user access for a given user ID yet maintain security parameter settings for the user in an inactive status in case access is re-activated in the future.						
5284	System and Technical	Security	General	System shall recognize a user status change to 'inactive' and shall allow the user's access to the system to be deactivated (e.g., employee termination and employee transfer to another agency). Under certain circumstances, when there is a status change, such as an employee PCN transfer, rather than immediate deactivation, a notification must be sent to a designated department/individual.						
5285	System and Technical	Security	General	System shall utilize encrypted communications when remotely accessing the system.						
5286	System and Technical	Security	Information Labeling	System shall display State proprietary labels, warning banners, and notifications, on all administrator and user interfaces.						
5287	System and Technical	Security	Integrity Protection	System shall ensure by role based user authentication that the user has been authorized to view, add, change and/or delete any data of any record, system file, application file, or database dataset.						
5288	System and Technical	Security	Integrity Protection	System shall provide table driven data archive and/or purge capabilities. The process shall maintain file synchronization and/or referential integrity of all database tables.						

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5289	System and Technical	Security	Logging	System shall define normal behavior for system, applications, and databases, to include but not limited to: execution of programs, access and modifications to system libraries, registry, system files and directory, processes, ports, protocols, configuration files, functions, and other processes, in order for security manager(s) to determine and detect abnormalities.						
5290	System and Technical	Security	Network Acceptable Access	System shall prevent any access to the system(s), application(s), and database(s) from any non-state owned or operated network.						
5291	System and Technical	Security	Password	System shall allow the user to change his/her password.						
5292	System and Technical	Security	Password	System shall be capable of querying Active Directory v3 compliant directory service for user authentication.						
5294	System and Technical	Security	Password	System shall ensure that passwords have a minimum length of eight (8) alphanumeric characters.						
5295	System and Technical	Security	Password	System shall mask password entry so passwords cannot be viewed while being entered.						
5297	System and Technical	Security	Password	System shall provide ability to create a user ID with a fixed expiration date (e.g., for non-employee, such as a contractor, with specific start and end date).						
5298	System and Technical	Security	Password	System shall provide ability to disable log-on capabilities if unsuccessful password entry is attempted after a parameter-driven number of unsuccessful attempts. System shall provide the ability for automatic notification of security administrator upon disabling log-on capabilities.						
5300	System and Technical	Security	Password	System shall provide the ability to enforce automatic and on demand changing of passwords by user, role, or mass change.						
5301	System and Technical	Security	Password	System shall provide the ability to establish multiple table driven timeframes for which selected passwords will expire if not changed.						
5303	System and Technical	Security	Password	System shall provide the ability to notify the user multiple times to modify a password prior to expiration.						
5305	System and Technical	Security	Vulnerability "Remediation" Management	System shall provide the ability to install all security patches in compliance with State Security Policies.						
5306	System and Technical	Security	Vulnerability Assessment	System, applications, and database shall not fail when performing a "Nessus" based non-intrusive vulnerability scan and/or assessment.						
5307	System and Technical	Security	Zero Day Threat Protection	System shall include either the Cisco Security Agent intrusion prevention tool, or other "Zero Day," non-signature or port-based intrusion prevention solution in compliance with State Security Policies.						
5325	System and Technical	Software	General	System shall provide the ability to make mass changes (adds, inserts and inactivate) to control tables by authorized users.						
5350	System and Technical	Technical	Data field precision	System shall allow at least 15 digits (including decimals) for numeric fields.						
5351	System and Technical	Technical	System architecture	System shall be modular in design to allow for individual components to be added to the system without adverse affects on the production environment.						
5352	System and Technical	Technical	Table driven	All configurations/parameters/business rules shall be table-driven instead of "hard coded".						

ID Num	Requirement Area	Requirement Subcategory	Requirement Name	Requirement	Meets	Third Party	Next Release	Req. Mods	Does Not Meet	Comment
5375	System and Technical	User Support	End User Interface	System shall provide online correction of transactions suspended due to validation errors where all errors needing correction are highlighted along with appropriate error messages.						
5376	System and Technical	User Support	Notification	System shall ensure that the electronic transactions management function can send an e-mail to a State account to alert a reviewer of a transaction awaiting approval.						
5400	System and Technical	Workflow	Approval / Denial	System shall provide ability to approve or reject electronic transactions / documents / business events.						
5401	System and Technical	Workflow	Approval / Denial	System shall provide ability to reprocess an electronic transaction / document / business event that is rejected.						
5402	System and Technical	Workflow	Approval / Denial	System shall provide ability to define multiple approval levels for electronic transactions / documents / business events processing.						
5403	System and Technical	Workflow	Approval / Denial	System shall provide ability to restrict processing of electronic transactions / documents / business events until they pass all required approval levels.						
5404	System and Technical	Workflow	Approval / Denial	System shall provide ability to set up Approver Groups associated with electronic transaction / document / business event processing.						
5405	System and Technical	Workflow	Approval / Denial	System shall provide the ability to define a unique approval process for each user and type of document/business event.						
5406	System and Technical	Workflow	Approval / Denial	System shall provide the ability to specify multiple approvers for a document/business event where only one of the approvers listed must approve the document in order to consider the document approved.						
5407	System and Technical	Workflow	Audit Trail	System shall provide an audit trail of all adds, changes, and deletes to workflow rules.						
5408	System and Technical	Workflow	General	System shall ensure that any transaction, document or business event entered into the on-line system is reviewable prior to its saving / processing / commitment.						
5409	System and Technical	Workflow	General	System shall provide the ability to reverse / unwind processed transactions, documents and business events.						
5410	System and Technical	Workflow	General	System shall permit a minimum of 10 levels of approval that may be established for each type of electronic document/business event.						
5411	System and Technical	Workflow	General	System shall allow all authorized users to see the approval status of a document/business event.						
5412	System and Technical	Workflow	General	System shall assure that an employee is removed from and added to the workflow process based on qualifying events (e.g., termination from or appointment to agency, or transfer to another organization entity within the agency).						
5413	System and Technical	Workflow	General	If a user modifies an electronic document/business event, the system shall allow approvals to be reprocessed in accordance with business rules.						
5414	System and Technical	Workflow	General	System shall provide the ability to search/retrieve documents/records based upon user defined criteria.						
5415	System and Technical	Workflow	Notification	System shall include a workflow process, with notification options, for business events and documents.						
5416	System and Technical	Workflow	Notification	System shall provide the ability to re-route transaction/document/business event for approval based upon user defined criteria such as dollar thresholds or random selection for statistical sampling purposes.						

ID Num	Requirement Area	Requirement Subcategory	Requirement Name	Requirement	Meets	Third Party	Next Release	Req. Mods	Does Not Meet	Comment
5417	System and Technical	Workflow	Notification	System electronic document management function shall be integrated with the State's electronic mail system or provide other means to alert "reviewer" of documents awaiting approval.						
5418	System and Technical	Workflow	Tracking Document(s)	System shall provide ability to track (e.g., identify, record, inquire, report) the progress of electronic transactions / documents / business events.						

**STANDARD AGREEMENT FORM FOR SERVICES**

1. Agency Contract Number	2. DGS Solicitation Number	3. Financial Coding	4. Agency Assigned Encumbrance Number
5. Vendor Number	6. Project/Case Number	7. Alaska Business License Number	

**This contract is between the State of Alaska,**

8. Department of <b>Administration</b>	Division <b>Finance</b>	hereafter the State, and
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9. Contractor	hereafter the Contractor
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Mailing Address	Street or P.O. Box	City	State	ZIP+4
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10. **ARTICLE 1. Appendices:** Appendices referred to in this contract and attached to it are considered part of it.

