4   Requirements Matrix

In the following sections, we have provided detailed specifications for the requirements needed for the enterprise solution. Vendors must indicate their solution features against each requirement or specification in their response, along with any additional comments, by using the following legend:

Solution Features	S = Standard
	N = Not Available
	C = Available with Customization
	F = Available with Configuration
	P = Available through a 3rd- party

4.1   Finance and Accounting Requirements

Accounts Payable and Receivables

#	Requirement	S / N / C / F / P	Additional Comments
1	Efficiently extract and store invoice data from various sources, including email, paper documents, and electronic files.		
2	Automated process for cross-referencing invoices with purchase orders and receiving reports, also known as 3-way matching.		
3	Recognize and mark duplicate incoming invoices.		
4	Set up approval workflows that can be customized based on invoice amount, department, and various other criteria.		

5	Manage and create recurring invoices for ongoing services or subscriptions.		
6	Create personalized templates for a wide range of invoice types, providing flexibility and customization options to suit specific business needs.		
7	Support bulk invoicing for high-volume billing.		
8	Generate and send electronic invoices, ensuring adherence to relevant standards and regulations.		
9	Track the status of invoices from creation to receipt to payment; this should include tracking of any outstanding invoice balances.		
10	Process and apply early payment discounts to invoices and accurately calculate and impose late payment penalties when necessary.		
11	Automate invoice capture data and utilize Optical Character Recognition (OCR) technology to extract information from invoices accurately and efficiently.		
12	Receive invoices through various channels, including email, physical mail, and electronic submissions.		
13	Configurable workflow for invoice approval, including the detailed procedures for reviewing and authorizing invoices and the ability to escalate a workflow in case of any issues or delays in the approval process.		
14	Vendor portal integration.		
15	Banking system integration for payment processing and reconciliation.		
16	Accommodate various payment methods, including checks, ACH (Automated Clearing House) transactions, wire transfers, and electronic payments.		

17	Schedule payments in accordance with due dates, cash flow considerations, and discount opportunities.		
18	Process multiple payments at once by grouping them into batches.		
19	Set up a payment approval process, which includes multiple levels of approvals based on the payment amount and various other criteria.		
20	Automatically match and verify payments with corresponding entries on bank statements.		
21	Process partial payments and distribute them across multiple invoices.		
22	Handle overpayments and issue refunds or credits as needed.		
23	Process payments and apply them to correct open invoices. This should be possible either manually/on-demand by a user or automatically/on a schedule by the system.		
24	Easily scale the finance and accounting module(s) to accommodate the organization's growth and increase financial data with automated collection processes for overdue accounts.		
25	Automate payment reminders via the customer's subscribed method of contact (e-mail/text).		
26	Have the option to manually send out a payment reminder at any time.		
27	Create workflows that follow escalation procedures for non-payment accounts in collections over 60, 90, or 180 days or more.		
28	Collect, manage, and track billed receivables.		

#	Requirement	S / N / C / F / P	Additional Comments
29	Automatically generate and send reminder letters to users based on the severity of the situation.		
30	Perform custom calculations using various interest rates.		
31	Generate monthly, quarterly, and/or annual customer statements.		
32	Can accommodate a wide range of payment terms, including credit periods, cash discounts, and payment days.		
33	Create customer invoicing and payment processing and associated tracking.		
34	Provide tools for credit management and payment collections.		

Budgeting & Forecasting

#	Requirement	S / N / C / F / P	Additional Comments
1	Download payroll and personnel information, including salaries, benefits, taxes, grade level, and vacancies for forecasting purposes.		
2	Create unlimited budgets categorized by fund, program, and/or project.		
3	Forecast using user-defined methods based on past budgets, actuals, and growth trends.		
4	View budget based on various levels, including fund, department, object code, and job class summary.		
5	Integrate seamlessly with other financial modules to pull actual financial data for comparison with budgeted amounts.		

6	Integrate seamlessly with Human Resources modules to pull in position budgeting information such as the total number of positions, grade, step, and benefits.		
7	Configurable approval workflows for departmental budget transactions.		
8	Create forecasts and perform what-if analysis to assess the impact of potential changes on the budget.		
9	Analyze funds (allotments) at both the Fund/Department and Fund/Object levels.		
10	View/change/add/transfer positions in the Budget file by using the department, division, classification, or position number.		
11	Transfer a position/employee to another position using the assigned employee number.		
12	Transfer funds (allotments) within a department's existing budget.		
13	Forecast expenditures for a minimum of five years.		
14	Access the fiscal year's adopted and year-end adjusted budget.		
15	Forecast employment positions at various levels of percentage increases.		
16	Manage a long-term capital improvement budget for multiple years separate from the annual operating budget.		
17	Review requisitions from departments and approve selected requisitions by department.		

#	Requirement	S / N / C / F / P	Additional Comments
18	Create, modify, and manage budgets for various departments and projects with an audit trail.		
19	Support the creation of multiple versions of budgets for scenarios, such as best-case, worst-case, and actual budgets.		
20	Allocate funds to specific general, capital, and project fund accounts.		

Cash Management

#	Requirement	S / N / C / F / P	Additional Comments
1	Bank reconciliations and cash flow forecasting.		
2	Management of petty cash and other liquid assets.		
3	Efficiently record and track all cash receipts that originate from various sources.		
4	Accept and process various forms of payments, including cash, checks, electronic transfers, and credit/debit cards.		
5	Generate and distribute receipts electronically or in printed form to individuals or entities making payments.		
6	Monitor the status of deposits and compare them with bank statements to ensure reconciliation.		
7	Efficiently process a large volume of receipts in batches, ensuring that all the necessary data is accurately captured and organized. This feature should streamline the processing of a high volume of receipts and help ensure that no important information is overlooked or omitted.		

#	Requirement	S / N / C / F / P	Additional Comments
8	Facilitate multiple disbursement methods, including ACH (Automated Clearing House), wire transfers, checks, and cash.		
9	Analyze historical financial data and projected budgeted amounts to be able to generate accurate forecasts of cash inflows and outflows.		
10	Create and display customized dashboards that show key performance indicators (KPIs) specifically related to cash management.		

