Santa Clara County 🔥 Office of Education

REQUEST FOR INFORMATION
RFI 01-22-23

Human Resource / Finance
Enterprise Resource Planning System
Santa Clara County Office of Education

February 22, 2023

Contents

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1   CONFIDENTIAL INFORMATION

The information contained in this Request for Information (RFI) is confidential and proprietary to the Santa Clara County Office of Education. In accepting this RFI, vendors agree to the following conditions, under US law:

1.1   Each party recognizes and agrees that the Confidential Information has been compiled, created and maintained by special effort and expense of the other party.

1.2   Each party recognizes and agrees that disclosing or disseminating Confidential Information to a third party will have a materially adverse effect on the other party and agrees not to disclose or disseminate the Confidential Information to any third party. Except as necessary to perform its obligations hereunder, each party shall not use, reproduce or draw upon the Confidential Information or circulate it within its own organization.

1.3   Each party shall provide notice to the other party of any demand made upon it under lawful process to disclose or provide the other party's Confidential Information. Such party agrees to cooperate with the other party if it elects to seek reasonable protective arrangements or oppose such disclosure, at the expense of the party that is seeking the protective arrangements or opposing the disclosure.

1.4   Any Confidential Information disclosed pursuant to such lawful process shall continue to be Confidential Information, the access to such Confidential Information shall be limited to those persons (i) only with a need to review such information for the purposes for which the disclosure was required, and (ii) who agree in writing to keep the Confidential Information confidential.

2   PROJECT INTRODUCTION

The Santa Clara County Office of Education (hereinafter "SCCOE") is issuing this Request for Information ("RFI") to gather current market information for an Enterprise Resource Planning (hereinafter "ERP") software system for Enterprise Human Resources and Finance (including Payroll) software and related services. Additionally, the county also requires submissions to include a 45–60-minute electronic video demonstration of the ERP system with the core requirements listed in this RFI. This RFI also requests information on planning the implementation of an "ERP" system along with integration both within the ERP and with existing systems. SCCOE seeks to review a comprehensive, fully integrated, public-sector ERP and supporting services, in an effort to streamline business processes, standardize data collection and reporting, and support decision-making that leads to improvements in operational effectiveness and student achievement.

THIS IS A REQUEST FOR INFORMATION ("RFI") ONLY. This RFI is issued solely for informational and planning purposes – it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This request for information does not commit the SCCOE to contract for any supply or service whatsoever. Responders are advised that the SCCOE will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Response to this RFI is voluntary and is not a prerequisite for responding to a future solicitation, if any issued. Proposals submitted in response to any subsequent RFP will be evaluated on their own merit, with no advantage or disadvantage resulting from this RFI.   If a solicitation is released, it will be synopsized on the Santa Clara County Office of Education website at https://www.sccoe.org. It is the responsibility of the potential Offerors to monitor these sites for additional information pertaining to this requirement.

All communications concerning this RFI should be submitted by email to jsohal@sccoe.org at the SCCOE Purchasing Services. Only written questions submitted via email will be accepted. No response other than written addenda distributed by the Office of Purchasing and Contracts will be binding upon SCCOE and shall become part of your informational package. No other department or staff member should be contacted regarding this RFI.

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2.1   SCCOE BACKGROUND

The Santa Clara County Office of Education supports 35 District ERP instances and has a student population of over 203,000. SCCOE also provides the ERP oversight for San Benito County Office of Education with its 12 District ERP instances and over 11,000 students. This customer base is supported with two separate ERP instances; one for Santa Clara County, and the other for San Benito County.

2.2   PURPOSE

Santa Clara County Office of Education's purpose in issuing this RFI is to obtain information to assist SCCOE leadership in understanding current options and approaches to meeting enterprise software needs to operate efficiently and effectively. Through this RFI, SCCOE wishes to obtain information from Respondents that can assist the District to:

➢   Consider the degree to which commercially available ERP systems are likely to meet SCCOE's administrative business requirements;
➢   Consider what option would best meet the District's needs;
➢   Learn more about the pros and cons of various technology options;
➢   Obtain cost estimates for ERP or equivalent software, including licensing/subscription fees, annual maintenance costs, hosting fees, and other ongoing costs that can be used for budgetary and planning purposes;
➢   Obtain planning estimates of the cost to install, configure, and deploy the ERP solution in a Districtwide environment, using a phased approach;
➢   Obtain planning estimates of appropriate SCCOE staffing recommended to prepare for, implement, manage, and maintain an ERP solution; and
➢   Inform the composing of an effective RFP to acquire a single vendor ERP.
➢   Provide stakeholders information relating to modern ERP systems for core Finance and HCM functions
➢   View the user interface of modern ERP systems in order conduct a comparative analysis of the counties current environment against industry standard applications

2.3   CURRENT FINANCIAL / HR RESOURCE MANAGEMENT SYSTEM, AND ENVIRONMENT

1)   Harris School Solutions is our current Financial / HR Resource Management System;
2)   The District maintains a Microsoft Windows environment with Active Directory and Windows Servers; and
3)   The WAN consists of a fiber backbone with a minimum of 1 GB connections to all customer sites.

3   INTENT

3.1   Software and systems implementation vendors ("Respondents") are strongly encouraged to respond to this RFI. The information received in response to this RFI will help determine the structure, type, and approach to implementation of an ERP system for the District. Respondent information will also be used to update and enhance the business analysis for a potential ERP system.

3.2 This is not a solicitation for quotations, bids, or proposals. No contract award will result from this RFI. SCCOE may contact Respondents, at its sole discretion, for additional information. The SCCOE shall not be obligated to contact any Respondent, to purchase goods or services related to this RFI from any Respondent, or to use the content of any response in a future RFP.

3.3 Response to this RFI is NOT mandatory to be considered for any future solicitation for any ERP software or services. SCCOE will determine, in its sole discretion, whether to proceed with a solicitation following the RFI. It is entirely the Respondent's responsibility to remain informed of the District's issuance of any future solicitations. SCCOE assumes no liability for failure of Respondents to obtain and respond to any such solicitation.

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4 KEY REQUIREMENTS OF ERP SYSTEM

1) Customizable report creation for better HR and Financial reports;
2) Customizable automated workflow
3) Tracking of all human resource information;
4) Tracking of all financial data relative to a K-12 institution including but not limited to: fund accounting, budgeting, purchasing, employee salaries, revenues, student activity module, etc.;
5) Meets all State of California reporting requirements;
6) Hosted or Cloud based; not local servers;
7) Data changes should apply in real-time;
8) Reliable, minimal down-time meeting industry standards, regular and frequent backups to multiple locations;
9) Secure system;
10) Transparent (Manuals and instructions should be easily obtained within the system. Metadata and all data dictionary components should be easily found within the system).