**ARTICLE 2. Performance of Service:** Appendix A (General Provisions), Articles 1 through 15, governs the performance of services under this contract; Appendix B sets forth the indemnity and insurance provisions of this contract; Appendix C sets forth the statement of work to be performed by the Contractor; Appendix D sets forth the consideration and payment schedule; and Appendix E sets forth the Contractor's responsibility for functional requirements.

**ARTICLE 3. Period of Performance:** The period of performance for this contract begins \_\_\_\_\_, and ends \_\_\_\_\_.

**ARTICLE 4. Considerations:** In full consideration of the Contractor's performance under this contract, the State shall pay the Contractor a sum not to exceed \$ \_\_\_\_\_ in accordance with the provisions of Appendix D.

When billing the State, the Contractor shall refer to the Agency Contract Number and send the billing to:

11. Department of <b>Administration</b>	Attention: Division of <b>Finance</b>
Mailing Address <b>P. O. Box 110204, Juneau, Alaska 99811-0204</b>	Attention: <b>Scot Arehart, Data Processing Manager</b>

<b>12. CONTRACTOR</b>		14. <b>CERTIFICATION:</b> I certify that the facts herein and on supporting documents are correct, that this voucher constitutes a legal charge against funds and appropriations cited, that sufficient funds are encumbered to pay this obligation, or that there is a sufficient balance in the appropriation cited to cover this obligation. I am aware that to knowingly make or allow false entries or alternations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove or otherwise impair the verity, legibility or availability of a public record constitutes tampering with public records punishable under AS 11.56.815-.820. Other disciplinary action may be taken up to and including dismissal.
Name of Firm		
Signature of Authorized Representative	Date	
Typed or Printed Name of Authorized Representative		
Title		

<b>13. CONTRACTING AGENCY</b>		Signature of Head of Contracting Agency or Designee	Date
Department/Division <b>Administration/Finance</b>	Date	Typed or Printed Name <b>Cheryl Lowenstein</b>	Title <b>Director of Administrative Services</b>
Signature of Project Director			
Typed or Printed Name of Project Director <b>Kim J. Garnero</b>		Title <b>Director of Administrative Services</b>	
Title <b>Director of Finance</b>		NOTICE: This contract has no effect until signed by the head of contracting agency or designee.	

Approved as to form per AS 36.30.340: \_\_\_\_\_, Attorney General's Office

## **APPENDIX A GENERAL PROVISIONS**

### **Article 1. Definitions**

- 1.1 In this contract and appendices, "Project Director" or "Agency Head" or "Procurement Officer" means the person who signs this contract on behalf of the Requesting Agency and includes a successor or authorized representative.
- 1.2 "State Contracting Agency" means the department for which this contract is to be performed and for which the Commissioner or Authorized Designee acted in signing this contract.

### **Article 2. Inspections and Reports**

- 2.1 The department may, with reasonable notice given, inspect, in the manner and at reasonable times it considers appropriate, all the Contractor's facilities and activities pertinent to this contract.
- 2.2 The Contractor shall make progress and other reports in the manner and at the times the department reasonably requires.

### **Article 3. Disputes**

Any dispute concerning a question of fact arising under this contract which is not disposed of by mutual agreement shall be decided in accordance with AS 36.30.620-632.

### **Article 4. Equal Employment Opportunity**

- 4.1 The Contractor may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, or because of age, disability, sex, marital status, changes in marital status, pregnancy or parenthood when the reasonable demands of the position(s) do not require distinction on the basis of age, disability, sex, marital status, changes in marital status, pregnancy, or parenthood. The Contractor shall take affirmative action to insure that the applicants are considered for employment and that employees are treated during employment without unlawful regard to their race, color, religion, national origin, ancestry, disability, age, sex, marital status, changes in marital status, pregnancy or parenthood. This action must include, but need not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting out the provisions of this paragraph.
- 4.2 The Contractor shall state, in all solicitations or advertisements for employees to work on State of Alaska contract jobs, that it is an equal opportunity employer and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy or parenthood.
- 4.3 The Contractor shall send to each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding a notice advising the labor union or workers' compensation representative of the Contractor's commitments under this article and post copies of the notice in conspicuous places available to all employees and applicants for employment.
- 4.4 The Contractor shall include the provisions of this article in every contract, and shall require the inclusion of these provisions in every contract entered into by any of its subcontractors, so that those provisions will be binding upon each subcontractor. For the purpose of including those provisions in a contract or subcontract, as required by this contract, "Contractor" and "subcontractor" may be changed to reflect appropriately the name or designation of the parties of the contract or subcontract.

- 4.5 The Contractor shall cooperate fully with State efforts which seek to deal with the problem of unlawful discrimination, and with all other State efforts to guarantee fair employment practices under this contract, and promptly comply with all requests and directions from the State Commission for Human Rights or any of its officers or agents relating to prevention of discriminatory employment practices.
- 4.6 Full cooperation in paragraph 4.5 includes, but is not limited to, being a witness in any proceeding involving questions of unlawful discrimination if that is requested by any official or agency of the State of Alaska; permitting employees of the Contractor to be witnesses or complainants in any proceeding involving questions of unlawful discrimination, if that is requested by any official or agency of the State of Alaska; participating in meetings; submitting periodic reports on the equal employment aspects of present and future employment; assisting inspection of the Contractor's facilities; and promptly complying with all State directives considered essential by any office or agency of the State of Alaska to insure compliance with all federal and State laws, regulations, and policies pertaining to the prevention of discriminatory employment practices.
- 4.7 Failure to perform under this article constitutes a material breach of contract.

#### **Article 5. Termination**

The Project Director, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the State. The State is liable only for payment in accordance with the payment provisions of this contract for services rendered before the effective date of termination. If the State terminates for convenience, the State will not be able to recover fees paid for professional services rendered.

#### **Article 6. No Assignment or Delegation**

The Contractor may not assign or delegate this contract, or any part of it, or any right to any of the money to be paid under it, except with the written consent of the Project Director and the Agency Head.

#### **Article 7. No Additional Work or Material**

No claim for additional services, not specifically provided in this contract, performed or furnished by the Contractor, will be allowed, nor may the Contractor do any work or furnish any material not covered by the contract unless the work or material is ordered in writing by the Project Director and approved by the Agency Head.

#### **Article 8. Independent Contractor**

The Contractor and any agents and employees of the Contractor act in an independent capacity and are not officers or employees or agents of the State in the performance of this contract.

#### **Article 9. Payment of Taxes**

As a condition of performance of this contract, the Contractor shall pay all federal, State, and local taxes incurred by the Contractor and shall require their payment by any Subcontractor or any other persons in the performance of this contract. Satisfactory performance of this paragraph is a condition precedent to payment by the State under this contract.

#### **Article 10. Ownership of Documents**

Excluding Licensed Software, all designs, drawings, specifications, notes, artwork, and other work developed in the performance of this agreement are produced for hire and remain the sole property of the State of Alaska and may be used by the State for any other purpose without additional compensation to the Contractor. The Contractor agrees not to assert any rights and not to establish any claim under the design patent or copyright laws. The Contractor, for a period of three years after final payment under this contract, agrees to furnish and provide access to all retained materials at the request of the Project Director. Unless otherwise directed by the Project Director, the Contractor may retain copies of all the materials.

## **Article 11. Governing Law**

This contract is governed by the laws of the State of Alaska. All actions concerning this contract shall be brought in the Superior Court of the State of Alaska.

