

State of West Virginia RFP for ERP Software and Services

Appendix M: Functional and System-wide Requirements

Total Requirements: 12,310

Section: FIN-Accounts Payable, General (38 Reqs)				
<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705001	High	Accumulate and display monthly, year-to-date (calendar or fiscal year), and inception-to-date (for lifetime of vendor) figures for: Purchases by vendor (i.e., by invoice, purchase order / contract number, purchase item, budget unit).		
705002	High	Accumulate and display monthly, year-to-date (calendar or fiscal year), and inception-to-date (for lifetime of vendor) figures for: Payments to vendor, by contract, contract type, invoice, account.		
705003	High	Produce an accounts payable aging report or inquiry according to user defined aging fields: One or more receiver documents.		
705004	High	Produce an accounts payable aging report or inquiry according to user defined aging fields: Purchase order (Encumbering Document).		
705005	High	Produce an accounts payable aging report or inquiry according to user defined aging fields: Contract or other encumbering documents.		
705006	Medium	Produce an accounts payable aging report or inquiry according to user defined aging fields: Account number (credit card account, electric bill account).		
705007	High	Produce an accounts payable aging report or inquiry according to user defined aging fields: Invoice.		
705008	High	Automatically update the general ledger for commitment (pre-encumbrance), encumbrance, payment voucher, and payment activities.		
705009	High	Provide for the recording of pre-encumbrances and encumbrances against all elements in the data classification structure.		
705010	High	Automatically reduce an encumbrance when an expenditure transaction is entered.		
705011	High	Automatically update the general ledger on-line and in batch as commitment (pre-encumbrance)s and encumbrances are liquidated upon entry of encumbrances/expenditures or payables.		
705012	High	Provide ability to perform annual encumbrance and commitments reviews and close-outs at year end.		
705013	High	Provide for assignment of unique pre-encumbrance and encumbrance document numbers, which are system-generated or manually entered.		
705014	Medium	Accommodate the recording of: Pre-encumbered encumbrances.		
705015	Medium	Accommodate the recording of: Non pre-encumbered encumbrances.		
705016	High	Accommodate the recording of: Non-pre-encumbered/non-encumbered vendor invoices, with the appropriate security control.		
705017	High	Provide the ability to enter an invoice number with a minimum of 60 alphanumeric characters available.		
705018	High	Reject transactions for insufficient budget (users with the appropriate level of security having override ability).		
705019	Medium	Determine whether to reject disbursements if insufficient budget balance or allow payment despite lack of sufficient funds.		
705020	High	Provide the ability to flag an appropriation account so that no payments can be disbursed.		
705021	Medium	For partial payments that the user indicates is a final payment, provide the automatic liquidation of outstanding encumbrance balances for the invoice amount up to the outstanding encumbrance balance up to a threshold amount.		
705022	High	Prevent duplicate payments by editing invoice numbers, Tax Id, and dollar amounts.		

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<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705023	High	Prevent duplicate payments by editing invoice numbers (exclusive of leading zeros) and dollar amounts.		
705024	Medium	Provide the ability to override edits errors on duplicate payments based upon invoice or amounts to allow payments by individuals with the appropriate security.		
705025	Medium	Provide an indicator that determines if the duplicate invoice edit produces fatal (prevents posting) error or warning message.		
705026	Medium	Provide the ability to automatically establish recurring payments with an end date and frequency (user defined), extension capability, and the ability to modify chart of accounts coding.		
705027	Medium	Establish recurring payments with an end date when leases are recorded.		
705028	Medium	Establish lease liabilities by fiscal year or accounting period.		
705029	Medium	Process prepaid expenses (i.e., advanced payment, travel, etc.).		
705030	Medium	Provide standard payment terms at the vendor level or individual payment terms at the payment level.		
705031	Medium	Generate accrual transactions for goods and services received and not invoiced by period end (month end and year-end).		
705032	Medium	Establish liability when goods are received. Functionality will include relieving the liability when paid, even if a discount is taken.		
705033	Medium	Support the ability to electronically notify vendors of payment data availability through vendor self service.		
705034	Medium	Provide a flag on the vendor master that indicates the W-9 information is current.		
705035	Medium	Support the ability for a vendor to update W-9 and direct deposit information via self service using Web access.		
705036	Medium	Allow for payment method options as an override by invoice with proper authority. Example, a county may be required to have a check payment for a specific invoice, but could have an ACH payment for another. The application should allow for a variety of payment options based upon invoice not exclusively by payee.		
705037	Medium	Support CCD and CTX transactions to allow greater payment detail to the payee and financial institution.		
705038	Medium	Provide standard interfaces for document imaging.		

Section: FIN-Accounts Payable, Invoice Processing (25 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705039	Medium	Provide the ability to change the due date so that invoices are paid with proper authority.		
705040	Medium	Provide the ability to put an invoice on hold so that it is not paid.		
705041	Medium	Allow the storage of a due date, discount date and discount percentage.		
705042	Medium	Allow the allocation of an invoice amount to various accounts according to a percentage of the invoice amount.		
705043	High	Accept memo information related to an invoice (including the vendor invoice number) and pass that information along to the vendor in the form of a remittance advice associated with a warrant or ACH payment.		
705044	Medium	Provide chart of account number distribution changes at the line item level on: Requisition.		
705045	High	Provide chart of account number distribution changes at the line item level on: PO.		

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Section: FIN-Accounts Payable, Invoice Processing (25 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705046	High	Provide chart of account number distribution changes at the line item level on: Invoice.		
705047	High	Provide chart of account number distribution changes at the line item level on: Payment documents.		
705048	Medium	Allow changes to account number distribution after a partial payment has been made.		
705049	Medium	Allow changes to vendor mailing address after a partial payment has been made.		
705050	Medium	Provide the ability to reverse an unpaid payment invoice.		
705051	High	Allow an invoice payment to be charged to multiple funds.		
705052	High	Allow users the ability to save, retrieve, and update invoice transactions by payee.		
705053	Medium	Track and report daily, weekly, or monthly future payment requirement schedules (cash requirements reporting) for disbursements.		
705054	Medium	Provide on line review of unpaid invoices by vendor and/or date.		
705055	High	Associate multiple payment vouchers with a single purchase order.		
705056	Medium	Provide for automatically generated unique payment voucher numbers for each agency, with override capabilities.		
705057	Medium	Prevent duplicate payment voucher numbers.		
705058	Medium	Allow users to drill down to all purchase order information on-line during payment voucher processing.		
705059	Medium	Provide the ability to control payments in excess of encumbered amounts by user-defined tolerance limits for each type of encumbrance (e.g., 10% or \$50 over encumbrance amount) provided sufficient spending authority exists.		
705060	Medium	Automatically calculate invoice due date based on invoice date or a user-specified date (such as 30 days from the date of receipt) and payment terms and schedules optimum payment date based on that calculation.		
705061	High	Provide ability to flag invoices for additional workflow approval upon entry.		
705062	Medium	Provide the ability to indicate whether payment is final or partial upon entry of the invoice.		
705063	High	Allow for the input of invoice receipt date.		

Section: FIN-Accounts Payable, Payment Matching (15 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705064	Medium	Automatically generate payments based on three way matching (invoice, receipt, PO).		
705065	Medium	Provide the ability to associate a payment with matching purchase documentation and receiving information.		
705066	High	Highlight discrepancies between purchase order, invoice and receiving document: Unit price variances.		
705067	High	Highlight discrepancies between purchase order, invoice and receiving document: Quantity received vs. quantity ordered vs. quantity invoiced.		
705068	Medium	Highlight discrepancies between purchase order, invoice and receiving document: Extended value of the PO vs. extended value of the invoice.		

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Section: FIN-Accounts Payable, Payment Matching (15 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705069	Medium	Highlight discrepancies between encumbrance, invoice and authorizing documents for non-commodity purchases: Hourly rate for services (i.e., consulting, contracted personnel services, etc.).		
705070	Medium	Highlight discrepancies between encumbrance, invoice and authorizing documents for non-commodity purchases: Deliverables.		
705071	Medium	Highlight discrepancies between encumbrance, invoice and authorizing documents for non-commodity purchases: Terms of contract.		
705072	Medium	Provide for user-defined tolerances in price and quantity, both on the individual line level and a cumulative tolerance on the header level. As long as the match is within tolerance, payment voucher transaction will be accepted.		
705073	Medium	Require the user to enter additional information for assets valued at a system configured dollar value.		
705074	Medium	Allow input of freight invoices/payments where there may be no corresponding purchase order reference.		
705075	Medium	Provide a report for freight invoice/payment additions with no corresponding purchase order reference.		
705076	Medium	Prevent freight charges on invoices that have FOB destination terms.		
705077	Medium	Automatically default certain line item details for PO related payments during vendor invoice entry with override capability.		
705078	Medium	Provide link to document management stored documents.		

Section: FIN-Accounts Payable, Disbursements (46 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705079	High	Prevent un-authorized users from generating payments to vendors that are not in the vendor table.		
705080	High	Permit disbursements (warrants) to vendors that do not have a unique number in the vendor table (one time vendors).		
705081	High	Provide the ability to provide an external financial/payment system with changes to vendors identified as being used by that system.		
705082	High	Accept inbound payment requests through an open interface.		
705083	High	Provide the ability to void or correct payments on-line, with appropriate corrections made to all financial balances.		
705084	Medium	Allow the user with appropriate security to override the default accounting period presented to the user during payment cancellation.		
705085	High	Produce payment registers.		
705086	Medium	Automatically assign the accounting period for payment transactions based on user defined criteria with an option for manual override with proper authority and an audit trail.		
705087	High	Provide the user the ability to correct errors on-line prior to processing a payment (e.g. voucher balance, account number, data error, remit to address).		
705088	Medium	Process invoices and payment from prior periods and properly update general ledger with proper authority.		
705089	Medium	Allow for the release of payment vouchers to payment processing by the following: Batch.		
705090	Medium	Allow for the release of payment vouchers to payment processing by the following: Document.		

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Section: FIN-Accounts Payable, Disbursements (46 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705091	Medium	Allow for the release of payment vouchers to payment processing by the following: Individual line item.		
705092	High	Track the last warrant number.		
705093	Medium	Provide for late payments charges which can be calculated based on a State defined period interest rate applied to the overdue balance.		
705094	High	Provide automatic inclusion of credits and penalties within invoices for late delivery, untimely warranty service, and other predefined violations of contract terms and conditions.		
705095	Medium	Override invoices rejected for services performed past contract end date to allow payment with penalty for late services.		
705096	High	Provide the ability to consolidate payments across agencies.		
705097	Medium	Allow users the option to not consolidate payments by type of payment method (i.e. consolidate checks but not EFT).		
705098	Medium	Allow the option for a vendor to specify whether or not to consolidate payments by type of payment method (i.e. consolidate checks but not EFT).		
705099	Medium	Provide an indicator on an invoice to not consolidate payment across agencies.		
705100	High	Prevent payment processing (warrants or direct deposits) until authorized personnel release payment voucher records.		
705101	Medium	Apply credit and debit memo amounts before producing payment, and apply credit memos only to the extent that they do not produce a negative payment.		
705102	Medium	Provide notification that vendor has a credit memo that exceeds the payment voucher amount.		
705103	Medium	Allow for recording of credit or debit memo that is netted against or added to other payment vouchers during payment processing. Payment stub provides detail of netting.		
705104	Medium	Track balance remaining on credit memo and display the invoices to which the credit has been applied.		
705105	Medium	Allow the option of offsetting of a payment due a vendor against a receivable for a debt owed to the State on a request by basis.		
705106	Medium	Allow on demand payments to cover emergency needs with proper authority.		
705107	Medium	Provide a warning message if the account distribution on credit memo transactions is not the same as the original expense account distribution.		
705108	Medium	Hold all payments to a vendor until the credit balance is exceeded by the amount owed the vendor.		
705109	Medium	Automatically update liability account balances and accounts payable in the general ledger for payment processes.		
705110	Medium	Track all cash disbursements by financial reporting categories required by GAAP (i.e., other funds, component units, related governments, private customers, federal).		
705111	Medium	Provide the ability to accept electronic billings from vendors and process appropriate payments to vendors.		
705112	Medium	Allow for cancellation of payment made in a previous period and enable generation of general ledger transactions in the current period.		
705113	Medium	Provide the option to produce a single warrant for payment vouchers that have different agency numbers.		
705114	Medium	Allow for correction of payments that were made erroneously to encumbered purchase orders with proper authority.		

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Section: FIN-Accounts Payable, Disbursements (46 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705115	Medium	Allow for adjustment of payments made to encumbered purchase orders from a prior year with the adjustment posting in the current period with proper authority.		
705116	Medium	Provide ability to post an expenditure already approved but not previously posted to an encumbrance with proper authority.		
705117	Medium	Provide ability to transfer an expenditure from one encumbrance to another with proper authority.		
705118	Medium	Provide ability to split a payment between encumbrances with proper authority.		
705119	Medium	Provide ability to have payments partially against a statewide contract but some items that are non contract on the same invoice with proper authority.		
705120	Medium	View payees for wire and ACH payments.		
705121	Medium	Report payees for wires and ACH payments.		
705122	Medium	Provide the ability to participate in United States Treasury's Financial Management Service Treasury Offset Program (TOPS) by allowing debts owed to the State or to a state agency to be collected by offset from federal payments to vendor and/or contractors.		
705123	Medium	Provide the ability for the Federal Government to offset non-tax debts owed to federal agencies to offset against state payments to vendors, contractors, or expense reimbursements to an employee of the State.		
705124	Medium	Prevent payments from being produced on a processed payment voucher.		

Section: FIN-Accounts Payable, Refunds (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705125	High	Provide the ability to record refund payments to vendors.		
705126	High	Link refund payments to a specific receipt or collection and the associated revenue transaction.		
705127	High	Provide the ability for a revenue refund to generate a ACH distribution.		
705128	High	Restrict access to confidential payments or refund data to authorized users.		
705129	Medium	Support the process to refund revenue which includes the appropriate accounting entries.		
705130	Medium	Support the process to refund revenue using workflow.		
705131	Medium	Provide the ability to accept and process a file of tax refunds from GenTax/RAPIDS at a detailed level.		
705132	Medium	Support the process to refund revenue which includes document imaging capabilities.		

Section: FIN-Accounts Payable, Discounts (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705133	Medium	Allow payment scheduling by discount date.		
705134	Medium	Provide the ability to automatically distribute discounts taken during payment processing to the general ledger.		
705135	Medium	Automatically calculate discounts when the payment date is the same as, or prior to, the discount due date with override capabilities on discount due date.		

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Section: FIN-Accounts Payable, Discounts (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705136	High	Generate vendor payments based on federal rules, due date and discount date (whichever is earliest) to maximize interest earned and discounts received by the State.		
705137	Medium	Accommodate time-based discounts based on quantity (e.g., \$.03/gallon discount if certain quantity of gasoline is purchased and paid for within a certain timeframe).		

Section: FIN-Accounts Payable, Holds (9 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705138	Medium	Provide the ability to put a payment on hold.		
705139	High	Provide mechanism for holding payment to vendors (separate from a Purchasing "hold") which have outstanding liabilities to the State, due to unresolved contractual problems, due to court-ordered garnishments, or for other reasons as dictated by State law (e.g., failure to pay child support), with the ability to override the hold with the necessary security.		
705140	High	Do not produce a payment for vendors in hold status.		
705141	Medium	Provide the ability to place a payment "hold" on encumbrances/documents such that no payment can be generated until the "hold" is lifted.		
705142	High	Provide the ability to place a "hold" on payments from one agency to a vendor, but maintain the ability for other agencies to continue to make payments to that vendor.		
705143	High	Provide ability to place a "hold" on payments related to a specific contract for a vendor, but maintain the ability to make payments associated with other contracts for that vendor.		
705144	Medium	Support deducting monies from payments based on a payment plan including the following methods: Percentage.		
705145	Medium	Support deducting monies from payments based on a payment plan including the following methods: Pre-determined dollar amount.		
705146	Medium	Support redirecting a vendor payment to a third party such as the IRS.		

Section: FIN-Accounts Payable, Banking (9 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705147	High	Provide for EFT payments and allow ability to specify which type of EFT transaction to use (PPD, CCD, etc.).		
705148	Medium	Accommodate management of bank transmission files (sorts prenotes and EFT payments by ACH clearing account and send file at appropriate time).		
705149	High	Retain obsolete EFT vendor bank information for research purposes.		
705150	Medium	Allow effective dating (including future dating) of updated EFT bank information.		
705151	High	Provide for Electronic Benefit Transfer (EBT) payments.		
705152	High	Provide for the use of multiple banks with multiple accounts for both warrants and EFTs.		
705153	Medium	Retain payment information and associated mailing address together.		
705154	Medium	Allow for the recording of deposits to multiple accounts across multiple banks.		

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Section: FIN-Accounts Payable, Banking (9 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705155	Medium	Provide the ability to consolidate (or choose not to consolidate) multiple invoices for the same vendor on one warrant, and itemize the invoices (including the vendor invoice number) on the remittance advice.		

Section: FIN-Accounts Payable, Payment Authorization (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705156	High	Allow for an electronic hierarchical payment approval path which includes routing based upon type of expenses and or amounts.		
705157	Medium	Prohibit attempts to process payments and wire transfers until funds are available, or request is deleted.		
705158	Medium	Allow for the manual deletion of payments and wire transfers based upon a single item, or a range of items with proper authority.		
705159	Medium	Provide override capabilities to allow a payment or wire transfer when funds are not available with proper authority and audit trail.		
705160	Medium	Provide automatic notification of specified users when a wire transfer payment is approved.		

Section: FIN-Accounts Payable, Positive Pay Banking (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705161	Medium	Provide the ability to accommodate positive pay banking.		
705162	Medium	Provide the ability to record non-match paid warrants from the bank's warrant file to the system for inquiry on an exception file.		
705163	Medium	Provide ability to transmit warrant number, \$ amount, payee name, general ledger accounting information and issue date of warrants issued.		
705164	Medium	Provide ability to receive and post paid warrant information, including warrant number, issue date, status/paid date, paid amount and status of warrant, based on the bank account number.		
705165	Medium	Provide ability to receive electronic payment files from bank and record discrepancies (i.e., differences in dollar amount, status, etc.) in a reconciliation database without updating financial balances (suspense file).		
705166	Medium	Provide the ability to accommodate the subsequent posting of a bank reversal in the reconciliation database and repost the corrected information to clear the suspense file for an identified mismatch.		
705167	Medium	Provide the ability to change the issuance number (i.e., manual warrant number recorded incorrectly) with proper security.		
705168	Medium	Provide the ability to allow electronic updates when payment cancellations are confirmed.		

Section: FIN-Accounts Payable, Reverse Positive Pay Banking (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705169	High	Provide the ability to accommodate reverse positive pay banking.		
705170	High	Provide the ability to produce an exception report of transactions for non-match presented warrants listing the warrant number, issued date, presented date, issued amount, and presented amount.		
705171	High	Provide the ability to update the status of matched presented warrants.		
705172	High	Provide the ability to change the issuance number (i.e., manual warrant number recorded incorrectly) with proper security.		
705173	High	Provide the ability to allow electronic updates when payment cancellations are confirmed.		

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Section: FIN-Accounts Payable, Stale Dating Warrants (4 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705174	High	Provide the ability to generate reports and electronic files of cancelled and stale dated warrants, and allow for the transmission of electronic information.		
705175	High	Provide the ability to accept and post cancellation status and cancellation date of posted stale dated warrants.		
705176	High	Provide the ability for reporting of stale dated and cancelled warrants at any chart of account field or other user-defined criteria.		
705177	High	Provide the ability to post accounting entries to record cancellation information accepted by the system.		

Section: FIN-Accounts Payable, Issuance Reconciliation (17 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705178	High	Provide ability to reconcile by warrant number, payee name, issue date, issuance number, and dollar amount.		
705179	High	Provide the ability to retain cleared warrants for inquiry and/or reporting purposes, including the ability to view the remittance advice.		
705180	High	Provide for an automated reconciliation of all bank activity (including detailed reconciling items) per the system to bank transactions received from the State's bank accounts through automated means.		
705181	High	Provide the ability to reconcile treasury cash balances with fund cash balances.		
705182	High	Provide the ability to accommodate multiple bank accounts with multiple banks through the automated bank reconciliation processes.		
705183	High	Provide the ability to have a manual as well as an automated reconciliation process that can be used at the operator's discretion.		
705184	High	Provide the ability to make corrections or changes during the reconciliation process with appropriate user authorization.		
705185	High	Provide the ability to reconcile cash in the bank with treasury cash balances.		
705186	High	Provide the ability to produce a monthly detailed Stale Dated Warrants Listing by chart of account fields, by warrant type, by Agency or other user-defined criteria.		
705187	High	Provide the ability to produce warrant reconciliation reports of manual transactions by chart of account field and warrant type on a daily, monthly, or annual basis or by a specified date range.		
705188	High	Provide the ability print a daily, monthly, annual, or specified date range report of all cleared warrants by warrant type and by chart of account field.		
705189	High	Provide the ability to print a daily, monthly, annual, or specified date range report of all cleared warrants by bank account number, by agency, payee, or by chart of account field.		
705190	High	Provide the ability to produce a daily general ledger accounting report of the warrant clearing transactions.		
705191	High	Provide the ability to produce a daily, monthly, annual or specified date range report that shows the total amount and number of outstanding warrants for the chart of account field.		
705192	High	Provide the ability to compute the number and dollar amount of warrants written per warrant run by day, per month, or other user-defined time-period.		
705193	High	Provide the ability to store paid warrant images from CD input or other electronic means.		

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Section: FIN-Accounts Payable, Issuance Reconciliation (17 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705194	High	Post accounting entries to record cancellation information accepted by the system.		

Section: FIN-Accounts Payable, Printing and Handling (33 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705195	High	Provide standard warrant writing functionality including: Producing a warrant register, in paper format.		
705196	High	Provide standard warrant writing functionality including: Producing a warrant register, in electronic format.		
705197	Medium	Provide standard warrant writing functionality including: Printing U.S. Post Office approved barcodes on warrants and printing required Post Office reports required to obtain mailing discounts.		
705198	Medium	Provide standard warrant writing functionality including: Printing warrants based on multiple sorts (e.g., bank account first, then agency, then vendor number, etc.) as defined by the State.		
705199	High	Provide the ability to print warrants through the following means: On-demand (override batch).		
705200	High	Provide the ability to print warrants through the following means: On-schedule/same day.		
705201	High	Provide the ability to print warrants through the following means: Manual (immediate).		
705202	High	Prevent the printing or producing of blank, negative, or zero amount warrants as well as warrants with no payee specified or incomplete address information.		
705203	Medium	Suppress printing or producing of warrants under a user-defined dollar amount parameter (e.g. \$2).		
705204	Medium	Provide the ability for authorized users to override the user defined warrant printing threshold (e.g. not less than \$2).		
705205	High	Provide the ability to print on-demand warrants (exclusive of the normal payment processing cycle) and record in a separate warrant register, bank file, and control file, if desired. with proper authority.		
705206	Medium	Provide a report of on-demand warrant generated.		
705207	Medium	Accommodate the reprinting of the remittance advice.		
705208	Medium	Provide the ability to enter "global" promotional or reminder comments on the remittance advice.		
705209	Medium	Provide the ability to enter a user-specified payment message on one particular payment voucher and have it print on the remittance advice.		
705210	High	Provide the ability to produce, through secure printers, warrants with MICR encoding, post office approved bar codes, and electronic signatures including the following: MICR encoding.		
705211	Medium	Provide the ability to produce, through secure printers, warrants with MICR encoding, post office approved bar codes, and electronic signatures including the following: Post office approved bar codes.		
705212	High	Provide the ability to produce, through secure printers, warrants with MICR encoding, post office approved bar codes, and electronic signatures including the following: Electronic signatures (image of signatures).		
705213	High	Print warrants at remote location.		
705214	High	Provide ability to generate replacement warrants to replace canceled, stale dated, lost, or voided warrants and generate related table updates for the replacement warrants.		

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Section: FIN-Accounts Payable, Printing and Handling (33 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705215	High	Provide the ability to designate warrants for special handling and specify sort in printing cycle.		
705216	Medium	Provide the ability to designate warrants for special handling when source is electronic file.		
705217	Medium	Allow for overflow to a separate remittance advice when the number of invoices exceeds available space on initial advice.		
705218	Medium	Optionally combine payment transactions by vendor across the chart of accounts (i.e., fund, agency, appropriation, and project).		
705219	High	Generate payment through direct deposit if designated to do so in vendor file (for vendors) or in the employee master file maintained in the Human Resource module (for any payments including tax refunds).		
705220	High	Provide ability to cancel a payment or warrant or a portion of or entire warrant run by entering certain payment cancellation information, including a cancel reason code (e.g., pending cancel, cancel, stop, etc.).		
705221	Medium	Provide the ability to place a cancellation on disbursements and generate the appropriate general ledger transaction.		
705222	High	Depending on the cancellation reason code, automatically update the financial balances including general ledger and available budget in the appropriate budget year.		
705223	Medium	Allow up to 99 lines of remittance advice.		
705224	High	Print warrants using blank check stock.		
705225	High	Provide ability to restart warrant and remittance advice printing at a user specified starting point.		
705226	High	Sequentially number and control payments and remittance advices.		
705227	High	Provide for assigning a number scheme to ACH transactions.		