Fixed Asset Management

#	Requirement	S / N / C / F / P	Additional Comments
1	Tools to track processes for asset disposal and retirement.		
2	Tools to manage asset disposal by documenting the means of disposal and calculating the asset's depreciation amount, sale amount, credits, and removal from the books.		
3	Provide centralized storage for asset documentation and manuals.		
4	Quick access to asset information details for maintenance.		
5	Tools for the management of assets throughout their lifecycle.		
6	Tools to provide planning for asset acquisition, utilization, and disposal.		
7	Tools to store, set, and serve up Key Performance Indicators (KPIs) for assets.		

8	Centralized database for maintaining asset details.		
9	Asset categorization and classification and allow easy updates with audit tracking.		
10	Assign unique identifications (IDs) and tracking of each asset.		
11	Tools to allow barcoding or RFID technology capabilities for accurate tracking of assets.		
12	Real-time monitoring of asset condition that allows an employee to know the status of the asset (age, condition, depreciation, location, original cost, etc.).		
13	Automated calculation and tracking of asset depreciation.		
14	Support for different depreciation methods.		
15	Monitor and optimize energy usage for assets.		
16	Forecast future asset needs.		
17	Easily plan for asset upgrades and replacements.		
18	Provide monitoring and tracking of leased assets.		
19	Track lease terms, renewals, and expirations of real estate and equipment.		
20	Automated reminders when a lease is coming up and trigger workflow actions.		

#	Requirement		Additional Comments
21	Provide asset lease accounting, compliance, and reporting.		
22	Tracking and managing company assets.		
23	Schedule and track preventive and corrective asset maintenance.		
24	Work order management for asset repairs.		
25	Mobile accessibility for asset tracking and management.		
26	Tools to provide quick & easy identification and mitigation of risks associated with asset management.		
27	Tools to assist with compliance with all regulatory requirements and an easy way to update these requirements as/if they change.		
28	Track warranty information for assets.		
29	Tools to assist with the management of asset service contracts and agreements.		

General Accounting Requirements

#	Requirement	S / N / C / F / P	Additional Comments
1	Can schedule and manually run regular audits and inspections of assets.		
2	Depreciation calculations and reporting.		
3	Traceability between financial reports and transactional entries.		

4	Require sub-ledger transactions to be assigned sequential journal numbers.		
5	Set up regulations for computing transaction amounts in the General Ledger.		
6	Process different fund formats such as General Funds, Grants Funds, Special Revenue Funds, Capital Projects Funds, and Debt Financing.		
7	Space for detailed GL account descriptions, with the ability to enter a description up to 75 characters in length.		
8	Deactivate account numbers in the general ledger if they have not had any activity in the current year; accounts with activity cannot be deleted.		
9	Allow for fund accounting on a double-entry cash, modified accrual, or full accrual basis. GL Fund ledgers should be maintained separately, with the ability to aggregate them for reporting purposes.		
10	Set up a restriction/rule so that once current-period GL transactions have been processed, users cannot delete accounts, funds, department numbers, or any other data associated with each processed transaction.		
11	Automate complete month-end and year-end GL closing procedures.		
12	Allow authorized personnel to re-open a prior closed period.		
13	Purchase orders issued using capital funds should be able to be carried forward to the new fiscal year.		
14	Allow for adjusted journal entries to be made after the closing process has been completed.		

15	Centralized repository for financial transactions.		
16	Account reconciliation and closing processes.		
17	Classify revenues and expenditures by categories.		
18	Support multiple types of journal entries, including manual, standard, recurring, accrual/reversal, inter-fund, and user-defined.		
19	Tools to manage writing off uncollectible accounts. This includes implementing approval workflows for handling such write-offs and tracking the financial impact of these actions.		
20	Tools to monitor the internal controls of Separation of Duty to reduce the risk of fraud and minimize errors in employees' daily performance.		
21	Vendor self-service portal for vendors to update addresses, contact person, phone numbers, view contracts, submit invoices, view purchase orders, update W-9 etc.		
22	Ensure high system performance and provide reliability to handle complex financial calculations, large datasets, and concurrent user access.		
23	Send automatic notifications and alerts for pending approvals, upcoming payment due dates, contract renewals, escalation items, and other important events.		
24	Tools for strategic planning for financial goals.		
25	Comprehensive financial modeling and scenario analysis.		

#	Requirement		
26	Customizable charts of accounts, financial reports, and workflows to adapt to the organization's specific financial processes.		

Audit Trails and Compliance

#	Requirement	S / N / C / F / P	Additional Comments
1	Record detailed audit trails for financial transactions, including creation, modification, and deletions.		
2	Capture a wide range of details for each transaction, ensuring that it records the specific date, time, user ID, and all affected accounts to provide a comprehensive and accurate overview of the transaction history.		
3	Tools to ensure compliance with accounting standards and regulations, specifically GAAP & GASB.		
4	Record and store the history of any alterations made to essential financial data fields. This includes capturing the before-and-after values to ensure a comprehensive audit trail of changes.		
5	Record all user activities, such as login and logout events, data queries, and report generation.		
6	Automated notification to administrative users immediately about any suspicious or unauthorized activities as soon as they occur in real-time.		
7	Robust encryption measures to safeguard audit trail data.		
8	Regularly create backups of audit trail logs and storage in a secure off-site location to prevent data loss in case of any unforeseen events.		

#		S / N / C / F / P	Additional Comments
9	Update or add new rules and regulations to meet future compliance and law changes that the City departments must follow.		
10	Tools to manage financial risks and compliance requirements.		
11	Document & Report on asset audit trails.		

4.2 Grants Management Requirements

General Requirements

#	Requirement	S / N / C / F / P	Additional Comments
1	Set up and manage budgets for each awarded grant, providing robust tools for financial control.		
2	Track expenditures against awarded budgets, with the ability to ensure transparency and accountability.		
3	Tools to monitor and uphold compliance with awarded grant conditions, regulations, and reporting requirements.		
4	Tools to monitor, update, and report on modifications to grant agreements, such as budget adjustments and date extensions.		
5	Capture the CFDA/ALN number, Grant number, awarding agency, grant assigned number, resolution number, ordinance number, contacts (internal/external), responsible department, number of funded positions, reporting dates, agency portals (links if applicable), grants POC, notes, date of award, IDIS number if applicable and the City's match amount.		