Below are some software features that are currently used or may be a part of the system solution:

Data Warehouse	Bid Management
General Ledger	Project/Grant Accounting
Budgeting	Food Service Accounting
Fixed Assets	Local School Accounting
Capital; Projects Budgeting and Accounting	Work Orders
Payroll	Contract Management
Cash Management	Student Activity Accounting Module
Accounts Payable	Employee Expense Reimbursement
Requisitions	Employee Self Service
Purchase Orders	Content/Document Management
Human Resources	Report Writer
Time Entry	Comprehensive Annual Financial Report (CAFR)
Leave	Inventory
Applicant Tracking	State Reporting
Benefits	Federal Reporting
Compensation	Internal Reporting/Dashboards
Position Control	System Administration
Accounts Receivable	Onboarding

4.1   SOFTWARE FUNCTIONAL SCOPE

Santa Clara County Office of Education seeks information about resources available in the market to meet the system and software needs described, options for the underlying technical infrastructure supporting those systems, and best practices in implementation and integration. Within the context of a "probable" replacement of existing systems over time, SCCOE would like guidance regarding the best options going forward for an ERP solution.

Any information that will help SCCOE understand the feasibility of the following goals would be helpful:

➢ Best practices inherent in the software that can be adopted by SCCOE with minimal or no customization of the underlying software.

➢ Implementation and integration strategies that allow the organization to successfully deploy and adapt to the new software and business processes.

➢ Strategically and successfully implement asset management, permitting and related systems including core financial and human resources systems.

➢ Workflow and data configuration administration management allowing internal controls for process and data/field modifications (additions, deletions and updates)

➢ The ability to manage separate legal or institutional entities within a single platform.

➢ A solution strategy that allows for a modular implementation plan.

> ➢ A deployment model supporting phased approach with integration to current applications where necessary for data and workflow/process management

Respondents offering ERP software solutions are invited to respond to the narrative questions in Sections 8.1 (Questions Regarding Strategic Planning), 8.2 (Questions Regarding Software Solution) and 8.3 (Additional Topics for All Respondents). For those elements of functional scope that are not supported by the Respondent's software, respondents are encouraged to provide information about or alternative approaches to meet the functional scope.

4.2   TECHNICAL DELIVERY SCOPE

Santa Clara County Office of Education desires to learn more about the advancement of technical alternatives and potential benefits and limitations of possible hosted, managed service, cloud based, or SaaS technical delivery models. SCCOE wishes to use the RFI as an opportunity to better understand the current status of these alternatives and the likely state of the market when SCCOE may initiate a formal procurement process in the future.

Through this RFI, Respondents are encouraged to communicate the advantages of the various deployment options that may be available for the ERP software solution and the planned future direction of products to support or transition to alternative deployment models in the future.

Respondents are invited to respond to narrative questions in Sections 4.3, 4.4, 4.5, 8.1 (Questions Regarding Strategic Planning) and 8.2 (Questions Regarding Software Solution).

4.3 TECHNICAL ENVIRONMENT

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4.3.1 **HARDWARE -** Describe the hardware configuration requirements including descriptions of central processing unit(s), networking hardware, back up devices, and uninterrupted power supply, client computing device, etc. as they apply.

4.3.2 **SOFTWARE -** Describe the operating systems under which the proposed system will operate. (UNIX, DOS, Windows, Windows NT, etc.)

1) Name and describe the database management software utilized by the system.
2) What programming language(s) was used to develop the system?
3) Limitations of the quantity of records that can be stored in the proposed system.
4) Describe the file purging/archiving methodology used by the proposed system.
5) List cost of license agreements, renewal, and upgrades.
6) Describe the length of time a software version is supported.
7) Please describe your system's database reporting tools.
8) Describe the security system used by the proposed system.
9) Describe your proposed recovery plan to safeguard source code and ensure that the proposed system is recoverable in the event of a disaster at the headquarters of your facility.
10) Describe your proposed disaster recovery plan for Santa Clara County Office of Education to ensure our data is safe and secure in the event of a disaster.
11) Do you have the ability to exchange data with other information systems inherently or through an Application Programming Interface (API)?
12) Are your recovery Financial / HR Resource Management System SIF compliant?
13) Does your software support mobile technology?
14) Is your cloud product and services FedRAMP compliant or certified?
15) Does your application support Single Sign-On (SSO)

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4.3.3 TECHNICAL SUPPORT

1) Where is your technical support center located?
2) What are the methods of operation for technical support?
3) What are your hours of operation for technical support?
4) Describe the qualifications of your technical support staff.
5) Describe the organization and structure of your technical support services.
6) What percentage of your total employees is responsible for direct client support?
7) Describe the ongoing system support provided by the vendor.
8) What is the base Service Level Agreement (SLA) for managing system issues including response and resolution expected timeframes?
9) What application do you use to manage helpdesk issue tickets?
10) Does your helpdesk ticket issue management system integrate with your ERP system?

4.4   IMPLEMENTATION SERVICE SCOPE

Santa Clara County Office of Education seeks information about a comprehensive set of services that ensure ERP project success. These services would likely include:

1) Project Management
2) Business Process Redesign
3) Software Configuration
4) Keeping existing systems running until migration is complete
5) Development
6) DevOps
7) Data Migration and Conversion
8) Enhancements and Modifications (if applicable)
9) Integration, Automated Interfaces, or Scripts
10) Custom Reports, Queries, and Forms, Custom Workflows, Data Conversion
11) Workaround Development (as may be needed for SaaS solutions)
12) Security Configuration
13) Testing
14) Organizational Change Management and Communications
15) System Administrator Training
16) End User Training
17) Documentation
18) Knowledge Transfer
19) Deployment (Roll Out) Support
20) Post Implementation Support
21) Enhanced services and estimated cost proposal

4.5   PRELIMINARY IMPLEMENTATION TIMELINE AND PHASING

Santa Clara County Office of Education seeks information about:

1) Typical, cost effective and realistic timelines for implementation of ERP initiatives for comparable organizations
2) Best practices on parallel versus serial implementation of ERP phases
3) Alternative timelines or phasing that would possibly reduce the cost and/or risk associated with the overall project.

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5 INSTRUCTIONS TO RESPONDENTS

5.1 ERP SOFTWARE RESPONDENTS

SCCOE prefers that systems implementation and integration Respondents be certified ERP software providers to implement software suites capable of meeting the District's overall requirements.

SCCOE prefers that systems implementation and integration Respondents have successfully implemented an ERP software solution for a public school system of approximately the same size and complexity as Santa Clara County Office of Education.