Section: FIN-Accounts Payable, 1099 Processing (38 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705228	High	Provide the ability to track W-9 forms.		
705229	High	Provide the ability to produce the following 1099 form types: 1099- MISC.		
705230	High	Provide the ability to produce the following 1099 form types: 1099-S.		
705231	Medium	Provide the ability to produce the following 1099 form types: 1099-G.		
705232	Medium	Provide the ability to produce the following 1099 form types: 1099-DIV.		
705233	Medium	Provide the ability to produce the following 1099 form types: 1099-INT.		
705234	Medium	Provide the ability to produce the following 1099 form types: 1099-R.		
705235	Medium	Provide the ability to produce the following 1099 form types: 1099-Q.		
705236	Medium	Provide the ability to produce the following 1099 form types: 1099-B.		
705237	Medium	Provide the ability to report 1099 amounts by social security number and EIN.		
705238	Medium	Provide the ability to secure confidential information such as social security numbers to authorized users.		
705239	Medium	Provide ability to split a payment with a portion as 1099 reportable and a portion non-reportable.		

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Section: FIN-Accounts Payable, 1099 Processing (38 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705240	Medium	Provide ability to make adjustments to 1099 reportable amounts for payments cut before calendar year, but not distributed to the vendor until the next calendar year. For example, a closing date on a sale of right away rescheduled to January.		
705241	High	Provide backup withholding functionality.		
705242	Medium	Provide for payments to multiple 1099 categories.		
705243	High	Produce 1099 file that fully complies with current and on-going IRS standards (i.e., no special characters, appropriate use of blanks, etc.).		
705244	High	Provide the ability to query and print 1099 data.		
705245	Medium	Collect necessary information for generation of Federal 1099s at year-end (both manually and per IRS approved file).		
705246	Medium	1099 information from interfaced disbursement systems must also be included for consolidated reporting.		
705247	High	Support the ability for each agency to have a Federal Employer Identification number (FEIN) and report 1099 as a separate entity.		
705248	High	Support the ability for the State to maintain one Federal Employer Identification number (FEIN) and report 1099 consolidated across agencies.		
705249	Medium	Support the ability for the State to maintain one Federal Employer Identification number (FEIN) and report 1099 consolidated across agencies including transactions from outside bank accounts that have been posted to the ERP system.		
705250	Medium	Maintain 1099 name and address separately from historical payment information and retains it from one year to the next.		
705251	Medium	Provide for reprinted 1099 forms for an individual vendor.		
705252	High	Provide the ability to correct 1099 information in the system, reprint the 1099 form, and produce a correction file for the IRS with proper authority.		
705253	Medium	Appropriately adjust 1099 reportable balances for both on-line and batch/interface payments and payment cancellations.		
705254	Medium	Automatically identify transactions as 1099 reportable based upon the expenditure general ledger account even if the vendor is not 1099 reportable.		
705255	Medium	Provide a field that indicates if a vendor is 1099 reportable.		
705256	Medium	Provide a field that indicates if a vendor is 1099 reportable by agency.		
705257	Medium	Provide a field that indicates if a vendor is a medical or legal corporation.		
705258	Medium	Provide the ability to report payments to foreign vendors on form 1042.		
705259	Medium	Provide the ability to produce multiple 1099 forms to the same vendor (e.g.. 1099-MISC and 1099-G).		
705260	Medium	Provide the ability to include 1099 information from P-card transactions in the appropriate 1099.		
705261	Medium	Identify and exclude 1099 transactions from other systems (e.g. Tax, Lottery, etc.).		
705262	High	Support the ability to include checks, cancellations, or partial refunds (refund deposit) in 1099 calculations.		
705263	Medium	Support the ability to include revenue refunds in the 1099 calculations with an override option at an agency level.		
705264	Medium	Support the ability to include refunds (of expenditures) and cancelations in the 1099 calculations.		

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Section: FIN-Accounts Payable, 1099 Processing (38 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705265	Medium	Generate an electronic file of invoices(1099) to payment interfacing agencies for review.		

Section: FIN-Accounts Payable, Trust Accounting (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705266	Medium	Provide for the establishment of individual trust accounts for children or inmates.		
705267	Medium	Provide the capability to disburse funds from the trust account.		
705268	Medium	Provide the capability to garnish any deposits made into the inmate's trust account.		
705269	Medium	Provide the capability to deposit funds into the inmate's trust fund account.		
705270	Medium	Provide the ability to set the precedence of the garnishments.		
705271	Medium	Provide the ability to establish business rules that predefine the percentage split between the garnishment and the inmate's trust account for deposits.		
705272	Medium	Provide the ability to transfer funds from the inmate's trust account to a holding fund.		
705273	Medium	Track contributions to holding account from each inmate.		

Section: FIN-Accounts Payable, Querying (23 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705274	Medium	Provide invoice tracking for pending department/agency approvals.		
705275	Medium	Track performance measures by user ID.		
705276	Medium	Maintain an open item file of unpaid vendor invoices and allow inquiry into that file by vendor or invoice.		
705277	Medium	Maintain, track, and inquire (online) the following payment voucher history information: Invoice number.		
705278	Medium	Maintain, track, and inquire (online) the following payment voucher history information: Vendor name.		
705279	Medium	Maintain, track, and inquire (online) the following payment voucher history information: Vendor number.		
705280	Medium	Maintain, track, and inquire (online) the following payment voucher history information: Tax ID number or SSN.		
705281	Medium	Maintain, track, and inquire (online) the following payment voucher history information: Requisition number.		
705282	Medium	Maintain, track, and inquire (online) the following payment voucher history information: Purchase order or Encumbering Document number.		
705283	Medium	Maintain, track, and inquire (online) the following payment voucher history information: Contract number.		
705284	Medium	Maintain, track, and inquire (online) the following payment voucher history information: Warrant/EFT amount.		
705285	Medium	Maintain, track, and inquire (online) the following payment voucher history information: Warrant/EFT date.		
705286	Medium	Maintain, track, and inquire (online) the following payment voucher history information: Payment Transaction Date.		
705287	Medium	Maintain, track, and inquire (online) the following payment voucher history information: Warrant/EFT number.		

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Section: FIN-Accounts Payable, Querying (23 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705288	Medium	Maintain, track, and inquire (online) the following payment voucher history information: Account distribution.		
705289	Medium	Maintain, track, and inquire (online) the following payment voucher history information: Unpaid invoices.		
705290	Medium	Maintain, track, and inquire (online) the following payment voucher history information: Comments.		
705291	High	Exclude certain types of confidential information from queries except by authorized users by type of transaction.		
705292	Medium	Segregate payables by purchase type, object, etc.		
705293	High	Segregate payables by commodity.		
705294	Medium	Track archived payments by vendor name, warrant number, date and amount.		
705295	Medium	Track spending payments by scheduled payment date.		
705296	Medium	Allow the user to retrieve payment information and determine its redemption status (redeemed, stop payment, etc.).		

Section: FIN-Accounts Payable, Reporting (27 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705297	Medium	Provide user-defined sorting parameters (i.e., date ranges, funds, etc.).		
705298	Medium	Provide the following reports, including: Invoice Aging Report.		
705299	Medium	Provide the following reports, including: Match Discrepancy Report (discrepancies between matched items by quantify and price) by vendor.		
705300	Medium	Provide the following reports, including: Missing Match Report (2 out of 3 items in the 3 way match in the system).		
705301	Medium	Provide the following reports, including: Report of payments made within or on 30 days from receipt of the invoice.		
705302	Medium	Provide the following reports, including: Report of payments not made within 30 days from the receipt of the invoice.		
705303	Medium	Provide the following reports, including: Report of all outstanding encumbrances as of a user specified date.		
705304	Medium	Provide the following reports, including: Report of payments not made within 30 days of receipt of goods.		
705305	Medium	Provide the following reports, including: Report of payment transactions processed for a given day.		
705306	Medium	Provide the following reports, including: Report of error transactions.		
705307	Medium	Provide the following reports, including: Report of invoices approved for payment for a given day.		
705308	Medium	Provide the following reports, including: Report time lapsed from receipt of invoice to payment of invoice.		
705309	Medium	Provide the ability to filter or sort the above reports by vendor.		
705310	Medium	Produce a report that identifies the average number of days for disbursements to be paid by bank account or in aggregate.		
705311	Medium	Produce a listing of invoices that have triggered the duplicate invoice edit.		
705312	Medium	Produce a listing of payment vouchers that have not been approved for payment.		

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Section: FIN-Accounts Payable, Reporting (27 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705313	Medium	Allow for online viewing or printing of a summary Outstanding Warrant Report by fund and warrant type on a daily, monthly, or annual basis or by a specified date range.		
705314	Medium	Provide a report of discounts taken.		
705315	Medium	List all discounts lost by any or all of the following items: vendor, time period, agency, or organizations within the agency.		
705316	Medium	Provide a report of all issuances in a "cancel pending" status for more than a user-defined parameter number of days (e.g., ten days).		
705317	Medium	Produce an activity report showing all the daily online update activity in the system.		
705318	Medium	Produce an error report/listing that includes the error code and description.		
705319	Medium	Generate performance/operational reports on operations including the following: Number of transactions corrected.		
705320	Medium	Generate performance/operational reports on operations including the following: Number of garnishments processed.		
705321	Medium	Generate performance/operational reports on operations including the following: Number of liens processed.		
705322	Medium	Generate performance/operational reports on operations including the following: Number of warrants produced.		
705323	Medium	Generate performance/operational reports on operations including the following: Number of credit ach payments.		

Section: FIN-Accounts Payable, Vendor Invoice (47 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705324	High	Vendor invoice entry/maintenance should be provided via an invoice entry screen. Invoice entry screen will utilize Web technology to minimize the need for desktop hardware upgrades.		
705325	High	Provide for electronic invoice acceptance via XML or EDI.		
705326	Medium	Generate detailed exception reports for invoice rejections.		
705327	High	Allow the entry of hard-copy invoices and track the agency for compliance with the prompt payment (payment w/in 45 days of invoice or service performed, whichever is later).		
705328	Medium	Carry forward pertinent purchase order receipt data to the invoice entry screen to reduce data entry and allow for entry of invoice data required for matching/payment processing.		
705329	Medium	Capture the following invoice information: Invoice number.		
705330	Medium	Capture the following invoice information: Invoice date.		
705331	Medium	Capture the following invoice information: Invoice received date.		
705332	Medium	Capture the following invoice information: Invoice due date.		
705333	Medium	Capture the following invoice information: Purchase order number.		
705334	Medium	Capture the following invoice information: PO Date.		
705335	Medium	Capture the following invoice information: PO line number.		

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Section: FIN-Accounts Payable, Vendor Invoice (47 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705336	Medium	Capture the following invoice information: Vendor name.		
705337	Medium	Capture the following invoice information: Vendor number/mail code (updateable based on remit-to address).		
705338	Medium	Capture the following invoice information: Invoice line item number.		
705339	Medium	Capture the following invoice information: Quantity invoiced.		
705340	Medium	Capture the following invoice information: Quantity received.		
705341	Medium	Capture the following invoice information: Quantity ordered.		
705342	Medium	Capture the following invoice information: Quantity returned.		
705343	Medium	Capture the following invoice information: Received/Service Date.		
705344	Medium	Capture the following invoice information: Previous quantity invoiced.		
705345	Medium	Capture the following invoice information: Unit of measure.		
705346	Medium	Capture the following invoice information: Line Item description.		
705347	Medium	Capture the following invoice information: Unit cost.		
705348	Medium	Capture the following invoice information: Line item total cost.		
705349	Medium	Capture the following invoice information: Invoice total cost.		
705350	Medium	Capture the following invoice information: Payment terms.		
705351	Medium	Capture the following invoice information: Discount date.		
705352	Medium	Capture the following invoice information: Freight.		
705353	Medium	Capture the following invoice information: Freight terms.		
705354	Medium	Capture the following invoice information: Account distributions.		
705355	Medium	Capture the following invoice information: Warrant number (able to drill-down to see all invoices paid by the warrant).		
705356	Medium	Capture the following invoice information: Warrant amount.		
705357	Medium	Capture the following invoice information: Warrant date.		
705358	Medium	Capture the following invoice information: ACH number (able to drill-down to see all invoices paid by the ACH transaction).		
705359	Medium	Capture the following invoice information: ACH amount.		
705360	Medium	Capture the following invoice information: ACH date.		
705361	Medium	Capture the following invoice information: Comment/memo field that can be printed on warrant or passed to ACH transaction.		
705362	High	Agency ability for Individual comment.		
705363	Medium	Comment/memo field for internal purposes only.		

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Section: FIN-Accounts Payable, Vendor Invoice (47 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705364	Medium	Provide ability to process multiple journal vouchers for corrections or adjustments against a single invoice/voucher.		
705365	Medium	Provide ability to track disputed invoices electronically.		
705366	Medium	Provide ability to document comments and resolution to disputes.		
705367	Medium	Provide ability to process multiple invoices against a single PO.		
705368	Medium	Provide ability for users to flag and date disputed invoices, as well as add comments.		
705369	Medium	Provide ability to capture and process credit memos.		
705370	Medium	Allow for distribution of one or more invoice lines to multiple account distributions including ability to auto-distribute account distributions.		

Section: FIN-Accounts Payable, Matching (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705371	Medium	Provide an option automated matching process and flexibility to determine whether a two-way, three-way match, or four-way is required and the documents required to be processed: Purchase order, contract, invoice and receiving report.		
705372	Medium	Provide an option automated matching process and flexibility to determine whether a two-way, three-way match, or four-way is required and the documents required to be processed: Purchase order, invoice and receiving report.		
705373	Medium	Provide an option automated matching process and flexibility to determine whether a two-way, three-way match, or four-way is required and the documents required to be processed: Purchase order and receiving information.		
705374	Medium	Provide a successful match if all match criteria are met, and generate a transaction to the Accounting module to liquidate the encumbrance and establish a voucher payable.		
705375	High	Provide for establishing optional user-defined tolerances (percent and dollar), controlled by commodity, whereby an invoice amount may differ from the purchase order and still be processed provided sufficient budget availability and approval authority exists; the tolerance functionality should be optional.		

Section: FIN-Accounts Payable, Payment Request Information (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705376	Medium	Allow for the release of payment request information to Cash Management module.		
705377	Medium	Provide ability to automatically calculate payment discounts based on vendor invoice terms and pay date.		
705378	Medium	Provide the ability to capture due date and discount date.		
705379	Medium	Provide ability to enter and process net and discount payment terms (user defined).		
705380	Medium	Provide edits to ensure duplicate invoices are not processed from the same vendor (i.e., unique vendor ID, invoice number, Tax Id, invoice date, invoice line number, invoice date combination).		
705381	High	Allow agencies to enter the invoice to one vendor and make the payment to another vendor with central oversight approval.		
705382	Medium	Allow payment to be charged to an accounting area other than that of the associated PO with proper authority. PO liquidations should be based on the original encumbrance.		

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Section: FIN-Accounts Payable, Payment Request Information (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705383	Medium	Allow standard comments to be entered into payment requests from list box with ability to add/change the comment.		

Section: FIN-Accounts Payable, Procurement Card Processing (19 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705384	High	Support entry of P-card as a form of payment for items ordered via the eProcurement system (e.g., catalogs, spot purchases, etc.) and be able to control amounts and usage by agency, commodity, and individual.		
705385	High	Provide the ability to capture key accounting classification data at time of order for subsequent matching to file received from bank.		
705386	High	Provide method for tracking the P-card procurement vendor ID and small business/minority-owned business status and disadvantage business enterprise (DBE).		
705387	High	Provide ability to track disputed invoices electronically.		
705388	High	Provide ability to document comments and resolution to disputes.		
705389	High	Provide ability to process multiple invoices against a single PO.		
705390	High	Provide ability for users to flag and date disputed invoices, as well as add comments.		
705391	High	Provide ability to capture and process credit memos.		
705392	Medium	Provide the ability to make a partial payment against a purchase order or contract using a P-Card.		
705393	High	Provide the ability to uniquely identify and relate a purchase card vendor to an entry in the vendor file.		
705394	High	Provide the ability to produce and invoice to pay the bank for reconciled transaction.		
705395	High	Provide the ability to store the following details for transactions paid by P(payment)card: Vendor.		
705396	High	Provide the ability to store the following details for transactions paid by P(payment)card: Amount.		
705397	High	Provide the ability to store the following details for transactions paid by P(payment)card: Accounting distribution.		
705398	Medium	Provide the ability to store the following details for transactions paid by P(payment)card: P (payment) card holder.		
705399	High	Supports liquidating a PO using pcard as payment method.		
705400	High	Supports updating contract information when pcard is used as a payment method.		
705401	High	Ability to query and report P Card transaction detail.		
705402	High	Ability to identify vendor paid with P Card.		

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Section: FIN-Accounts Receivable, General (24 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705403	High	Provide ability to integrate billing, accounts receivable, and cash receipting functions with other relevant modules, including but not limited to: asset management, accounts payable, general ledger, project accounting, and grant modules.		
705404	High	Provide ability to enter all Chart of Account elements on any type of transaction within the revenue/receivables module and apply all edits and validations against those elements or combinations thereof.		
705405	Medium	Calculate and include sales tax on all relevant revenue transactions based on an external file of applicable regional (state, city, or county) taxes provided by the Department of Revenue, as well as accommodating additional tax types (e.g., stadium, tourist, premium resort, exposition, hotel/motel).		
705406	Medium	Monitor collection dates and generate workflow transactions or notifications based on user-defined criteria.		
705407	Medium	Maintain an audit trail of all billing, accounts receivable, and cash receipting activity.		
705408	Medium	Record billings, accounts receivables, and cash receipts.		
705409	Medium	Provide ability to simultaneously work in multiple fiscal years (i.e., have periods open in two or more fiscal years at one time).		
705410	Medium	Provide an audit trail on all transactions, including user ID, date, and time.		
705411	Medium	Establish default account distributions for each receivable.		
705412	Medium	Capture expenditure data for billing purposes. (Integrate with project/accounting job costing system.).		
705413	Medium	Accommodate Electronic Fund Transfers (EFT).		
705414	Medium	Accommodate workflow for approvals.		
705415	Medium	Provide ability to maintain tables of overheads and allowable charges for Federal, and local governmental agency requirements.		
705416	Medium	Provide ability to post revenue transaction to a Revenue Ledger and account for estimated revenue in the Revenue Ledger.		
705417	Medium	Provide ability to maintain detailed transaction activity for each account.		
705418	Medium	Provide ability to charge refunds against revenue accounts.		
705419	Medium	Provide ability to track and place on hold services for past due receivables from debtors.		
705420	Medium	Provide ability to offset receivables against outstanding payables based on revenue codes.		
705421	Medium	Provide ability to calculate interest and fees.		
705422	Medium	Provide ability to maintain a master customer file.		
705423	Medium	Provide ability to support Agency/Department Collections Interfaces (inbound).		
705424	Medium	Provide ability to accommodate Check 21 criteria.		
705425	Medium	Ability to relate customer file to vendor file.		
705426	Medium	Ability to review AR by customer across all AR sources.		

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Section: FIN-Accounts Receivable, Customer Maintenance (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705427	Medium	Provide a central file for storing all customer-related information (e.g., name, address, contact, etc.).		
705428	Medium	Provide ability to create user-defined customer types.		
705429	Medium	Provide ability to bill, track and collect for 'one-time' customers.		
705430	Medium	Provide ability to purge inactive customers based upon Agency/Department defined parameters.		
705431	Medium	Provide ability to deactivate and reactivate customers with appropriate security and control.		
705432	Medium	Provide ability to record customer information by agency in which users can track organization specific information regarding customer based upon Agency/Department defined security rules, including but not limited to the following: Multiple addresses per customer.		
705433	Medium	Provide ability to record customer information by agency in which users can track organization specific information regarding customer based upon Agency/Department defined security rules, including but not limited to the following: Multiple contact names and numbers per customer.		
705434	Medium	Provide ability to record customer information by agency in which users can track organization specific information regarding customer based upon Agency/Department defined security rules, including but not limited to the following: At least 20 user-definable fields per customer.		
705435	Medium	Provide ability to capture and retain a tax ID number associated with receivable customers.		
705436	Medium	Provide ability to prevent duplicate customer numbers based on user-defined criteria.		
705437	Medium	Provide ability to record a customer as blocked from future services.		
705438	Medium	Provide ability to record customers as in dispute with a description field dedicated to the reason and details of the dispute.		
705439	Medium	Provide ability to maintain an on-line audit trail of changes made to the customer master.		
705440	Medium	Provide ability for customer history to be retained when a customer name changes.		
705441	Medium	Provide ability to copy a similar customer record when creating a new record.		
705442	Medium	Provide ability to merge two different customer records and their associated history.		
705443	Medium	Provide ability for a unique customer ID that is, at a minimum, 10 characters in length.		
705444	Medium	Provide ability to check for duplicate customers based on user-defined criteria (e.g., alphabetic similarity, phonetic similarity, phone number, postal code, etc.).		
705445	Medium	Provide ability to restrict access to add, delete or modify customer information by users.		
705446	Medium	Provide ability to edit receivables items.		
705447	Medium	Provide ability to track additions, changes, and deletions to the customer files with an audit trail.		
705448	Medium	Provide ability to provide both detail and summary level audit trail.		
705449	Medium	Provide ability to archive inactive accounts.		
705450	Medium	Provide ability to classify customers by user-defined specific characteristics.		

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Section: FIN-Accounts Receivable, Customer Maintenance (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705451	Medium	Provide ability to support a central customer file that all departments can access.		
705452	Medium	Provide ability to view all receivables for one customer.		
705453	Medium	Provide ability to flag and track bankruptcy on accounts receivable customer record.		
705454	Medium	Provide ability for customer look-up capabilities by tax id (FEIN) or social security number.		
705455	Medium	Ability to reflect hierarchical nature of customers e.g. to one billing agency the Dept may be customer, but to another a division with the department is a customer and so on. The ability to roll up all of this AR.		

Section: FIN-Accounts Receivable, Billing / Invoicing (72 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705456	Medium	Provide ability to generate customer invoices and provides defaults by agency and/or organizational sub-level, including but not limited to the following: Enter multiple invoice lines per invoice.		
705457	Medium	Provide ability to generate customer invoices and provides defaults by agency and/or organizational sub-level, including but not limited to the following: Track, at minimum: item, description (up to 256 characters), quantity, unit cost, unit of measure, and extended amount.		
705458	Medium	Provide ability to generate customer invoices and provides defaults by agency and/or organizational sub-level, including but not limited to the following: Default item unit cost and any applicable tax associated with the service code.		
705459	Medium	Provide ability to generate customer invoices and provides defaults by agency and/or organizational sub-level, including but not limited to the following: Automatically extend invoice lines, apply any taxes, and sum into the invoice total.		
705460	Medium	Provide ability to generate customer invoices and provides defaults by agency and/or organizational sub-level, including but not limited to the following: Invoice Number.		
705461	Medium	Provide ability to generate customer invoices and provides defaults by agency and/or organizational sub-level, including but not limited to the following: Sales Order Number.		
705462	Medium	Provide ability to generate customer invoices and provides defaults by agency and/or organizational sub-level, including but not limited to the following: PO Number.		
705463	Medium	Provide ability to generate customer invoices and provides defaults by agency and/or organizational sub-level, including but not limited to the following: Customer Information, including name, address and number.		
705464	Medium	Provide ability for multiple user-defined tax percentages to be defined by item to be used in calculating the customer invoice total.		
705465	Medium	Provide ability to override sales tax on invoices for tax exempt customers for the total invoice or individual line items on the revenue transaction.		
705466	Medium	Provide ability to support automatic periodic billings to selected customers (e.g., billing for license renewals at specified time annually). These recurring invoices can be set up for user-selected time periods and starting and ending dates.		
705467	Medium	Provide ability for a single invoice item to be distributed across multiple Chart of Account elements based on a user-defined (e.g., percentage) allocation.		
705468	Medium	Provide ability to bill by agency on behalf of other state agencies or external agencies, which consolidate and reconcile billing information from several sources and provides one consolidated bill.		