## **Article 12. Conflicting Provisions**

- 12.1 Unless specifically amended and approved by the Department of Law the General Provisions of this contract supersede any provisions in other appendices.
- 12.2 In the event a conflict exists among the following agreements and/or documents that have been dually accepted by the State and Contractor, the order of precedence for conflict resolution is as follows:
- (1) General Provisions (Appendix A) and Indemnity and Insurance (Appendix B)
  - (2) Statement of Work (Appendix C)
  - (3) Consideration and Payment Schedule (Appendix D)
  - (4) Contractor's Responsibility for Functional Requirements (Appendix E)
  - (5) The State of Alaska's Request for Proposals for Statewide Administrative Systems Replacement Project (RFP 2010-0200-9388), dated August 2, 2010, and as amended
  - (6) Contractor's Proposal, as modified during the Pre-award Phase, in response to the State of Alaska's Request for Proposals for Statewide Administrative Systems Replacement Project (RFP 2010-0200-9388), dated August 2, 2010, and as amended

The Contractor specifically acknowledges and agrees that provisions in any form it appends hereto that purport to (1) waive the State of Alaska's sovereign immunity, (2) impose indemnification obligations on the State of Alaska that are not conditioned on legislative appropriation, or (3) seek to limit liability of the Contractor for acts of Contractor negligence, are expressly superseded by this contract and are void.

## **Article 13. Officials Not to Benefit**

Contractor must comply with all applicable federal or State laws regulating ethical conduct of public officers and employees.

## **Article 14. Covenant Against Contingent Fees**

The Contractor warrants that no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee except employees or agencies maintained by the Contractor for the purpose of securing business. For the breach or violation of this warranty, the State may terminate this contract without liability or in its discretion deduct from the contract price or consideration the full amount of the commission, percentage, brokerage or contingent fee.

## **Article 15. Adverse Interests**

During the term of this Contract and any renewals, the Contractor will not provide services nor enter into any agreement to provide services to a person or organization that has interests that are adverse to the State (as defined by the State). If the State believes that the Contractor is violating this paragraph, the State will notify the Contractor in writing. The State and the Contractor will meet and discuss the alleged violation within 30 days of such notice.

## APPENDIX B<sup>1</sup> INDEMNITY AND INSURANCE

### Article 1. Indemnification

The Contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the Contractor under this agreement. The Contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Contracting agency's selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor's work.

### Article 2. Insurance

Without limiting Contractor's indemnification, it is agreed that Contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the Contracting Officer prior to beginning work and must provide for a 30-day prior notice of cancellation, nonrenewal or material change of conditions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the Contractor's services. All insurance policies shall comply with, and be issued by insurers licensed to transact the business of insurance under AS 21.

**2.1 Workers' Compensation Insurance:** The Contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

**2.2 Commercial General Liability Insurance:** covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000. combined single limit per occurrence.

**2.3 Commercial Automobile Liability Insurance:** covering all vehicles used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per occurrence.

## APPENDIX C STATEMENT OF WORK

### A. Introduction

This fixed price Statement of Work (SOW) is made by and between [TO BE INSERTED AFTER CONTRACTOR SELECTION] (Contractor) and the State of Alaska (State). This SOW documents the roles and responsibilities of the parties, and the Services and Deliverables that the Contractor will provide to the State. The remainder of this Appendix C consists of the following sections:

- B. Definition of Terms
- C. Scope
- D. Staffing
- E. Contractor Deliverables
- F. State and Contractor Responsibilities and Access
- G. Warranty of Performance
- H. Limitation of Warranty

### B. Definition of Terms

- B.1. **“Agreement”** means this Implementation Services Agreement, including all of its Appendices and all instruments supplementing, amending, or confirming this Agreement.
- B.2. **“Amendment”** means written documentation between Contractor and State evidencing their agreement to change particular aspects of this Agreement.
- B.3. **“Computer System”** means a computing environment, including servers, operating systems, database management systems, communications components, and necessary peripheral devices.
- B.4. **“Contractor”** means [TO BE INSERTED AFTER CONTRACTOR SELECTION] and its successors.
- B.5. **“Cure Period”** means the 45 day period that begins when either party receives notice of a breach of the terms and conditions of this Agreement.
- B.6. **“Deliverables”** shall mean all deliverable work products specified in the Appendix C, Statement of Work.
- B.7. **“Go-Live”** means the date upon which State first uses the Licensed Software for Productive Use.
- B.8. **“Hardware”** means the computing equipment upon which the Licensed Software operates.
- B.9. **“Licensed Software”** means Contractor’s proprietary application software identified in a separate Licensing and Maintenance Contract between the Contractor and the State.
- B.10. **“Malfunction”** means a defect of the Licensed Software that degrades its use. Three levels of Malfunction classifications (Type A, Type B, and Type C) are defined as follows:
  - Type A Malfunction** – This is an error, bug, or discrepancy that delays or inhibits the primary functionality of the Licensed Software or a Malfunction that has the potential to corrupt Licensed Software data.
  - Type B Malfunction** – This is a defect of the Licensed Software that degrades its use, including defects that cause the software to produce incorrect results.
  - Type C Malfunction** – This is a defect that causes only minor impact on the use of the Licensed Software. This includes all Malfunctions that are not considered Type A or Type B.
- B.11. **“Material Malfunction”** means an error, bug, or discrepancy that delays or inhibits the primary functionality of the Licensed Software or a Malfunction that has the potential to corrupt software data; also an accumulation of non-material Malfunctions that, considered together, satisfies the standard for materiality. Includes all Type A Malfunctions as defined in Appendix F to the separate Licensing and Maintenance Contract between the Contractor and the State.
- B.12. **“Productive Use”** means the Licensed Software is being used by State in a production environment.
- B.13. **“Project Sponsors”** means State’s project co-directors –directors of the Division of Finance, Division of Personnel and Labor Relations, Division of General Services, and Enterprise Technology Services – or

other individual designated as a project sponsor by State.

- B.14. **“Release”** means each issuance of the Licensed Software, identified by the numeral to the left of the leftmost decimal point in the Licensed Software’s version designation (i.e., 5.1.0 designates the Licensed Software as part of Release 5).
- B.15. **“Services”** are those necessary to complete the Contractor Deliverables included in section F of Appendix C.
- B.16. **“Services Warranty Period”** means the twelve-month period following Software Final Acceptance provided that no Type A or B Malfunction has affected the operation of the software for the final 90 days of this period. If a Type A or B Malfunction occurs in the last 90 days, the warranty period is extended to achieve a 90-day warranty period free of material defects.
- B.17. **“Software”** means the program material in machine-readable or interpreted form, and may include, where appropriate, listings of either machine code or source code and related materials, including instructions and Documentation provided by Contractor to State, including any such programs provided subsequent to this Agreement, and including all copies made by State.
- B.18. **“Software Final Acceptance”** means the date upon which State certifies that the Licensed Software is functioning in Productive Use, for all intended users, without Malfunction, after all acceptance testing, including final acceptance testing, is complete.
- B.19. **“Statement of Work”** means the scope of work contained in Appendix C delineating, among other things, the Services that will be provided by Contractor to State pursuant to this Agreement. Appendix C may be amended or modified by mutual specific written agreement of the parties’ respective representatives from time to time in accordance with the terms of this Agreement.

**C. Scope**

This Statement of Work (SOW) includes the work effort necessary to install, configure, interface, test, load with data, and implement for productive use statewide administrative systems software sufficient to meet the functional requirements as listed in Appendix E Contractor’s Responsibility for Functional Requirements. This consists of the **[TO BE INSERTED AFTER CONTRACTOR SELECTION]** products listed in the following table, as well as any other hardware and software necessary to meet the requirements, including distinct non-production environments, with performance equal to the production environment, necessary to support configuration, testing, and training. If the Licensed Software requires a third-party product, and a malfunction of that third-party product causes the Licensed Software to Malfunction, then Contractor, at its own cost, shall remedy that failure.