5.2 RESPONSE ADDRESS AND DUE DATE

Sealed responses and Demo Recording addressed to the Santa Clara County Office of Education at 1290 Ridder Park Drive, San Jose, CA. 95131 no later than **3:00pm, Friday, March 31, 2023.** Sealed responses must be labelled as the following:

Attention: **Jas Sohal**

RFI#01-22-23 SCCOE ERP

No responses will be accepted after **3:00pm, Friday, March 31, 2023.**

5.3 RECEIPT AND HANDLING OF RESPONSES

The respondent assumes full responsibility for the timely delivery of the response to the designated location. Responses delivered to any other office or location will not be considered.

5.4 SUBMITTAL OF QUESTIONS

Interested firms should direct technical questions in writing, no later than **Friday, March 17, 2023,** to Rodrick Ang, Manager-Data & Analytics Development via email at rang@sccoe.org. Any general questions can be directed to Jas Sohal, Manager Purchasing Services via e-mail at jsohal@sccoe.org.

To ensure fair consideration for all respondents, any interpretation made to prospective respondents will be expressed in the form of an addendum to the specifications, if such information is deemed necessary for the preparation of responses or if the lack of such information would be detrimental to the uninformed respondent. Such addendums, if issued, will be posted at the address listed below:

http://www.sccoe.org/depts/bizserv/purchasing/Pages/Bids-Posting-System.aspx

5.5   SITE LOCATION

Santa Clara County Office of Education Human Resources and Finance departments are located at 1290 Ridder Park Drive, San Jose CA 95131.

6   RESPONSE DELIVERY REQUIREMENTS

6.1   PREPARATION COSTS

All costs incurred during response preparation or in any way associated with the response's preparation, response, or submission shall be the sole responsibility of the Respondent and will not be reimbursed by SCCOE. Furthermore, there is no guarantee that a procurement of ERP software and/or implementation services will take place as a result of this RFI.

6.2   SUBMISSION OF RFI RESPONSE

Each respondent must submit their RFI response in accordance with all stipulations listed below and in Section 5.2:

1) Each service provider must submit a total of one (1) original (marked as such) and three (3) copies and one (1) electronic copy (USB or thumb drive) with Response formatted into a single PDF file to:

Section 5.2:
Sealed responses and Demo Recording addressed to the Santa Clara County Office of Education at 1290 Ridder Park Drive, San Jose, CA. 95131 no later than **3:00pm, Friday, March 31, 2023.** Sealed responses must be labelled as the following:

Attention: **Jas Sohal**

                        RFI#01-22-23 SCCOE ERP

 No responses will be accepted after **3:00pm, Friday, March 31, 2023.**

2) Santa Clara County Office of Education reserves the right to cancel this RFI at any time and for any reason without any liability to any proponent or to waive irregularities at their own discretion. SCCOE reserves the right to accept or reject any or all responses.

3) Responses can be **mailed, or hand delivered; no fax or e-mail responses will be accepted.**

4) Respondents who are selected for further consideration may be requested to make on site presentations and/or demonstrate their system.
5) Electronic video demonstrations shall be 45-60-minutes in length.

6.3   PROJECTED TIMETABLE

Anticipated Time Frames for Evaluation and Selection Process

Issue RFI to Vendors	2/22/23
Questions on RFI due	3pm, 3/17/23
Questions / Answers Posted to Website	3pm, 3/24/23
Responses to RFI due	3pm, 3/31/23

Santa Clara County Office of Education reserves the right to modify this schedule at its discretion. Notification of changes in the response due date would be posted on the SCCOE's website: https://www.sccoe.org/depts/bizserv/purchasing/Pages/Bids-Posting-System.aspx

6.4   CONTACT INFORMATION

Questions regarding this Request for Responses should be submitted to:

Interested firms should direct technical questions in writing, no later than 3/17/23, to Rodrick Ang Product Manager, Tech & Data Svcs Administration via email at RAng@sccoe.org. Any general questions can be directed to Jas Sohal, Manager Purchasing Services via e-mail at jsohal@sccoe.org.

Any questions received by the Santa Clara County Office of Education that affect the Request for Information process will be issued as Addenda by SCCOE and posted on SCCOE's website: https://www.sccoe.org/depts/bizserv/purchasing/Pages/Bids-Posting-System.aspx

6.5   RFI RESPONSES PROPERTY OF SCCOE

All materials submitted in response to this RFI become the property of SCCOE. All information contained in proposals submitted to SCCOE are subject to the California Open Records Act. If Respondent claims that any information or documentation is exempt from public disclosure, Respondent shall clearly identify the specific item(s) it claims to be exempt and state the basis for exemption, including citation to the relevant section of the California Open Records Act.

SCCOE is not obligated to conduct subsequent discussions with any Respondent to this RFI and reserves the right to conduct discussions regarding its subject matter with firms that do not respond to this RFI.

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7   RESPONSE ITEMS

Santa Clara County Office of Education invites Respondents to include the following sections in their response, referencing the same numbering system as used in this section. The information provided should address the specific response item and be informative and concise.

- ➤ For each RFI question, please restate the question before your response. If printed matter is supplied as supplemental information, please make sure that the supplemental information is appropriately marked with the corresponding section number to which it applies.

- ➤ Implementation services may choose to refer to one or more software solutions with which they have experience and which are suitable to the needs presented in the RFI.

- ➤ All questions and statements must be answered in the order asked.

7.1   RESPONSE FORMAT

To facilitate a timely and comprehensive evaluation of all submitted responses, responses must be submitted using the format requested in this RFI. Any deviation from this format may lead to the rejection of the response. Vendors should limit the answers to the following questions to four pages. A limited amount of supplemental materials may be provided, but for the purposes of this RFI, less is more.

INTRODUCTORY MATERIALS

- ➤ **Title Page or Cover**. The title page or cover must include the RFI number and title, the RFI due date and time, and the Respondent name and address.

- ➤ **Table of Contents.** Each response shall be submitted with a table of contents that clearly identifies and denotes the location of each section and sub‑section of the response. Additionally, the table of contents should clearly identify and denote the location of all attachments to the response.

EXECUTIVE SUMMARY

- ➤ Vendor Profile
- ➤ Identify the company name, address, city, state, zip code, telephone, and fax numbers.
- ➤ Identify the name, title, address, phone, and fax numbers, and email address of the primary contact person for this project.
- ➤ Provide a brief overview of your company including number of years in business, number of employees, nature of business, and description of clients.
- ➤ Identify any parent corporation and/or subsidiaries, if appropriate.
- ➤ Give a brief description of the evolution of the Financial / HR Resource Management System. Include the date of the first customer site and major developments which have occurred (e.g. new versions, new modules, specific features). Describe any previous ownership, if appropriate.
- ➤ List any industry awards/recognition that you have received, the awarding party, and the date received.
- ➤ Indicate the total number of customers in the last (3) years and the total number of current users for the proposed system.

➤ Provide a summary of your company's short term and long-term goals and strategic vision.