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Section: FIN-Accounts Receivable, Billing / Invoicing (72 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705469	Medium	Provide ability to bill by type of customer.		
705470	Medium	Provide ability to process uncollectible accounts as follows: Generate dunning letter to customer, which is customizable by the agency and/or organizational sub-level.		
705471	Medium	Provide ability to process uncollectible accounts as follows: Export data to legal representatives or third-party collection agencies and record as bad debt, with option to retain memo entries of the receivable balance in the accounts receivable system.		
705472	Medium	Provide ability to process uncollectible accounts as follows: Record receipt of cash and any collection fees associated with the collection, at any time against the original receivable and maintain proper accounting entries to reverse the bad debt and to record the collection fee.		
705473	Medium	Provide ability to process uncollectible accounts as follows: Obtain proper approvals on a transaction to write-off account balance if not collected, based on user-defined criteria such as receivable type and dollar amount.		
705474	Medium	Provide ability to print comments on both an individual and group basis on the billing documents.		
705475	Medium	Provide ability to automatically calculate interest and fees on an individual account and bill the customer for the interest and principal. A single customer may have multiple receivable accounts.		
705476	Medium	Provide ability for users to define billing cycles and frequencies.		
705477	Medium	Provide ability for the user to document customer communication regarding an invoice and associate it with the specific invoice, including the Provide ability to attach documents or end-user comments.		
705478	Medium	Provide ability to customize the printed invoice/adjustment form to include any field entered in the invoice or adjustments transaction entry screen. This customization should be accomplished using tools included in system.		
705479	Medium	Provide ability for users to preview, print and re-print customized invoices/adjustments (including color, font, type, size variations), including but not limited to: individually, by customer, range of invoice/adjustment numbers, chart of account elements, time period ranges, and range of customer numbers, etc.		
705480	Medium	Provide ability to copy and modify existing invoices.		
705481	Medium	Provide ability to create invoice templates.		
705482	Medium	Provide ability to change account coding on invoices through a mass change functionality, with audit trail and proper security.		
705483	Medium	Provide ability to generate an invoice document number based upon a user-defined prefix and a unique system-generated sequential number.		
705484	Medium	Provide ability to generate customer statements by agency or organizational sub-level.		
705485	High	Provide ability to flag invoices for "special handling" (e.g., confidentiality issues) with the ability to enter comments.		
705486	Medium	Provide ability for full integration of Accounts Receivable and Cash Receipting with the General Ledger. Also, the system generates receivable transactions in the General Ledger for all original entries, adjustments, penalty and interest assessments, and write-offs.		
705487	Medium	Provide ability to access up to 3 years of complete receivables information in detail format online. For open balance transactions, history will be maintained regardless of any timeframe.		

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Section: FIN-Accounts Receivable, Billing / Invoicing (72 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705488	Medium	Provide ability to generate either a positive or negative adjustment which can either be applied or not applied to a specific customer invoice, with proper controls and audit trail.		
705489	Medium	Provide ability for accounts/invoices to be maintained either on an open item or balance forward basis as determined by an agency and/or organizational sub-level.		
705490	Medium	Provide ability to apply a negative (overpayment) balance total existing in an account against a new invoice, or create a refund transaction.		
705491	Medium	Provide ability to convert negative A/R balances to deferred revenue at user-defined periods.		
705492	Medium	Provide ability to record a protested or unidentified payment as an unapplied receivable item (i.e., maintains clearing accounts) that can later be applied to receivable balances.		
705493	Medium	Provide ability to establish and maintain loan information, including principal, interest, and fluctuating interest rates and provide an audit trail.		
705494	Medium	Provide ability to generate user-defined delinquency notices based upon user-defined aging buckets (for example 30, 60, 90, 120, and greater than 120 days) using the original invoice or transaction date and current system date based on receivable type.		
705495	Medium	Provide ability for automatically or manually applying late charges (e.g., penalties, interest, etc.) based upon user-defined criteria to the unpaid balance on selected accounts receivable. System supports varying penalty amounts and interest by agency or organizational sub-level.		
705496	Medium	Provide ability to flag accounts with a user-defined follow-up date for collection related activity.		
705497	Medium	Provide ability to include or exclude disputed billings/customers from aging, finance charges, invoice generation/printing, statistics, and dunning based upon user-defined parameters.		
705498	Medium	Provide ability to calculate various types of interest/payment schedules, including but not limited to: Interest-free periods.		
705499	Medium	Provide ability to calculate various types of interest/payment schedules, including but not limited to: Installment payments.		
705500	Medium	Provide ability to calculate various types of interest/payment schedules, including but not limited to: Interest deferrals or suspensions of interest payments.		
705501	Medium	Provide ability to optionally generate an automatic refund transaction on a specified refund date to issue a payment to the customer.		
705502	Medium	Provide ability to generate a refund to a non-invoiced customer (e.g., grant overpayments), with proper approvals.		
705503	Medium	Provide ability to issue refund payments to invoiced or non-invoiced customers without establishing a Customer ID.		
705504	Medium	Provide ability to perform aging on committed funds and on actual receivables.		
705505	Medium	Provide ability to enter miscellaneous invoices in batch or on-line.		
705506	Medium	Provide ability to produce letters/billings based on a threshold.		
705507	Medium	Provide ability to produce ready-to-mail invoices prepared in accordance with governmental regulations and in the format required by the reimbursing Agency/Department.		
705508	Medium	Provide ability to define the frequency of billings and provide interim and final billings.		

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Section: FIN-Accounts Receivable, Billing / Invoicing (72 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705509	Medium	Provide ability to provide entry of manual billing transactions.		
705510	Medium	Provide ability to produce reconciliation statements showing beginning balance, charges, credits and payments, and a new balance.		
705511	Medium	Provide ability to correct and reprint invoices.		
705512	Medium	Provide ability to print a duplicate bill on request.		
705513	Medium	Provide ability to allow credit memos in batches or on-line.		
705514	Medium	Provide ability to apply specific credit memos to specific invoices and invoice line items.		
705515	Medium	Provide ability to maintain customer balances on an open item and / or balance forward basis.		
705516	Medium	Provide ability to write-off small discrepancies between the amount due and the amount received.		
705517	Medium	Provide ability to use automated interdepartmental and intradepartmental invoices and billing journal vouchers.		
705518	Medium	Provide ability to generate a consolidated statement of a customer with multiple accounts.		
705519	Medium	Provide ability to produce manual invoices for non-recurring types of billing.		
705520	Medium	Provide ability to store multiple dunning messages.		
705521	Medium	Provide ability to support preparation and generation of "Final Invoice".		
705522	Medium	Provide ability to create and generate customer bills based on user-defined criteria (e.g., customer information, events, time periods).		
705523	Medium	Provide ability to support the billing and payment by multiple entities (i.e., percentage of bill paid by Federal Agency, State Agency, and Local entity).		
705524	Medium	Provide ability to add bad check fees to receivables accounts.		
705525	High	Provide ability to support electronic billing.		
705526	Medium	Provide ability to accommodate registration for service provider training and perform billing for this purpose.		
705527	Medium	Ability to create printed invoice from blank stock paper using advanced printer functions.		

Section: FIN-Accounts Receivable, Setoff (21 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705528	Medium	Provide ability to classify receivables and payables by type in order to determine which are qualified to be included in the Setoff Program.		
705529	Medium	Provide ability to specify a hierarchy for which receivables/payables to offset first.		
705530	Medium	Provide ability to specify rules for amount that is to be charged for each collection by the Department of Administration for the Setoff Program.		
705531	Medium	Provide ability to match payables to aged receivables for Setoff processing.		

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Section: FIN-Accounts Receivable, Setoff (21 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705532	Medium	Provide ability to net receivables against payables with payables balance (if applicable) to continue for payment processing.		
705533	Medium	Provide ability to flag and/or release payables that are not eligible for setoff processing.		
705534	Medium	Provide ability to notify the appropriate payable agency/department, receivable agency/department, and the debtor/vendor of the setoff transaction.		
705535	Medium	Provide ability to specify details of the receivables and payables on each billing statement.		
705536	Medium	Provide ability for notification to debtor/vendor regarding set-off transaction including details and remaining debt balance.		
705537	Medium	Provide ability to upload data using standard file format.		
705538	Medium	Provide ability to allow manual and automatic upload of files.		
705539	Medium	Provide ability for detailed statement of transactions including beginning balance, transactions details by date, and ending balance for a user-defined time period.		
705540	High	Provide ability for statement to be viewed on-line, printed for one vendor or printed for all debtor/vendors in batch.		
705541	Medium	Provide ability for download/interfaces which includes but not limited to: Customer ID.		
705542	Medium	Provide ability for download/interfaces which includes but not limited to: Social Security number/Federal Employment identification number.		
705543	Medium	Provide ability for download/interfaces which includes but not limited to: Name.		
705544	Medium	Provide ability for download/interfaces which includes but not limited to: Total dollar amount owed by category.		
705545	Medium	Provide ability for download/interfaces which includes but not limited to: Setoff category.		
705546	Medium	Provide ability to compare vouchers against set-off receivable list to identify vendors who are eligible for set-off by matching social security or FEIN number.		
705547	Medium	Provide ability to put hold on voucher if vendor is identified as eligible for set-off.		
705548	Medium	Provide ability to override hold on voucher with proper authority.		

Section: FIN-Accounts Receivable, Interagency Billings (7 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705549	Medium	Provide ability to simultaneously create an interagency accounts receivable and payment voucher that reference each other through unique identifiers in the system.		
705550	Medium	Provide ability to use invoice number to link interagency receivables/payables for purposes of clearing Central accounts receivable when a payment is approved by an agency.		
705551	High	Provide ability to pay interagency invoices without generating an actual payment.		
705552	Medium	Provide ability to record partial payment of interagency receivable invoices.		
705553	Medium	Provide ability to flag an interagency receivable or payable as "In Dispute".		
705554	Medium	Provide ability to reference an encumbrance document and liquidate that encumbrance upon payment.		

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Section: FIN-Accounts Receivable, Interagency Billings (7 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705555	Medium	Ability to use billing agency detail and billed agency stored account distribution to create payment transaction.		

Section: FIN-Accounts Receivable, Cash Receipts (72 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705556	High	Provide ability to process receipts, including identifying the payment source, payment source phone number, payee, and any element in the Chart of Accounts such as fund, agency, appropriation, etc.		
705557	High	Provide ability to process multiple and/or partial invoice payments on the same receipt.		
705558	High	Provide ability to record the receipt amount to the correct account upon entry of the receipt transaction. The data elements include, but are not limited to, the following: Chart of Account code distributions to which each receipts was deposited.		
705559	High	Provide ability to record the receipt amount to the correct account upon entry of the receipt transaction. The data elements include, but are not limited to, the following: Date received.		
705560	High	Provide ability to record the receipt amount to the correct account upon entry of the receipt transaction. The data elements include, but are not limited to, the following: Name/ID of person collecting monies.		
705561	High	Provide ability to record the receipt amount to the correct account upon entry of the receipt transaction. The data elements include, but are not limited to, the following: Date deposited to bank.		
705562	High	Provide ability to record the receipt amount to the correct account upon entry of the receipt transaction. The data elements include, but are not limited to, the following: Name/ID of person depositing to bank.		
705563	High	Provide ability to record the receipt amount to the correct account upon entry of the receipt transaction. The data elements include, but are not limited to, the following: Unique, sequential receipt document number.		
705564	High	Provide ability to record the receipt amount to the correct account upon entry of the receipt transaction. The data elements include, but are not limited to, the following: Contact information for originating unit (e.g., name, phone number, fax, etc.).		
705565	High	Provide ability to record the receipt amount to the correct account upon entry of the receipt transaction. The data elements include, but are not limited to, the following: Reference fields.		
705566	High	Provide ability to record the receipt amount to the correct account upon entry of the receipt transaction. The data elements include, but are not limited to, the following: At least 20 user-defined text fields that are minimally 60 characters (e.g., case ID, case name, purpose).		
705567	High	Provide ability to record the receipt amount to the correct account upon entry of the receipt transaction. The data elements include, but are not limited to, the following: Payment Identification Number (e.g., check number).		
705568	High	Provide ability to record the receipt amount to the correct account upon entry of the receipt transaction. The data elements include, but are not limited to, the following: Payment Amount.		
705569	High	Provide ability to record the receipt amount to the correct account upon entry of the receipt transaction. The data elements include, but are not limited to, the following: Place of deposit (i.e., Bank Number).		
705570	High	Provide ability to record the receipt amount to the correct account upon entry of the receipt transaction. The data elements include, but are not limited to, the following: Location of collection.		
705571	High	Provide ability to record the receipt amount to the correct account upon entry of the receipt transaction. The data elements include, but are not limited to, the following: Payment Type/Method.		

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Section: FIN-Accounts Receivable, Cash Receipts (72 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705572	High	Provide ability to record the receipt amount to the correct account upon entry of the receipt transaction. The data elements include, but are not limited to, the following: Who Paid.		
705573	High	Provide ability to supply an outbound interface for receipts in order to update multiple specialized third-party billing systems whose functionality cannot be implemented in the ERP.		
705574	High	Provide ability to support bar code or scan line printing on envelopes and remittance advice to aid in remittance processing.		
705575	High	Provide ability to utilize a predefined interface for bar code or scan line information which can capture any and all fields of the coding block applied to financial transactions.		
705576	High	Provide ability to utilize a predefined interface for OCR templates which can capture any and all fields of the coding block applied to financial transactions.		
705577	High	Provide ability for remote users to collect funds, enter, and account for receipts.		
705578	High	Provide ability to record pre-payments for service and generate balancing amounts (due to/from) when reconciling revenue collected with specific services provided. For example, the system is able to properly record deposits for reservation of conference rooms for events.		
705579	High	Provide ability for on-line review of all items in a receipt batch before the batch is posted.		
705580	High	Provide ability to correct a receipt batch at any time before the batch is posted.		
705581	High	Provide ability for user-defined payment methods. (Cash, Credit Card, Check, EFT, etc.).		
705582	Medium	Provide ability to create hard-copy receipts: Provide ability for users to specify how many receipt copies to print.		
705583	Medium	Provide ability to create hard-copy receipts: Provide ability to customize hard copy receipts into as many formats with specified data fields as needed (including any of the 20 custom fields from the receipt transaction).		
705584	Medium	Provide ability to minimally capture the following on each hard copy customer receipt: Transaction Date.		
705585	Medium	Provide ability to minimally capture the following on each hard copy customer receipt: Cashier.		
705586	Medium	Provide ability to minimally capture the following on each hard copy customer receipt: Location.		
705587	Medium	Provide ability to minimally capture the following on each hard copy customer receipt: Payment Type/Method.		
705588	Medium	Provide ability to minimally capture the following on each hard copy customer receipt: Purpose/Description (multiple lines for purpose/description).		
705589	Medium	Provide ability to minimally capture the following on each hard copy customer receipt: Payment Amount for each purpose/description.		
705590	Medium	Provide ability to minimally capture the following on each hard copy customer receipt: Total Payment Amount.		
705591	Medium	Provide ability to process split or mixed tendering situations.		
705592	High	Provide ability to enter, track separately, and process simultaneously the following tendering situations (but not limited to): Cash, including capture of Bank Code.		
705593	High	Provide ability to enter, track separately, and process simultaneously the following tendering situations (but not limited to): Check, including capture of ABA number, Account number, and Check number.		

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Section: FIN-Accounts Receivable, Cash Receipts (72 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705594	High	Provide ability to enter, track separately, and process simultaneously the following tendering situations (but not limited to): by Credit Card type (MC, VISA, AMEX, Discover).		
705595	High	Provide ability to enter, track separately, and process simultaneously the following tendering situations (but not limited to): Money Orders, including capture of Bank Code.		
705596	High	Provide ability to enter, track separately, and process simultaneously the following tendering situations (but not limited to): EFT/ACH.		
705597	High	Provide ability to enter, track separately, and process simultaneously the following tendering situations (but not limited to): Wire Transfer.		
705598	High	Provide ability to enter, track separately, and process simultaneously the following tendering situations (but not limited to): Debit Cards.		
705599	High	Provide ability to record and adjust receipts against the Chart of Accounts.		
705600	Medium	Provide ability to enter detailed receipt transactions for cash collected (against all chart of account elements e.g. revenue source) and apply receipts against appropriate accounts receivable balances or invoices.		
705601	High	Provide ability to compile receipts into deposits more or less frequently than daily and provide the Provide ability to drill back and forth between deposit and receipt.		
705602	Medium	Provide ability for daily approval and clearance processes for previously unidentified receipts held in clearing accounts.		
705603	Medium	Provide ability to apply payments on receivables by referencing the invoice number, which infers all invoice information to the receipt.		
705604	Medium	Provide ability to optionally post partial payments by invoice line item. The system also has a methodology for automatically applying partial payments (for example, applying the payments in line order).		
705605	High	Provide ability for processing receipts not associated with a specific receivable.		
705606	High	Provide ability to code a receipt as a refund of expenditure, trust account deposit, revenue transaction, etc.		
705607	High	Provide ability to capture receipts via electronic funds transfers (EFT), ACH, lock box, credit card, and/or other electronic receipts for payment.		
705608	High	Provide ability to void receipts with proper controls and an audit trail.		
705609	High	Provide ability to code, batch, collect and deposit funds on the behalf of other agencies/external agencies within user-defined security rules.		
705610	Medium	Provide ability to perform the following functions for receipts: Record dishonored revenue payments (i.e., NSF) by name, account #, deposit #, date and amount and reverse original receipt's accounting events, including proper accounting for NSF fees.		
705611	Medium	Provide ability to perform the following functions for receipts: Match a pending file of receipts to future payments (e.g., child support), for future coding.		
705612	High	Provide ability for deposits not coded to a specific accounting entry to be posted to a clearing account by bank code.		
705613	High	Provide ability to correct misapplied payments.		
705614	High	Provide ability for a user override of the default Chart of Accounts, with appropriate security.		

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Section: FIN-Accounts Receivable, Cash Receipts (72 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705615	Medium	Provide ability to handle on-line interfund transfers of cash.		
705616	Medium	Provide ability to automatically adjust A/R account and pass appropriate data to the financial system when accounts have been written off.		
705617	Medium	Provide ability to process miscellaneous cash receipts without creating a billing record.		
705618	High	Provide ability to accept cash receipts applied against multiple invoices.		
705619	High	Provide ability to generate an outstanding payable for overpayments and notify the collecting unit of the outstanding payable.		
705620	High	Provide ability to post Federal Aid (FHWA) receivables in the G/L.		
705621	High	Provide ability to update status of receipts when payments are received.		
705622	High	Provide ability to process, record, and track collections.		
705623	High	Provide ability to record collections against outstanding receivables.		
705624	High	Provide ability to identify the source year of receipts (a system should be able to identify the source year receipts that come in during current processing for tracking purposes).		
705625	High	Provide ability to match checks received for overpayments to the original check paid to an individual.		
705626	High	Provide ability to restrict the bank account where money can be deposited.		
705627	Medium	Provide ability to scan a check into the system.		

Section: FIN-Accounts Receivable, Point of Sale (56 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705628	High	Provide ability to create user-defined screens for cashiers.		
705629	High	Provide ability to require a valid operator code in order to process a receipt.		
705630	High	Provide ability to define system security by register at various levels (e.g., clerk, manager, etc.) depending on the function being performed.		
705631	High	Provide ability to generate a customer receipt as well as an internal transaction tape for each transaction processed. The internal transaction tape will be used to balance the drawer at the end of the day.		
705632	High	Provide ability to capture the following on each customer receipt: Transaction Time.		
705633	High	Provide ability to capture the following on each customer receipt: Transaction Date.		
705634	High	Provide ability to capture the following on each customer receipt: Cashier.		
705635	High	Provide ability to capture the following on each customer receipt: Location.		
705636	High	Provide ability to capture the following on each customer receipt: Register Number.		
705637	High	Provide ability to capture the following on each customer receipt: Payment Type/Method (multiple lines).		
705638	High	Provide ability to capture the following on each customer receipt: Payment Amount for each Payment Type/Method.		

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Section: FIN-Accounts Receivable, Point of Sale (56 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705639	High	Provide ability to capture the following on each customer receipt: Purpose/Description (multiple lines for purpose/description).		
705640	High	Provide ability to capture the following on each customer receipt: Total Payment Amount.		
705641	High	Provide ability to enter, track separately, and process simultaneously the following tendering situations (but not limited to): Cash.		
705642	High	Provide ability to enter, track separately, and process simultaneously the following tendering situations (but not limited to): Check.		
705643	High	Provide ability to enter, track separately, and process simultaneously the following tendering situations (but not limited to): by Credit Card type (MC, VISA, AMEX, Discover).		
705644	High	Provide ability to enter, track separately, and process simultaneously the following tendering situations (but not limited to): Money Orders.		
705645	High	Provide ability to enter, track separately, and process simultaneously the following tendering situations (but not limited to): EFT/ACH.		
705646	High	Provide ability to enter, track separately, and process simultaneously the following tendering situations (but not limited to): Debit Cards.		
705647	High	Provide ability to process split or mixed tendering situations for point of sale transactions.		
705648	Medium	Provide ability to inquire into all of a customer's outstanding invoices/fees when receiving payments for any type of invoice/fee.		
705649	Medium	Provide ability to supports multiple cash drawers.		
705650	High	Provide ability to maintain default Chart of Account distributions for specific types of payments or receipts.		
705651	Medium	Provide ability to maintain default service codes (i.e., items) for specific types of payments or receipts.		
705652	Medium	Provide ability for a user override of the default Chart of Accounts, with appropriate security.		
705653	Medium	Provide ability to accept any type of receipt, including accounts receivable, miscellaneous permits, licenses, fees, taxes, etc.		
705654	Medium	Provide ability to have more than one operator working at a cash register, with appropriate security.		
705655	Medium	Provide ability for on-line validation of accounts receivable payments, based upon the following (but not limited to): Invoice Number.		
705656	Medium	Provide ability for on-line validation of accounts receivable payments, based upon the following (but not limited to): Chart of Account Code.		
705657	Medium	Provide ability for on-line validation of accounts receivable payments, based upon the following (but not limited to): Customer.		
705658	Medium	Provide ability for cashier to collect payments for items that are not pre-billed in any system (e.g., licenses, permits, etc.).		
705659	High	Provide ability for daily cash drawer close out, including (but not limited to) the following functionality: Produce a close-out report to be balanced with the cash, checks, money orders, by credit card type, etc. in the operator's drawer at the end of a cashier's scheduled work day.		
705660	High	Provide ability for daily cash drawer close out, including (but not limited to) the following functionality: Allow users to enter counted monies by tender and the system automatically calculates any overage or shortage amount by tender. The calculation includes any cash drawer bank amount.		

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Section: FIN-Accounts Receivable, Point of Sale (56 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705661	High	Provide ability for daily cash drawer close out, including (but not limited to) the following functionality: Create a receipt within the system, crediting the appropriate accounting codes for the revenue or expense abatement. The receipt reflects any overage or shortage calculated.		
705662	High	Provide ability for daily cash drawer close out, including (but not limited to) the following functionality: Print a deposit ticket for each day's sales, which include total receipts for all cash drawers grouped by location.		
705663	High	Provide ability for daily cash drawer close out, including (but not limited to) the following functionality: Generate reports by service code (i.e., item) or revenue code.		
705664	High	Provide ability for daily cash drawer close out, including (but not limited to) the following functionality: Support batch close for credit cards and cash drawer reconciliation.		
705665	Medium	Provide ability to void a receipt, with proper security.		
705666	Medium	Provide ability for multi-line descriptions to be entered on each receipt.		
705667	Medium	Provide ability for scanned barcode sales at the cash register and have the sales price of the good added to the sales total.		
705668	Medium	Provide ability for the sales person to optionally enter the barcode number and have the sales price of the good added to the sales total.		
705669	Medium	Provide ability to automatically adjust inventory based upon completion of the sales or return event.		
705670	Medium	Provide ability to process return of goods transactions, with proper security.		
705671	Medium	Provide ability to increase or decrease the sales price across all items or within a category of items.		
705672	Medium	Provide ability to calculate the markup amount per item.		
705673	Medium	Provide ability for users to build multiple composite sales tax rates.		
705674	Medium	Provide ability to maintain a customer check clearing history for the most recent 15 checks received from each customer or provide the Provide ability to link to a check verification system.		
705675	Medium	Provide ability to reject (with approved manual overrides) a customer check for payment, if that customer history has a user-defined number of checks that did not clear when deposited.		
705676	Medium	Provide ability to store information for each item, including (but not limited to) item number, description, cost, and sales price.		
705677	Medium	Provide ability for an automated interface to the general ledger to record the sales and cost of goods sold.		
705678	Medium	Provide ability to track the cost of goods sold for each item, class of goods, location, and region.		
705679	Medium	Provide ability to automatically initiate requisitions for items designated for retail sale for the location whose inventory has hit the reorder point with proper review and approval.		
705680	Medium	Provide ability for users to record customer information at the time of the sale within proper security rules.		
705681	Medium	Provide ability to automatically print a receipt and allow for cashier to reprint the receipt manually, if necessary. Note, this receipt must be in a form that is not easily duplicated.		
705682	Medium	Provide ability to print the appropriate credit card receipt to secure the cardholder's signature.		