6	Record fund sources, allocated amounts, and durations for each grant/period of performance.		
7	Internal and external grant management communication tools, including messaging, scheduling, email notifications, and collaboration portals.		
8	Automatically send notifications about potential grant opportunities to departments, citizens, and businesses.		
9	Distribute awarded grant information through customizable announcements and notifications.		
10	Monitor and document all grant financial transactions based on respective funding sources.		
11	Monitor awarded grant expenditures to verify that they align with the approved budget.		
12	Track and analyze grant spending to ensure it complies with the financial parameters outlined in the budget allocation.		
13	Automatically recognize revenue based on the specific terms of grants and the accomplishment of specified milestones.		
14	Allow for calculating and posting indirect costs using a percentage of payroll or any other criteria defined by the system user.		
15	Monitor and record the fixed assets acquired using grant funds.		
16	Complete the schedule of federal awards.		
17	Generate SF425 and other federal-related forms.		

18	Workflows for reviewing, approving, and rejecting grant applications, with the ability to easily update workflows when rules change in the future.		
19	Securely store and manage multiple versions of all grant application documents.		
20	Track and log all changes, the person requesting changes, and updates pertaining to the grant over time (audit log).		
21	Capture, track, and report on grant applications from initial submission to final approval.		
22	Provides comprehensive storage and management of all documents pertinent to grant applications.		
23	A comprehensive record of significant milestones, key deliverables, and project outcomes associated with each grant.		
24	Tools to define and monitor performance metrics to assess grant-funded project success.		
25	Tools to view and report on detailed audit trails for all grant-related activities and transactions.		
26	Tools to identify and assess potential risks that may arise in managing grant-funded projects.		
27	Access real-time analytics and Key Performance Indicators (KPIs) for grant management through interactive dashboards.		
28	Prevent posting activity to a grant once it is closed and allow override with appropriate user security and a saved audit trail.		
29	Definable and enforceable role-based access controls to ensure users have access only to the functions and data necessary for their roles.		

#	Requirement	S / N / C / F / P	Additional Comments
30	Ensure sensitive grant data is stored securely and protected against unauthorized access.		
31	Maintain a comprehensive audit log to track user activities and changes to grant records.		

4.3 Procurement and Supply Chain Management System Requirements

General Requirements

#	Requirement	S / N / C / F / P	Additional Comments
1	Capture and store bids from different vendors within the system.		
2	Create unit price and lump sum Master Bids.		
3	Create automated bid tabulations using the Master Bid format and vendor number file that will calculate line-item totals for each bidder upon input of each bidder's list.		
4	Track RFPs and Invitations to Bid (ITBs). Specifically, advertising dates, periods of time proposals and bids are open, who responded to the bids, and status updates.		
5	Tools to assist with compliance with procurement regulations and quick updates for regulation changes in the future.		
6	Tools to assist with compliance with procurement regulations and quick updates for regulation changes in the future.		
7	Tools provide risk identification and mitigation strategies for procurement & supply chain activities.		

8	Tools to forecast and procurement strategy development processes.		
9	Tools for planning for material requirements.		
10	Audit trail to track all user changes.		
11	Assign commodity codes to buyers for automatic requisition routing.		
12	Specify multiple delivery locations and multiple delivery dates for specific quantities of a particular line item on a purchase order.		
13	Encumber funds for "requisitions in process" that have not been fully posted.		
14	Automatically send approved purchase orders to vendors via a vendor portal and email.		
15	Add unlimited notes to a requisition, and all notes carry forward to the promoted purchase order.		
16	Assign multiple funding sources on separate lines to a purchase order and award a single purchase order.		
17	Place a "hold status" on a Purchase Orders.		
18	Create, track, delete, and change purchase orders.		
19	Create automated approval workflows for purchase orders.		

20	Tools to assist with the inspection and monitoring of purchased product quality.		
21	Provide a process for non-conformance management and corrective actions when purchases do not meet quality inspections.		
22	Tools for handling product returns and exchanges.		
23	Have Return Merchandise Authorization (RMA) management tool.		
24	Capability for supplier bidding and quotation comparison.		
25	Create and manage scorecards for RFP's.		
26	Ability to create, distribute, and analyze RFPs.		
27	Share demand forecasts and production schedules between the City and suppliers.		
28	Collaboration tools for effective communication with suppliers by City.		
29	Track suppliers' performance and business information.		
30	Tools to assist with the evaluation of supplier capabilities and compliance.		
31	Centralized supplier contract management and compliance tracking.		

32	Provide monitoring and reporting on sustainable sourcing efforts.		
33	Self-service procurement tool for employees to improve their shopping experience with a consumer catalog.		
34	Vendor self-service portal that allows external vendors to update their information and submit invoices, contracts, proposals, etc. electronically.		
35	Creation of an unlimited number of vendor profiles.		
36	Vendors register online through the vendor self-service portal to participate in the competitive bid process and register their business status, MBE/DBE/Women-Owned/Veteran-Owned status.		
37	Track the following information for vendors: Payment Terms, shipping terms, freight terms, F.O.B. information, notes section, multiple addresses, contact persons, E-mail addresses, Fax numbers, and phone numbers for each address.		
38	View vendors by an associated project number, commodity code, item number, or item group.		
39	Create a scorecard for each vendor.		
40	Retain Doing Business As (DBA) information and address history.		
41	Tools to support efficient storage and management of purchased goods in warehouses.		

#	Requirement	S / N / C / F / P	Additional Comments
42	Provide integration of sustainable and ethical practices in the procurement module.		

Contract Management

#	Requirement	S / N / C / F / P	Additional Comments
1	Unlimited storage space and on-demand retrieval of contract documents, including the ability to attach supporting documents.		
2	Create contracts and track necessary details such as parties involved, terms, conditions, contract duration, expiration date, project, fixed fee amounts, and insurance requirements such as limits and expiration dates.		
3	Maintain a history of contract versions and track changes made to contracts over time.		
4	Access to pre-defined contract templates with the option to create new templates for various types of contracts to streamline the creation process.		
5	Create and adjust workflows for routing contracts based on predefined rules and hierarchies.		
6	Automated alerts and notifications for important contract milestones, such as renewal or expiration dates.		
7	Track and manage contractual obligations, such as delivery schedules, payments, and performance milestones.		
8	Provide role-based access control to ensure that only authorized users can view, modify, or approve contracts.		
9	Create, store, and display an audit trail of all actions taken on contracts, including user activity and system changes.		