➤ Provide a list of three references similar in size to the Santa Clara County Office of Education. References should be school districts who have had their system within the past three (3) years. (Include name, contact, address, telephone, system(s) installed and date of installation).

8   RESPONDENT QUESTIONS

8.1   QUESTIONS REGARDING STRATEGIC PLANNING, Project Management and Delivery

(1) How does your company evaluate the complexity of projects and manage resources to estimate project requirements and risk?

(2) Does your company provide project management services?

(3) Do you have experience with project management tools and list the framework your company has used in previous projects?

     a. Provide summaries of your experience mentioned methodology (Agile, Waterfall, Iterative, Hybrid, and others)

(4) How do you maintain and develop the skills of your development teams?

(5) How does your company ensure consistent standards throughout different services?

(6) Provide case studies (at least 2 examples) with provided services in analysis, architectural design, team management, product development and integration to pre-existing development and business stakeholder teams.

(7) What tools do you use for quality assurance?

(8) What documentation standards does your company produce for quality control?

(9) Describe how you manage performance and test security (stress, load, volume).

(10) Describe the ramp-up time for resources supplementation

(11) What is your methodology for dealing with volatile demand for skill assessment and knowledge management?

(12) What applications do you use to communicate with clients and between your teams?

(13) Describe your QA, Dev, and testing environments and server set-up.

(14) What is your release schedule and process to sync application with updates and new versions

To be completed by Departments

8.2   QUESTIONS REGARDING SOFTWARE SOLUTIONS

(1) How does your system integrate Finance and HR functions

     a. Provide an overview of finance and HR automated processes

(2) How does your system handle position control?

(3) How does your system manage and calculate encumbrances, grant applications, general headcount reporting, promotions/time credited for work

(4) Describe your systems business intelligence and analytical module

(5) Does your system integrate with other industry standards reporting tools and applications

(6) Describe how your system would integrate with Student Information Systems (SIS)

(7) Describe your systems Accounts Payable (A/P) automated workflow and functions

       a.   How does your system process invoices?

(8) Describe your systems Accounts Receivable (A/R) automated workflow and functions

(9) List your company's security requirements for cloud services/applications

(10) Beyond the typical network or desktop equipment, what additional hardware is needed for optimal operation of this product

(11) Which browsers are compatible with this product? Which is preferred?

(12) Does this product have any known conflicts or incompatibilities with any software or hardware (including firewall products)? If so, please describe.

(13) Does your software use API's to connect to required integrated systems/applications?

(14) Describe your fiscal and budget automated workflow process.

(15) How does your system handle ACH direct deposit?

(16) How does your system handle Grants Management?

(17) How does your system handle Payroll?

(18) How does your system handle vendor management deliverables (procurement of inventory)?

(19) Does your system have an integrated MFA (Multi-Factor Authentication)?

(20) Describe your systems Chart of Accounts

       a.   Can your system use a Unified Chart of Accounts (UCOA)?

9 CRITERIA FOR EVALUATION OF RESPONSES

Santa Clara County Office of Education will review the responses to this RFI based on the vendor's ability to:

- Meet the functional and technical requirements described in this RFI as evidenced by the RFI response and demonstration of the software;
- Provide a cost-effective solution that meets the financial goals of Santa Clara County Office of Education;
- Provide timely program modifications and upgrades in response to changing industry needs, regulatory requirements, and advancing technology;
- Demonstrate expertise and functionality as evidenced by client references and site visits;
- Provide a superior level of customer service and technical support, both pre-installation and post-installation to clients as evidenced by references.

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10   FUNCTIONAL REQUIREMENTS

Refer to the Following Requirements checklist. A response to each checklist item is required. Brief comments may be entered in the table. Elaborate on any items that differentiate you from other vendors.

Assign one of the following Availability Codes to each item:
- Y - Feature is available
- N - Feature is not available
- D - Feature is under development (indicate anticipated date of availability)
- C – Customization is possible

Provide any Additional Information / Explanation for Any No Responses

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FINANCIAL / HR RESOURCE MANAGEMENT SYSTEM FUNCTIONAL REQUIREMENTS

REQUIREMENTS OF SYSTEM

ID	Requirement Specification	Additional Information/Explanation
1.	Web-based software	
2.	Real-time account process	
3.	Position control numbers, 1:1 capability in every module	
4.	Utilities to clear up encumbrance and actual discrepancies	
5.	Set up for check printers at schools, Accounts Payable, Payroll	
6.	Tailored forms setup (PO, check, etc.)	
7.	Electronic Funds Transfer (EFT) processing	
8.	Electronic / Web-based knowledge base to access support documents	
9.	Audit history	
10.	Helpdesk / Support Calls	
11.	Spool File for saving reports	
12.	Software to be used with existing scanners/printers	
13.	Customized state reporting	
14.	Capability to tailor column headers to suit individual needs in every module.	
15.	Workflow approval process	
16.	Permissions by account segments in all modules including Human Resources (HR)	

ID	Requirement Specification	Additional Information/Explanation
17.	Ability to import pertinent historical information.	
18.	Ability to export general ledger audit file to the State Department of Audits *(Ability to customize)	
19.	Interoperable with Teacher Retirement System (TRS) and Public-School Employees' Retirement System (PSERS) files.	
20.	Integrate with system "similar" to TCM (includes check printing, PO printing, W2 and 1099, and sending images to Eforms) or include software to accomplish this functionality	
21.	Ability for direct deposits to banks, check clearing	
22.	Contain a School Food Service component that includes deposits into G/L and G/L processes.	
23.	Ability to upload to the State salary and travel information, yearly CS1 report. *(Ability to customize)	
24.	Integrated Workflow Engine E.g. Purchaser spending, for approvals, journal entries, fixed assets, personnel actions	
25.	Ability of System Administrator to oversee permissions, roles, menus, workflow approvals, monitoring dashboard	
GENERAL LEDGER/REPORTING SYSTEM SPECIFICATIONS		
26.	Ability to run preliminary/soft/final closes to the general ledger on a monthly basis and yearly basis	
27.	Ability for supplemental closes, typically utilized at year end	
28.	Error correction capability for both closed and unclosed transactions	

ID	Requirement Specification	Additional Information/Explanation
29.	Extensive ad hoc/query reporting capability for current and prior year (necessary for all modules)	
30.	Ability to generate and upload files/reports necessary to meet DOAA or California Department of Education (GDOE) requirements *(Ability to customize)	
31.	Capable to upload files to various agencies, other than DOAA & GDOE (all modules) including but not limited to California and U S Departments of Labor, Social Security Administration and Internal Revenue Service. *(Ability to customize)	
32.	Ability to post subsidiary ledgers/files to the general ledger, such as journal entries, P-card	
33.	Security access controls (for all modules) by G/L and program	
34.	Ability to create/edit/process 1099s	
35.	Ability to generate/edit/post summer salary/benefit accruals	
36.	Ability to automate a report that provides budget actual comparison for all funds, exports to excel.	
37.	Ability to delete an unclosed transaction	
38.	Ability to manually enter a check	
39.	Ability to print preliminary monthly journal reports	
40.	Ability to use long account number throughout the system, able to search by segments.	