Module	Description	Type of License	Licensed User Count
To be completed after Contractor selection			

Module	Description	Type of License	Licensed User Count
<i>Software Licenses</i>			

**D. Staffing**

Contractor will provide the following key staff to the implementation effort:

Name	Title	Role	Estimated hours	Estimated hours on site
To be completed after Contractor selection				

**Key Consultant Staff; Subcontracting**

The parties agree that the individuals listed above are essential to the Services to be provided to the State under this Agreement. The parties agree that:

- a. Contractor shall not transfer or reassign such individual or individuals without first having obtained the express written approval of the State. If Contractor desires to make such transfer or reassignment, Contractor shall present to the State a qualified replacement. Such replacement shall be subject to the State's prior written approval. The State will respond in writing to all requests for transfer, reassignment, and replacement within ten business days of receipt of the request.
- b. Should such individual or individuals no longer be employed by Contractor during the term of this Agreement, Contractor shall present to the State a qualified replacement. Such replacement shall be subject to the State's prior written approval. The State will respond in writing to all such requests for replacement within ten business days of receipt of the request.
- c. Contractor may not subcontract the Services or any portion of the Services to any third-party (including any independent Contractor) without the prior written consent of State, which consent may not be unreasonably withheld. If State consents to the use of a subcontractor, then: (i) Contractor guarantees the subcontractor's performance; (ii) Contractor remains obligated under this Agreement for the performance of the subcontracted Services; (iii) Contractor must enter into a written agreement with the Subcontractor obligating the Subcontractor to comply with Contractor's obligations under this Agreement; and (iv) State has no obligations to the Subcontractor and the Subcontractor has no rights or remedies against State. Contractor may not impose on State a surcharge for any Subcontractor fees.
- d. Contractor will ensure that all staff, including subcontractors and joint venture partners, passes criminal background checks prior to beginning work on the administrative systems replacement project. The results of the background checks will be reported to the State project manager before staff begins work on the project.

**Right of State to Reject Employees or Subcontractors**

The State shall have the right to reject any of Contractor's employees or subcontractors whose qualifications or performance in the State's good faith and reasonable judgment do not meet the standards established by the State as necessary for the performance of the Services, provided that such rejection does not violate any applicable law or government regulation.

**E. Contractor Deliverables**

This section defines the Deliverables that Contractor will create the under this Agreement, along with associated acceptance criteria. At the State's option, a Delivery Expectation Document (DED) and a structured walkthrough may be required for each deliverable.

### **Performance of Services**

Contractor will render all Services in a professional and workmanlike manner and in compliance with all schedules, timelines, and specifications agreed by the parties. In performing the Services, Contractor will comply with the descriptions and representations as to the Services (including staffing assigned, skills of assigned staff, performance capabilities, accuracy, completeness, specifications, standards, function and requirements) set forth in Appendix C, provided that the State fulfills its obligations as set forth in Appendix C. All Services will be coordinated with State's designated representative. Contractor shall use its best efforts to cooperate with State personnel and any other third parties that State hires to perform work related to the Services. Contractor shall use access rights granted solely for the proper execution of its duties and not to make them accessible or to disclose them to any third persons. Contractor shall not breach State's security and shall not compromise the physical or network integrity or security of State's facilities and equipment.

For a given activity, all labor effort not explicitly assigned to State staff will be performed by Contractor personnel.

### **Acceptance of Services**

#### Deliverable Submission Requirements

Contractor shall submit Deliverables to the State project manager or other designated person by the due dates defined in the Baseline Detailed Project Work Plan. Submission format for final deliverables shall be mutually agreed. Draft documentation can be provided in electronic format to facilitate collaboration. When electronic deliverables are provided, the Contractor shall use software versions that are compatible with the State's software.

Contractor shall conduct an in person walk-through of each Deliverable with the State at a time scheduled by the State. "Web meetings" may be substituted for in-person walk throughs with the State's advance permission.

#### Basis for Acceptance

State review and Acceptance of each Deliverable shall be based upon the following Deliverable quality standards. Each Deliverable shall:

- Include a table of contents
- Address all components required by the Agreement and the requirements for that Deliverable, and any areas identified subsequently through meetings and planning sessions;
- Be comprehensive in level of detail;
- Be organized and professional;
- Be consistent in style and quality. If the document is the composite work of many people within the Contractor's organization, the document must be edited for style and consistency; and
- Support the purpose for which the Deliverable was developed.

#### Notice of Deficiency

The State project manager will provide written Acceptance for Deliverables within the time period specified below for each Deliverable, if they meet the Acceptance Criteria and have no deficiencies. However, if a deficiency is found, the State shall give Contractor notice of its non-Acceptance, with such notice delineating deficiencies found as the basis for the State's decision.

Upon notice of deliverable deficiency, the Contractor shall within the time period specified below for each Deliverable: 1) correct the deficiencies and resubmit the deliverable for Acceptance; 2) submit a written detailed explanation describing precisely how the deliverable adheres to and satisfies all applicable requirements, and/or 3) submit a proposed corrective action plan to address the specific inadequacies in the deliverable.

Rejection of a Deliverable by the State does not allow for slippage of the schedule regarding subsequent Deliverables or Services. After the Contractor has corrected such noted deficiencies, the State shall determine whether the Deliverable or Service meets the Acceptance Criteria without deficiencies and shall either give its

Acceptance or not accept it in writing following such review. The Contractor shall continue to correct the Deliverable until Acceptance occurs or the State terminates the Agreement.

Effect of Acceptance

Acceptance of a Deliverable by the State indicates only that the State has reviewed the Deliverable and detected no deficiencies at the time of that review. Acceptance of a Deliverable does not waive or lessen any Agreement requirements or the Contractor's obligation to meet all Agreement requirements and correct any later discovered deficiencies. Contractor shall not bill the State until this standard of performance is met.

All Services rendered will be accepted in accord with Deliverable acceptance criteria specified below.

<b>Deliverable 1</b>	<b>Baseline Detailed Project Work Plan</b>
<b>Purpose</b>	To establish a mutually agreed-upon project baseline before significant work occurs and to identify the specific tasks and resource levels necessary to timely deliver the elements in the Statement of Work.
<b>Content</b>	A hierarchical work breakdown structure, including task schedules and resource assignments broken down to a sufficient level of detail to allow effective project control.
<b>Acceptance</b>	The State project manager will provide comments on the baseline detailed project plan within five business days of receipt. If comments are not received within this time period, the Deliverable will be deemed accepted. If comments are received in this time period, the State project manager and the Contractor will mutually agree on timeframe and steps for finalizing the Deliverable for State approval.
<b>Other</b>	Initial project plan to be delivered within two weeks following project initiation. Project plan updates will be made as mutually agreed by project managers. This Deliverable will be provided as a Microsoft Project 2007 file.