#	Requirement	S / N / C / F / P	Additional Comments
10	Automate notifications of contract renewals, terminations, or amendments based on predefined rules and conditions.		
11	Scalability to manage various changes in contract costs.		

Inventory Management

#	Requirement	S / N / C / F / P	Additional Comments
1	Tools to assist with inventory optimization and demand forecasting.		
2	Real-time tracking of inventory levels, including quantities on hand, on order, in transit, and in queue.		
3	Automated restocking occurs based on predetermined reorder points, lead times, and demand forecasts.		
4	Manage inventory across multiple warehouses in different locations.		
5	Track inventory items by serial numbers to maintain traceability and ensure product quality and compliance.		
6	Integration with barcode or RFID technology for efficient inventory tracking and management.		
7	Conduct periodic cycle counts to reconcile physical inventory levels with system records and identify discrepancies.		
8	Forecast demand for inventory items based on historical data, trends, and external factors.		

#	Requirement	S / N / C / F / P	Additional Comments
9	Process returns and manage inventory disposition, including restocking, refurbishing, or disposal.		
10	Track warranties and product expiration dates.		
11	Efficient order and fulfillment process		

4.4 Human Resources Management System Requirements

Recruitment and Applicant Tracking

#	Requirement	S / N / C / F / P	Additional Comments
1	Ability to integrate with external job posting services (e.g. Indeed, LinkedIn, etc.)		
2	Track both internal and external HR applicants by name, address, phone number, employee number, social security, position sought, EEO data, and employment action taken.		
3	Handle a minimum of 10,000 applicants.		
4	Track job offers made to applicants and applicant responses.		
5	Tools for posting job openings, receiving applications, and managing the recruitment pipeline.		
6	Comprehensive tools that efficiently manage applicant profiles, including resumes and supporting documents.		

#	Requirement	S / N / C / F / P	Additional Comments
7	Personalize and automate communication with candidates using various channels, including email, text messages, and portal notifications.		
8	Securely store and log all forms of communication, including emails, phone calls, and messages, between the company and candidates throughout the recruitment process.		
9	Automatic recording and maintaining detailed audit trails for each stage of the recruitment process, including but not limited to job postings, candidate applications, interviews, and hiring decisions.		

Benefits Administration

#	Requirement	S / N / C / F / P	Additional Comments
1	Management of employee benefits such as insurance, retirement plans, deferred compensation plans, medical and life insurance programs, dental, tuition reimbursement, childcare reimbursement, premium conversion, and employee parking.		
2	Define benefit rates, calculations, and deduction rules for each benefit plan.		
3	Track spouses who are also employees working for the City for benefits eligibility management.		
4	Simplified enrollment process for employees to sign up for benefits such as health insurance, retirement plans, and flexible spending accounts.		
5	Integration with insurance carriers and other benefit providers to automate data exchange for enrollment, eligibility verification, and premium calculations.		

6	Compliance with regulations such as the Affordable Care Act (ACA), Consolidated Omnibus Budget Reconciliation Act (COBRA), and Health Insurance Portability and Accountability Act (HIPAA).		
7	Track claims, benefits determination, and payments for unemployment compensation claims.		
8	Track the mildly ill childcare program's enrollment, reimbursements, and reporting.		
9	Track and notify employees of dependent aging out of eligibility, beneficiary changes, confirmation of FMLA approvals, and enrollment changes.		
10	Receive FMLA and Leave requests, including approvals, track leave time, and notification of paperwork renewals.		
11	Update Benefit plans/external carriers/rules/rates/etc. changes in the future.		
12	Capability to override and make corrections to benefit selections and contributions.		
13	Calculate employee and employer contributions based on plan rules and employee selections.		
14	Manage different contribution models, including fixed amounts, percentages of salary, and the ability to support both pre-tax and post-tax contributions.		
15	Track and monitor employee participation in benefits programs, including health insurance, retirement plans, life insurance, and flexible spending accounts. This involves recording benefit deductions, employer contributions, coverage levels, and beneficiary designations.		

#	Requirement	S / N / C / F / P	Additional Comments
16	Provide tools for HR administrators to effectively oversee benefit plans and end employee enrollments. The tools should allow for bulk updates and modifications to benefit plans and employee records.		

Occupational Health and Safety

#	Requirement	S / N / C / F / P	Additional Comments
1	Tracking workplace accidents and incidents, promoting safety, and ensuring regulatory compliance and easy system updates for compliance with any future incident management or safety rule changes.		
2	Upload photographs and other documents of accidents or incidents.		
3	Track accommodation and alternative work assignments across departments.		
4	Safety dashboards to capture and monitor safety metrics.		
5	A centralized repository that serves as a secure and accessible system for maintaining records related to employee well-being, accidents, incidents, and other health and safety-related documentation.		
6	Tools that allow employees to report any incidents, near misses, and hazards they encounter in the workplace.		
7	Automated workflows for incident investigation allow employees to efficiently gather and analyze data related to incidents, identify underlying causes, and suggest appropriate corrective actions.		

#	Requirement		Additional Comments
8	Documentation and tracking of accidents and incident outcomes and preventive measures.		
9	Record and manage workplace risk assessments.		
10	Securely store and manage a range of occupational health and safety policies and procedures.		
11	Features such as policies and procedures, version control, document access permissions, audit trails, and the ability to assign and track the completion of safety-related tasks and training courses.		

Training and Development

#	Requirement	S / N / C / F / P	Additional Comments
1	Tools to track training requirements by position and produce reports of employees to be scheduled for training, as well as reporting any missing or late training.		
2	Tools to create and manage a diverse range of training programs and courses, including but not limited to onboarding sessions, skill-specific workshops, and ongoing professional development initiatives.		
3	Capability to arrange and monitor training sessions, whether in person or online.		
4	Create a course catalog accessible to all employees via their self-service portal.		