ID	Requirement Specification	Additional Information/Explanation
	Structure that maps to the California State Chart of Accounts for all modules	
41.	Ability to update fiscal year code, reset receipt numbers, balance sheet account numbers	
42.	Multiple bank accounts utilized in a consolidated G/L	
43.	Journaling Capability	
44.	Ability to create an opening JE to open books for new year	
45.	Post of salary accruals	
46.	Ability to generate reversing JE	
47.	Ability to work in conjunction with our credit card system.	
48.	Ability to import data from our student information system, Infinite Campus. i.e. Afterschool payments	
49.	Ability to identify the type of journal i.e. online, adjustment, payroll or external	
50.	The capability to run financial reports that indicates budget and fiscal year in their respective columns	
51.	Produce real time reports in the G/L module	
52.	The capability to have access to all periods open simultaneously	
53.	Capability to set parameters such as greater/less than, equal to, between and such when running reports	

ID	Requirement Specification	Additional Information/Explanation
54.	Automatically offset cash when a journal entry transaction is not inter-fund.	
55.	Ability to save parameters without the need to re-enter data to run a process	
56.	Have different periods for opening and closing balances e.g. 0, 998/999	
57.	Ability to import all types of journal entries, transfers, excel docs (regular encumbrance & budgetary)	
58.	Date stamp on all transactions entered, posted or modified and the associated user id displayed, audit history.	
59.	Produce ledger reports with pre-encumbrance (requisitions) and encumbrance (purchase orders) columns. Also, inquiries with ability to drill down to transactions and attachments.	
60.	The ability to submit journal entries for approval via email.	
61.	Ability to search by date range or description for journal and budget entries	
62.	Function to reverse signs of posted journal entries (typically used to reverse prior YE entries) without manually entering journal	
63.	Function to copy a posted journal and budget entry	
64.	Inactivate a fund or program number	
65.	Capability to close specific modules e.g. AP is closed but the G/L is open	

ID	Requirement Specification	Additional Information/Explanation
66.	Ability to make adjustment and GAAP journals for prior budget/fiscal year	
67.	Ability to run trial balance by date range	
68.	Ability to produce adjusted trial balance	
69.	Function to sort reports by type of entry i.e. GAAP, ENCUMBERED etc..	
REQUIRED ACCOUNTS PAYABLE/ENCUMBRANCE/EXPENDITURES SYSTEM SPECIFICATIONS		
70.	Ability to upload purchasing card data directly from the financial institution program	
71.	Uploaded procurement card data to the general ledger should include all transactional data (vendor name, amount, date, etc.)	
72.	Ability to interface with AESOP Sub Management System.	
73.	Ability to upload files from AESOP Sub Management System	
74.	Ability to have open contracts/encumbrances and have payments against them automatically post.	
75.	Track and alert, prevent, duplicate invoice payments	
76.	Track and alert, prevent, duplicate vendor invoice numbers	
77.	Track and alert overpayment of purchase orders	
78.	Ability to create customized reports for General Ledger.	

ID	Requirement Specification	Additional Information/Explanation
79.	Ability to run new vendor listing on a periodic basis.	
80.	Ability to see vendor name on transactions from more than one account at a time.	
81.	Ability to work in multiple years: Have checks posted to previous year with current date.	
82.	Ability to work in multiple years: Have 13th and 14th periods at year end.	
83.	Ability to work in multiple months: Post checks in following month while current month is still open	
89.	Ability to view/update encumbrance entries, restricted by permissions	
90.	Ability to view/update vendor information	
91.	Vendor remittance address information will appear when entering invoices for payment.	
92.	Ability to have all account codes used to rollover each year so they do not have to be set up every time	
93.	Ability to see the entire PO # including the location #	
94.	Ability to see all entries associated with PO (partial payments, voids, credits)	
95.	Ability to run A/P listing by Vendor/Name	
96.	Ability to run multiple check runs by bank code	
97.	Ability to reprint a PO after it has been modified.	

ID	Requirement Specification	Additional Information/Explanation
98.	Ability to correct PO account codes to more than one line, if amount agrees at the end.	
99.	Ability to pay subs, contractors and regular payroll at the same time.	
100.	Ability to update encumbrance account numbers	
101.	Ensure checks are written to only approved vendors	
102.	Prevents duplicate check numbers	
103.	Prints charge code on check stubs.	
104.	Vendor Change Tracking Mechanism: Record of who changes banking information and when.	
105.	Open-ended voucher numbering system to eliminate the need for number tracking	
106.	Avoid multiple bank choices when posting invoices	
107.	Print checks for multiple banks at one time	
108.	All employees are established as vendors (or if info is updated on one side it updates for all others H/R & A/P vendors)	
REQUIRED ACCOUNTS RECEIVABLE/REVENUE SYSTEM SPECIFICATIONS		
109.	Receipt system that uses numerical sequencing with document scanning capabilities	
110.	Ability to print automated receipts	
111.	Ability to run A/R listings by Vendor/Name	
112.	Ability to manually enter a receipt	

ID	Requirement Specification	Additional Information/Explanation
113.	Template for recurring receipt entries (QBE)	
114.	Ability to produce aged trial balance and aging receivable reports with flexible periods of aging analysis	
115.	Ability to run AR reports by fund/program code	
116.	Ability to analyze AR balance with revenue received by fund, program or both	
REQUIRED BUDGETING SYSTEM SPECIFICATIONS		
117.	Ability to enter/edit original budget transactions, enter in detailed descriptions and justifications	
118.	Ability to enter/edit budget amendments, and attachments	
119.	Ability to track budget amendments by all users	
120.	Ability to modify salary/benefit criteria for various budgeting scenarios	
121.	Automated posting of annual salaries/benefits to the budget module	
122.	Ability to upload budget via Excel File	
123.	Allow for budget amendments at the school level (based on permissions)	
124.	Produce budget reports with pre-encumbrance and encumbrance columns	
125.	Ability to search by date range or description for budget entries	
126.	Function to copy a posted budget entry	
127.	Ability to upload files from external sources	