<b>Deliverable 2</b>	<b>Project Status Reports</b>
<b>Purpose</b>	To provide clear on-going communications to any and all interested parties concerning the status of the project.
<b>Content</b>	<p>A monthly report containing sufficiently detailed information to enable the State to determine the status of the project and of any variance from the detailed project plan. The status report will include, at a minimum:</p> <ul style="list-style-type: none"> <li>(a) Technical status of the project including Deliverable status, configuration status, and forecasted Deliverable status for the next reporting period</li> <li>(b) Resource status for the project, including staff utilization</li> <li>(c) Schedule status for the project including task status, milestones completed, phases completed, schedule trends and schedule summary</li> <li>(d) Issues, risks, and resource constraints which are effecting or could affect progress including the proposed or actual resolution</li> <li>(e) Proposed changes to the project work plan, reasons for the changes, and approval/disapproval determination for any proposed changes</li> <li>(f) Updated detailed project work plan</li> <li>(g) Comparison of percent complete scheduled to actual for the work breakdown structure</li> </ul>
<b>Acceptance</b>	The State project manager will provide comments on the status reports within five business days of receipt. If comments are not received within this time period, the Deliverable will be deemed accepted. If comments are received in this time period, the State project manager and the Contractor will mutually agree on timeframe and steps for finalizing the Deliverable for State approval.
<b>Other</b>	Status reports will be due on the 1 <sup>st</sup> of every month, or the first working day thereafter. Reports should be delivered via email.

<b>Deliverable 3</b>	<b>Weekly Risk Reports</b>
<b>Purpose</b>	To manage and document all project risks that occur throughout the contract, including both risks that are caused by the Contractor as well as risks that are caused by the State (scope changes, unforeseen conditions, etc) that may impact scope, schedule, quality, or budget.
<b>Content</b>	An informal reporting process involving a Weekly Risk Report maintained by the Contractor. This report serves as a tool for the State to analyze the performance of the agreement based on risk.
<b>Acceptance</b>	The State project manager will provide comments on the weekly reports within five business days of receipt. If comments are not received within this time period, the Deliverable will be deemed accepted. If comments are received in this time period, the State project manager and the Contractor will mutually agree on timeframe and steps for finalizing the Deliverable for State approval.
<b>Other</b>	Risk reports shall be delivered as an Excel file, via email, every Friday of every week, or the first working day thereafter. Weekly risk reports will be analyzed for accuracy and timely submittals.

<b>Deliverable 4</b>	<b>Satisfaction Surveys</b>
<b>Purpose</b>	To annually evaluate State stakeholder satisfaction with Contractor Services.
<b>Content</b>	Final content to be determined during Pre-award Phase.
<b>Acceptance</b>	The State project manager will provide comments on each Satisfaction Survey report within fifteen business days of receipt. If comments are not received within this time period, the Deliverable will be deemed accepted. If comments are received in this time period, the State project manager and the Contractor will mutually agree on timeframe and steps for finalizing the Deliverable for State approval.
<b>Other</b>	

<b>Deliverable 5</b>	<b>System Configuration Reports</b>
<b>Purpose</b>	To identify gaps where the software cannot be configured to meet desired business processes and suggest resolutions for those gaps as well as to clearly communicate the system configuration, including decisions made and the logic behind the decision.
<b>Content</b>	<p>A document that effectively describes the entire system configuration, including decisions made and the logic behind the decision. The individual reports will identify specific business activities that cannot be automated with the Licensed Software, suggest alternative solutions, identify related impacts, and recommend a solution.</p> <p>This Deliverable will confirm the shared understanding between the State and Contractor of the requirements and the method by which they will be satisfied during the implementation of the Licensed Software. It must identify existing requirements that must be revised or clarified for unambiguous interpretation and address additional requirements identified during work sessions with State stakeholders.</p> <p>The Deliverable must include a traceability matrix from the completed requirements to be used throughout the remainder of the development effort, and particularly in mapping user acceptance test criteria back to the requirements.</p>
<b>Acceptance</b>	<p>The State will provide comments on each System Configuration Report within fifteen business days of receipt. If comments are not received within this time period, the Deliverable will be deemed accepted.</p> <p>If additional drafts of a report are required before acceptance of a Final Report, the State will provide comments on each such Draft System Configuration Report within fifteen business days of receipt. If comments are not received within this time period,</p>

	the Deliverable will be deemed accepted.
<b>Other</b>	The State will work with Contractor to develop an agreed table of contents for the reports prior to their development.

<b>Deliverable 6</b>	<b>Business Process Modification Recommendations</b>
<b>Purpose</b>	To document the Contractor's recommendations for modifying existing State business processes and identify the potential impacts of change.
<b>Content</b>	A document identifying recommendations for modifying existing State business processes to take advantage of the solution's functionality. Must include business process maps of "as is" and "to be" along with narratives explaining the recommended changes, the benefits that would result, and all consequences.
<b>Acceptance</b>	The State will provide comments on the business process modification recommendations within fifteen business days of receipt. If comments are not received within this time period, the Deliverable will be deemed accepted.  If additional drafts of a report are required before acceptance of a Final Report, the State will provide comments on each such Draft Business Process Modification Recommendations Report within fifteen business days of receipt. If comments are not received within this time period, the Deliverable will be deemed accepted.
<b>Other</b>	

<b>Deliverable 7</b>	<b>Configured Software Ready for Test</b>
<b>Purpose</b>	To deliver a functioning set of the Licensed Software to the State configured in accord with the System Configuration Reports and ready for testing.
<b>Content</b>	The configured Licensed Software, installed on the State's Computer System.
<b>Acceptance</b>	The State will certify within five business days of its installation that the Licensed Software works as intended and is ready for user testing. If problems are not reported within this time period, the Deliverable will be deemed accepted.
<b>Other</b>	The State anticipates that the Contractor would facilitate knowledge transfer by working side-by-side with State resources during configuration when appropriate.

<b>Deliverable 8</b>	<b>Accepted Workflows</b>
<b>Purpose</b>	To deliver all automated workflows necessary to meet the State's functional requirements as well as any additional agreed-upon workflows as defined in the System Configuration Reports.
<b>Content</b>	User-tested and accepted automated workflows.
<b>Acceptance</b>	The State will certify within the time period specified in the Test Plan that the automated workflows function as intended and ready for production. If problems are not reported within this time period, the Deliverable will be deemed accepted.
<b>Other</b>	

<b>Deliverable 9</b>	<b>Hardware Specification (Not applicable to "cloud" solution)</b>
<b>Purpose</b>	To provide the State with all necessary specifications to enable preparation of the State's data center for installation of the Hardware and Licensed Software at least 45 days prior to the scheduled installation. Hardware and system software shall have sufficient capacity to provide reasonable response time to the State's users for all online transactions, ad hoc queries, and scheduled reports.
<b>Content</b>	A document that describes the server architecture upon which to run the application,

	<p>including operating system, database, application, internet, and other servers and associated data storage devices with sufficient capacity to meet the State's processing needs, for the following environments:</p> <ol style="list-style-type: none"> <li>1. Development</li> <li>2. Test</li> <li>3. Production</li> <li>4. Quality assurance</li> </ol>
<b>Acceptance</b>	<p>The State will provide comments on the Hardware Specification within fifteen business days of receipt.</p> <p>If additional drafts are required before acceptance of the Hardware Specifications, the State will provide comments on the Hardware Specification within fifteen business days of receipt. If comments are received, the State project manager and the Contractor will mutually agree on timeframe and steps for finalizing the Deliverable for State approval and acceptance.</p>
<b>Other</b>	

<b>Deliverable 10</b>	<b>Application Architecture Documentation</b>
<b>Purpose</b>	To concisely document the Licensed Software's architecture and interfaces in a manner understandable to all project participants.
<b>Content</b>	<p>A document that identifies:</p> <ol style="list-style-type: none"> <li>1. The major modules of the software and the interfaces between them</li> <li>2. All external interfaces, including a description of the information sent and received, and the method and timing of the interface</li> <li>3. An application security plan for user access rights</li> </ol>
<b>Acceptance</b>	The State project manager will provide comments on the installation architecture specification within fifteen business days of receipt. If comments are not received within this time period, the Deliverable will be deemed accepted. If comments are received in this time period, the State project manager and the Contractor will mutually agree on timeframe and steps for finalizing the Deliverable for State approval.
<b>Other</b>	The Contractor must prepare presentation materials and conduct an in-depth, structured walkthrough of the solution architecture with technical and non-technical project team members to allow for early detection of possible architectural design flaws, encourage early participation by non-technical staff, and identify improvement opportunities.