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Appendix M: Functional and System-wide Requirements**

Section: FIN-Accounts Receivable, Point of Sale (56 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705683	Medium	Provide ability for a standard interface for processing transactions from other point-of-sale and cash receipting systems.		

Section: FIN-Accounts Receivable, Reports and Inquiry (34 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705684	Medium	Provide ability to generate various user-defined reports, based on any data field within the invoice and all chart of account elements, including but not limited to the following: Billing status.		
705685	Medium	Provide ability to generate various user-defined reports, based on any data field within the invoice and all chart of account elements, including but not limited to the following: Billed and unbilled charges.		
705686	Medium	Provide ability to generate various user-defined reports, based on any data field within the invoice and all chart of account elements, including but not limited to the following: Delinquent accounts and referrals of delinquent accounts and bankrupt customers.		
705687	Medium	Provide ability to generate various user-defined reports, based on any data field within the invoice and all chart of account elements, including but not limited to the following: Receivables tracking.		
705688	Medium	Provide ability to generate various user-defined reports, based on any data field within the invoice and all chart of account elements, including but not limited to the following: Long-term receivables.		
705689	Medium	Provide ability to generate various user-defined reports, based on any data field within the invoice and all chart of account elements, including but not limited to the following: Memo billing status.		
705690	Medium	Provide ability to query all invoice/adjustments for a single customer online and print the information queried.		
705691	Medium	Provide ability to report and print customer activity by customer type.		
705692	Medium	Provide ability to generate reports of invoices billed, paid, or voided with a user-defined timeframe. Also, the system provides the Provide ability to generate a report of all outstanding invoices on a given date by chart of account elements.		
705693	Medium	Provide ability for aging analysis of outstanding accounts receivable based upon user-defined aging buckets (e.g., 30, 60, 90, 120, and greater than 120 days) using the original invoice date and current system date or a user-specified date.		
705694	Medium	Provide ability to maintain records of individual billings by customer with on-line inquiry cap.		
705695	Medium	Provide ability to report un-billed charges.		
705696	Medium	Provide ability to flag payments received for which no match to an invoice has been determined (prepayments, duplicates).		
705697	Medium	Provide ability to report the variance between prior year revenue accruals and actual collection on reported year-to-date revenue.		
705698	Medium	Provide ability to account for cash receipts revenue.		
705699	Medium	Provide ability to summarize open invoices by general ledger accounts.		
705700	Medium	Provide ability to extract reports of money deposited over a certain time frame into a specific Chart of Account fields.		
705701	Medium	Provide ability to download data flat file formats (e.g., CSV, Comma-delimited, etc.).		
705702	Medium	Provide ability to easily generate a report that compares monthly receipts to receipts for that month in the previous year and year-to-date receipts to the previous year.		

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Section: FIN-Accounts Receivable, Reports and Inquiry (34 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705703	Medium	Provide ability to download data into spreadsheet format (Excel, Lotus, QuatroPro).		
705704	Medium	Provide ability to report revenues by various levels within the Grant or Project hierarchy.		
705705	Medium	Provide ability to report revenues by CFDA number.		
705706	Medium	Provide ability to track pending receipts by scheduled due dates.		
705707	High	Reporting should track open item receivables billed in one fiscal year but that are paid in the next fiscal year. For reporting purposes this tells reader what the AR or AP balance is at the balance sheet date but that those amount were subsequently paid.		
705708	High	AR Inquiry screen should provide the following: Beginning Balance.		
705709	High	AR Inquiry screen should provide the following: Plus invoiced amounts.		
705710	High	AR Inquiry screen should provide the following: Less Credits.		
705711	High	AR Inquiry screen should provide the following: Less Payments received.		
705712	High	AR Inquiry screen should provide the following: Equals ending AR balance.		
705713	High	Bill and establish receivables at the cost center level or any level of the chart of accounts.		
705714	High	Issue credit memo's at the cost center level or any level of the chart of accounts.		
705715	High	Compare billings and receipts at the cost center level or any level chart of accounts.		
705716	High	Compare revenue and expenditures at the cost center level or any level chart of accounts.		
705717	Medium	Provide the ability to report sales tax collections by state where the merchandise is shipped.		

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Section: FIN-Asset Management, General (36 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705718	High	Provide ability to enter and maintain fixed asset records online and properly accounts for assets in accordance with the State's chart of accounts.		
705719	High	Provide ability to maintain pertinent data on both capitalized and non-capitalized assets, which can be either portable or non-portable as follows: Capitalize assets based upon a user-specified criteria, including amount threshold by asset type.		
705720	Medium	Provide ability to maintain pertinent data on both capitalized and non-capitalized assets, which can be either portable or non-portable as follows: Track assets (non-capitalized items) that are not to be capitalized per State policy but have been deemed to be secured by State or department policy (e.g., mobile phones, digital cameras, guns).		
705721	Medium	Allow on-line modifications, without technical intervention, of asset capitalization and control rules per State and agency policy, as necessary (i.e., no hard coding of rules).		
705722	Medium	At a minimum, system performs the following Asset Management functions, with proper security: Additions.		
705723	Medium	At a minimum, system performs the following Asset Management functions, with proper security: Changes to all asset information.		
705724	Medium	At a minimum, system performs the following Asset Management functions, with proper security: Deletions/Disposals/Theft.		
705725	Medium	At a minimum, system performs the following Asset Management functions, with proper security: Reverse previous transactions, including depreciation.		
705726	Medium	At a minimum, system performs the following Asset Management functions, with proper security: Transfers.		
705727	Medium	At a minimum, system performs the following Asset Management functions, with proper security: Inquiries.		
705728	Medium	At a minimum, system performs the following Asset Management functions, with proper security: Betterments.		
705729	Medium	At a minimum, system performs the following Asset Management functions, with proper security: Depreciation.		
705730	Medium	At a minimum, system performs the following Asset Management functions, with proper security: Amortization (of leases) or other intangibles.		
705731	Medium	Limit the Asset Management functions based on the access granted to users by each agency.		
705732	Medium	Provide ability to generate "mass" asset transactions (such as mass additions, mass disposals, mass transfers, and mass changes) by user-defined criteria, with proper security/authority.		
705733	Medium	Support a physical location hierarchy (i.e., parent/child relationship) of user-defined levels. For example, a parcel of land can have multiple buildings on it, and each building can have multiple rooms, etc.		
705734	Medium	Provide ability to link accounting activity (e.g., asset movement, depreciation, etc.) by relating a room or rooms in a building and the room's contents to a cost center.		
705735	Medium	Provide ability to graphically depict the physical layout of facilities along with the bar-code or RFID number of each physical area (e.g., office, storage room, etc.).		
705736	Medium	Supports Geographic Information System (GIS) technology for locating and tracking assets.		
705737	Medium	Supports Global Positioning System (GPS) technology for locating and tracking assets.		
705738	Medium	Provide ability to attach electronic documents to an asset record, including, but not limited to, the following: Image Files.		

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Section: FIN-Asset Management, General (36 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705739	Medium	Provide ability to attach electronic documents to an asset record, including, but not limited to, the following: TIF File.		
705740	High	Provide ability to attach electronic documents to an asset record, including, but not limited to, the following: PDF files.		
705741	Medium	Provide ability to attach electronic documents to an asset record, including, but not limited to, the following: Word processing documents.		
705742	Medium	Provide ability to attach electronic documents to an asset record, including, but not limited to, the following: Spreadsheets.		
705743	Medium	Provide ability to attach electronic documents to an asset record, including, but not limited to, the following: CAD.		
705744	Medium	Provide ability to attach electronic documents to an asset record, including, but not limited to, the following: URL Link.		
705745	Medium	Provide ability to attach electronic documents to an asset record, including, but not limited to, the following: Sound Files.		
705746	Medium	Provide ability to attach electronic documents to an asset record, including, but not limited to, the following: Video Files.		
705747	Medium	Provide integration between the Asset Management module and the Project Management module.		
705748	Medium	Provides integration between Asset Management module and the Inventory module.		
705749	High	Provides integration between the General Ledger module and Asset Management module to identify expenditure transactions as capitalized assets when items meet user-defined criteria (e.g., capitalize if greater than \$5,000 and controlled by a specific GL account.).		
705750	Medium	Provide ability to specify an effective/posting date for all transactions as long as the associated accounting period is still open (transactions can only be applied to open fiscal periods).		
705751	Medium	Integrates with various email systems.		
705752	Medium	Provide ability to establish online edits for assets, that provide warnings or fatal errors according to user defined parameters.		
705753	High	Provides full integration between Asset Management and all procurement and financial modules.		

Section: FIN-Asset Management, Additions and Maintenance (144 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705754	Medium	Provides full integration with General Ledger, Procurement, and Accounts Payable to carry forward relevant purchasing, descriptive, invoice and accounting information as a starting point for recording the asset.		
705755	Medium	Provide ability to track the following categories of assets, including, but not limited to: Land.		
705756	Medium	Provide ability to track the following categories of assets, including, but not limited to: Buildings.		
705757	Medium	Provide ability to track the following categories of assets, including, but not limited to: Building Improvements.		
705758	Medium	Provide ability to track the following categories of assets, including, but not limited to: Leasehold improvements.		
705759	Medium	Provide ability to track the following categories of assets, including, but not limited to: Equipment.		
705760	Medium	Provide ability to track the following categories of assets, including, but not limited to: Communication equipment.		
705761	Medium	Provide ability to track the following categories of assets, including, but not limited to: Furniture and fixtures.		

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Appendix M: Functional and System-wide Requirements**

Section: FIN-Asset Management, Additions and Maintenance (144 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705762	Medium	Provide ability to track the following categories of assets, including, but not limited to: Vehicles.		
705763	Medium	Provide ability to track the following categories of assets, including, but not limited to: Trailers.		
705764	Medium	Provide ability to track the following categories of assets, including, but not limited to: Capitalized leases.		
705765	Medium	Provide ability to track the following categories of assets, including, but not limited to: Construction in progress.		
705766	Medium	Provide ability to track the following categories of assets, including, but not limited to: Infrastructure.		
705767	Medium	Provide ability to track the following categories of assets, including, but not limited to: Collections of Artwork.		
705768	Medium	Provide ability to track the following categories of assets, including, but not limited to: Other user-defined categories.		
705769	Medium	Provide ability to support multiple user-defined asset types.		
705770	Medium	Establish and associate standard asset descriptive data for all assets. The standard asset descriptive data reduces and standardizes data entry and reporting.		
705771	Medium	Provide ability to have a free-form narrative long description of each asset item.		
705772	Medium	Provide ability to identify users of assets, in addition to recording property custodian.		
705773	Medium	Provide ability to automatically create and assign an alpha-numeric asset number that is defined by agency to a single item or multiple items purchased.		
705774	Medium	Provide ability to manually assign an asset number.		
705775	Medium	Provide ability to track the detailed cost for each item that makes up a whole asset.		
705776	Medium	Provide ability to store user-defined number of different asset numbers/references for assembled assets.		
705777	Medium	Provide ability to change the asset number/reference and retain all associated information and history with the proper authorization.		
705778	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Asset Number.		
705779	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Property Tag Number (inventory control number).		
705780	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: User Defined Fields (at least 30).		
705781	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Property Officer or Custodian.		
705782	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Location Segments (up to ten), including but not limited to: Address Number.		
705783	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Location Segments (up to ten), including but not limited to: Address Prefix.		

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Section: FIN-Asset Management, Additions and Maintenance (144 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705784	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Location Segments (up to ten), including but not limited to: Address Name.		
705785	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Location Segments (up to ten), including but not limited to: Street Type.		
705786	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Location Segments (up to ten), including but not limited to: Address Suffix.		
705787	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Location Segments (up to ten), including but not limited to: City.		
705788	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Location Segments (up to ten), including but not limited to: City Code.		
705789	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Location Segments (up to ten), including but not limited to: State.		
705790	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Location Segments (up to ten), including but not limited to: County Code/Name.		
705791	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Location Segments (up to ten), including but not limited to: Zip Code.		
705792	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Location Segments (up to ten), including but not limited to: Parcel ID.		
705793	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Location Segments (up to ten), including but not limited to: Building.		
705794	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Location Segments (up to ten), including but not limited to: Floor.		
705795	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Location Segments (up to ten), including but not limited to: Section.		
705796	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Location Segments (up to ten), including but not limited to: Room.		
705797	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Location Segments (up to ten), including but not limited to: Cubicle Number.		
705798	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Geographic Information System technology location (latitude and longitude).		
705799	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Multiple Organizational Ownership Info. (including assets loaned to/from other entities).		
705800	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Funding Sources (multiple) by percentage or dollar amount.		
705801	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Chart of Account distribution.		

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Section: FIN-Asset Management, Additions and Maintenance (144 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705802	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Budget Item.		
705803	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Bond Financed Item.		
705804	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Requisition Number.		
705805	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Purchasing Document Number (multiple) including: Purchase Order Number.		
705806	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Purchasing Document Number (multiple) including: Voucher Number.		
705807	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Asset acquisition date.		
705808	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Asset acquisition source code (user-defined).		
705809	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: In-service Date.		
705810	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Asset Condition.		
705811	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Asset Type.		
705812	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Improvement Date.		
705813	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Delivery Date.		
705814	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Physical Inventory Validation Flag.		
705815	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Warrant Number.		
705816	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Asset Status (e.g., inactive).		
705817	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Unit Cost/Value.		
705818	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Original Cost.		
705819	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Value Basis.		

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Section: FIN-Asset Management, Additions and Maintenance (144 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705820	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Trade-in Credit.		
705821	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Item Classification Code (user-defined) with multiple sub-class codes.		
705822	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Insured value/insurance information with user defined fields.		
705823	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Vendor Number, Name.		
705824	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Asset Descriptive Information.		
705825	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Manufacturer Number, Name.		
705826	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Model Year.		
705827	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Model Number.		
705828	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Operator ID.		
705829	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Contact Information.		
705830	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Salvage Value.		
705831	High	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Serial Number.		
705832	High	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: License Number (if applicable).		
705833	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Employee Name (as established in human resources module) for employee to which asset is assigned to (if applicable).		
705834	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Employee Number (as established in human resources module) for employee to which asset is assigned to (if applicable).		
705835	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Driver license number of the State employee asset is assigned to (if applicable).		
705836	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Warranty/Maintenance Information.		

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Section: FIN-Asset Management, Additions and Maintenance (144 Reqs)

<u>StmntID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705837	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Maintenance Company.		
705838	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Betterments.		
705839	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Disposal Information (including information in Asset Disposition, Retirement and Theft section of this document.).		
705840	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Lease Asset Information (if applicable).		
705841	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Estimated Useful Life.		
705842	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Estimated Residual Value (Trade-in Value).		
705843	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Replacement Cost -- This field can be updated as needed by users.		
705844	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Multiple Depreciation Schedule (Method and Life).		
705845	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Depreciation Convention - Provide ability to record different conventions for depreciable assets, such as beginning of month, half year, mid-month, etc.		
705846	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Budget Year (from which asset was purchased).		
705847	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Use Code.		
705848	Medium	Maintains detailed property information required to identify, properly account for, and safeguard all assets, including but not limited to the following: Special Provisions.		
705849	Medium	Provide ability to create hierarchies for fields listed above.		
705850	Medium	Provide ability to link component units (parent/child relationship) whereby each component maintains a financial life of its own.		
705851	Medium	Provide ability to audit all changes made to asset records.		
705852	Medium	Provide ability to adjust original cost/value at any time, irrespective of fiscal year boundaries, with proper security authorization.		
705853	High	Provide ability to add and maintain assets obtained through non-expenditure transactions (e.g., gifts, donations, eminent domain).		
705854	Medium	Allow users to define estimated useful life by type.		
705855	Medium	Provide ability to copy an asset record to create a similar asset record.		

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Section: FIN-Asset Management, Additions and Maintenance (144 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705856	Medium	Allow authorized users to correct discrepancies in asset records by overriding initially loaded information (received from General Ledger, Accounts Payable, and Purchasing modules) with proper authorization.		
705857	Medium	Provide ability to upload survey data from an electronic source.		
705858	Medium	In addition to asset information listed previously, system provides the ability to maintain detailed property information required to identify, properly account for, and safeguard State lands, including but not limited to the following: Legal description per survey.		
705859	Medium	In addition to asset information listed previously, system provides the ability to maintain detailed property information required to identify, properly account for, and safeguard State lands, including but not limited to the following: Survey Date.		
705860	Medium	In addition to asset information listed previously, system provides the ability to maintain detailed property information required to identify, properly account for, and safeguard State lands, including but not limited to the following: Survey Plats.		
705861	Medium	In addition to asset information listed previously, system provides the ability to maintain detailed property information required to identify, properly account for, and safeguard State lands, including but not limited to the following: Tax Map.		
705862	Medium	In addition to asset information listed previously, system provides the ability to maintain detailed property information required to identify, properly account for, and safeguard State lands, including but not limited to the following: Person who conducted the survey.		
705863	Medium	In addition to asset information listed previously, system provides the ability to maintain detailed property information required to identify, properly account for, and safeguard State lands, including but not limited to the following: Property's full address.		
705864	Medium	In addition to asset information listed previously, system provides the ability to maintain detailed property information required to identify, properly account for, and safeguard State lands, including but not limited to the following: Acquisition information.		
705865	Medium	In addition to asset information listed previously, system provides the ability to maintain detailed property information required to identify, properly account for, and safeguard State lands, including but not limited to the following: Number of acres (fractional and whole).		
705866	Medium	In addition to asset information listed previously, system provides the ability to maintain detailed property information required to identify, properly account for, and safeguard State lands, including but not limited to the following: Value per acre.		
705867	Medium	In addition to asset information listed previously, system provides the ability to maintain detailed property information required to identify, properly account for, and safeguard State lands, including but not limited to the following: Fair market value.		
705868	Medium	In addition to asset information listed previously, system provides the ability to maintain detailed property information required to identify, properly account for, and safeguard State lands, including but not limited to the following: Multiple Appraiser Dates.		
705869	Medium	In addition to asset information listed previously, system provides the ability to maintain detailed property information required to identify, properly account for, and safeguard State lands, including but not limited to the following: Appraiser's Name.		
705870	Medium	In addition to asset information listed previously, system provides the ability to maintain detailed property information required to identify, properly account for, and safeguard State lands, including but not limited to the following: Cost per acre (multiple).		
705871	Medium	In addition to asset information listed previously, system provides the ability to maintain detailed property information required to identify, properly account for, and safeguard State lands, including but not limited to the following: Deed information, including, but not limited to, book, page and deed restrictions.		
705872	Medium	In addition to asset information listed previously, system provides the ability to maintain detailed property information required to identify, properly account for, and safeguard State lands, including but not limited to the following: Options to purchase property.		

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Section: FIN-Asset Management, Additions and Maintenance (144 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705873	Medium	In addition to asset information listed previously, system provides the ability to maintain detailed property information required to identify, properly account for, and safeguard State lands, including but not limited to the following: Owner's Information - including, but not limited to: Name, Address, Phone and Email.		
705874	Medium	In addition to asset information listed previously, system provides the ability to maintain detailed property information required to identify, properly account for, and safeguard State lands, including but not limited to the following: Options to sell property.		
705875	Medium	In addition to asset information listed previously, system provides the ability to maintain detailed property information required to identify, properly account for, and safeguard State lands, including but not limited to the following: Multiple Tax Related Fields user-defined.		
705876	Medium	In addition to asset information listed previously, system provides the ability to maintain detailed property information required to identify, properly account for, and safeguard State lands, including but not limited to the following: Geographic Information System technology location (latitude and longitude).		
705877	Medium	In addition to asset information listed previously, system provides the ability to maintain detailed property information required to identify, properly account for, and safeguard State lands, including but not limited to the following: Other user-defined fields.		
705878	Medium	In addition to asset information listed previously, system provides the ability to maintain detailed property information required to identify, properly account for, and safeguard State lands, including but not limited to the following: Mapping - Provide ability to store PLSS (Public Land Survey System) data.		
705879	Medium	Provide ability to record insurance information including: Insurance company name.		
705880	Medium	Provide ability to record insurance information including: Insurance company address.		
705881	Medium	Provide ability to record insurance information including: Insurable value.		
705882	Medium	Provide ability to record insurance information including: Policy number.		
705883	Medium	Provide ability to record insurance information including: Policy period (term).		
705884	Medium	Provide ability to record insurance information including: Type of coverage.		
705885	Medium	Provide ability to record insurance information including: Coverage limits.		
705886	Medium	Provide ability to record insurance information including: Premium.		
705887	Medium	Provide ability to record insurance information including: Other User-defined fields.		
705888	Medium	Provide ability during mass additions process, for users to split asset record entries for identical items and then assign separate property tag / inventory control numbers (e.g., purchase of 20 identical personal computers).		
705889	Medium	Provide ability to transfer fixed assets within or between organizations at the individual asset level and to generate the appropriate accounting entries either manually or electronically.		
705890	Medium	Provide ability to store accumulated depreciation in a static field for purposes of transferring the asset.		
705891	Medium	Provide ability to start depreciation on an asset based on user specified amounts.		
705892	Medium	Maintain information about the condition of the asset (e.g., good, idle, obsolete, broken, etc.).		
705893	Medium	Support multiple organization asset ownership for each property item as multiple organization units or funds may finance an asset.		

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Section: FIN-Asset Management, Additions and Maintenance (144 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705894	Medium	Track funding sources (i.e., grants, bonds) used to purchase assets.		
705895	Medium	Support in/outbound interfaces of asset data from agency subsystems.		
705896	Medium	Provide ability to have an approval process for receiving an asset item at some locations.		
705897	Medium	Track assets for other entities within the system (Dept. of Transportation and other Departments track assets they have in possession but are owned by another entity.).		

Section: FIN-Asset Management, Disposal, Retirement, and Theft (21 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705898	Medium	Provide ability to generate either financial or memo transactions to the General Ledger to reflect the financial impact of asset dispositions, and should automatically compute the gain/loss associated with a disposal.		
705899	High	Provide ability to record the following information related to disposals, trade-ins, missing, lost, or stolen assets: Property tag / inventory control number.		
705900	Medium	Provide ability to record the following information related to disposals, trade-ins, missing, lost, or stolen assets: Reporting individual.		
705901	Medium	Provide ability to record the following information related to disposals, trade-ins, missing, lost, or stolen assets: Date of occurrence or date first noticed missing.		
705902	Medium	Provide ability to record the following information related to disposals, trade-ins, missing, lost, or stolen assets: Description of circumstances surrounding the disappearance/disposition.		
705903	Medium	Provide ability to record the following information related to disposals, trade-ins, missing, lost, or stolen assets: Steps taken to locate item.		
705904	Medium	Provide ability to record the following information related to disposals, trade-ins, missing, lost, or stolen assets: Disposal date.		
705905	Medium	Provide ability to record the following information related to disposals, trade-ins, missing, lost, or stolen assets: Disposal amount.		
705906	High	Provide ability to record the following information related to disposals, trade-ins, missing, lost, or stolen assets: Disposal method.		
705907	Medium	Provide ability to record the following information related to disposals, trade-ins, missing, lost, or stolen assets: Disposal type.		
705908	Medium	Provide ability to record the following information related to disposals, trade-ins, missing, lost, or stolen assets: Police report information (multiple jurisdictions).		
705909	Medium	Provide ability to record the following information related to disposals, trade-ins, missing, lost, or stolen assets: Gains on sales of disposed property by user defined criteria.		
705910	Medium	Provide ability to record the following information related to disposals, trade-ins, missing, lost, or stolen assets: User-Defined fields.		
705911	Medium	Track replacement needs for assets.		
705912	Medium	Track estimated useful life.		
705913	Medium	Provide ability to notify users, electronically, when useful life threshold is nearing.		

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Section: FIN-Asset Management, Disposal, Retirement, and Theft (21 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705914	Medium	Provide ability to allow the application of indices and/or factors to historical costs to assets) to update the replacement cost data.		
705915	Medium	Record asset dispositions (purchased with certain grants) and proceeds of sales, which is integrated with the Grants Management module.		
705916	Medium	Provide ability to attach grant expiration date to asset and notify users when expiration date is imminent.		
705917	Medium	Allow updates to an asset after the associated grant has expired.		
705918	Medium	Flag assets with disposal restrictions and display the restriction message for user handling (e.g., federal grant items that must be returned to the federal government).		