ID	Requirement Specification	Additional Information/Explanation
128.	Ability to enter several transactions in one budget journal	
129.	Ability to produce an error when a budget does not exist or if there's insufficient funds	
130.	Produce real time reports in the commitment control/budget module	
REQUIRED BANK RECONCILIATION PROGRAM SYSTEM SPECIFICATIONS		
131.	Ability to upload an Excel spreadsheet list of checks for the purpose of clearing outstanding checks	
132.	Automated process of clearing of outstanding checks in the reconciliation program	
133.	Ability to produce an exceptions report for variances between checks written on the system and checks that have cleared the bank.	
134.	Ability to manually clear individual checks in the reconciliation program	
135.	Ability to create outstanding and void check reports	
136.	Ability to create cancelled check reports	
137.	Ability to clear direct deposits	
REQUIRED SCHOOL ACTIVITY SYSTEM SPECIFICATIONS		
Each location must have the ability to:		
138.	Automated writing and printing of checks	

ID	Requirement Specification	Additional Information/Explanation
139.	Ability to manually enter a check	
140.	Ability to perform vendor searches	
141.	Does the system eliminate the need for pre numbered receipts?	
142.	Ability to enter receipts	
143.	Ability to enter journal entries and transfers	
144.	Ability to make corrections to checks written/receipts entered	
145.	Automated process for clearing of outstanding checks	
146.	Ability to create specified reports	
147.	Ability to query system for current and prior year transaction at school level	
148.	Ensure checks are written to only approved vendors	
149.	Ability to separately account for multiple school ledgers	
150.	Ability to reset receipt numbers	
151.	Sequential check numbers	
152.	Post transactions directly to ledger	
153.	Ability to add vendors on a limited basis utilizing a unique vendor number, i.e. for a refund only	
154.	Ability to reprint receipts	
155.	Schools have separate libraries with ability to print checks independently	

ID	Requirement Specification	Additional Information/Explanation
156.	Multiple schools have the ability to print simultaneously	
157.	Ability to identify 1099 vendors	
158.	Ability to run A/R listing by Vendor/Name	
159.	General Ledgers must be incorporated with district G/L	
REQUIRED COMPENSATED ABSENCES SYSTEM SPECIFICATIONS		
160.	Capable of extracting total sick carry over, accrued, used, etc., and vacation data from the leave module and calculating totals based on the employee's daily rate, employee accruals	
REQUIRED PAYROLL SYSTEM SPECIFICATIONS		
161.	Ability to record payroll year separately from work year.	
162.	Ability to designate pertinent personnel information to be updated immediately.	
163.	Ability to integrate with time tracking/time sheets (or to replace them.)	
164.	Ability to update/edit monthly salary information on payroll side only (for temporary salary changes like FMLA, etc.)	
165.	Comprehensive master list of budgeted pay sources that contribute to salary and other pay. Available by dropdown, auto-fill or search.	
166.	Capable of entering/creating a direct deposit file that is uploaded to our banking institution	
167.	Capable of entering different pay periods, employee types, pay types, retirement codes	

ID	Requirement Specification	Additional Information/Explanation
168.	Capable of entering/editing tax withholding information and tax tables. *(Currently integrated with Employee Self-Serve ("ESS") to upload)	
169.	Ability to create and process a W-2 file *(Currently integrated with Employee Self-Serve ("ESS") to upload)	
170.	Capable of updating pertinent data separate from Personnel module, such as hire/termination dates, employment status, ability for changes to have workflow rules set up.	
171.	Capable of scanning employee data directly to employee files	
172.	Ability to interface with external payroll processors	
173.	Terminated employees' data are frozen so that their salary does not update after the date of termination.	
174.	Extended Disability Leave - Determine salary recalculations upon employee's return, when necessary	
175.	Allow imputed income calculations.	
176.	Allow more than one person to enter additional pay/time loss at any given time	
177.	Ability to view all employee-related data in one report, such as demographics, salary/earning, tax, and leave information	
178.	Ability to calculate TRS correctly	

ID	Requirement Specification	Additional Information/Explanation
179.	Ability to calculate TRS when reduced salary equates to 50% or more than scheduled salary	
180.	Ability to set up multiple accounts for direct deposit. *(currently up to 3)	
181.	Ability to integrate with time keeping system(s)	
182.	Ability to calculate days worked based on contract date and the current date *(numerous payroll calendars)	
183.	New hire report	
REQUIRED AGENCY FUNDS SYSTEM SPECIFICATIONS		
184.	Capable of adding/updating agency funds (Child Support, Garnishments, etc.) with an interface to the G/L	
185.	Ability to designate payment method, such as one check, multiple checks, no check	
186.	Ability to enter an applicable percentage for matching contributions with maximum percentage limits (i.e. percentage of gross for supplemental retirement plans, percentage of salary for life insurance)	
REQUIRED VOLUNTARY/INVOLUNTARY DEDUCTIONS SYSTEM SPECIFICATIONS		
187.	Capable of allowing individual employee updates and global changes involving multiple employees	
188.	Capable of interfacing with deductions entered through the Benefits system	

ID	Requirement Specification	Additional Information/Explanation
189.	Ability to calculate involuntary deductions/court orders based on applicable federal and state laws	
190.	Ability to calculate multiple involuntary deductions for an employee	
191.	Ability to edit/update deduction amount	
192.	Employee Portal – Employee access to enter items such as: • Address Changes • Multiple Direct Deposits • W-4 • G-4 • Shared Documents • Medical Questionnaire ⬜ Link employee's benefit information to be employee specific • Print all W-2's and pay stubs • Leave balances • Exempt options • IRS lock • Paycheck simulator	
193.	Ability for multiple screens to be displayed at same time	
194.	Ability for bill and deduction register to be reconciled with a list of differences provided	
195.	When employee is hired into position, board paid life and appropriate retirement accounts are auto applied	
196.	Ability to generate and distribute specific reports automatically	
197.	Ability to search by last 4 of SSN, Employee #, partial name	

ID	Requirement Specification	Additional Information/Explanation
198.	To initiate and end of benefit application based on pay date regardless of time frame	
199.	Calculate 401(k) employer portion for participating PSERS employees on base pay only	
200.	Generation of weekly reports to SHBP on scheduled time frame	
201.	Ability to have custom reports written	
202.	Stop excess deductions for 401(k) and 457 based on annual limits	
REQUIRED ADDITIONAL PAY/TIME LOSS SYSTEM SPECIFICATIONS		
203.	Capable of entering additional pay/time loss in hours and calculating amount based on hourly rate in the system	
204.	Capable of entering specified amount in additional pay/time loss	
205.	Allows for multiple additional pay/time loss account numbers for an individual employee on one screen	
206.	Able to designate if retirement deduction is necessary	
207.	Ad Hoc report based on designated exceptions criteria	
208.	Ability to process multiple payrolls during the same period of time (i.e. Monthly, Substitute, Summer)	
209.	Capable of building multiple work calendars	
REQUIRED LEAVE/EXTENDED DISABILITY LEAVE SYSTEM SPECIFICATIONS		