#	Requirement	S / N / C / F / P	Additional Comments
5	Capability to handle waitlists for courses, allowing students to join a waitlist when a course is full. It should also be able to automatically notify students when spots become available in a class or for a particular time slot.		
6	Develop structured learning paths and strategic professional growth roadmaps.		
7	Monitor and measure employee advancement as they follow specific learning paths.		
8	Tools that enable the efficient management of certification programs, including the ability to track and manage certification expiration dates.		
9	Tools that assess training needs based on specific job roles and performance appraisals.		
10	Generate surveys and assessments to identify specific areas in which employees require training.		
11	Tools for collecting feedback from trainees and trainers.		
12	Automate the scheduling and tracking of compliance training sessions.		

H.R. General Requirements

#	Requirement	S / N / C / F / P	Additional Comments
1	Employee self-service portal to access pay stubs, update personal information, and view and manage benefits, including enrollment, changes, beneficiary designations, tax withholding preferences, direct deposit details.		

2	Adhere to the various regulations imposed by local, state, and federal authorities. This includes, but is not limited to, the Affordable Care Act (ACA), the Consolidated Omnibus Budget Reconciliation Act (COBRA), and the Health Insurance Portability and Accountability Act (HIPAA).		
3	Adapt to and adhere to any future modifications in local, state, and federal regulations.		
4	Tools for measuring and improving employee engagement.		
5	Tools to streamline processes for handling employee resignations and exits.		
6	Centralized repository for employee data, including personal and professional details.		
7	Onboarding tools to integrate new hires into the organization seamlessly.		
8	A system for acknowledging and rewarding employee achievements.		
9	Tools for managing employee relations, conflict resolution, and grievance handling.		
10	A platform for internal communication and collaboration among employees.		
11	Tools that help with the identification and grooming of potential leaders within the organization.		
12	Tools that help with comprehensive talent acquisition, development, and retention strategies.		

13	Automated employee time tracking, attendance monitoring, and leave management.		
14	Automated notifications to remove/add/change security authorizations as required upon employee extended leave, retirement, transfer, and/or termination.		
15	Change job classification grade on filled/vacant positions due to Jefferson County Personnel Board Survey.		
16	Adherence to current & future labor laws and HR regulations.		
17	Portal for managers to handle tasks like approving leave requests and performance reviews.		
18	Capture salary survey data from the PBJCAL (Personnel Board Jefferson County) system.		
19	Maintain current and past employee position salary ranges, grades, and steps by effective dates and allow for the calculation of retroactive pay adjustments.		
20	Calculate salary schedules based on a flat amount, percent, or a combination increase or decrease.		
21	Tools for employee goal setting, performance tracking, and employee evaluation processes.		
22	Change job classification grade on filled/vacant positions received from the Jefferson County Personnel Board.		
23	Search for job positions at user-defined levels (department, division, section, unit, class code, position number).		
24	Produce citywide organizational charts based on past, current, and project budget authorizations.		

25	Maintain all history regarding full-time, part-time, temporary, executive exempt, appointed, and emergency positions.		
26	Track open and filled job positions.		
27	Tools for posting job openings, receiving applications, and managing the recruitment pipeline.		
28	Automate tasks such as onboarding, performance reviews, and leave approvals.		
29	Automatically update anniversary dates for suspensions, leave without pay, and step 10 salaries.		
30	Create, update, and integrate department organizational charts.		
31	Automatically update department organization charts in real-time as changes are made in reporting structure, department changes, reassignments, and terminations.		
32	Audit trails to track changes in employee records and system activities for compliance and accountability.		
33	Tailor and customize HR fields and workflows in the future to adapt to the unique and ever-changing HR processes and policies.		
34	Backups of HR data and a reliable recovery system in case of data loss.		
35	Adhere to data privacy regulations and standards to protect employee privacy and easily update future regulation changes.		
36	Real-time data updates.		

37	Ability to scale the HRM module to accommodate growth in the number of employees and data volume.		
38	Tools to keep detailed employee records, including personal information, tax details, banking information for direct deposit, and work history.		
39	Automatically check for duplicate social security numbers.		
40	Allow individual City departments to maintain specific job & employee information such as licensing requirements, firearms qualifications, certifications, and required training classes.		
41	Maintain unlimited employee action history (hire and promotion dates, pay changes, appointment status changes, leave of absence, etc.)		
42	Record employment-related information, such as hire date, employment status (full-time, part-time, temporary), job title, department manager, start date, end date, rehire date, and employee classification exempt/non-exempt, appointed, executive exempt).		
43	Capture and securely store essential personal information of employees, including full name, date of birth, address, contact details, social security number or national identification number, and emergency contact.		
44	Retain a complete history of compensation records of employee salaries, wages, bonuses, commissions, overtime rates, and other forms of compensation. Include details of pay adjustments, promotions, cost of living raises (cola), and merit increases.		

4.5 Payroll System Requirements

Payroll

#	Requirement	S / N / C / F / P	Additional Comments
1	Detailed employee records, including personal information, tax details, banking information for direct deposit, and work history.		
2	Securely store City employee information, such as the employees' bank account information for direct deposit, including bank name, account number, routing number, and account type (checking or savings).		
3	Maintain a historical record of payroll transactions for each employee, including earnings, deductions, taxes, and net pay for each pay period.		
4	Access to past payroll statements and summaries for individual employees (their own info) and for Payroll area authorized employees to be able to do their payroll area jobs.		
5	Maintain accurate tax withholding details for each employee, including federal, state, FICA, Medicare, and local tax withholding allowances, filing status (single, married, widow, etc.), additional withholding requests, and applicable tax exemptions or deductions.		
6	Capture and track employee work hours, including regular, overtime, vacation, sick, and other types of leave.		
7	Capability to accurately calculate the remuneration of employees whose payment is sourced from grants.		
8	Audit log of all payroll additions, modifications, and deletions, including the system user responsible for each change.		