Section: FIN-Asset Management, Surplus Property (19 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705919	Medium	Provide ability to split and distribute the proceeds of an asset disposition.		
705920	High	Provide ability to establish an electronic approval path for dispositions.		
705921	Medium	Provide ability of owning agency to change the asset status to/from "surplus".		
705922	Medium	Provide ability to transfer ownership to retired status.		
705923	Medium	Support electronic advertisement of items for sale (e.g., on the web) to designated customers.		
705924	Medium	Support receipt of surplus property bid responses through electronic means.		
705925	Medium	If bid opening date and time has expired, the system provides the ability to prohibit the acceptance of a bid through electronic means.		
705926	Medium	Support the publishing of surplus properties to be sold on a common State web page.		
705927	Medium	Maintain a file of customers that commonly bid on surplus properties.		
705928	Medium	Provide ability to indicate the condition of items surplus.		
705929	Medium	Maintain multiple individual bin locations for any item within any storeroom while retaining ownership information for each individual item.		
705930	Medium	Provide ability to sell items via sealed bid and perform bid tabulations to show highest bidder.		
705931	Medium	Provide ability to group items into lots for sale while retaining specific item owner information.		
705932	Medium	Record the sale price received when item is sold.		
705933	Medium	Produce a bill of sale that includes dollar amount cost and item number.		
705934	Medium	Generate a report of items sold that are greater than a user-specified dollar amount.		
705935	Medium	Provide ability to interface to/from-banking systems for credit card authorizations and check verifications.		
705936	Medium	Provide ability to process the disposition of donated federal property, including: Treat proceeds as revenue.		
705937	Medium	Provide ability to process the disposition of donated federal property, including: Generate federal reporting.		

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Section: FIN-Asset Management, Depreciation (22 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705938	Medium	Provide ability to generate either financial or memo transactions to the General Ledger for capital asset depreciation expense in specified funds.		
705939	Medium	Provide ability to process depreciation on-line or in a batch process.		
705940	Medium	Perform the following depreciation functions, including, but not limited to: Provide depreciation schedules on fixed assets.		
705941	Medium	Perform the following depreciation functions, including, but not limited to: Generate user-defined (monthly, quarterly, annually) depreciation by asset for any element in the classification structure.		
705942	Medium	Perform the following depreciation functions, including, but not limited to: Automatically calculate depreciation in accordance with the depreciation method and convention where designated for an asset.		
705943	Medium	Perform the following depreciation functions, including, but not limited to: Maintain multiple asset basis values for each asset if desired, utilizing industry-standard depreciation methods.		
705944	Medium	Perform the following depreciation functions, including, but not limited to: Automatically charge depreciation to multiple chart of accounts for split-ownership assets.		
705945	Medium	Provide ability for multiple depreciation schedules to be applied to an asset to support varying depreciation reporting requirements.		
705946	Medium	Provide ability to change asset useful life, value basis, salvage value, and depreciation method, when necessary, and automatically recalculate depreciation expense in accordance with such changes (with proper authorization).		
705947	Medium	Provide ability to simulate depreciation calculations for individual assets or a group of assets without being required to post the results.		
705948	Medium	Provide allocation tables that can be user-defined to allocate asset cost and depreciation expense.		
705949	Medium	Store an acquisition date and a depreciation-start date, without the dates having to be the same.		
705950	Medium	Provide ability to perform multiple depreciation methods, including but not limited to: Straight Line.		
705951	Medium	Provide ability to perform multiple depreciation methods, including but not limited to: Declining Balance.		
705952	Medium	Provide ability to perform multiple depreciation methods, including but not limited to: Sum of the Years Digits.		
705953	Medium	Provide ability to perform multiple depreciation methods, including but not limited to: Hours / Mileage / Age.		
705954	Medium	Provide ability to perform multiple depreciation methods, including but not limited to: User-Defined.		
705955	Medium	Prevent the depreciating of an asset's value below zero.		
705956	Medium	Provide ability to record different conventions for depreciable assets, such as beginning of month, half year, mid-month, etc.		
705957	Medium	Allow depreciation methods to be changed for an asset or a group of assets, to depreciate the assets for the balance of the asset's useful life with proper authorization.		
705958	Medium	Allow individual assets to be designated as depreciable or non-depreciable (e.g., land).		
705959	Medium	Provide ability to calculate and allocate depreciation based on the funding source used to purchase the asset.		

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Section: FIN-Asset Management, Physical Inventory (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705960	Medium	Support fully integrated bar-code/RFID (Radio Frequency Identification) technology for physical inventory tagging upon acquisition/purchase and annual inventory certifications).		
705961	Medium	Provide ability to create a scanned record file from bar-coding for comparison to fixed asset and portable equipment records.		
705962	Medium	Provide ability to update asset location information and last inventoried date for each scanned asset based on scanned or manually entered data.		
705963	Medium	Provide ability to report and adjust variances between system amounts and physical counts.		
705964	Medium	Provide ability to generate customized bar-coded labels for asset identification (inventory control and property number tags), including building, floor and room information.		
705965	Medium	Provide ability to enter data manually, in addition to using bar coding or RFID technology.		
705966	Medium	Provide ability to update information, from physical inventory, real time from bar code/RFID scanners.		
705967	Medium	Provide ability to integrate with consumable inventory functions and manage stock levels for equipment repair (need to know what stock must be available to support a particular piece of equipment).		

Section: FIN-Asset Management, Capital Projects (3 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705968	Medium	Identify/record all costs associated with the construction or purchase/acquisition of an asset which can be capitalized.		
705969	Medium	Identify, record, and depreciate betterments associated with an asset, including optional unique identification of betterments associated with component units.		
705970	Medium	Capture and maintain construction work in progress information and provides the ability to recognize fixed/capital assets when they are substantially completed, regardless of whether the project has been completed.		

Section: FIN-Asset Management, Leases (32 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705971	Medium	Provide ability to upload agency lease forms and populate data in system, including applicable workflow and approvals.		
705972	Medium	Track assets in accordance with the requirements of FASB Statement No. 13: Accounting for Leases, as amended, including but not limited to: Recording of the capital lease or operating lease and the corresponding leasehold improvements.		
705973	Medium	Track assets in accordance with the requirements of FASB Statement No. 13: Accounting for Leases, as amended, including but not limited to: Tracking lease payments.		
705974	Medium	Track assets in accordance with the requirements of FASB Statement No. 13: Accounting for Leases, as amended, including but not limited to: Periodic cost recognition.		
705975	Medium	Track assets in accordance with the requirements of FASB Statement No. 13: Accounting for Leases, as amended, including but not limited to: Tracking lessee and lessor.		
705976	Medium	Track assets in accordance with the requirements of FASB Statement No. 13: Accounting for Leases, as amended, including but not limited to: Tracking facility accessibility and responsible party for making accessibility modifications (lessee or lessor).		

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Section: FIN-Asset Management, Leases (32 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705977	Medium	Track assets in accordance with the requirements of FASB Statement No. 13: Accounting for Leases, as amended, including but not limited to: Tracking rental income.		
705978	Medium	Track assets in accordance with the requirements of FASB Statement No. 13: Accounting for Leases, as amended, including but not limited to: Tracking purchase options.		
705979	Medium	Track assets in accordance with the requirements of FASB Statement No. 13: Accounting for Leases, as amended, including but not limited to: Tracking lease terms.		
705980	Medium	Track assets in accordance with the requirements of FASB Statement No. 13: Accounting for Leases, as amended, including but not limited to: Tracking lease type (e.g., capital, operating, user-defined, etc.).		
705981	Medium	Track assets in accordance with the requirements of FASB Statement No. 13: Accounting for Leases, as amended, including but not limited to: Tracking schedule of lease payments.		
705982	Medium	Provide ability to differentiate between leased assets and purchased assets.		
705983	Medium	Provide ability to facilitate determination of FASB 13 lease type (i.e., capital, operating, etc.) based on terms and conditions of lease agreement.		
705984	Medium	Provide ability to perform lease/purchase comparative analyses.		
705985	Medium	Provide ability to perform processing leases from a lessee's and a lessor's perspective.		
705986	Medium	Amortize leases in compliance with FASB 13 and GASB 13.		
705987	Medium	Support changes required due to lease amendments.		
705988	Medium	Automatically generate a notification that a lease is going to expire within a certain number of days as specified by the user.		
705989	Medium	Send an electronic notification if lease is terminated.		
705990	Medium	Maintain lease payment schedules.		
705991	Medium	Track / capture information regarding facilities / properties (e.g., leased, storage, acreage, etc.) including, but not limited to 'the amounts of' and 'payment by' for the following: Utilities (e.g., water, electricity, gas, telephone) Amounts.		
705992	Medium	Track / capture information regarding facilities / properties (e.g., leased, storage, acreage, etc.) including, but not limited to 'the amounts of' and 'payment by' for the following: Grounds.		
705993	Medium	Track / capture information regarding facilities / properties (e.g., leased, storage, acreage, etc.) including, but not limited to 'the amounts of' and 'payment by' for the following: Repairs.		
705994	Medium	Track / capture information regarding facilities / properties (e.g., leased, storage, acreage, etc.) including, but not limited to 'the amounts of' and 'payment by' for the following: Parking.		
705995	Medium	Track / capture information regarding facilities / properties (e.g., leased, storage, acreage, etc.) including, but not limited to 'the amounts of' and 'payment by' for the following: Security.		
705996	Medium	Track / capture information regarding facilities / properties (e.g., leased, storage, acreage, etc.) including, but not limited to 'the amounts of' and 'payment by' for the following: Pest Control.		
705997	Medium	Track / capture information regarding facilities / properties (e.g., leased, storage, acreage, etc.) including, but not limited to 'the amounts of' and 'payment by' for the following: Trash.		

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Section: FIN-Asset Management, Leases (32 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
705998	Medium	Track / capture information regarding facilities / properties (e.g., leased, storage, acreage, etc.) including, but not limited to 'the amounts of' and 'payment by' for the following: Improvements.		
705999	Medium	Track / capture information regarding facilities / properties (e.g., leased, storage, acreage, etc.) including, but not limited to 'the amounts of' and 'payment by' for the following: Taxes.		
706000	Medium	Track / capture information regarding facilities / properties (e.g., leased, storage, acreage, etc.) including, but not limited to 'the amounts of' and 'payment by' for the following: Insurance.		
706001	Medium	Track / capture information regarding facilities / properties (e.g., leased, storage, acreage, etc.) including, but not limited to 'the amounts of' and 'payment by' for the following: Additional User-Defined Costs.		
706002	Medium	Determine the interest rate which is implicit in the payment schedules and used to project the entire payment schedule, including calculating the portion applied to interest and principal for capital leases.		

Section: FIN-Asset Management, Warranties and Serviced (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706003	Medium	Maintain history information for assets, by user-defined criteria such as type.		
706004	Medium	Maintain warranty/service agreement information for assets, by type of asset.		
706005	Medium	Support hyperlinks to the vendor's web site to reference asset maintenance and warranty information.		
706006	Medium	Allow authorized staff the ability to inquire on maintenance and service information through the entry of a serial number and/or property tag / inventory control number or wild-card.		
706007	Medium	Record and track regular/preventive maintenance performed on selected assets.		
706008	Medium	Send notification of warranty or service agreement of an asset when the asset is disposed of, to designated users.		
706009	Medium	Notify appropriate users of warranty or service agreement expiration.		
706010	High	Provide the ability to compare estimated repair cost to current asset value and remaining useful life to determine cost benefit of repair versus disposal of the asset.		

Section: FIN-Asset Management, Query and Reporting (75 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706011	Medium	Report on assets for all fields required for financial reporting purposes.		
706012	Medium	Generate standard governmental fixed asset reports and user-defined fixed asset reports in compliance with GASB 34.		
706013	Medium	Provide ability to generate a fixed assets report sorted and filtered by one or more user-defined criteria.		
706014	Medium	Allow online inquiry for each asset of a group of assets.		
706015	Medium	Allow users to print a listing of all table structures that are established for asset management (e.g., location table, asset categories, etc.).		
706016	Medium	Display or print subsidiary ledgers of fixed asset balances.		

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Section: FIN-Asset Management, Query and Reporting (75 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706017	Medium	Display or print a report of surplus property, including each item's history.		
706018	Medium	Produce a transaction register audit trail of all acquisitions, transfers, change and retirements during a user-defined time period by asset type, department, transaction date or purchase amount.		
706019	Medium	Provide ability to report asset transfers from the perspective of lessor to lessee or lessee to lessor.		
706020	Medium	Report a total amount of fixed asset purchases by their funding source and department/organization.		
706021	Medium	Report assets due for disposition, based on the scheduled disposal date and type.		
706022	Medium	Generate a vendor/PO listing of assets by vendor or in purchase order number sequence.		
706023	Medium	Produce a disposition report showing items by asset type that have physically been disposed of but still remain on file for information purposes.		
706024	Medium	Produce a listing of all inactive/idle or retired assets by location and asset category.		
706025	Medium	Produce a listing of all disposed assets showing any gains or losses and the associated account coding by type.		
706026	Medium	Provide ability to report and inquire on replacement costs by department or organization unit and by asset type.		
706027	Medium	Provide ability to produce a forecast of assets scheduled for replacement, based on user-specified criteria, such as useful life, scheduled disposition date, or odometer readings.		
706028	Medium	Provide ability to produce depreciation reports by multiple levels (e.g., All Chart of Account Elements, product line, responsibility area, etc.).		
706029	Medium	Produce a depreciation report by balance sheet category, such as buildings and equipment.		
706030	Medium	Produce an asset report on fields, including but not limited to the following: Financial statement category (major asset type code).		
706031	Medium	Produce an asset report on fields, including but not limited to the following: Major and Minor Use Code.		
706032	Medium	Produce an asset report on fields, including but not limited to the following: Minor asset type code.		
706033	Medium	Produce an asset report on fields, including but not limited to the following: Fund.		
706034	Medium	Produce an asset report on fields, including but not limited to the following: Agency/Department.		
706035	Medium	Produce an asset report on fields, including but not limited to the following: Organization (Allotment, Division, Cost Center).		
706036	Medium	Produce an asset report on fields, including but not limited to the following: Program.		
706037	Medium	Produce an asset report on fields, including but not limited to the following: Appropriation.		
706038	Medium	Produce an asset report on fields, including but not limited to the following: Location.		
706039	Medium	Produce an asset report on fields, including but not limited to the following: Project.		
706040	Medium	Produce an asset report on fields, including but not limited to the following: Expenditure object (based on original purchase).		
706041	Medium	Produce an asset report on fields, including but not limited to the following: Source of Revenue.		
706042	Medium	Produce an asset report on fields, including but not limited to the following: General Ledger Account.		

State of West Virginia RFP for ERP Software and Services
Appendix M: Functional and System-wide Requirements

Section: FIN-Asset Management, Query and Reporting (75 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706043	Medium	Produce an asset report on fields, including but not limited to the following: Grant.		
706044	Medium	Produce an asset report on fields, including but not limited to the following: Manufacturer.		
706045	Medium	Produce an asset report on fields, including but not limited to the following: User ID.		
706046	Medium	Produce an asset report on fields, including but not limited to the following: Tag Number.		
706047	Medium	Produce an asset report on fields, including but not limited to the following: Serial Number.		
706048	Medium	Produce an asset report on fields, including but not limited to the following: Custodian.		
706049	Medium	Produce an asset report on fields, including but not limited to the following: GAAP Fund.		
706050	Medium	Produce an asset report on fields, including but not limited to the following: Fiscal Year.		
706051	Medium	Produce an asset report on fields, including but not limited to the following: Fiscal Month.		
706052	Medium	Produce a physical inventory worksheet to be sorted, grouped and aggregated based on user defined criteria to assist in conducting physical inventory.		
706053	Medium	Report of all property changes as of a user specified date.		
706054	Medium	Generate a property insurance schedule that displays the property value and associated insurance amount.		
706055	Medium	Generate a square footage by occupancy report.		
706056	Medium	Report the disposition of property by user defined period.		
706057	Medium	Report the transfer of property by user defined period.		
706058	Medium	Print reports at various remote locations, based on user security and with appropriate clearances).		
706059	Medium	Report all fixed asset balances in the standard CAFR format. With all notes and supporting schedules. (Such as by GAAP Fund).		
706060	Medium	Generate a report for assets purchased with grant funding by year.		
706061	Medium	Generate a report that forecasts depreciation by individual asset, groups of assets, or total assets for a user-specified period of time.		
706062	Medium	Identify and sort assets ordered and received by organizational unit.		
706063	Medium	Generate reports for all items assigned to a specific location by asset classification and by individual. (e.g., portable equipment and fixed assets).		
706064	Medium	Report acquired, disposed and active assets purchased based on funds by user defined period.		
706065	Medium	Capture/report the parent/child relationships of an asset and their location.		
706066	Medium	Generate exception reports as defined by users.		
706067	Medium	Report on individual assets.		
706068	Medium	Maintain an audit record of any and all changes to assets by User ID and date-time stamp.		

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Section: FIN-Asset Management, Query and Reporting (75 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706069	Medium	Report on building contents and values, including, but not limited to the following: Appropriation Structure (currently combination of Agency, Division, Agency Fund, Budget Fiscal Year, and Budget Unit).		
706070	Medium	Report on building contents and values, including, but not limited to the following: Location.		
706071	Medium	Report on building contents and values, including, but not limited to the following: Project Structure.		
706072	Medium	Report on building contents and values, including, but not limited to the following: Expenditure / Revenue sub-object.		
706073	Medium	Report on building contents and values, including, but not limited to the following: General Ledger Account.		
706074	Medium	Report on building contents and values, including, but not limited to the following: Grant Structure.		
706075	Medium	Report on building contents and values, including, but not limited to the following: Manufacturer.		
706076	Medium	Produce a summary report that displays current and previous building and content values combined totals.		
706077	Medium	Report Statement of Fixed Assets in standard CAFR format.		
706078	Medium	Generate a report for assets purchased with grant funding.		
706079	Medium	Generate a report/form by employee detailing property assigned to each employee to be used for validation and verification of property assignment.		
706080	Medium	Track assets using agency-specified codes with the ability to roll up to the state level.		
706081	Medium	Generate reports based on user-defined criteria related to building leases.		
706082	Medium	Create reports based on the age of assets.		
706083	Medium	Provide a schedule of assets grouped by function and/or departments.		
706084	Medium	Support all queries and reports as flat file portable (e.g., tab delimited, fixed width and signed fields) with fully documented query or report definition and criteria.		
706085	Medium	Ability to produce Federal Asset Reports (e.g. 3040 report).		

**State of West Virginia RFP for ERP Software and Services
Appendix M: Functional and System-wide Requirements**

Section: FIN-Budget Development, General (95 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706086	High	Provide a fully integrated budget preparation and financial system.		
706087	High	Support multiple versions of the budget (expenditure and revenue estimates, multiple agency submission versions, Office of Budget and Fund Management versions, executive recommendation versions, Legislative Budget Office versions, appropriation versions, and agency operating budget versions).		
706088	High	Provide a fully integrated personal services budget preparation and human resource system that incorporates user-defined payroll assumptions (such as COLA or other across the board adjustments).		
706089	High	Provide a fully integrated personal services budget preparation and human resource system that incorporates projections of vacancy rates based on historical information.		
706090	High	Provide a fully integrated personal services budget preparation and human resource system that incorporates projections of salary ranges based on HR-defined business rules.		
706091	High	Provide a fully integrated personal services budget preparation and human resource system that incorporates benefits and compensation captured in state-offered benefits.		
706092	Medium	Provide a fully integrated personal services budget preparation and human resource system that incorporates multiple position-based funding assignments for specified periods.		
706093	High	Ability to compare different versions of the budget.		
706094	Medium	Ability to present historical financial information after a reorganization in both the original structure and the revised structure.		
706095	Medium	Allow for export of budget results to other agency systems.		
706096	High	Provide "mass budget update" functionality for all Chart of Accounts elements.		
706097	High	Calculate budget projections using modeling tools and techniques including multi-variant analysis, what-if simulation, and integration with PC based analytical applications.		
706098	High	Provide budget calculations based on actual balance.		
706099	High	Provide budget calculations based on budgeted balances within a budget version.		
706100	High	Provide budget calculations based on statistical information.		
706101	High	Provide version control (marking as complete, freezing, unfreezing, copying, and modifying).		
706102	High	Provide "undo/redo" functionality for budget changes prior to changing the budget version.		
706103	Medium	Identify changes made by lower level in response to reviewer's change request.		
706104	Medium	Automatically alert the next user that a version has been frozen.		
706105	Medium	Alert the next user that no changes were entered in the system before a version was frozen.		
706106	Medium	Allow the next user to make requested change.		
706107	Medium	Alert the next user of completion of an assignment or task.		
706108	Medium	Automatically trigger work once the next version is created.		
706109	Medium	Ability to identify behind time/calendar schedule entries.		

State of West Virginia RFP for ERP Software and Services
Appendix M: Functional and System-wide Requirements

Section: FIN-Budget Development, General (95 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706110	High	Ability to allow for remote access from home or remote office with encryption requirements.		
706111	Medium	Ability to view attachments from within the application.		
706112	Medium	Allow entry of negative amounts for line item amounts or adjustments.		
706113	Medium	Allow components of a budget request to be excluded when copying one version to another.		
706114	Medium	Control user view through role-based security.		
706115	Medium	Control user updates based on organizational span of control.		
706116	Medium	Allow the user to change key fields to include a narrative description (250 characters) of the reason for the change.		
706117	Medium	Identify changes made to key fields.		
706118	Medium	Allow users to specify the level of rounding that occurs in the budget preparation process in rules definition.		
706119	Medium	Allow users to specify the level of rounding that occurs in the budget preparation process in reports.		
706120	Medium	Allow users to specify the level of rounding that occurs in the budget preparation process in projections.		
706121	Medium	Allow reorganizations to be processed by dropping and dragging an organization from one location to another on a graphical depiction of the organization.		
706122	Medium	Allow the user to view the impact of organizational shifts on the budget.		
706123	High	Provide word processing capability for the textual write-up of the budget document using user-defined templates.		
706124	Medium	Support multiple sources of revenue for a budget line item within a single fund.		
706125	Medium	Capture narrative explanation for budget requests.		
706126	High	Automatically load the appropriation and operating budget into the financial system once approved.		
706127	Medium	Check for approval before loading budgets into the financial system.		
706128	Medium	Allow the user to identify an account code value as one which will be used for budget values only.		
706129	Medium	Use the same baseline Chart of Accounts elements as the State's other financial systems.		
706130	Medium	Ability for user-defined attributes such as budget roll-up codes, which further qualify elements within the Chart of Accounts.		
706131	Medium	Generate budgetary-based funds statements based on historical and budgeted financial data.		
706132	High	Ability to Develop budgets for at least six fiscal years.		
706133	Medium	Develop both summary budgets and detail budgets at any level of the Chart of Accounts.		
706134	Medium	Ability to enter budget requests at a high level (e.g., appropriation) and optionally develop detailed budgets at a lower level with the budget summarized and approved at the higher level.		
706135	High	Import data from the financial system by appropriation for all line items.		
706136	High	Receive data from and export data to spreadsheets and/or database applications.		

State of West Virginia RFP for ERP Software and Services
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Section: FIN-Budget Development, General (95 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706137	Medium	Attach files (e.g., Word, Word Perfect, Excel, Lotus) to particular phases and line items.		
706138	High	Accept interfaced salary projections and load into state-wide and agency budget scenarios.		
706139	Medium	Ability to adjust salary projections within the budget scenarios.		
706140	Medium	Control user access and approval levels (e.g., view, change, approve) by multiple levels of an organization.		
706141	Medium	Control "view" access by Chart of Accounts value(s) and/or by multiple levels of an organization.		
706142	Medium	Ability to group appropriation sources and uses for program/activity level budget presentation.		
706143	Medium	Ability for each appropriation to relate to a single program in the budget request.		
706144	Medium	Ability for each appropriation to relate to multiple programs in the budget request.		
706145	Medium	Ability to adjust appropriation level coding in historical, current, and budget versions to align data with agency proposed budget structure.		
706146	High	Ability to record and maintain: Purpose of Appropriation (minimum 256 characters).		
706147	Low	Ability to record and maintain: (50) Funding Source (minimum 30 characters).		
706148	Low	Ability to record and maintain: (50) Bank Accounts (minimum 30 characters).		
706149	Low	Ability to record and maintain: (50) Bank Name (minimum 30 characters).		
706150	Low	Ability to record and maintain: (50) Bank Account Balances.		
706151	Medium	Ability to record and maintain: Restricted / Non-Restricted Indicator.		
706152	Medium	Ability to record and maintain: Members of boards.		
706153	Medium	Ability to record and maintain: terms of board members.		
706154	Medium	Ability to record and maintain: # meetings per year.		
706155	Medium	Ability to record and maintain: (50) Acceptable Uses (minimum 256 characters).		
706156	High	Ability to record and maintain: Legal Authority for Creation (each a minimum 25 characters), including the System provides the ability for multiple citations and linking to external data sources.		
706157	Medium	Ability to record and maintain: Appropriation Type (minimum 15 characters).		
706158	Medium	Ability to record and maintain: Appropriation Title (minimum 256 characters).		
706159	High	Ability to record and maintain: Ongoing or One-time.		
706160	Medium	Identify the number of years an Ongoing appropriation is valid for.		
706161	Medium	Ability to record and maintain: Carryover or Cancel.		
706162	High	Ability to record and maintain: Operating or Grant.		
706163	Medium	Ability to record and maintain: Multiple User-defined Indicators (at least 5).		