ID	Requirement Specification	Additional Information/Explanation
210.	Post leave accrual on semi-monthly basis based on contract length and employee position	
211.	Designate workdays and non-work-days in calendar by employee such that leave requested on existing non-work day is not charged to leave balance.	
212.	Flag employees that have been on leave 6 or more consecutive days	
213.	Ability to track sick leave greater than 100 days for TRS reporting.	
214.	Ability for individual employees to see leave balance and make leave requests with automated supervisor approval within policy boundaries.	
215.	Calculates and posts time loss dates based on overdrawn leave and contract length	
216.	Generate detailed report for Extended Disability Leave (EDL) based on specific school system requirements	
217.	Adjust the leave accrual based on the number of actual work days, not contracted days	
218.	Calculate available personal leave balances as set forth by the school system	
219.	Generate preliminary overdraft reports based on specific criteria, such as for Critical Days	
220.	Capable of updating leave system in current month and prior months	
221.	Automatically update leave balances when any changes are made	

ID	Requirement Specification	Additional Information/Explanation
222.	Automatic flag of leave requests that would result in overdrawn leave.	
223.	Capable of automatically changing any overdrawn leave to LWOP code upon posting of leave	
224.	Multiple leave posting for a single calendar month (i.e. June)	
225.	Generate final year-end leave audit report based upon school system's specific criteria, such as cumulative balances for carryover, leave types, ending balances.	
226.	Ability to reverse or delete a leave posting in the event of errors	
227.	Post year-end carry over leave balances to new fiscal year	
228.	Ability to edit leave system due to Military Leave, Sick Leave Bank withdrawals	
229.	Manage Sick Leave Bank membership and specified days deducted	
REQUIRED ASSET MANAGEMENT SYSTEM SPECIFICATIONS		
230.	Asset management system	
231.	Ability to add, delete, change assets	
232.	Ability to depreciate certain assets annually. *(Straight line method)	
233.	Purchases of capital assets should be automatically flagged and sent to a designated user.	
234.	Ability to track capitalized and non-capitalized assets.	

ID	Requirement Specification	Additional Information/Explanation
235.	Ability to link to an employee.	
REQUIRED HUMAN RESOURCES SYSTEM SPECIFICATIONS		
236.	Utilize existing employee ID #'s	
237.	Prevent duplicate employee ID #s for new employees	
238.	New employee notifications to IT, Operations and other relevant stakeholders, personnel actions.	
239.	Update employee name and address changes in Human Resources to master vendor list	
240.	Integrate with State Health.	
241.	Ability to generate separation notices, pay sheets	
242.	Ability to collect and store emergency contact information electronically, such that user can update their own.	
243.	Ability to upload previously scanned documents to avoid visiting multiple sites for documents	
244.	Allow multiple users in the same database, but not individual entry, at one time (HR and Payroll)	
245.	Ability to track and search employment history including prior work history	
246.	Salary computation ability once variable information has been entered (Annual leave computation available)	

ID	Requirement Specification	Additional Information/Explanation
247.	Temporary Change of Pay (Worker's Compensation Light Duty, Leave Without Pay): Ability to keep original pay rate and also add a second pay rate for specific dates.	
248.	Ability to calculate salary based on hourly pay, salary schedule, or other methods as needed. (annual experience calculation available)	
249.	Ability to calculate pro-rated portion of contract salary for partial-year employee.	
250.	Field to note whether an employee is exempt or non-exempt.	
251.	Field to note whether the employee is a classroom teacher or not.	
252.	Ability to add custom HR category fields.	
253.	Field to note Previous Employee Name (for name changes)	
254.	Field to note employee aliases.	
255.	Field to note whether employee is full-time or part-time (in addition to existing fields for percentage of day and hours per day)	
256.	Field to note whether the employee is previously retired.	
257.	Field for Working Title	
258.	Employee tenure field will allow entries greater than 30 years. (Field to note whether employee is tenured)	
259.	Fields to track CPE/PLU credits	

ID	Requirement Specification	Additional Information/Explanation
260.	Employee Benefits processing (to include effective dates, beneficiaries, dependents, etc.)	
261.	Must be able to import Certificate data from Professional Standard Commission (PSC)	
262.	Integrate with CPI state reporting	
263.	Capable of entering sick leave and vacation codes based on contract length of employee	
264.	Ability to make CPI assignment changes without re-entering prior data	
265.	Ability to maintain, administer system, track and store prior data for position codes, job codes, subject matter codes, qualification field codes, EEOC codes, sex/race codes, fund codes; and all other HR related fields.	
266.	Integrate with Retirement Manager	
267.	Integrate with SHBP System files. (AUF,SHALLMBR,SHCHG2ST, SHDATRMS, SHERRADP,SHMISSSSN,SHOEUPDT, SHPDBILL, SHWBNCFM,SH61110r, SHSHBPIN)	
268.	Leave Management Ability (accrual, history, balances) all employees, to assist with calculating when employee's leave has been exhausted for direct payment purposes	
269.	Access to Open Enrollment info (i.e. roll benefit codes/reduction codes to next fiscal year, roll employee benefits/reductions to next fiscal year, recalculate benefits, etc.)	

ID	Requirement Specification	Additional Information/Explanation
270.	Ability to maintain benefit options (opt life rates, benefit code descriptions, print codes, etc.)	
271.	Ability to make changes to Payroll Data Maintenance Options or view Payroll Data (i.e. refunds made to non-cafeteria deductions, enter TSA codes, etc.)	
272.	Ability to do payroll check inquiry to view benefit deductions, refunds, etc.	
273.	Ability to associate (link) employees with positions. Position Control.	
274.	Ability to associate locations with employees and positions.	
275.	Ability to associate employees to Position Description and other reference documents.	
276.	System provides searchable position description repository and archive.	
REQUIRED SCHOOL NUTRITION SYSTEM SPECIFICATIONS		
277.	Ability to print reports at any time without contacting other departments to exit system.	
278.	Retain monthly meal counts, inventory and food cost data up to a minimum of one year.	
279.	File transfer capabilities for monthly DOE School Nutrition Reimbursement claim and financial data submission.	
280.	Ability to work with Horizon (School Nutrition point of sale system, Free and Reduced, and cash journals)	
281.	Ability to prints reports in all areas before uploading to DOE	

ID	Requirement Specification	Additional Information/Explanation
282.	Ability to run all general ledger functions independently for SN and interface at year end.	
283.	Ability to track each school location separately	
284.	Ability to process payroll information separately	
REQUIRED PURCHASING/RECEIVING/WAREHOUSE SYSTEM SPECIFICATIONS		
285.	Ability to create system numbered requisitions by end users	
286.	Purchase Order numbers to be assigned by system	
287.	Capability to email PO's directly to vendors	
288.	No possibility of duplication of requisition, purchase order or vendor (system assigned) numbers	
289.	Ability to easily view and update a purchase order or requisition at any time during or after the process has been completed	
290.	Electronic Approval process for requisitions	
291.	Notify approver of requests awaiting their approval, showing all that are waiting to include email, dashboard	
292.	PO's automatically reference the requisition number and vice versa	
293.	Ability to check the status of a PO, i.e. paid, check # All entries associated with PO for the authorized user	