<b>Deliverable 11</b>	<b>Installation Certification Document</b>
<b>Purpose</b>	Certify the successful installation of the Hardware and Licensed Software in the State's data center, and that the test and production environments are functioning as necessary to support the implementation effort.
<b>Content</b>	A signed document warranting and certifying that the Hardware and Licensed Software have been installed in all environments, that the Licensed Software works as intended, that the installation has not degraded use of other State computer systems, that user authentication information is correctly shared with the State's network user authentication application and that the Licensed Software can be accessed via the network and can communicate with other State network resources necessary for the full functioning of the Licensed Software. The document will also summarize the components installed and describe the means used to verify the installation.
<b>Acceptance</b>	The State's project manager will provide comments on the Installation Certification Deliverable within five business days of receipt. If comments are received, the State project manager and the Contractor will mutually agree on timeframe and steps for finalizing the Deliverable for State approval and acceptance.
<b>Other</b>	

<b>Deliverable 12</b>	<b>Data Conversion Plan</b>
<b>Purpose</b>	To define the approach and schedule for converting historical data to the new Licensed Software and for populating data fields that must be completed prior to Productive Use.
<b>Content</b>	<p>A document that:</p> <ol style="list-style-type: none"> <li>1. Identifies the data to be converted, including mapping that cites specific data sources and destinations for each field</li> <li>2. Defines necessary conversion algorithms</li> <li>3. Defines roles and responsibilities associated with data conversion and field population</li> <li>4. Identifies all data elements in the Licensed Software that must be populated prior to Productive Use, including those with no source data in the State's legacy systems</li> <li>5. Provides a plan for ensuring that the Licensed Software is appropriately populated with all necessary data prior to Productive Use</li> <li>6. Provides a plan for testing the converted and populated data in the Licensed Software for accuracy and consistency</li> </ol>
<b>Acceptance</b>	<p>The State will provide comments on the Draft Data Conversion Plan within fifteen business days of receipt. If comments are not received within this time period, the Deliverable will be deemed accepted.</p> <p>The State will provide comments on the Final Data Conversion Plan within ten business days of receipt. If comments are not received within this time period, the Deliverable will be deemed accepted.</p> <p>If additional drafts are required before acceptance of the Final Data Conversion Plan, the State will provide comments on each Draft Data Conversion Plan within ten business days of receipt. If comments are not received within this time period, the Deliverable will be deemed accepted.</p>
<b>Other</b>	The State will work with Contractor to develop an agreed table of contents for the Data Conversion Plan.

<b>Deliverable 13</b>	<b>Validated Migrated Data</b>
<b>Purpose</b>	To convert historical data and migrate it to the new Licensed Software in accord with the Data Conversion Plan.
<b>Content</b>	Data loaded on the production system and certified as ready for use.
<b>Acceptance</b>	The State will validate within ten business days of data migration that the migrated data is accurate and free from error. If problems are not reported within this time period, the Deliverable will be deemed accepted.
<b>Other</b>	

<b>Deliverable 14</b>	<b>Reports</b>
<b>Purpose</b>	To design and develop custom reports configured to meet the State's needs.
<b>Content</b>	Up to 100 (50 complex and 50 simple) custom-developed reports that meet agreed-upon requirements.
<b>Acceptance</b>	The State will validate within ten business days of receipt that developed reports meet requirements. If problems are not reported within this time period, the Deliverable will be deemed accepted. If comments are received, the State project manager and the Contractor will mutually agree on timeframe and steps for finalizing the Deliverable for State approval and acceptance.

<b>Other</b>	
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<b>Deliverable 15</b>	<b>Interface Specifications</b>
<b>Purpose</b>	To document the specifications for system interfaces defined in the RFP and by mutual agreement between the State and the Contractor.
<b>Content</b>	A document that defines the specifications for necessary interfaces at a sufficient level of detail to support development of interfaces.
<b>Acceptance</b>	<p>The State will provide comments on the Draft Interface Specifications within fifteen business days of receipt. If comments are not received within this time period, the Deliverable will be deemed accepted.</p> <p>The State will provide comments on the Final Interface Specifications within ten business days of receipt. If comments are not received within this time period, the Deliverable will be deemed accepted.</p> <p>If additional drafts are required before acceptance of the Final Interface Specifications, the State will provide comments on each Draft Interface Specification within fifteen business days of receipt. If comments are received, the State project manager and the Contractor will mutually agree on timeframe and steps for finalizing the Deliverable for State approval and acceptance.</p>
<b>Other</b>	The State will work with the Contractor to develop an agreed table of contents for the Interface Specifications prior to its development.

<b>Deliverable 16</b>	<b>Tested Interfaces</b>
<b>Purpose</b>	To deliver and test the real-time or near-real-time functionality that effectively connects the Licensed Software to the agreed interface programs.
<b>Content</b>	Software code and/or configuration parameters to make interfaces operational. Certification that the interfaces are working in accord with the associated specifications.
<b>Acceptance</b>	The State will certify within the time period specified in the Test Plan that the defined interfaces function as intended and are ready for production operation. If problems are not reported within this time period, the Deliverable will be deemed accepted.
<b>Other</b>	

<b>Deliverable 17</b>	<b>Test Plan</b>
<b>Purpose</b>	To define the approach for testing of the Licensed Software.
<b>Content</b>	<p>A document that:</p> <ol style="list-style-type: none"> <li>1. Defines the overall testing process, including unit, system, acceptance, field, and performance testing</li> <li>2. Provides a content outline to guide development of test scripts for unit, system, acceptance, field and performance testing</li> <li>3. Includes at a minimum five test scripts developed by the Contractor to serve as a guideline for the State's development of remaining scripts</li> <li>4. Defines a mechanism for tracking test performance and completion</li> <li>5. Defines procedures for managing the test environment, including change control</li> <li>6. Defines procedures for assigning severity to problems encountered</li> </ol>
<b>Acceptance</b>	The State will provide comments on the Draft Test Plan within ten business days of receipt. If comments are not received within this time period, the Deliverable will be deemed accepted.

	<p>The State will provide comments on the Final Test Plan within five business days of receipt. If comments are not received within this time period, the Deliverable will be deemed accepted.</p> <p>If additional drafts are required before acceptance of the Final Test Plan, the State will provide comments on each Draft Test Plan within ten business days of receipt. If comments are not received within this time period, the Deliverable will be deemed accepted.</p>
<b>Other</b>	<p>The State will work with the Contractor to develop an agreed-upon table of contents for the Test Plan prior to its development. The Contractor is responsible for developing the test methodology and acquiring any necessary automated testing tools and bug tracking software. The Contractor will also be responsible for training State staff on test methodologies and the proper use of the test tools selected to script and perform test cases and document test case results.</p>

<b>Deliverable 18</b>	<b>Volume/Stress Testing Report</b>
<b>Purpose</b>	To document the approach to and results of performance testing.
<b>Content</b>	<p>A document that:</p> <ol style="list-style-type: none"> <li>1. Describes the overall volume/stress testing process</li> <li>2. Documents the volume/stress testing results</li> <li>3. Provides recommendations for improving system performance</li> <li>4. Documents improvements made to tune the system for optimal performance</li> </ol>
<b>Acceptance</b>	<p>The State will provide comments on the Draft Volume/Testing Report within ten business days of receipt. If comments are not received within this time period, the Deliverable will be deemed accepted. If comments are received, the State project manager and the Contractor will mutually agree on timeframe and steps for finalizing the Deliverable for State approval and acceptance.</p> <p>The State will provide comments on the Final Volume/Testing Report within five business days of receipt. If comments are not received within this time period, the Deliverable will be deemed accepted. If comments are received, the State project manager and the Contractor will mutually agree on timeframe and steps for finalizing the Deliverable for State approval and acceptance.</p>
<b>Other</b>	