**State of West Virginia RFP for ERP Software and Services
Appendix M: Functional and System-wide Requirements**

Section: FIN-Budget Development, General (95 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706164	Medium	Ability to record and maintain: Multiple User-defined Fields (at least 15).		
706165	Medium	Ability to record and maintain: Spending Authority.		
706166	Medium	Ability to group/organize and report appropriation sources and uses at the Legal Level of Budgetary Control (LLBC).		
706167	Medium	System orientation is based on Sources and Uses of funds, including: Direct Appropriation.		
706168	Medium	System orientation is based on Sources and Uses of funds, including: Tax Revenue.		
706169	Medium	System orientation is based on Sources and Uses of funds, including: Dedicated Revenue.		
706170	Medium	System orientation is based on Sources and Uses of funds, including: Transfers.		
706171	Medium	System orientation is based on Sources and Uses of funds, including: Carry forward.		
706172	High	System orientation is based on Sources and Uses of funds, including: Grants.		
706173	Medium	System orientation is based on Sources and Uses of funds, including: (10) User-Defined Sources/Uses of Funds.		
706174	Medium	System orientation is based on Sources and Uses of funds, including: High-level expense objects.		
706175	Low	Ability to organize budget requests and historical data by appropriation across multiple agencies.		
706176	Medium	Ability to optionally enter sub-appropriations into the budget system that roll up to appropriations.		
706177	Medium	Ability to enter budget requests in varying levels of detail within one appropriation.		
706178	Medium	Ability for authorized users to review, modify, and approve budget baseline and actuals.		
706179	High	Ability for Legislative Budget Office/State Budget Office to configure multiple budget forms.		
706180	High	Ability to develop the budget at the object of expenditure, source of funding and position information level by any Chart of Accounts field.		

Section: FIN-Budget Development, Budget Guidance (51 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706181	Medium	Capture the budget calendar.		
706182	Medium	Notify budget coordinators of the establishment of the calendar.		
706183	Medium	Use budget calendar dates as the trigger for user-defined e-mail alerts to budget coordinators to monitor budget completion status.		
706184	Medium	Capture revenue estimates in a budget version for comparison reporting.		
706185	Medium	Calculate revenue estimates based on user-defined rules applied to actual revenue collected and deposited in the prior 5 years.		
706186	Medium	Project revenues based on multiple step calculations.		
706187	Medium	Define formulas that will project revenues based on fixed rate adjustments.		
706188	Medium	Define formulas that will project revenues based on absolute dollar adjustments.		

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Section: FIN-Budget Development, Budget Guidance (51 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706189	Medium	Define formulas that will project revenues based on prior year expenditures.		
706190	Medium	Define formulas that will project revenues based on grant match rates.		
706191	Medium	Define of formulas that will project revenues based on statistical information.		
706192	Medium	Capture various levels of detail within the revenue estimates including, the fund, and revenue source code (at varying levels of the revenue code hierarchy) grant, and other elements of the Chart of Accounts.		
706193	High	Ability to view and access comparative data for revenue estimates, including prior, current and future year estimates, and prior and current year actual balances.		
706194	High	Ability to split estimates by month and report against monthly estimates.		
706195	Medium	Ability to capture 10 years of revenue projections.		
706196	Medium	Ability to seasonalize data before calculating projections.		
706197	Medium	Track all sources of revenue including Federal Funds Participation (FFP).		
706198	Medium	Capture spending forecasts across any element of the Chart of Accounts and allow values to be set to constants.		
706199	Medium	Capture spending forecasts for comparison to revenue estimates.		
706200	Medium	Calculate spending forecasts applied to actual or budgeted expenditures in prior or current years.		
706201	Medium	Calculate spending forecasts based on multiple step calculations.		
706202	Medium	Forecast expenditures based on fixed rate adjustments.		
706203	Medium	Forecast expenditures based on absolute dollar adjustments.		
706204	Medium	Forecast expenditures based on prior year expenditures.		
706205	Medium	Forecast expenditures based on budget amounts.		
706206	Medium	Forecast expenditures based on grant match rates.		
706207	Medium	Forecast expenditures based on statistical information.		
706208	High	Capture various levels of detail within the expenditure projections including: the Appropriation Line Item and fund, and expenditure code (at varying levels of the expenditure code hierarchy), grant, project, and other elements of the Chart of Accounts structure.		
706209	Medium	Allow definition of budget request control totals by fund or any level of the fund structure.		
706210	Medium	Limit users from entering requests that exceed control totals.		
706211	Medium	Allow core budget levels to be created as a budget version based on either the spending forecasts or prior year actual expenditures by appropriation line item, fund, and expenditure object code (or any level of the expenditure object code hierarchy).		
706212	Medium	Calculate core budget levels based on revenue estimates or spending forecasts.		
706213	Medium	Allow core budget levels to be defined at any level of the Chart of Accounts.		

**State of West Virginia RFP for ERP Software and Services
Appendix M: Functional and System-wide Requirements**

Section: FIN-Budget Development, Budget Guidance (51 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706214	Medium	Accept fields for one-time revenues and costs and allow these to be excluded from budget copies.		
706215	Medium	Prevent baseline budgets from being loaded into invalid line items.		
706216	Medium	Provide detail for personal services estimates at all levels of the Chart of Accounts.		
706217	Medium	Allow positions (filled, budgeted or planned) to be funded by multiple combinations of Chart of Accounts, at varying percentages and each assignment to be effective dated.		
706218	Medium	Allow users to calculate payroll projections based on filled and/or vacant (budgeted or planned) positions based on anticipated filled dates.		
706219	Medium	Calculate pay raises based on a schedule of planned raises, scheduled pay increase advancement, cost of living adjustments or other user-defined criteria.		
706220	Medium	Estimate healthcare and fringe benefit costs based on: personnel assignments to positions and/or historical fringe benefit ratios (by agency).		
706221	Medium	Capture narrative regarding payroll and fringe assumptions.		
706222	Medium	Provide aggregate detailed payroll projections across the Chart of Accounts hierarchies.		
706223	Medium	Include a narration of the impact of new positions on the budget.		
706224	Medium	Link positions to funding sources.		
706225	Medium	Ability to include additional compensation items on positions.		
706226	Medium	Allow users to define budget forms including instructions, requested amounts for any combination of Chart of Accounts structure, narrative descriptions, and narrative justifications.		
706227	Medium	Ability to define business rules for each form (e.g. totals within form or across forms must be within control totals).		
706228	Medium	Distribute instructions electronically.		
706229	Medium	Ability to identify a program as a continuation or expansion.		
706230	Medium	Relate budget line items to a state-wide program.		
706231	Medium	Provide field to capture narrative explanations of budget variances from one year to the next.		

Section: FIN-Budget Development, Agency Budget Submission (95 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706232	Medium	Designate core or supplemental budget requests within each version.		
706233	Medium	Ability for agencies to invoke the budget caps on a version by version basis.		
706234	Medium	Capture the grant revenue for grant related budget requests and revenue projections.		
706235	Medium	Display variances between grant related agency budget requests and federal fund revenue estimates.		
706236	Medium	Identify collection of revenue by source.		

**State of West Virginia RFP for ERP Software and Services
Appendix M: Functional and System-wide Requirements**

Section: FIN-Budget Development, Agency Budget Submission (95 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706237	Medium	Identify distribution of revenue by source.		
706238	Medium	Calculate personnel attrition rates for agencies and programs.		
706239	Medium	Calculate early retirement incentives and payoff costs.		
706240	Medium	Calculate comp time payout for anticipated retirements.		
706241	Medium	Calculate vacancy rates for positions by any level of the organization structure.		
706242	Medium	Generate a report on a six year basis, for example, prior year actuals, current year actuals, current year budget, and the future year(s) budget.		
706243	Medium	Ability to control ceilings on planned, budgeted or authorized positions for each agency.		
706244	Medium	Provide a roster and a view of filled positions, vacant positions, and planned/budgeted positions.		
706245	Medium	Allow the user to flag positions for inclusion in the salary projections.		
706246	Medium	Project position salaries based on filled positions, flagged vacant positions, and planned positions based on planned filled dates, full-time equivalence, salary or hourly rate for any level of the Chart of Accounts structure.		
706247	Medium	Ability to filter personnel roster and provide view of budgeted and unbudgeted positions.		
706248	Medium	Provide budget position control at multiple organizational levels.		
706249	Medium	Provide budget position control at the agency level.		
706250	Medium	Ability to project position salaries for multiple years.		
706251	Medium	Flag budgeted positions that have exceeded appropriations.		
706252	Medium	Ability to manage positions that are planned, authorized and vacant.		
706253	Medium	Ability to limit aggregated budgeted positions to the attributed funding source appropriated and allotted to those positions.		
706254	Medium	Record and track justification for position changes.		
706255	Medium	Ability to reclassify and carry these reclassifications into the salary estimates.		
706256	Medium	Ability to build salary projections for vacant positions using different assumptions about pay increases.		
706257	Medium	Ability to project position budget changes at varying levels, including globally.		
706258	Medium	Ability to project position budget changes at varying levels, including at the individual position level.		
706259	Medium	Budget for overtime in user-defined increments, shift differentials, and compensatory relief time.		
706260	Medium	Designate call-back pay as a separate object code.		
706261	Medium	Effective date changes to positions and provide cost projections and savings at different time periods to maintain position control.		
706262	Medium	Calculate payroll projections based on an increase or decrease in positions.		
706263	Medium	Calculate payroll projections based on transfers by different time periods.		

State of West Virginia RFP for ERP Software and Services
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Section: FIN-Budget Development, Agency Budget Submission (95 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706264	Medium	Ability to do "what if" modeling for payroll projections.		
706265	Medium	Cost out new positions at multiple grades and pay increases by division and department.		
706266	Medium	Project fringe benefits within a payroll estimate based on position funding assignments.		
706267	Medium	Ability to project a future fringe factor.		
706268	Medium	Ability to calculate early retirement projections specific to each agency.		
706269	Medium	Ability to update healthcare costs to project future payroll costs.		
706270	Medium	Provide cash forecasting tools for Special Revenue funds.		
706271	Medium	Provide agency flexibility to build a budget from top-down or bottom-up.		
706272	Medium	Flag agency entries that do not match core levels or that exceed the cap but not restrict them from being saved.		
706273	Medium	Allow agencies to set absolute caps on the number of new proposals or expansions submitted by lower level organizational units.		
706274	Medium	Allow agencies to define their budget build-up by any element of the Chart of Accounts and aggregate the results to the appropriation level.		
706275	Medium	Ability to set targets for divisions or lower level organization units at absolute numbers for a new proposal or expansion by division or deputy.		
706276	Medium	Ability to set limits at any level of the Chart of Accounts structure.		
706277	Medium	Ability to make budget adjustments at any level of the Chart of Accounts structure.		
706278	Medium	Ability to establish limits on positions and/or FTEs at the lower levels of the organization structure.		
706279	Medium	Ability to set dollar limits at any level of Chart of Accounts structure.		
706280	Medium	Allow users to establish effective start and end dates for submissions by different elements of the Chart of Accounts structure.		
706281	Medium	Capture agency defined controls in a table-based structure.		
706282	Medium	Ability to over-ride the agency budget controls.		
706283	Medium	Ability to "freeze" the budget from changes.		
706284	Medium	Ability to default coding for any budget line.		
706285	Medium	Maintain and track versions for reporting purposes.		
706286	Medium	Maintain at least 15 versions available to each agency for budget preparation.		
706287	Medium	Ability to budget and report by organizational unit.		
706288	Medium	Ability to make budget adjustments at any level of the Chart of Accounts elements from submitted budget requests.		
706289	Medium	Flag funds that have a projected negative cash fund balance at the end of the year.		
706290	Medium	Capture agency suggested budget language at either the budget object, task, activity, grant, program, and operating transactions.		

State of West Virginia RFP for ERP Software and Services
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Section: FIN-Budget Development, Agency Budget Submission (95 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706291	Medium	Ability to structure the budget presentation for each agency by user-defined combinations of the Chart of Accounts elements.		
706292	Medium	Capture and report standardized data on agency mission, goals, and performance measures.		
706293	Medium	Ability to add accounts/structure for elements not represented in the State's Financial system.		
706294	Medium	Ability to add additional descriptive information (e.g., long names, purpose) to Chart of Accounts elements imported from the State's financial system to improve data available for reporting and decision-making purposes.		
706295	Medium	Ability to establish multiple roll-ups of budget data across agencies to present enterprise benchmarks, compare agency-to-agency, function-to-function, etc.		
706296	Medium	Ability to create multiple, user-definable attributes that can be associated with various expenditures (e.g., state-wide categories, functional activities, "priorities of government", etc.		
706297	Medium	Ability to divide historical, current, and budgeted data (e.g., by percentage) for purposes of re-categorization and reporting.		
706298	Medium	Ability to present historical and current budget data for analysis: Six year historical budget and actual data.		
706299	Medium	Ability to present historical and current budget data for analysis: Monthly and Year-to-Date Actuals.		
706300	Medium	Ability to present historical and current budget data for analysis: Current Year Budget.		
706301	Medium	Ability to present historical and current budget data for analysis: Current Year Forecast Actuals.		
706302	Medium	Ability to present historical and current budget data for analysis: Next Year Budgeted.		
706303	Medium	Ability to present historical and current budget data for analysis: Minimum of Four Years Projected Budget.		
706304	Medium	Copy current year appropriations into future budget years.		
706305	Medium	Forecast revenue detail by agency and revenue source, which can be copied into future budget years.		
706306	Medium	Ability to create adjustments to the base budget at the appropriation account level.		
706307	Medium	Ability to define adjustment types adjustment categories.		
706308	Medium	Capture, display, and report descriptive information for base adjustments, forecast updates, and other adjustment types established by the State.		
706309	Medium	Ability to adjust the current year "base" for forecast programs.		
706310	Medium	Calculate and apply across-the-board adjustments to the Chart of Accounts elements.		
706311	Medium	Report current year appropriations +/- base adjustments as the forecast base.		
706312	Medium	Associate descriptive text on the purpose of forecast updates.		
706313	Medium	Identify historical and requested transfers between agencies and programs and capture descriptive text regarding the purpose of the transfer.		
706314	Medium	Report and reconcile anticipated transfers between agencies and programs to ensure that transfers are properly balanced at the state-wide level.		
706315	Medium	Develop expenditure and revenue forecasts at the beginning of the fiscal year, based on prior year actuals.		

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Section: FIN-Budget Development, Agency Budget Submission (95 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706316	Medium	Apply percentage increase/decrease to any line item category in the budget and assess impact on budget as a whole.		
706317	Medium	Perform multiple calculation methodologies for statistical, real, nominal (revenue and expenditure) account budget monitoring and "forecasting".		
706318	Medium	Compare current year trend analysis with actual data from ten (10) years prior, either as a report or inquiry.		
706319	Medium	Ability to apply different forecasting calculations to the same line item in different organizational units.		
706320	Medium	Ability to apply different forecasting calculations to different line items in the same organizational unit.		
706321	Medium	Ability to display multiple forecasts for the same line item using different forecasting techniques and permit selection of the most appropriate calculation.		
706322	Medium	Obtain and store data components for budget preparation "forecasting" (e.g., negotiated salaries, legislative mandates, economic factors, administrative considerations, etc.).		
706323	Medium	Ability to forecast "what if" impact of agency restructuring by identifying additional positions, functions, costs, etc.		
706324	Medium	Ability to project year-end revenues and expenditures using appropriate methodologies (e.g., straight-line, straight-line adjusted, moving average, economic indicators, etc.).		
706325	High	Ability to allow non-state agencies to complete and upload budget information into the budget module.		
706326	Medium	Ability to combine budget information from different state agencies into a master agency budget request, i.e. Mental Health.		

Section: FIN-Budget Development, Governor's Budget (35 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706327	Medium	Capture the federal and state share of grants/contracts (source of funds) at the appropriation line item level for the Revenue Fund Budget.		
706328	Medium	Report both current year appropriations and current year spending estimates by any level of the Chart of Accounts elements.		
706329	Medium	Evaluate completeness of agency budget requests.		
706330	Medium	Electronically notify users when a budget version is available for use.		
706331	Medium	Calculate and identify funds that may be in a negative cash position by adding current year beginning cash balances to the net of the current year and requested year appropriations and revenue estimates by fund and budget fiscal year.		
706332	Medium	Alert users when the calculated fund balance is negative.		
706333	Medium	Allow attachment of files to individual versions of the budget request.		
706334	Medium	Revise a budget version while preserving the integrity of the original.		
706335	Medium	Update revenue estimates, current year spending estimates, or appropriation requests to resolve out-of-balance funds.		
706336	Medium	Allow Legislature and Budget Office to initiate budget line items not included in the original agency budget submission.		
706337	Medium	Allow Legislature and Budget Office to enter new line item recommendations at any level of the Chart of Accounts elements.		
706338	Medium	Display agency requests as "change items," and summarize, categorize, and report.		

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Section: FIN-Budget Development, Governor's Budget (35 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706339	Medium	Define change items in progressive levels of budgetary detail for: Net budgetary impact.		
706340	Medium	Define change items in progressive levels of budgetary detail for: Fund-Revenue/Expenditure breakout.		
706341	Medium	Define change items in progressive levels of budgetary detail for: High-level Revenue Source codes.		
706342	Medium	Define change items in progressive levels of budgetary detail for: Major Objects.		
706343	Medium	Define change items in progressive levels of budgetary detail for: Sub-Objects.		
706344	Medium	Define change items in progressive levels of budgetary detail for: Programs.		
706345	Medium	Define change items in progressive levels of budgetary detail for: (10) User-Defined Fields.		
706346	Medium	Define a change item affecting multiple agencies.		
706347	Medium	Route change items through a workflow process for review and approval.		
706348	Medium	Define presentation levels by agency and by bill.		
706349	Medium	Gather and summarize agency "requests".		
706350	Medium	Ability to enter text or attach supporting electronic files.		
706351	Medium	Present data on the basis of "base" plus "decision items".		
706352	Medium	Allow data entry in multiple budget stages during budget preparation.		
706353	Medium	Define and track multiple categories or rankings for decision items.		
706354	Medium	Ability to create up to four (4) versions within one decision item with the System providing the ability to associate different dollar costs with each of the four versions.		
706355	Medium	Create decision items status indicators.		
706356	Medium	Prevent updating budget information after it has been submitted for review.		
706357	Medium	Ability to view progress or status of a submitted budget.		
706358	Medium	Ability to "lock" budgets at any phase of the budget process.		
706359	Medium	Ability to unlock a frozen budget at the agency level, unless it has already been submitted to Legislature and/or Budget Office.		
706360	Medium	Collect and store agency-level financial and analytical information.		
706361	Medium	Ability to roll budgets into Legislative Budget Office program hierarchy.		

Section: FIN-Budget Development, Legislative Tracking (11 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706362	Medium	Track the budget status during the legislative process by identifying and tracking the following differences by fund for revenues and expenditure by major omnibus bill area for: Proposed Budget.		
706363	Medium	Track the budget status during the legislative process by identifying and tracking the following differences by fund for revenues and expenditure by major omnibus bill area for: Governor's Proposed Budget.		

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Section: FIN-Budget Development, Legislative Tracking (11 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706364	Medium	Track the budget status during the legislative process by identifying and tracking the following differences by fund for revenues and expenditure by major omnibus bill area for: Legislative Budget Office Budget Recommendation.		
706365	Medium	Track the budget status during the legislative process by identifying and tracking the following differences by fund for revenues and expenditure by major omnibus bill area for: Final Enacted Budget.		
706366	Medium	Track the budget status during the legislative process by identifying and tracking the following differences by fund for revenues and expenditure by major omnibus bill area for: House omnibus bill.		
706367	Medium	Track the budget status during the legislative process by identifying and tracking the following differences by fund for revenues and expenditure by major omnibus bill area for: Senate omnibus bill.		
706368	Medium	Track the budget status during the legislative process by identifying and tracking the following differences by fund for revenues and expenditure by major omnibus bill area for: Conference Committee.		
706369	Medium	Track the budget status during the legislative process by identifying and tracking the following differences by fund for revenues and expenditure by major omnibus bill area for: Governor's Adjustment Memo.		
706370	Medium	Track the budget status during the legislative process by identifying and tracking the following differences by fund for revenues and expenditure by major omnibus bill area for: Amendments.		
706371	Medium	Accommodate varying legislative committee and bill structures.		
706372	Medium	Allow authorized users to review and enter budget decisions.		

Section: FIN-Budget Development, Review and Enact Appropriation Bill (19 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706373	Medium	Provide for two controlling budgets (Appropriation and Agency Operating Budget).		
706374	Medium	Ability to provide state-wide program designation at the line item level.		
706375	Medium	Ability to define control levels at the grant, program, or project detail level.		
706376	Medium	Ability to define control levels by grant period versus fiscal year.		
706377	Medium	Ability to establish a reserve amount that cannot be expended (un-appropriated).		
706378	Medium	Ability to define the budgetary control period (monthly, quarterly, semi-annual and annual).		
706379	Medium	Permit authorized users to view revenues and revenue component decomposition.		
706380	Medium	Ability to create interim appropriations.		
706381	Medium	Permit Authorized users to view budget request and line item veto in as passed version.		
706382	Medium	Permit Authorized users to view budget request and line item modification in as passed version.		
706383	Medium	Ability to control appropriations and re-appropriations by appropriation, major object, program, and Fiscal Year or relevant levels of detail.		
706384	High	Automatically load appropriations and re-appropriations.		
706385	Medium	Capture planned amounts such as General Fund revenue estimates.		

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Section: FIN-Budget Development, Review and Enact Appropriation Bill (19 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706386	Medium	Establish rules to adjust appropriations based on General Fund revenue estimates.		
706387	Medium	Reconcile the recommended budget to the forecast and enacted budget by identifying net changes.		
706388	Medium	Reconcile the enacted budget to the legal level of control as required in the State Financial system.		
706389	Medium	Ability to select specific budget data and record or export the final adopted budget data.		
706390	Medium	Ability to selectively update budget data from the State's Financial system.		
706391	Medium	Ability to organize budget data and report enacted budget by omnibus bill.		

Section: FIN-Budget Development, Internal Agency Budget (33 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706392	Medium	Monitor disbursement estimates by providing previous estimates and variances.		
706393	Medium	Flag disbursement estimates with user-defined variances for review.		
706394	Medium	Monitor spending at multiple levels of control including central and agency levels.		
706395	Medium	Ability to establish limits on positions and/or FTEs at the lower levels of the organization structure.		
706396	Medium	Ability to set budgetary control at any level of Chart of Accounts.		
706397	Medium	Establish effective start and end dates for agency budgets by different elements of the Chart of Accounts.		
706398	Medium	Capture agency defined controls in a table-based structure.		
706399	Medium	Ability to override the agency budget controls.		
706400	Medium	Ability to perform and save "what if" scenarios (including parameters) at the Agency and Statewide levels.		
706401	Medium	Ability to analyze fee-supported activities.		
706402	Medium	Ability to generate a 5-year forecast for expenditures and revenues.		
706403	Medium	Ability to produce "rolling" forecasts based on user-defined forecasting methodology.		
706404	Medium	Provide a spreadsheet presentation (format) for end-users to prepare or modify the budget request.		
706405	Medium	Provide for application of percentage increase or decrease to a budgeted category.		
706406	Medium	Ability to develop standard rates to be established and saved that can be applied during the budget development process.		
706407	Medium	"Push" via workflow budget forms out to departments electronically for budget preparation.		
706408	Medium	Return completed budget forms to the Agency Budget Office electronically via workflow.		
706409	Medium	Ability to create an agency level/department budget using the following: Zero balances in all accounts.		
706410	Medium	Ability to create an agency level/department budget using the following: Current year's original budget.		
706411	Medium	Ability to create an agency level/department budget using the following: Last year's budgeted total.		

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Section: FIN-Budget Development, Internal Agency Budget (33 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706412	Medium	Ability to create an agency level/department budget using the following: Last year's actuals.		
706413	Medium	Ability to create an agency level/department budget using the following: Last year's statistics.		
706414	Medium	Ability to create an agency level/department budget using the following: Current year's budget or actual +/- a percentage.		
706415	Medium	Ability to create an agency level/department budget using the following: Previous year's budget or actual +/- a percentage.		
706416	Medium	Ability to create an agency level/department budget using the following: Straight line projection.		
706417	Medium	Ability to create an agency level/department budget using the following: Projection based on percentage of last year's actual.		
706418	Medium	Ability to create an agency level/department budget using the following: Projection based on user-defined formula - including statistical information.		
706419	Medium	Ability to create an agency level/department budget using the following: Projection based on estimated actuals from current year.		
706420	Medium	Ability to create an agency level/department budget using the following: Last Year's Adjusted Budget.		
706421	Medium	Ability to create an agency level/department budget using the following: escalations.		
706422	Medium	Ability to create an agency level/department budget using the following: divided by funding source.		
706423	Medium	Ability to create an agency level/department budget using the following: non-recurring items.		
706424	Medium	Ability to create an agency level/department budget using the following: Current year's appropriation.		