9	Automated payroll calculations, including gross-to-net, deductions for taxes, benefits, and other withholdings, and the generation of paychecks or direct deposit files.		
10	Automatically calculate overtime pay based on the number of hours worked during a designated 7-, 26-, or 28-day work period.		
11	Calculate gross pay for hourly employees based on total hours worked and paid leave taken. Leave time taken should be deducted from the balance available based on timesheet input.		
12	Provide start and stop dates for pay, deductions, and benefits.		
13	Automatically calculate retroactive pay adjustments based on the effective date of the adjustment.		
14	Identify and track mandatory deductions that were not collected from an employee due to insufficient pay.		
15	Calculate coverage and premium amounts for employer-provided group life insurance based on employee salary.		
16	Provide for taxation of group life insurance amounts over $50,000 according to IRS table.		
17	Track and maintain employee vacation/sick leave banks.		
18	Accommodate non-standard work periods such as 28-day work periods allowed for public safety employees along with standard work periods.		
19	Track and deduct payroll payments for deferred compensation plans for active employees.		

20	Track and deduct payroll payments for garnishments and child support orders based upon ordered amounts with the ability to limit to a percentage of disposable income.		
21	Track and deduct payroll payments for tax levies based on a percentage of gross pay as defined by the tax authority.		
22	Track and deduct payroll payments for Chapter 13 deductions ordered by the court.		
23	Track and deduct payroll payments for retirement contributions for active employees based on a percentage or pre-tax earnings.		
24	Track and deduct payroll payments for repayment of pension loans principal and interest.		
25	Track and deduct payroll payments for credit union, elective life insurance policies, union dues, other voluntary deductions based on the employees' elected amounts.		
26	Process payroll at any time.		
27	Process multiple payroll frequencies (weekly, bi-weekly, monthly, etc.).		
28	Special payroll processing for workers hired to work elections or special events.		
29	Generate and print a pay advice document.		
30	Temporarily override direct deposit.		
31	Process pension payments for non-city employees who are employed by agencies who may participate in the City's pension plans.		

#	Requirement	S / N / C / F / P	Additional Comments
32	Generate standard payroll reports, such as pay registers, earnings statements, tax filings, and reports for internal analysis and auditing purposes.		
33	Apply retiree payments to a specific retirement fund based on the pension plan code.		
34	Calculate and withhold federal, state, and local taxes accurately based on employee information and current tax regulations, including deductions for income tax, Social Security, Medicare, and other applicable taxes.		
35	Accept multiple leave codes and special pay codes such as on-call pay, football pay, and expense payments to elected officials.		

4.6 Project Management System Requirements

P.M. General Requirements

#	Requirement	S / N / C / F / P	Additional Comments
1	Tools for budget creation and tracking for individual projects and programs throughout the project lifecycle.		
2	Cost control mechanism and variance analysis.		
3	Tools to manage the schedule, scope, and budget of each project.		
4	Continuously monitor and compare real-time actual costs, encompassing labor, materials, and overheads, against the budget.		

5	Allocate costs to project activities, phases, or components.		
6	Authorize budget adjustments and updates while tracking the reasons behind the changes and their effects.		
7	Monitor and manage multiple funding sources, guaranteeing that funds are allocated and utilized correctly.		
8	Change Control Management approach for handling changes to project scope, costs, &/or dates.		
9	Change request workflows and time impact analysis.		
10	Tools to facilitate internal and external project communications, including messaging, email notifications, and collaboration portals.		
11	Record and oversee all communications and engagements with stakeholders, such as project team members, sponsors, and external partners.		
12	Centralized repository for storing and managing project documentation encompassing blueprints, contractual agreements, analytical reports, project deliverables, issues ticket management, CRs, etc.		
13	Project document version control and document sharing capabilities.		
14	Generate, monitor, and oversee contracts, including terms, conditions, and compliance requirements.		

15	Monitor and record project expenses that are eligible for capitalization and will subsequently be included in the total asset value.		
16	Effectively handle schedules for depreciating the value of capitalized assets over time.		
17	A centralized way to document, track, and resolve project issues.		
18	Provide escalation processes for critical issues.		
19	Access to project and program management functionalities on mobile devices.		
20	Tools to establish governance structures for program oversight.		
21	Manage and prioritize multiple projects within a program.		
22	Formal closure process for projects.		
23	Project post-implementation evaluations and lessons learned tools.		
24	Project dashboards that include Key Performance Indicators (KPIs).		
25	Develop detailed project plans with task dependencies and timelines.		

26	Produce Gantt charts and scheduling tools for visual project representations.		
27	Create and store project charters which include goals, deliverables, timelines, and stakeholders.		
28	Capture and manage feasibility studies and cost-benefit analyses for proposed projects.		
29	Project quality management processes and standards.		
30	Provide testing and validation procedures.		
31	Tools for project capacity planning for optimal resource utilization.		
32	Tools for predicting resource needs for future projects.		
33	Allocate and manage resources efficiently across multiple projects.		
34	Track project resource availability, workload, and skills.		
35	Tools to help identify, assess, and manage project risks.		
36	Tools that help with risk mitigation strategies and contingency planning.		

37	AI technology to create and execute plans and strategies aimed at minimizing potential project risks.		
38	Capture and manage project issues including the documentation of each issue, assigning responsibility for resolution, tracking the progress of resolution, and escalating issues as needed according to established processes.		
39	Execute a change control process, which effectively manages project changes and issues and shows the resulting implications on scope, schedule, and budget.		
40	Robust security measures for protecting sensitive project data.		
41	Access controls to who can view, change, approve, etc., different project actions based on assigned project roles.		
42	Stakeholder identification and analysis.		
43	Tools for providing project communication plans tailored to stakeholder needs.		
44	Detailed project task management with resource assignment capability and progress tracking.		
45	View and produce to-do lists and show task dependencies.		

4.7 E-Government Services

Citizens Access

#	Requirement	S / N / C / F / P	Additional Comments
1	Online services, portals, and digital communication for City citizens (citizens).		
2	Comply with accessibility standards to ensure inclusivity.		
3	Citizens to schedule appointments for City government (government) services.		
4	User-friendly portal for citizens to access government services.		
5	Comprehensive catalog showcasing available government services to citizens.		
6	Coordination and collaboration features for inter-agency services.		
7	Platforms for citizens to engage in discussions and share information.		
8	Adherence to established e-government standards and guidelines.		
9	Secure authentication and verification of citizens' digital identities.		
10	Integrate digital signatures for secure transactions and approvals.		