<b>Deliverable 19</b>	<b>Training Plan</b>
<b>Purpose</b>	To define the approach and schedule for end user and systems operation training.
<b>Content</b>	<p>A document that:</p> <ol style="list-style-type: none"> <li>1. Outlines the necessary classes and curriculum for each class</li> <li>2. Establishes a content outline to guide development of classroom materials</li> <li>3. Identifies State attendees and instructors</li> <li>4. Defines a training schedule</li> <li>5. Provides a mechanism for tracking completion of training</li> </ol>
<b>Acceptance</b>	<p>The State will provide comments on the Draft Training Plan within ten business days of receipt. If comments are not received within this time period, the Deliverable will be deemed accepted. If comments are received, the State project manager and the Contractor will mutually agree on timeframe and steps for finalizing the Deliverable for State approval and acceptance.</p> <p>The State will provide comments on the Final Training Plan within five business days of</p>

	<p>receipt. If comments are not received within this time period, the Deliverable will be deemed accepted. If comments are received, the State project manager and the Contractor will mutually agree on timeframe and steps for finalizing the Deliverable for State approval and acceptance.</p> <p>If additional drafts are required before acceptance of the Final Training Plan, the State will provide comments on each Draft Training Plan within ten business days of receipt. If comments are not received within this time period, the Deliverable will be deemed accepted.</p>
<b>Other</b>	<p>The State will work with Contractor to develop an agreed table of contents for the Training Plan prior to its development. While the State anticipates a "train-the-trainer" approach to training, it fully expects the Contractor to provide sufficient materials and subject matter expert training to support State staff in effectively developing and delivering end-user training.</p>

<b>Deliverable 20</b>	<b>Training Materials</b>
<b>Purpose</b>	To provide the State with materials for each training session.
<b>Content</b>	Content and materials for each class, tailored to meet the State's specific needs.
<b>Acceptance</b>	The State project manager will provide comments on training materials within fifteen business days of receipt. If comments are received, the State project manager and the Contractor will mutually agree on timeframe and steps for finalizing the Deliverable for State approval and acceptance.
<b>Other</b>	

<b>Deliverable 21</b>	<b>Training</b>
<b>Purpose</b>	To train State "trainers" and system administrators in the use and administration of the Licensed Software.
<b>Content</b>	The delivery of user and systems operation training in accord with the Training Plan, including at a minimum initial end-user training sessions in Juneau and Anchorage as well as additional train-the-trainer sessions sufficient to train all staff who will lead end user training.
<b>Acceptance</b>	This Deliverable will be deemed accepted once training is delivered in accord with the Training Plan.
<b>Other</b>	

<b>Deliverable 22</b>	<b>Knowledge Transfer Plan and Activity</b>
<b>Purpose</b>	To prepare State staff to maintain the system following implementation.
<b>Content</b>	A written plan describing the knowledge and skills necessary for State personnel to maintain the system following implementation. This Deliverable also includes all activities, discussions, and written materials to transfer this knowledge to State staff effectively.
<b>Acceptance</b>	This Deliverable will be deemed accepted once knowledge transfer is accomplished in accord with the Knowledge Transfer Plan.
<b>Other</b>	

<b>Deliverable 23</b>	<b>Go-Live and Stabilization Plan</b>
<b>Purpose</b>	To define the steps necessary for a successful Go-Live and subsequent stabilization of the Licensed Software.
<b>Content</b>	The Go-Live and Stabilization Plan will consist of a detailed task plan, including a readiness checklist and resource assignments, to support moving the Licensed Software into Productive Use. It will include a data load and conversion plan and a contingency plan in the event that the Go-Live fails. It will also include a stabilization plan that details Contractor's commitments to stabilization and the transition to full support by State staff.
<b>Acceptance</b>	<p>The State will provide comments on the Draft Go-Live and Stabilization Plan within ten business days of receipt. If comments are not received within this time period, the Deliverable will be deemed accepted. If comments are received, the State project manager and the Contractor will mutually agree on timeframe and steps for finalizing the Deliverable for State approval and acceptance.</p> <p>The State will provide comments on the Final Go-Live and Stabilization Plan within five business days of receipt. If comments are not received within this time period, the Deliverable will be deemed accepted. If comments are received, the State project manager and the Contractor will mutually agree on timeframe and steps for finalizing the Deliverable for State approval and acceptance.</p> <p>If additional drafts are required before acceptance of the Final Go-Live and Stabilization Plan, the State will provide comments on each Draft Go-Live and Stabilization Plan within ten business days of receipt. If comments are not received within this time period, the Deliverable will be deemed accepted.</p>
<b>Other</b>	

<b>Deliverable 24</b>	<b>Technical Operations Manual</b>
<b>Purpose</b>	To guide State IT staff in the technical operation and maintenance of Licensed Software after implementation. Includes site-specific customizations and operational considerations.
<b>Content</b>	An online manual to guide State IT staff in the technical procedures necessary to operate and maintain the licensed software after implementation customized to the State's configuration.
<b>Acceptance</b>	The State project manager will provide comments on the Technical Operations Manual within fifteen business days of receipt. If comments are received, the State project manager and the Contractor will mutually agree on timeframe and steps for finalizing the Deliverable for State approval and acceptance.
<b>Other</b>	

<b>Deliverable 25</b>	<b>Business User Manual</b>
<b>Purpose</b>	To guide State business staff with the use and ongoing configuration of the Licensed Software.
<b>Content</b>	An online manual to guide end users in the functionality, features and workflow offered by the application, customized to the State's configuration.
<b>Acceptance</b>	<p>The State will provide comments on the Draft Business User Manual within ten business days of receipt. If comments are received, the State project manager and the Contractor will mutually agree on timeframe and steps for finalizing the Deliverable for State approval and acceptance.</p> <p>The State will provide comments on the Final Business User Manual within five business days of receipt. If comments are received, the State project manager and the Contractor will mutually agree on timeframe and steps for finalizing the Deliverable for</p>

	State approval and acceptance.  If additional drafts are required before acceptance of the Final Business User Manual, the State will provide comments on each Draft Business User Manual within ten business days of receipt. If comments are received, the State project manager and the Contractor will mutually agree on timeframe and steps for finalizing the Deliverable for State approval and acceptance.
<b>Other</b>	

<b>Deliverable 26</b>	<b>Configured and Licensed Software in Productive Use</b>
<b>Purpose</b>	To provide the State with a functioning set of Licensed Software configured to meet the State's business needs, loaded with the State's data per the Data Conversion Plan, and interfaced with other State systems per the Interface Specifications.
<b>Content</b>	Implemented software in productive use.
<b>Acceptance</b>	The State will accept the Configured Licensed Software after the last installed component of the Licensed Software has been in Productive Use without a Type A or B Malfunction for a period of at least 90 consecutive days.
<b>Other</b>	

<b>Deliverable 27</b>	<b>Stabilization Services</b>
<b>Purpose</b>	To provide the State with post Go-Live support services, including identifying and resolving Malfunctions and operational issues.
<b>Content</b>	Technical support, commencing at Go-Live and ending after a mutually agreed-upon period of time.
<b>Acceptance</b>	The State will accept the Stabilization Services after the mutually agreed-upon time period for services, given the Licensed Software has been in Productive Use for 365 days without a Type A or B Malfunction for a period of at least 90 consecutive days. If a Malfunction occurs during this time period, Stabilization Services shall continue until Licensed Software has been in Productive Use without Malfunction for a period of at least 90 consecutive days.
<b>Other</b>	

**F. State and Contractor Responsibilities and Access**

State will be responsible for the proper configuration, installation, and maintenance of the Computer System as required by Contractor or the manufacturer, and for providing and installing any hardware, programming, or other materials to be provided by State. State will provide utilities (including heat, light, power, and air conditioning) for operation of the Contractor Licensed Software and Hardware in accordance with Contractor's and any third party vendor's requirements.