Section: FIN-Budget Development, Revise Appropriation (17 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706425	Medium	Separately identify, track, and control appropriation adjustments at various levels.		
706426	Medium	Track legal authority for various appropriation adjustments.		
706427	Medium	Track appropriation transfers, re-appropriation, and adjustments.		
706428	Medium	Ability to update ten year revenue forecasts based on user-defined variables.		
706429	Medium	Capture estimated federal reimbursements.		
706430	Medium	Capture and require certification of the amount of local funds when capital funds are used.		
706431	Medium	Assign and un-assign appropriations at the line item level.		
706432	Medium	Capture justification for appropriation adjustments at varying levels of detail.		
706433	Medium	Flag agency requests for Office of Budget approval.		
706434	Medium	Ability for Office of Budget to approve, reject or defer request.		
706435	Medium	Ability to trigger additional justification to be captured based on Office of Budget request.		
706436	Medium	Allow multiple authorized users to select requests in the queue for Office of Budget to evaluate.		
706437	Medium	Ability to transfer outstanding encumbrances along with the transferred budget to support agency and program re-organizations.		

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Section: FIN-Budget Development, Revise Appropriation (17 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706438	Medium	Ability to update current year and projected current spending and revenues for all State funds.		
706439	Medium	Ability to enter forecast adjustments at the appropriation account level and update attached spending detail.		
706440	Medium	Capture changes to the original recommendation and publish changes to the budget document.		
706441	Medium	Reconcile the revised budget to the original budget by identifying changes between the two documents.		

Section: FIN-Budget Development, Performance Budget (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706442	Medium	Employ selective use of performance measures and budgets.		
706443	Medium	Perform performance based budgeting.		
706444	Medium	Capture statistical data to track performance measures.		
706445	Medium	Interface with other systems to capture performance data.		
706446	Medium	Create reports based on statistical performance measures.		
706447	Medium	Identify budget fields that are zero based or performance based budgets.		
706448	Medium	Establish relationships between performance statistics and financial data.		
706449	Medium	Develop performance budgeting tools.		

Section: FIN-Budget Development, Prepare Capital Budget (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706450	Medium	Capture effective start and end dates for capital budgets.		
706451	Medium	Capture capital budgets.		
706452	Medium	Manage a one year appropriation period for capital budget.		
706453	Medium	Capture, identify, track and view a list of earmarks within the line item.		
706454	Medium	Report on earmarks.		
706455	Medium	Automatically flag and track status of earmarks in the State-Wide Financial system.		
706456	Medium	Report from project inception to end date capturing lifetime statistics.		
706457	Medium	Report on effective dates and start and end dates for capital projects.		

Section: FIN-Budget Development, Produce Budget Book (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706458	Medium	Create varying page templates for presentation of budget information by agency.		
706459	Medium	Create page templates that incorporate both financial information and supporting information, such as text or graphics.		

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Section: FIN-Budget Development, Produce Budget Book (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706460	Medium	Organize the budget document using a hierarchical structure to place the various components of the document in production order.		
706461	Medium	Ability to either display (printed), suppress, or optionally delete from the structure.		
706462	Medium	Support "drag-and-drop" functionality to organize the budget document.		
706463	Medium	Ability to produce multiple budget formats/presentation structures.		
706464	Medium	Ability to place change items in the document outline by agency.		
706465	Medium	Ability to package cross-agency initiatives, including explanatory materials and related change items.		
706466	Medium	Produce high quality (at least 600 dpi) final budget document pages.		
706467	Medium	Produce budget reports and documents in PDF format.		
706468	Medium	Produce ADA compliant budget document.		
706469	Medium	Produce camera-ready output.		
706470	Medium	Produce the table of contents and index for the budget document.		
706471	Medium	Provide the user a function to create or enter footnotes and comments for budget publications.		
706472	Medium	Produce both the Budget and the Budget Overview from a wide variety of source files, including system output from the database.		
706473	Medium	Produce historical, current year projections and proposed budget data at any level of the hierarchical structure in a high quality printed form.		
706474	Medium	Include performance measures and results in the budget document.		
706475	Medium	Incorporate charts, graphs, spreadsheets, etc. in the budget document.		
706476	Medium	Automatically update charts, graphs, spreadsheets, etc., when data stored in budget system is altered.		
706477	Medium	Support desktop publishing capabilities.		
706478	Medium	Incorporates non-budget information into the budget document such as the glossary.		
706479	Medium	Incorporate objects from various sources, including commercial clipart and photos.		
706480	Medium	Perform spell and grammar check.		
706481	Medium	Support concurrent user access to budget document publisher for preparation and editing purposes.		
706482	Medium	Ability to electronically review and approve documents during pre-publication review.		
706483	Medium	Ability to import from and export to State of West Virginia standard spreadsheet, word processing, and other OLE compliant packages.		
706484	Medium	Manage online publication processes to create bookmarks, maintain web links embedded in documents, and provide for proper pagination.		
706485	Medium	Utilize a find/replace function to locate specific details and make changes to them across an entire document.		

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Section: FIN-Budget Development, Produce Budget Book (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706486	Medium	Support concurrent user access to budget document for preparation and editing purposes.		

Section: FIN-Budget Development, Produce Budget Bill (14 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706487	Medium	Create varying page templates for presentation of budget information.		
706488	Medium	Create page templates that incorporate both financial information and supporting information, such as text.		
706489	Medium	Organize the budget bill using a hierarchical structure to place the various components of the bill in production order.		
706490	Medium	Ability to either display (printed), suppress, or optionally delete from the structure.		
706491	Medium	Support "drag-and-drop" functionality to organize the budget bill.		
706492	Medium	Ability to produce multiple budget formats/presentation structures.		
706493	Medium	Produce ADA compliant budget bill.		
706494	Medium	Produce camera-ready output.		
706495	Medium	Produce the table of contents and index for the budget bill.		
706496	Medium	Provide the user a function to create or enter footnotes and comments for budget bill.		
706497	Medium	Perform spell and grammar check.		
706498	Medium	Support concurrent user access to budget bill for preparation and editing purposes.		
706499	Medium	Ability to electronically review and approve budget bill during pre-publication review.		
706500	Medium	Manage online publication processes to create bookmarks, maintain web links embedded in the bill, and provide for proper pagination.		

Section: FIN-Budget Development, Information Access and Reporting (13 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706501	High	Develop preformatted reports allowing users to select from a standard assortment of parameters to customize the output to fit their needs.		
706502	Medium	Produce historical, current, and projected data down to the lowest common level of detail available in the Chart of Accounts structure.		
706503	Medium	Generate ad hoc budget queries at any stage of development, including final budget signed into law.		
706504	Medium	Generate agency budget request that displays base and change items.		
706505	Medium	Generate "sources and uses" budget request summary reports by combinations of the Chart of Accounts structure.		
706506	Medium	Generate detail revenue and expense budget information, including base and changes to base by any combination of the Chart of Accounts structure.		
706507	Medium	Incorporate text and other non-financial data on system reports, along with financial data.		

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Section: FIN-Budget Development, Information Access and Reporting (13 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706508	Medium	Report base and change item budget information by any element in the Chart of Accounts.		
706509	Medium	Report real-time status on the budget development process.		
706510	Medium	Generate reports with drill-down capabilities from budgeted summary categories to line item detail.		
706511	Medium	Display information graphically.		
706512	Medium	Ability to drill down from budget to all underlying data of the graph by clicking on area of the graphic presentation.		
706513	Medium	Ability to drill down from any dollar amount field to supporting data within the budget entry screen.		

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Section: FIN-Budgetary Control, General (48 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706514	High	General Ledger budgetary control is fully integrated with the receivables, payables, purchasing, inventory, payroll, cost allocation and human resources modules to ensure that all transactions using or affecting budget (appropriation, grant, project, operating budget) authority are validated online, real-time against up-to-date budget totals based on established budgetary controls.		
706515	Low	Provide ability to control by expenditure group, giving the user the Provide ability to designate a "no spending" control.		
706516	Medium	Tracks transaction detail at the level of entry.		
706517	High	Provides multiple levels of controls for operating budgets.		
706518	Medium	Provide ability to override appropriation, operating budget, grant, project, and contract budget edits with the appropriate security authority for each type of budget, without opening the budget to other users.		
706519	Medium	Provides an indicator that determines whether payroll transactions are edited against the appropriation, operating budget, grant, and project budgets.		
706520	Medium	Provides separate data entry and document types for appropriation and operating budget transactions.		
706521	Medium	Separately tracks original budget, budget adjustment, and budget transfer line items for each appropriation.		
706522	Medium	Separately tracks original budget, budget adjustment, and budget transfer line items for each operating budget.		
706523	Medium	Perform a fund control edit to ensure that allotments do not exceed the available appropriation balance.		
706524	Medium	Perform a fund control edit to ensure that pre-encumbrances and encumbrances do not exceed the available appropriation balance.		
706525	Medium	Perform a fund control edit to ensure that expenditures do not exceed the available allotment balance.		
706526	Medium	Provide appropriation budgetary controls by user-defined combinations of the elements/element hierarchies shown below: Fund Structure.		
706527	Medium	Provide appropriation budgetary controls by user-defined combinations of the elements/element hierarchies shown below: Agency/Department.		
706528	Medium	Provide appropriation budgetary controls by user-defined combinations of the elements/element hierarchies shown below: Organization Structure (e.g., Agency, Division, Section).		
706529	Medium	Provide appropriation budgetary controls by user-defined combinations of the elements/element hierarchies shown below: Program Structure.		
706530	Medium	Provide appropriation budgetary controls by user-defined combinations of the elements/element hierarchies shown below: Appropriation Structure (currently Fund, Fiscal Year, Process Fiscal Year, Organization and Activity).		
706531	Medium	Provide appropriation budgetary controls by user-defined combinations of the elements/element hierarchies shown below: Location.		
706532	Medium	Provide appropriation budgetary controls by user-defined combinations of the elements/element hierarchies shown below: Project Structure.		
706533	Medium	Provide appropriation budgetary controls by user-defined combinations of the elements/element hierarchies shown below: Expenditure / Revenue Sub-Object Structure.		

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Section: FIN-Budgetary Control, General (48 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706534	Medium	Provide appropriation budgetary controls by user-defined combinations of the elements/element hierarchies shown below: General Ledger Account.		
706535	Medium	Provide appropriation budgetary controls by user-defined combinations of the elements/element hierarchies shown below: Grant Structure.		
706536	Medium	Provide appropriation budgetary controls by user-defined combinations of the elements/element hierarchies shown below: Function.		
706537	Medium	Provide appropriation budgetary controls by user-defined combinations of the elements/element hierarchies shown below: Activity.		
706538	Medium	Provide appropriation budgetary controls by user-defined combinations of the elements/element hierarchies shown below: Expenditure Group (i.e., Major Line of Expenditure) See budget development requirements.		
706539	Medium	Provide appropriation budgetary controls by user-defined combinations of the elements/element hierarchies shown below: Budget Year.		
706540	Medium	Agencies record expenditures at the time the invoice is processed but cash is not posted until payment is made. Provide ability to identify expenditures and cash expenditures.		
706541	Low	Provides multi-year appropriation budgetary control.		
706542	Medium	Provides appropriation budgetary control at varying levels and combinations of the Chart of Accounts to be specified by authorized users. (i.e., 3rd level of fund; 2nd level of agency, 3rd level of expenditure group).		
706543	Medium	Provides an indicator, for each appropriation, that determines if commitments are included in the available appropriation budget edit.		
706544	Medium	Provides an indicator, for each appropriation, that determines if encumbrances are included in the available appropriation budget edit.		
706545	Medium	Edit commitments, encumbrances, and expenditures against the appropriation distributed budget (e.g., by fund, appropriation and major line of expenditure).		
706546	Medium	Provide ability to carry forward appropriation balances to the next period, based on user-defined criteria.		
706547	Medium	Roll up budget details to a user-defined summary level.		
706548	Medium	Distribute the adopted budget (summary level) and budget adjustments to detail Account and Organization levels based on user-defined criteria.		
706549	Medium	Edits all transactions to ensure that appropriation budget is available before posting the transaction.		
706550	Medium	Prevent transactions not meeting available appropriation budget by user-defined criteria for those appropriations with absolute control from being transmitted to the next approval stage.		
706551	Medium	Prevent transactions not meeting available expenditure group (i.e., major line of expenditure, see budget development requirements "----") budget for those appropriations with absolute control from being transmitted to the next approval stage.		
706552	Medium	Individual agency, fund, and appropriation budgetary control options in the system include: Absolute Control - prevents transaction from processing, may not be overridden.		

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Section: FIN-Budgetary Control, General (48 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706553	Medium	Individual agency, fund, and appropriation budgetary control options in the system include: Override Control - prevents transaction from processing with the ability to override error with appropriate security.		
706554	Medium	Individual agency, fund, and appropriation budgetary control options in the system include: Warning - provides warning message but allows transaction to process.		
706555	Medium	Individual agency, fund, and appropriation budgetary control options in the system include: No Control - allows transaction to process without warning.		
706556	Medium	Provides a flag that sets the default appropriation control option (i.e., absolute, override, warning, no control).		
706557	Medium	Provides multiple levels of appropriation budgetary control (i.e., absolute, override, warning, no control).		
706558	Medium	Provides an on-line inquiry screen that displays original appropriation, appropriation adjustments, appropriation transfers, reductions/holdbacks, original allotment, allotment adjustment, allotment transfers, allotment reductions/holdbacks, commitments, encumbrances, expenditures, revenue, and calculated budget. The numbers displayed should reflect posted and unposted (saved but not posted) transactions.		
706559	Medium	Provides an on-line inquiry screen that displays original appropriation, appropriation adjustments, appropriation transfers, reductions/holdbacks, original allotment, allotment adjustment, allotment transfers, allotment reductions/holdbacks, commitments, encumbrances, expenditures, revenue, and calculated budget. The numbers displayed should reflect posted transactions.		
706560	Medium	Provide the ability to drill down from the appropriation budget error message to the budget inquiry screen and automatically retrieve budget data.		
706561	Medium	Provides on-line inquiry screens that display the appropriation budget, adjustments, transfers, reduction/holdbacks, commitments, encumbrances, expenditures, revenues, and available budget data at varying levels of the Chart of Accounts structure, including by major line of expenditure.		

Section: FIN-Budgetary Control, Fund Accounting (78 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706562	High	Simultaneously support multiple bases of accounting for the appropriate fund types, including but not limited to: Cash basis.		
706563	High	Simultaneously support multiple bases of accounting for the appropriate fund types, including but not limited to: Modified cash basis.		
706564	High	Simultaneously support multiple bases of accounting for the appropriate fund types, including but not limited to: Modified accrual basis.		
706565	High	Simultaneously support multiple bases of accounting for the appropriate fund types, including but not limited to: Accrual basis.		
706566	High	Simultaneously support multiple bases of accounting for the appropriate fund types, including but not limited to: Budgetary basis.		
706567	Medium	Provide ability to report expenditure activity on a cash basis (budgetary compliance and reporting) and accrual basis (CAFR reporting) within the same fund and to provide reconciling transaction reports as needed, including the transactions that may be reported in different fiscal years based on the method of reporting. For example, for transactions that need to update prior year non-cash accounts, but affect current year cash accounts, the system updates cash in the current year and sets up 'due to' and 'due from' appropriately across the fiscal years.		

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Section: FIN-Budgetary Control, Fund Accounting (78 Reqs)

<u>StmntID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706568	Medium	Properly account for inter-fund transfers of cash in accordance with GAAP and maintain the associated audit trail. Such transfers include loans, advances, intra/interfund transfers, intra/interfund services provided and used transactions, and reimbursement transactions.		
706569	Medium	Balance interfund receivable, payable, and operating transfer accounts within funds and agencies, as well as across the entire system.		
706570	Medium	Provide transaction edits at the fund, agency, or department level that permit, warn, or reject transactions across funds, based on user-defined allowable Chart of Accounts code combinations.		
706571	Medium	Perform a cash available edit and commit the transaction if it passes the edit or produce an error message if the transaction fails the edit. These edits will be performed for every transaction (including expenditure, revenue, or balance sheet accounts). Edit option to be controlled by Fund or group of Funds.		
706572	Medium	Allow for establishing funds that are exempt from cash available edits.		
706573	Medium	Perform an appropriated budget available edit and commits the transaction if it passes the edit or produces an error message if the transaction fails the edit. These edits will be performed for every transaction (including expenditure, revenue, or balance sheet accounts).		
706574	Medium	Perform an allotment budget available edit and commits the transaction if it passes the edit or produces an error message if the transaction fails the edit. These edits will be performed for every transaction (including expenditure, revenue, or balance sheet accounts).		
706575	Medium	Perform an operating budget available edit (which is user-defined) and commits the transaction if it passes the edit or produces an error message if the transaction fails the edit. These edits will be performed for every transaction (including expenditure, revenue, or balance sheet accounts).		
706576	Medium	Provide ability to record a transaction that uses both an Expenditure Object and a Balance Sheet Asset account. The transaction would be used for disbursing appropriated funds as an expenditure against the appropriation for budgetary purposes as well as an asset receivable for financial reporting, e.g., Loan Disbursements. The transaction should be posted uniformly against all subledgers including, but not limited to Grant Accounting and Project Accounting.		
706577	Medium	Provide ability to record a transaction that uses both Revenue sub-object account Code and Balance Sheet Asset account. The transaction would be used for receipting revenues and posting to appropriations for budgetary reporting as well as offsetting Asset Receivables for financial reporting, e.g., Receipt of Loan repayments. The transaction should be posted uniformly against all subledgers including, but not limited to Grant Accounting and Project Accounting.		
706578	Medium	Provide ability to record a transaction type that uses an Expenditure Object but does not edit or update the Appropriation or Operating Budget balance, i.e., the transaction posts an expenditure and related offsets to the general ledger, but does not affect appropriation or operating budget authority or be reflected in the calculated balance. The transaction should be posted uniformly against all subledgers including, but not limited to Grant Accounting and Project Accounting.		
706579	Medium	Provide ability to process transfers between funds.		
706580	Medium	Allow users to perform intra-agency and inter-agency fund transfers: real (i.e., cash), nominal (i.e., expenses).		
706581	Medium	Provide ability for one agency to process a payment to another agency for goods or services rendered without issuing a check.		
706582	Medium	Support a fund having multiple bank accounts. Including outside agency bank accounts.		
706583	Medium	Identify funds that have outside bank accounts.		

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Section: FIN-Budgetary Control, Fund Accounting (78 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706584	Medium	Provide ability to record and maintain the following non-financial data for each unique fund: Date Established.		
706585	Medium	Provide ability to record and maintain the following non-financial data for each unique fund: Purpose of Fund.		
706586	Medium	Provide ability to record and maintain the following non-financial data for each unique fund: Source of Revenue.		
706587	Medium	Provide ability to record and maintain the following non-financial data for each unique fund: Acceptable Uses.		
706588	Medium	Provide ability to record and maintain the following non-financial data for each unique fund: Legal Authority (for creation of fund).		
706589	Medium	Provide ability to record and maintain the following non-financial data for each unique fund: Date Closed.		
706590	Medium	Provide ability to record and maintain the following non-financial data for each unique fund: Fund Type.		
706591	Medium	Provide ability to record and maintain the following non-financial data for each unique fund: Fund Group.		
706592	Medium	Provide ability to record and maintain the following non-financial data for each unique fund: GAAP Fund Type.		
706593	Medium	Provide ability to record and maintain the following non-financial data for each unique fund: Investment - Trust Fund.		
706594	Medium	Provide ability to record and maintain the following non-financial data for each unique fund: Investment - IMB.		
706595	Medium	Provide ability to record and maintain the following non-financial data for each unique fund: Investment - BTI.		
706596	Medium	Provide ability to record and maintain the following non-financial data for each unique fund: Negative Cash Balance Allowed.		
706597	Medium	Provide ability to record and maintain the following non-financial data for each unique appropriation: Date Established.		
706598	Medium	Provide ability to record and maintain the following non-financial data for each unique appropriation: Purpose of Appropriation.		
706599	Medium	Provide ability to record and maintain the following non-financial data for each unique appropriation: Funding Source.		
706600	Medium	Provide ability to record and maintain the following non-financial data for each unique appropriation: Acceptable Uses.		
706601	Medium	Provide ability to record and maintain the following non-financial data for each unique appropriation: Legal Authority (for creation of appropriation).		
706602	Medium	Provide ability to record and maintain the following non-financial data for each unique appropriation: Date Closed.		
706603	Medium	Provide ability to record and maintain the following non-financial data for each unique appropriation: Appropriation Type.		
706604	Medium	Provide ability to record and maintain the following non-financial data for each unique appropriation: Multiple User-Defined Fields.		
706605	Medium	Provide ability to record and maintain the following financial data for each unique fund: Adopted Annual Appropriation.		
706606	Medium	Provide ability to record and maintain the following financial data for each unique fund: Adjusted Annual Appropriation.		
706607	Medium	Provide ability to record and maintain the following financial data for each unique fund: Agency Annual Budget.		
706608	Medium	Provide ability to record and maintain the following financial data for each unique fund: Original Allotment.		
706609	Medium	Provide ability to record and maintain the following financial data for each unique fund: Adjusted Allotment.		
706610	Medium	Provide ability to record and maintain the following financial data for each unique fund: Total Expenditures.		
706611	Medium	Provide ability to record and maintain the following financial data for each unique fund: Total Revenue.		

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Section: FIN-Budgetary Control, Fund Accounting (78 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706612	Medium	Provide ability to record and maintain the following financial data for each unique fund: Commitments.		
706613	Medium	Provide ability to record and maintain the following financial data for each unique fund: Encumbrances.		
706614	Medium	Provide ability to record and maintain the following financial data for each unique fund: Interfund Transactions.		
706615	Medium	Provide ability to record and maintain the following financial data for each unique fund: Fund Balance.		
706616	Medium	Provide ability to record and maintain the following financial data for each unique fund: Breakdown of fund balance into nonspendable, restricted, committed, assigned, and unassigned (GASB 54).		
706617	Medium	Provide ability to record and maintain the following financial data for each unique appropriation: Adopted Annual Appropriation.		
706618	Medium	Provide ability to record and maintain the following financial data for each unique appropriation: Adjusted Annual Appropriation.		
706619	Medium	Provide ability to record and maintain the following financial data for each unique appropriation: Agency Annual Budget.		
706620	Medium	Provide ability to record and maintain the following financial data for each unique appropriation: Original Allotment.		
706621	Medium	Provide ability to record and maintain the following financial data for each unique appropriation: Adjusted Allotment.		
706622	Medium	Provide ability to record and maintain the following financial data for each unique appropriation: Total Expenditures.		
706623	Medium	Provide ability to record and maintain the following financial data for each unique appropriation: Total Revenue.		
706624	Medium	Provide ability to record and maintain the following financial data for each unique appropriation: Commitments.		
706625	Medium	Provide ability to record and maintain the following financial data for each unique appropriation: Encumbrances.		
706626	Medium	Provide ability to record and maintain the following financial data for each unique appropriation: Interfund Transactions.		
706627	Medium	Provide ability to record and maintain the following financial data for each unique appropriation: Fund Balance.		
706628	Medium	Provide ability to record and maintain the following financial data for each unique appropriation: Breakdown of fund balance into nonspendable, restricted, committed, assigned, and unassigned (GASB 54).		
706629	Medium	Maintain expenditure and revenue details on a fund-by-fund basis.		
706630	Medium	Provide an on-line interfund/interagency reconciliation.		
706631	Medium	Provide for the maintenance of funds on the GAAP fund structure, which differs significantly from the statutory fund structure (currently defined by several elements of the Chart of Accounts including but not limited to Fund, Agency, Group, etc.).		
706632	High	Provide ability to enter appropriations on line or to upload from another system.		
706633	Medium	Provide ability to have hard budget controls set up at different appropriation levels.		
706634	Medium	Provide ability to set up "uncontrolled" or tracked appropriations.		
706635	Medium	Provide ability to reduce appropriation balance by encumbrances, expenditures and adjustments.		
706636	Medium	Provide ability to reduce available allotment balance by encumbrances, expenditures and adjustments.		
706637	Medium	Provide ability to limit certain appropriations (amount available) to lesser of the amount of revenue received or the amount appropriated.		

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Section: FIN-Budgetary Control, Fund Accounting (78 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706638	Medium	Provide ability to modify budgets (transfer budget) within the system with proper authority.		
706639	Low	Provide ability to set up and maintain multiple appropriations over multiple years with multiple levels of spending control.		