11	Electronic submission of required documents for City government transactions.		
12	Online forms to citizens for various government applications and requests.		
13	Create modules to educate citizens on available services and government processes.		
14	Send special alerts and notifications for emergency situations and for citizens to sign up for the various alert and notification options.		
15	Automated notifications and alerts to keep citizens informed of non-emergency information.		
16	Responsive design and public mobile apps to citizens for accessibility on smartphones and tablets.		
17	System support for multiple languages in the e-government services areas to cater to diverse citizen populations.		
18	Stringent measures to ensure citizens' data privacy and security.		
19	Conduct surveys to gather public opinions and feedback.		
20	Training modules for city employees to manage e-services effectively.		

4.8 System Reporting and Analytics Requirements

Data Analyzation Features

#	Requirement	S / N / C / F / P	Additional Comments
1	Capability for users to create on-the-fly reports without IT intervention.		
2	Tools for generating reports and analytics to support decision-making.		
3	Set up and change alerts for specific conditions or thresholds in the data on different reports.		
4	Share and collaborate on analytics insights within the organization.		
5	Compare multiple performance metrics against industry benchmarks or internal standards.		
6	Report analytics tools to assess and analyze costs across various dimensions.		
7	Analyze data across multiple modules for holistic insights and ability to perform comprehensive data analysis.		
8	Flexibility to tailor reports to meet specific business needs and requirements.		
9	Aggregate and summarize data for higher-level insights.		
10	Tools for users to explore and analyze data interactively.		

11	Security measures to protect sensitive information during analytics.		
12	Data visualization options, including charts, graphs, and interactive visual elements.		
13	Export options for reports and analytics in various formats for sharing or further analysis.		
14	Access to reports and analytics on mobile devices for on-the-go decision-making.		
15	Advanced analytics capabilities for predictive modeling and forecasting reports.		
16	Intuitive and customizable reporting dashboards to provide an overview of key metrics and KPIs across all modules.		
17	Statistical tools for in-depth data analysis and hypothesis testing and reporting.		
18	Analyze trends in historical and current data for reporting.		
19	Reporting, including comparisons between budgets and actuals, variance analysis, trend analysis, and forecasting.		
20	Advanced analytics for financial performance evaluation.		
21	Predictive analytics for future financial trends.		
22	On-demand visual representation of key financial metrics.		

#	Requirement	S / N / C / F / P	Additional Comments
23	Customizable dashboards for real-time monitoring.		
24	Provide analytics tools for assessing asset performance.		
25	Real-time analytics for project performance.		
26	Real-time reporting dashboards that display Key Performance Indicators (KPIs) to track the project's health, including budget status and progress updates.		

Ad Hoc Reporting

#	Requirement	S / N / C / F / P	Additional Comments
1	Set up scheduling to produce regular reports for timely insights in addition to on-demand report production		
2	Run a report of all accounts that have been inactive for a certain period of time.		
3	Generate financial reports, including balance sheets, income statements, and cash flow statements.		
4	Create standard and custom reports for accounts payable metrics, such as aging reports, payment schedules, days payable outstanding, invoice processing time, invoice error rate, and late payment/penalties.		
5	Create a report of all positions and the total costs with forecasting that includes the vacant & filled positions.		
6	Produce accurate and up-to-date reports on cash receipts, disbursements, positions, and forecasts in real-time and historically.		

7	Produce comprehensive financial reports, such as income statements, balance sheets, and cash flow statements, tailored to specific grants. On-demand and scheduled reporting.		
8	Grant reports to include financial status and detailed financial standing, progress reports outlining progress towards grant objectives, and final reports summarizing the outcomes and impact of the funded activities.		
9	Generate detailed reports showing that all activities and operations adhere to the regulations set forth by federal, state, and local authorities.		
10	On-demand and scheduled reporting.		
11	Provide project portfolio-level reporting and analysis.		
12	Access to on-demand status reports, progress tracking, and milestone achievements for program managers.		
13	Produce standardized reports and personalized reports tailored to specific recruitment metrics, providing a comprehensive overview of our recruitment performance.		
14	Generate occupational health and safety monthly reports by department/division/location.		
15	Generate occupational health & safety compliance reports and documentation for audits.		
16	Produce a report on probationary (new hire and new job class/promotions) employee reports for 3, 6, 9, and 12-month performance appraisal intervals.		

17	Ability to run individual and combined monthly reports for the following performance appraisal dates of all employees (annual, step 10 annual, probationary).		
18	Cash receipts report that lists the number of cash receipts recorded for each department within a specified period.		
19	Aging Reports to identify overdue accounts and track outstanding receivables based on different age categories.		
20	Monitoring account aging closely facilitates effective payment management.		
21	Accounts Receivable Reports that encompass summaries, collection performance, and statements for customers.		
22	Generate reports on utilization benefits, costs, enrollment trends, and compliance metrics to aid decision-making and regulatory reporting.		
23	Payroll and Fringe Benefits Report that provides the benefits of all employees with percentages.		
24	Operating Budget Report that can be generated by Fund, Department, Object, Division.		
25	Generate a forecasted vs. requested budget variances report.		
26	Generate a proposed vs. actual budget summary report.		
27	Budget Amendment/ Transfer Activity Report that lists all transactions, time, date, status, operator, amount, and allotment effected.		

28	Create an appropriation Transfer/Budget Amendment Journal report that lists all transactions for a specified time period at various user-defined levels.		
29	Vacant Position Report that provides a list of the average number of filled and vacant positions in the City during any specified time period at various user levels.		
30	Fixed Asset Report for land, buildings, automobiles, and trucks with accumulated depreciation and net book value for each group.		
31	Generate reports and analytics on inventory levels, turnover rates, and other key performance indicators.		
32	Generate inventory reports showing total sales, debits, credits, and balance for a user-defined time frame.		
33	Generate a report listing all back-ordered items and quantities, along with any pending requisitions or purchase orders for each item.		
34	Generate the list of payroll checks issued within a specified period.		
35	Strength Report that shows the budgeted positions that are filled and vacant.		
36	Position control report that shows all positions by fund, department, division, classification, pay grade, position number, employee information, and status.		
37	Vacant position report that shows all vacant positions by fund, department, division, classification, pay grade, and position number along with the period of time a position has been vacant.		