In connection with Services, State will reasonably cooperate with Contractor and will:

1. Give Contractor physical access to State's site during normal working hours (or as otherwise agreed), and office space and equipment, telephone service, programming facilities, and other reasonable administrative and infrastructure support as needed for Contractor to deliver services;
2. Give Contractor remote Internet access to the servers on which the Licensed Software resides;
3. Make available knowledgeable State staff to answer questions and make decisions when necessary relating to the business and functional aspects of the services being performed by Contractor;
4. Provide timely responses and approvals to Contractor;
5. Conduct regular backups of the State's servers.

Contractor shall comply with all of State's security procedures regarding such access.

Contractor shall use such access solely for performing its obligations hereunder and Contractor shall be liable for any breach of State's systems arising from Contractor's access or using State's passwords and access rights.

### **G. Warranty of Performance**

Contractor warrants that:

1. It will perform the Services in a professional and workmanlike manner, in accordance with the standards of performance generally accepted in the software industry.
2. It will strictly comply with the descriptions and representations as to the Services (including performance capabilities, accuracy, completeness, characteristics, specifications, configurations, standards, function and requirements) which appear in this Agreement and in Contractor's response to State of Alaska's Request for Proposals for Statewide Administrative Systems Replacement Project (RFP 2010-0200-9388), dated August 2, 2010, and as amended during the Pre-award Phase discussions.
3. The Services will not be in violation of any applicable law, rule or regulation, and Contractor will have obtained all permits required to comply with such law and regulations.
4. The Services will not violate or in any way infringe upon the rights of third parties, including property, contractual, employment, trade secrets, proprietary information and nondisclosure rights, or any trademarks, license, copyright or patent rights.
5. Entry into and performance of this Agreement is not limited in any way by any loan, security, financing, lien, claim, encumbrance, contractual or other agreement to which Contractor is a party.
6. Errors or omissions committed by Contractor in the course of providing services shall be remedied timely by Contractor at its own expense

### **H. Limitation of Liability**

Except for (a) the CONTRACTOR'S indemnity obligations hereunder, (b) the CONTRACTOR'S breach of its confidentiality obligations, or (c) damages arising out of the CONTRACTOR'S intentional misrepresentation, gross negligence or willful misconduct, both parties agree that the CONTRACTOR'S liability for any damages relating to this Agreement shall not exceed the greater of 1.75 times the fees payable to the CONTRACTOR as provided for herein, or (2) 1.75 times the actual amounts received by the CONTRACTOR during the term.

## APPENDIX D CONSIDERATION AND PAYMENT SCHEDULE

### A. Payment Schedule

The State shall make payments based on Deliverables defined in this Agreement. The Deliverables to be furnished by the Contractor and associated payment milestones are identified in the table below.

Payment shall be contingent upon the State's signed acceptance of the Deliverable and requires a Contractor's signed certification memo of completion. State acceptance will not be unreasonably withheld. Acceptance may be conditioned on Contractor action to produce a Deliverable meeting established quality standards. The Contractor shall submit a payment request on a monthly basis to the address on page 1, item 11 of this Agreement.

Payment Milestone/Deliverable	Invoice Amount	Withholding Amount	Payment Amount
1. Baseline Detailed Project Work Plan			
2. Project Status Reports			
3. Weekly Risk Reports			
4. Satisfaction Surveys			
5. System Configuration Reports			
6. Business Process Modification Recommendations			
7. Configured Software Ready for Test			
8. Accepted Workflows			
9. Hardware Specification			
10. Application Architecture Documentation			
11. Installation Certification Document			
12. Data Conversion Plan			
13. Validated Migrated Data			
14. Reports			
15. Interface Specifications			
16. Tested Interfaces			
17. Test Plan			
18. Volume/Stress Testing Report			
19. Training Plan			
20. Training Materials			
21. Training			
22. Knowledge Transfer Plan and Activity			
23. Go-Live and Stabilization Plan			
24. Technical Operations Manual			
25. Business User Manual			
26. Configured and Licensed Software in Productive Use			
27. Stabilization Services			
<b>TOTAL FIXED PRICE</b>			



All undisputed amounts on each invoice delivered to the State by Contractor shall be due and payable within thirty days of receipt thereof by State. Each invoice must detail the services provided. All invoices for services rendered will include, at a minimum, the type of service being performed as defined by the subcategory of the task from the Statement of Work, a breakdown of on-site vs. off-site time, the total hours, the employee, and the period covered. This detail can either be included in the body of the invoice or through a detail supplement that will be provided in conjunction with the invoice, such as a report or spreadsheet.

### **B. Withholding Payment**

A withholding of 20% will be retained from the amount paid on a Contractor invoice under the resulting contract during the implementation phase of each functional module. The withholding will be released as follows:

1. Upon Go-Live, the State will pay the Contractor one-half of the amount withheld to date.
2. Six months after Final Acceptance, if the licensed software has been in productive use without Type A or B Malfunctions for a period of at least 90 consecutive days, the State will pay the Contractor one-half of the remaining balance.
3. Twelve months after Final Acceptance, if the software has been in productive use without Type A or B Malfunction for a period of at least 90 consecutive days, the State will pay the Contractor the remaining balance.

A Type A or B Malfunction in the last 90 days will extend the warranty support period without further cost to the State.

### **C. Flexible Use Hour Task Order (FTO) Request Management**

All the changes to the scope specified in the SOW will need to be discussed and agreed by the State and Contractor. An FTO Request must be completed by the person or function that is requesting the change and such request must be approved by the State project manager.

The purpose of the FTO Request is to enable adjustments to project scope or requirements as defined in this Agreement. If these change during the delivery of the project (through additional needs of the State or changes resulting from the business process enablement), the estimates for cost, effort, and duration will need to be reviewed, and possibly modified.

The following steps will be followed to ensure adherence to the Project Scope and Requirements management:

1. For any potential change in scope a change request will be prepared and evaluated in several key areas:
  - Functional/Technical Validation: A technical and functional analysis will be performed to determine the feasibility of implementing the requested change.
  - Impact Assessment: Based on the outcome of the Functional/Technical Analysis, an assessment will be performed to determine the potential impact to cost, schedule, resource requirements, and mission.
2. The change request will proceed through these approval steps:
  - Step 1 – The State will evaluate the change request to determine if there is sufficient business reason for consideration.
  - Step 2 – The State will send the request to the Contractor project manager for functional/technical validation.
  - Step 3 – The Contractor project manager will assess the impact of the requested change on project costs, schedule, resources, etc. and report these impacts to the State.
  - Step 4 – The State will approve or deny the request in writing.
  - Step 5 – Contractor will deliver per the approved FTO Request.

## **APPENDIX E**

### **CONTRACTOR'S RESPONSIBILITY FOR FUNCTIONAL REQUIREMENTS**

**[TO BE INSERTED AFTER CONTRACTOR SELECTION]** – Contains final disposition after Pre-award Phase of Attachment F Software Functionality and Technical Requirements.