ID	Requirement Specification	Additional Information/Explanation
294.	Ability to cancel lines and add lines to requisition prior to it becoming a PO *(cancel lines after PO as well)	
295.	Ability to cancel a requisition prior to it becoming a PO	
296.	Ability to check the status of an order (if it has been received)	
297.	Pre-Encumber requisitions before becoming a PO	
298.	Encumber funds as PO's are created	
299.	Ability to take PO's off encumbrance	
300.	Must have the capability of maintaining a vendor database for approved vendors	
301.	Ability to run a vendor report to see orders placed with a certain vendor	
302.	System to assign a number to each vendor added	
303.	Vendor name, address, fax number, vendor number to be shown on requisitions and PO's	
304.	One vendor number assigned to each unique FEI number with the ability to assign multiple addresses/locations	
305.	Must have a warehouse inventory component that ensures accurate issue and receipt of stock items	
306.	Ability to receive items into warehouse stock by Purchase Order	

ID	Requirement Specification	Additional Information/Explanation
307.	Warehouse requisition system for end users to request stock items	
308.	Ability to put a full description (viewable by end users) of warehouse stock items with multiple locations within the warehouse	
309.	Ability for end users to view warehouse orders (requisitions) for the entire FY anytime during the FY	
310.	Once an item is discontinued and out of stock, end users can't order the item	
311.	Ability to record all receiving purchase orders within the system, based off the PO Number, with the ability to have a duplicated receipting option.	
312.	Ability to scan all quotes with the requisition by the end user, to attach as a PDF file.	
313.	Ability to email all potential bidders on open solicitations, based off category codes	
314.	Inventory Management System capable of keeping accurate data and inventory of objects purchased.	
315.	Ability to classify all vendors within the system based off category or NIGP codes.	
316.	Ability to upload E-Verify Affidavits and track by E-Verify Number	
317.	Once a requisition has been entered but not yet approved, update the pre-encumbrance balance so that account budget checking reflects open requisitions.	

ID	Requirement Specification	Additional Information/Explanation
318.	Automatically route requisitions for approval, based on workflow parameters such as dollar amount, commodity type, requesting location, account structure, total requisition amount.	
319.	Flag purchase requisitions over a certain dollar amount as requiring accompanying verbal or written quotations or purchase justification.	
320.	Permit documents such as electronic quotations and justifications to be attached to a requisition and Purchase Order.	
321.	Flag purchase orders for which vendor payments are overdue.	
322.	Provide a "self-service" option so that vendors can register to do business with SCCOE and change identifying information such as address, phone, fax, email, as well as check payment status of their invoices.	
323.	Provide Vendors with a self-guided feature/instruction for vendor management self-service features and use.	
REQUIRED HUMAN RESOURCES SYSTEM SPECIFICATIONS		
324.	Utilize existing employee ID #'s	
325.	Ability to add employee photo to the system and generate photo IDs.	
326.	Allow multiple users in the same database at one time (HR and Payroll). Will a "footprint" be established?	
327.	Demonstrate Leave Management ability (accrual, tracking, and history) employee specific.	
328.	E-mail correspondence to employees	

ID	Requirement Specification	Additional Information/Explanation
329.	Demonstrate how to create and print reports (including AdHoc) in a simple process. Reports such as employment verification, new hires (by date range), separation notices, retention rates, search employees by location/job type/hire date, etc.	
330.	Demonstrate the ability to track employment/salary history including prior work history	
331.	Ability to input "real time" salary computations once variable information has been entered	
332.	Maintain prior names used in system (maiden, alias)	
333.	Ability to set up salary scales before a salary roll.	
334.	Capability to enter new data/changes etc. in future months while still working in current month	
335.	Ability to grant security/administrator rights/access to employee data	
336.	Auto feed of information from Personnel to benefits, payroll, etc.	
337.	Demonstrate the ability to generate completed salary verification forms.	
338.	Demonstrate the ability to notify payroll when a certificate upgrade occurs.	
339.	Ability of reports to be generated through Excel/Word	

ID	Requirement Specification	Additional Information/Explanation
340.	Ability to track position control and/or school allotments	
341.	Ability for all supplements for pay including athletics, etc., to be included and broken down on the salary page.	
342.	Demonstrate an integrated tracking system	
343.	The ability to format leave reports in school system calendar format?	
344.	The capability to add a FMLA designated code to leave codes. This would be a 'dead' code. It would not affect the pay, etc. of the leave code.	
345.	If the FMLA leave code can be added, it would also be able to provide the number of FMLA days used in a specified time line. (by a report request)	
346.	Provide an "FMLA last updated code". So that the Principal/Leave Entry person can know if and when FMLA was last updated.	
347.	Demonstrate the ability to flag specific situations; for instance, Retiree, Not eligible for Rehire, etc.	
348.	Ability to track contracted workers, or employees who are under "contract" for one school year or fiscal year.	
349.	Ability to input information for contracted workers who are not to be paid through payroll.	

ID	Requirement Specification	Additional Information/Explanation
350.	Ability to calculate # of days an employee works in a SY if the employee did not start the 1st day of school.	
351.	Ability to import Certificate data from Professional Standard Commission (PSC)	
352.	Ability to integrate job descriptions.	
353.	Flag employees that have been on leave 6 or more consecutive days	
354.	Ability to track sick leave greater than 100 days for TRS reporting.	
355.	Automatic flag of leave requests that would result in overdrawn leave.	
356.	Capable of automatically changing any overdrawn leave to LWOP code upon posting of leave	
357.	Ability to reverse or delete a leave posting in the event of errors	
358.	Ability to generate separation notices.	
359.	Ability to track and search employment history including prior work history	
360.	Ability to calculate prorated portion of contract salary for partial-year employee.	
361.	Field to note whether an employee is exempt or non-exempt.	
362.	Ability to add custom HR category fields.	
363.	Integrate with CPI state reporting	

ID	Requirement Specification	Additional Information/Explanation
364.	Ability to maintain, track and store prior data for position codes, job codes, subject matter codes, qualification field codes, EEOC codes, sex/race codes, fund codes; and all other HR related fields.	
365.	Employee self-service onboarding	
366.	Synchronized flow from position control changes to employee salary to G/L budget.	

11   SUMMARY

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY to identify sources that can provide Human Resource / Finance Enterprise Resource Planning System. The information provided in the RFI is subject to change and is not binding on the SCCOE. The Santa Clara County Office of Education has not made a commitment to procure any of the items discussed, and release of this RFI should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become SCCOE property and will not be returned.