38	Overstrength position report that shows all overstrength positions by fund, department, division, classification, pay grade, and position number.		
39	Position reconciliation report that compares the budgeted positions to actual positions in the Human Resources system.		
40	Standard PM reports, including project status reports to track progress, financial performance reports to assess monetary outcomes, and variance analysis reports to compare actual performance against the expected result.		
41	Develop personalized Project Management reports tailored to individual projects' unique requirements and organizational objectives.		
42	Generate a report that lists all salary wages with an allotment schedule.		
43	Position reconciliation report that compares the budgeted positions to actual positions in the Human Resources module.		
44	Generate project reports required for regulatory compliance and funding body requirements.		
45	Create a report that provides a list of requisitions that have been finalized.		
46	Funding issues report that provides a list of requisitions that cannot be processed due to funding issues.		

4.9 General System Requirements

Cloud Compatibility/Data/Databases

#	Requirement	S / N / C / F / P	Additional Comments
1	Cloud deployment to enhance accessibility, flexibility, and scalability.		
2	Robust database management system for secure storage and efficient retrieval of financial data.		
3	Regular automated backups of financial data and a reliable recovery system in case of data loss.		
4	Tools for efficient and accurate data migration during system implementation or upgrades.		
5	Ensure sensitive data is stored & presented securely and protected against unauthorized access.		
6	Prevent duplicate data entries across all modules.		
7	Maintain a comprehensive audit log to track user activities and changes to records.		
8	Seamless integration with all system modules for consistent data management.		
9	Tools for efficient and accurate data migration during system implementation and for future upgrades.		
10	Provide and explain the new ERP system's Disaster Recovery (DR) processes, including any separate databases, storage separation philosophy, backup and recovery processes, etc.		

Compliance & Regulatory

#	Requirement	S / N / C / F / P	Additional Comments
1	Adherence to all legal and regulatory requirements.		
2	Update & test system changes when new compliance rules/laws take effect.		
3	Accessibility to compliance information and traceability of changes.		
4	Automated alerts for upcoming compliance deadlines and changes in regulations.		
5	Automated tools for periodic self-assessments of compliance.		
6	Tools to conduct regular audits to ensure adherence to regulations and policies.		
7	Customizable workflows to align with specific compliance processes.		
8	Version control and secure storage for compliance-related documents.		
9	Ability to have/make/store electronic signatures for compliance documentation.		
10	Tools to enact compliant methods for dealing with emergency situations and crisis management.		
11	Mechanisms for reporting and managing compliance incidents or violations.		

#	Requirement		
12	Compliance & regulatory management is applied across all modules.		
13	Centralized repository for compliance & regulatory policies, ordinances, and executive orders.		
14	Tools for identification, assessment, and management of compliance risks.		

Security and Access Control

#	Requirement	S / N / C / F / P	Additional Comments
1	Regular security and access control reviews and certifications of user access rights.		
2	Single Sign-On capabilities for seamless access to all modules.		
3	Secure document-sharing and collaboration tools to support teamwork and information-sharing.		
4	Secure user authentication methods, including multi-factor authentication.		
5	Strong security measures to protect sensitive employee data, including encryption, access controls, and compliance with data privacy regulations.		
6	Comprehensive logging of user activities for auditing and accountability.		
7	Mask sensitive information to restrict access to authorized users.		
8	Provide encryption for sensitive data at rest and in transit.		

#	Requirement	S / N / C / F / P	Additional Comments
9	Centralized management of user identities and attributes.		
10	Mechanism(s) for reporting and resolving security incidents.		
11	Systems for detecting and preventing unauthorized access or attacks.		
12	Assigning and managing access rights based on roles and responsibilities.		
13	Analytics tools to monitor and analyze security events and patterns.		
14	Run audits to ensure compliance with security policies and standards.		
15	Automated processes for creating and disabling user accounts.		
16	Establish and uphold role-based access controls so that users can only access the functions and data required for their roles.		
17	Maintain detailed audit logs to monitor user activities and record changes across all modules.		
18	Provide regular assessments and patching to address system vulnerabilities.		

Records/Document Management

#	Requirement	S / N / C / F / P	Additional Comments
1	Tools to assist with the retention and disposal of records/reports/data are in compliance with regulations.		

2	Role-based access controls to records/data to restrict access to sensitive records.		
3	Detailed logs to track activities related to record creation, modification, and access for compliance and accountability.		
4	Automation features for the classification and tagging of records.		
5	Upload and import records in bulk to streamline data entry.		
6	Collaboration features for multiple users to work on and contribute to records.		
7	Compliance with records management standards and regulations.		
8	Reporting tools for tracking and analyzing record management activities.		
9	Continuous monitoring of record management activities with the ability to report and alert on deviations or anomalies.		
10	Long-term retention and accessibility of digital records.		
11	Classify and categorize records based on predefined criteria.		
12	Automated alerts for record reviews and expiration.		
13	Tools to define and manage the entire lifecycle of records from creation to disposal.		

14	Define ownership and permissions settings for each record.		
15	Automatic version control to track changes and updates to records.		
16	Place legal holds on records to prevent their deletion during legal proceedings.		
17	Capture and manage metadata associated with each record for easy retrieval.		
18	Export and migrate records to other systems or formats.		
19	Implement policies to govern the retention and disposal of records in compliance with regulations.		
20	Archive inactive or historical records.		
21	Accommodate an ever-growing volume of records.		
22	Efficient search capabilities for quick retrieval of specific records.		
23	Create workflow processes for streamlined approvals and record management.		
24	Organize and manage documents to improve information access and retrieval.		
25	Import or export documents in bulk.		

26	Role-based access control to manage document permissions.		
27	Add notes, comments, and annotations to documents.		
28	Archiving capabilities for inactive or historical documents.		
29	Automated alerts for document reviews and expirations.		
30	Define and manage the lifecycle of documents from creation to disposal.		
31	Capability to scan physical documents, capture them digitally, and assign them to the correct document repository spot.		
32	Securely share documents with internal and external stakeholders.		
33	Pre-defined templates for standard document types and the ability to create new, delete/archive old, or update templates.		
34	Search functionality that can scan the entire text of documents.		