Section: FIN-Budgetary Control, Encumbrances (34 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706640	Medium	Generate appropriate type and stages of encumbrance based on type of "legal authority to spend" (approved contract, purchase order, etc.).		
706641	Medium	Adjust, change, supplement, or reduce existing encumbrances and commitments, maintaining an audit trail of all adjustments.		
706642	Medium	Encumbrance process should include the following data: Type of encumbrance.		
706643	Medium	Encumbrance process should include the following data: Date requested.		
706644	Medium	Encumbrance process should include the following data: Date set up.		
706645	Medium	Encumbrance process should include the following data: Chart of Accounts codes (multiple sets).		
706646	Medium	Encumbrance process should include the following data: Originating unit and contact info.		
706647	Medium	Encumbrance process should include the following data: Encumbrance number (auto-generated by type of encumbrance).		
706648	Medium	Encumbrance process should include the following data: Fiscal year.		
706649	Medium	Encumbrance process should include the following data: Description.		
706650	Medium	Encumbrance process should include the following data: Amount.		
706651	Medium	Encumbrance process should include the following data: Payee.		
706652	Medium	Encumbrance process should include the following data: Approval fields (allowing up to 10 levels of approval).		
706653	Medium	Encumbrance process should include the following data: Text fields (at least up to 5).		
706654	Medium	Encumbrance process should include the following data: Multiple vendor numbers.		
706655	Medium	Encumbrance process should include the following data: Contract Reference.		
706656	Medium	Encumbrance process should include the following data: Service Dates.		
706657	Medium	Encumbrance process should include the following data: Start and End Effective Dates.		
706658	Medium	Provides standard and user-defined year-end close encumbrance rules and functionality, including but not limited to: Carry-forward user-selected encumbrances as commitments.		
706659	Medium	Provides standard and user-defined year-end close encumbrance rules and functionality, including but not limited to: Carry-forward encumbrances based on user defined criteria using any element of the Chart of Accounts or fields associated with the Appropriation (e.g., appropriation type, fund source) or Fund.		
706660	Medium	Provides standard and user-defined year-end close encumbrance rules and functionality, including but not limited to: Non-selected encumbrances are not carried forward.		

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Section: FIN-Budgetary Control, Encumbrances (34 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706661	Medium	Provides standard and user-defined year-end close encumbrance rules and functionality, including but not limited to: Carry all encumbrances forward.		
706662	Medium	Provides standard and user-defined year-end close encumbrance rules and functionality, including but not limited to: Cancel blanket purchase orders (open commitments) that have no outstanding items on order at year end, with appropriate notification required.		
706663	Medium	Provides standard and user-defined year-end close encumbrance rules and functionality, including but not limited to: Create year end accruals.		
706664	Medium	Provides standard and user-defined year-end close encumbrance rules and functionality, including but not limited to: Carry-forward user-selected pre-encumbrances as commitments.		
706665	Medium	Maintain the same encumbrance document number on encumbrances that have been liquidated in one fiscal year and carried forward into the next fiscal year.		
706666	Medium	When encumbrances are selected to be carried forward, system is able to track them as prior year encumbrances based on criteria, including but not limited to appropriation type, specific appropriation, etc., with the following functionality: Encumbrances are reported by fund balance reserves and rolled forward to the current year.		
706667	Medium	When encumbrances are selected to be carried forward, system is able to track them as prior year encumbrances based on criteria, including but not limited to appropriation type, specific appropriation, etc., with the following functionality: Keeping prior year funding and tracking fund balance reserve by original budget year separately from the new current year fund balance reserve.		
706668	Medium	When encumbrances are selected to be carried forward, system is able to track them as prior year encumbrances based on criteria, including but not limited to appropriation type, specific appropriation, etc., with the following functionality: Liquidate prior year encumbrance from prior year budget reserve due to encumbrance cancellation or payment activity in the current year.		
706669	Medium	When encumbrances are selected to be carried forward, system is able to track them as prior year encumbrances based on criteria, including but not limited to appropriation type, specific appropriation, etc., with the following functionality: Report and display prior year encumbrance reserve separately from current year encumbrance reserves.		
706670	Medium	When encumbrances are selected to be carried forward, system is able to track them as prior year encumbrances based on criteria, including but not limited to appropriation type, specific appropriation, etc., with the following functionality: When the encumbrance is closed with a residual unspent amount, the residual amount is tracked and controlled separately and not added back to current year available funds.		
706671	Medium	When encumbrances are selected to be carried forward, system is able to track them as prior year encumbrances based on criteria, including but not limited to appropriation type, specific appropriation, etc., with the following functionality: When the encumbrance is closed with a residual unspent amount, the residual amount is added back to current year available funds.		
706672	Medium	Provide ability to close encumbrances by type of encumbrance.		
706673	Medium	Provide ability to generate various user-defined reports, based on any data field within the encumbrance and all chart of account elements.		

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Section: FIN-Budgetary Control, Operating Budget (53 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706674	Medium	Supports the use operating budgets. Note: the operating budget is separate from the appropriation budget and is used to control budgets at a lower or different level of detail than the appropriation budget.		
706675	Medium	Provides operating budgetary controls for each agency with user-defined combinations of the elements shown below: Fund Structure.		
706676	Medium	Provides operating budgetary controls for each agency with user-defined combinations of the elements shown below: Agency/Department.		
706677	Medium	Provides operating budgetary controls for each agency with user-defined combinations of the elements shown below: Organization Structure (e.g., Agency, Division, Section).		
706678	Medium	Provides operating budgetary controls for each agency with user-defined combinations of the elements shown below: Program Structure.		
706679	Medium	Provides operating budgetary controls for each agency with user-defined combinations of the elements shown below: Appropriation Structure (currently Fund, Fiscal Year, Process Fiscal Year, Organization and Activity).		
706680	Medium	Provides operating budgetary controls for each agency with user-defined combinations of the elements shown below: Location.		
706681	Medium	Provides operating budgetary controls for each agency with user-defined combinations of the elements shown below: Project Structure.		
706682	Medium	Provides operating budgetary controls for each agency with user-defined combinations of the elements shown below: Expenditure / Revenue Sub-Object Structure.		
706683	Medium	Provides operating budgetary controls for each agency with user-defined combinations of the elements shown below: General Ledger Account.		
706684	Medium	Provides operating budgetary controls for each agency with user-defined combinations of the elements shown below: Grant Structure.		
706685	Medium	Provides operating budgetary controls for each agency with user-defined combinations of the elements shown below: Activity.		
706686	Medium	Provides operating budgetary controls for each agency with user-defined combinations of the elements shown below: Expenditure Group.		
706687	Medium	Provides operating budgetary controls for each agency with user-defined combinations of the elements shown below: Budget Year.		
706688	Medium	Provides operating budgetary controls for each agency with user-defined combinations of the elements shown below: Cost Center.		
706689	Medium	Provides operating budgetary control at varying levels and combinations of the Chart of Accounts (i.e., 4th level of fund; 4th level of organization, 2nd level of object of expenditure).		
706690	Medium	Provides multiple levels of operating budget (e.g., level 1 and level 3 of the organization) within the same organizational branch.		
706691	Medium	Provides ability to create, enter, track, and analyze agency spending and receipt plans.		
706692	Medium	Provides an indicator that determines whether commitments are included in the available operating budget edit.		
706693	Medium	Provides an indicator that determines whether encumbrances are included in the available operating budget edit.		

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Section: FIN-Budgetary Control, Operating Budget (53 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706694	Medium	Edit commitments, encumbrances and expenditures against the appropriation budget.		
706695	Medium	Appropriation budgetary control options in the system include: Absolute Control - prevents transaction from processing, may not be overridden.		
706696	Medium	Appropriation budgetary control options in the system include: Override Control - prevents transaction from processing with the ability to override error with appropriate security.		
706697	Medium	Appropriation budgetary control options in the system include: Warning - provides warning message but allows transaction to process.		
706698	Medium	Appropriation budgetary control options in the system include: No Control - allows transaction to process without warning.		
706699	Medium	Edit expenditures against the allotment budget.		
706700	Medium	Allotment budgetary control options in the system include: Absolute Control - prevents transaction from processing, may not be overridden.		
706701	Medium	Allotment budgetary control options in the system include: Override Control - prevents transaction from processing with the ability to override error with appropriate security.		
706702	Medium	Allotment budgetary control options in the system include: Warning - provides warning message but allows transaction to process.		
706703	Medium	Allotment budgetary control options in the system include: No Control - allows transaction to process without warning.		
706704	Medium	Provides the ability to distribute and control the operating budget by the following periods: Semi-Annual.		
706705	Medium	Provides the ability to distribute and control the operating budget by the following periods: Quarter.		
706706	Medium	Provides the ability to distribute and control the operating budget by the following periods: Month.		
706707	Medium	Provides the ability to distribute and control the operating budget by the following periods: Allocation (based on seasonal trend).		
706708	Medium	Provides the ability to distribute and control the operating budget by the following periods: User-defined period (manually input budget for each month).		
706709	Medium	Provides the ability to distribute and control the operating budget by the following periods: Annual.		
706710	Medium	Roll up operating budget details to a user-defined summary level.		
706711	Medium	Distribute the adopted operating budget (summary level) to detail Account and Organization levels.		
706712	Medium	Edit all transactions to ensure that operating budget is available before posting the transaction.		
706713	Medium	Prevent transactions not meeting available operating budgets that are absolutely controlled from being transmitted to the next approval stage.		
706714	Medium	Operating budgetary control options in the System include: Absolute Control - prevents transaction from processing, may not be overridden.		
706715	Medium	Operating budgetary control options in the System include: Override Control - prevents transaction from processing with the ability to override error with appropriate security.		

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Section: FIN-Budgetary Control, Operating Budget (53 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706716	Medium	Operating budgetary control options in the System include: Warning - provides warning message but allows transaction to process.		
706717	Medium	Operating budgetary control options in the System include: No Control - allows transaction to process without warning.		
706718	Medium	Provides a flag that sets the default operating budgetary control option (i.e., absolute, override, warning, no control).		
706719	Medium	Provides multiple levels of operating budgetary control (i.e., absolute, override, warning, no control).		
706720	Medium	Provides the ability to carry forward operating budget allotments to the next allotment period based on the funding source.		
706721	Medium	Provide the ability to drill down from the operating budget error message to the budget inquiry screen and automatically retrieve budget data.		
706722	Medium	Provides an on-line inquiry screen that displays operating budget adjustments, transfers, commitments, encumbrances, expenditures, revenue, and available budget. The numbers displayed should be the same balances used by the budget edit program.		
706723	Medium	Provides on-line inquiry screens that display the operating budget, adjustments, transfers, commitments, encumbrances, expenditures, and available budget data at varying levels of the Chart of Accounts.		
706724	Medium	Provides an on-line inquiry screen that displays operating budget allotments, adjustments, transfers, commitments, encumbrances, expenditures, and available budget. The numbers displayed should be the same balances used by the budget edit program.		
706725	Medium	Provides the ability to establish multiple levels of control for changes in budget authorization.		
706726	Medium	Provides the ability to record a transaction type that bypasses edits in the system with appropriate security. Such transaction would be used to make corrections to the General Ledger and/or Balance Sheet for Chart of Account elements that are no longer active or valid.		

Section: FIN-Budgetary Control, Inquiry and Reporting (38 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706727	Medium	Provide the ability to report on all detailed data for up to 10 years to meet legislative and management reporting needs both on a standard and ad-hoc reporting basis.		
706728	Medium	Provide ability to summarize individual line-item accounts into meaningful groups of accounts for use in financial reporting, based on user-defined criteria.		
706729	Medium	Provide ability to report budget, encumbrances, commitments, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Fund Structure.		
706730	Medium	Provide ability to report budget, encumbrances, commitments, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Agency/Department.		
706731	Medium	Provide ability to report budget, encumbrances, commitments, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Organization Structure (e.g., Agency, Division, Section).		
706732	Medium	Provide ability to report budget, encumbrances, commitments, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Program Structure.		

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Section: FIN-Budgetary Control, Inquiry and Reporting (38 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706733	Medium	Provide ability to report budget, encumbrances, commitments, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Appropriation Structure (currently Fund, Fiscal Year, Organization and Activity).		
706734	Medium	Provide ability to report budget, encumbrances, commitments, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Location.		
706735	Medium	Provide ability to report budget, encumbrances, commitments, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Project Structure.		
706736	Medium	Provide ability to report budget, encumbrances, commitments, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Expenditure / Revenue Sub-Object Structure.		
706737	Medium	Provide ability to report budget, encumbrances, commitments, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Balance Sheet Account.		
706738	Medium	Provide ability to report budget, encumbrances, commitments, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Grant Structure.		
706739	Medium	Provide ability to report budget, encumbrances, commitments, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Activity.		
706740	Medium	Provide ability to report budget, encumbrances, commitments, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Function.		
706741	Medium	Provide ability to report budget, encumbrances, commitments, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Budget Year.		
706742	Medium	Provide ability to report budget, encumbrances, commitments, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Period (Fiscal Month/Fiscal Year or Fiscal Year).		
706743	Medium	Provide ability to report budget, encumbrances, commitments, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Other Reporting Period (e.g.. Calendar Month/Year, Federal Month/Year).		
706744	Medium	Provide ability to report budget, encumbrances, commitments, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: GAAP Fund.		
706745	Medium	Provide ability to report budget, encumbrances, commitments, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Funding Source.		
706746	Medium	Provide ability to report budget, encumbrances, commitments, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Cost Center.		
706747	Medium	System can produce ad-hoc reports using any field in the General Ledger.		
706748	Medium	Maintain a history of all General Ledger transactions and produces detailed transaction reports to provide an appropriate audit trail.		
706749	Medium	Provide ability to show different organizational structures on a single report displaying accurate prior and current year data. Within the report, a unit existing under one division in the prior year may be reflected under a new division or may not exist in the current year.		

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<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706750	Medium	Provide ability to filter, search, and report month-to-date and year-to-date budget, estimated revenue, expenditures, revenue, encumbrances, and commitments by any element in the Chart of Accounts.		
706751	Medium	Display names for all Chart of Accounts data included when producing reports.		
706752	Medium	Provide ability to view reports online and print them.		
706753	Medium	Provide ability to upload and download information from/to spreadsheet (Excel, Lotus) and database (Access) formats to the system.		
706754	Medium	Provide ability to have ad hoc and standard reports.		
706755	Medium	Provide ability to have data accessible in a reporting server.		
706756	Medium	Provide ability to create management reports every month.		
706757	Medium	Provide ability to search transactions online in real-time by various chart of accounts elements and transaction type number (e.g., voucher number, purchase requisition number, purchase order number, etc.).		
706758	Medium	Provide ability to produce report supporting budget preparation/creation.		
706759	Medium	Provide ability to produce a report that provides the beginning and ending balance for the year.		
706760	Medium	Provide ability to report expenditures on user-defined time periods (e.g., YTD, fiscal year, calendar year, grant year, project year, etc.).		
706761	Medium	Provide ability to view/report on detailed voucher information.		
706762	Medium	Provide ability to provide on-line drill down of transaction.		
706763	Medium	Provide ability to see obligations (encumbrances) by purchase order number or Chart of Accounts value or range of values.		
706764	Medium	Provide ability to produce an appropriation status report that reflects encumbrances as well as expenditures.		

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Section: FIN-Cash Management, General (15 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706765	Low	Produce electronic deposit slips through online data entry of revenue transaction.		
706766	High	Provide for manual online entry of revenue transaction from deposit forms.		
706767	High	Record statewide investment activity of funds held with the Treasury.		
706768	High	Provide ability to restrict bank accounts by department.		
706769	High	Provide ability to restrict warrant/check data by department.		
706770	Medium	Allocate interest earned on funds held with the Treasury across selected cash fund balances (user can include or omit fund from allocation) based upon the average daily balance method to any chart of account segment and automatically create a corresponding journal entry, with proper authority.		
706771	Medium	Provide ability to view portfolio data electronically (Link to portfolio management systems).		
706772	High	Incorporate investment data in the G/L.		
706773	Medium	Allows users to import journal entries from desktop applications (e.g., Microsoft Excel) and validate the entry against the Chart of Accounts and allowed Chart of Accounts code combinations.		
706774	Medium	Provide ability to attach electronic documents to an deposit record, including, but not limited to, the following: Image Files.		
706775	Medium	Provide ability to attach electronic documents to an deposit record, including, but not limited to, the following: TIF File.		
706776	Medium	Provide ability to attach electronic documents to an deposit record, including, but not limited to, the following: PDF files.		
706777	Medium	Provide ability to attach electronic documents to an deposit record, including, but not limited to, the following: Word processing documents.		
706778	Medium	Provide ability to attach electronic documents to an deposit record, including, but not limited to, the following: Spreadsheets.		
706779	Medium	Allow for the sweeping of deposits from multiple deposit accounts into consolidation accounts.		

Section: FIN-Cash Management, Bank Reconciliation (23 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706780	High	Reconcile bank activity per the cash management/general ledger module to bank transactions received from the State's bank accounts through automated means at the operator's discretion.		
706781	Medium	Reconcile bank activity per the cash management/general ledger module to bank transactions received from the State's bank accounts through manual means at the operator's discretion.		
706782	Medium	Provide the need for less reconciliation of treasury fund cash balances with cash balances in the General Ledger because the system should keep balances in agreement between modules.		
706783	High	Provide ability to make corrections or changes during the reconciliation process with appropriate user authorization (i.e., NSF Warrants).		
706784	Medium	Support reconciliation of general ledger fund cash balances with agency fund cash balances.		

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Section: FIN-Cash Management, Bank Reconciliation (23 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706785	High	Provide reconciliation of bank activity per the cash management/general ledger module to bank transactions received from the State's bank accounts through automated or manual means at the operator's discretion, including the following functions/features: Utilize BAI input format for bank activity input.		
706786	High	Provide reconciliation of bank activity per the cash management/general ledger module to bank transactions received from the State's bank accounts through automated or manual means at the operator's discretion, including the following functions/features: Convert non-standard bank input formats to desired (i.e., BAI) format.		
706787	High	Provide reconciliation of bank activity per the cash management/general ledger module to bank transactions received from the State's bank accounts through automated or manual means at the operator's discretion, including the following functions/features: Accommodate multiple bank accounts.		
706788	High	Provide reconciliation of bank activity per the cash management/general ledger module to bank transactions received from the State's bank accounts through automated or manual means at the operator's discretion, including the following functions/features: Allow user to specify automated matching criteria.		
706789	High	Provide reconciliation of bank activity per the cash management/general ledger module to bank transactions received from the State's bank accounts through automated or manual means at the operator's discretion, including the following functions/features: Identify duplicate matches.		
706790	High	Provide reconciliation of bank activity per the cash management/general ledger module to bank transactions received from the State's bank accounts through automated or manual means at the operator's discretion, including the following functions/features: Identify potential matches.		
706791	High	Provide reconciliation of bank activity per the cash management/general ledger module to bank transactions received from the State's bank accounts through automated or manual means at the operator's discretion, including the following functions/features: Provide edit capability with appropriate user authorization.		
706792	High	Provide reconciliation of bank activity per the cash management/general ledger module to bank transactions received from the State's bank accounts through automated or manual means at the operator's discretion, including the following functions/features: Provide inquiry capability with appropriate user authorization.		
706793	High	Provide reconciliation of bank activity per the cash management/general ledger module to bank transactions received from the State's bank accounts through automated or manual means at the operator's discretion, including the following functions/features: Provide for manual matching of items not matched via automated matching.		
706794	High	Provide reconciliation of bank activity per the cash management/general ledger module to bank transactions received from the State's bank accounts through automated or manual means at the operator's discretion, including the following functions/features: Provide aggregate (one-to-many or many-to-many) items matching.		
706795	High	Provide reconciliation of bank activity per the cash management/general ledger module to bank transactions received from the State's bank accounts through automated or manual means at the operator's discretion, including the following functions/features: Provide tolerance (specify variance in amount or date) matching.		
706796	High	Provide reconciliation of bank activity per the cash management/general ledger module to bank transactions received from the State's bank accounts through automated or manual means at the operator's discretion, including the following functions/features: Provide exception reporting of outstanding items.		
706797	High	Provide reconciliation of bank activity per the cash management/general ledger module to bank transactions received from the State's bank accounts through automated or manual means at the operator's discretion, including the following functions/features: Provide aging reports of reconciling items.		

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Section: FIN-Cash Management, Bank Reconciliation (23 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706798	High	Provide reconciliation of bank activity per the cash management/general ledger module to bank transactions received from the State's bank accounts through automated or manual means at the operator's discretion, including the following functions/features: Provide custom reporting of reconciling items.		
706799	High	Provide reconciliation of bank activity per the cash management/general ledger module to bank transactions received from the State's bank accounts through automated or manual means at the operator's discretion, including the following functions/features: Provide data export to generate external research correspondence.		
706800	Medium	Provide ability to download State payment file.		
706801	High	Provide ability to download payment file from bank.		
706802	High	Provide ability to automatically reconcile State payment file and bank payment file using a unique identifying number.		

Section: FIN-Cash Management, Monitor Cash Position (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706803	High	Provide ability to calculate daily cash position.		
706804	Medium	Provide ability to adjust daily cash balances and create associated accounting entries.		
706805	Medium	Provide ability to adjust internal accounts and associated accounting entries.		
706806	Medium	Provide ability to automatically recognize cash that is available in an account outside the system.		
706807	Medium	Provide ability to provide real-time processing/avail Provide ability of receivables.		

Section: FIN-Cash Management, Agency Trust Funds (24 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706808	Medium	Provide fields for recording receipts accompanying reimbursement requests.		
706809	Medium	Provide for user-defined levels of approval on all agency trust fund transactions.		
706810	Medium	Provide integration with Accounts Payable module to facilitate 1099 reporting for agency trust fund transactions.		
706811	Low	Maintain the following data in respect to trust fund transactions: Chart of Account code or codes.		
706812	Low	Maintain the following data in respect to trust fund transactions: Date requested and date issued.		
706813	Low	Maintain the following data in respect to trust fund transactions: Unit/Name of person requesting.		
706814	Low	Maintain the following data in respect to trust fund transactions: Payee if different than requestor.		
706815	Low	Maintain the following data in respect to trust fund transactions: Amount.		
706816	Low	Maintain the following data in respect to trust fund transactions: Description.		
706817	Low	Maintain the following data in respect to trust fund transactions: Reimbursement or Advance.		
706818	Low	Maintain the following data in respect to trust fund transactions: Receipts on file (Yes or No).		
706819	Low	Maintain the following data in respect to trust fund transactions: Justification (at least 60 characters).		

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Section: FIN-Cash Management, Agency Trust Funds (24 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706820	Low	Maintain the following data in respect to trust fund transactions: Approvals.		
706821	Low	Maintain the following data in respect to trust fund transactions: Approval Date.		
706822	Low	Maintain the following data in respect to trust fund transactions: Warrant/Check # and/or Voucher # (system assigned).		
706823	Low	Maintain the following data in respect to trust fund transactions: Reference Number.		
706824	Low	Maintain the following data in respect to trust fund transactions: Address.		
706825	Low	Maintain the following data in respect to trust fund transactions: Phone Number.		
706826	Low	Maintain the following data in respect to trust fund transactions: Prepared By.		
706827	Low	Maintain the following data in respect to trust fund transactions: Location.		
706828	Low	Maintain the following data in respect to trust fund transactions: At least 2 user-defined fields.		
706829	Medium	Allow user-input text field (message) on warrant stub.		
706830	Low	Route requests for new trust accounts to Treasurer for approval through automated workflow.		
706831	Medium	Provide ability to setup, transact, and reconcile multiple agency trust funds.		

Section: FIN-Cash Management, Imprest Funds (3 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706832	Medium	Maintain imprest fund cash balances.		
706833	Medium	Support the reconciliation of the imprest fund accounts.		
706834	Medium	Accommodate the reimbursement of the Imprest fund accounts.		

Section: FIN-Cash Management, Reporting and Inquiry (23 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706835	High	Provide cash flow monitoring and reporting, including a comprehensive cash receipts/disbursements journal based upon user-specified criteria.		
706836	Medium	Provide user-defined cash reporting that can be run on a daily or monthly basis.		
706837	Medium	Provide a cash flow report that ties to the general ledger cash accounts. This requires the ability to track offsetting accounts directly related to a cash transaction.		
706838	Medium	Provide a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Retrieval of actual monthly "cash" receipts and disbursement dollar amounts including agency trust funds by each month at the lowest levels, i.e., transaction level with the ability to roll items up to higher levels at user's discretion.		
706839	Medium	Provide a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Maintain totals and subtotals of receipts and disbursements by month and line.		
706840	Medium	Provide a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Retain history of actual receipt and disbursement dollar amounts.		

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Section: FIN-Cash Management, Reporting and Inquiry (23 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706841	Medium	Provide a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Retain history of monthly projections.		
706842	Medium	Provide a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Allow users the flexibility of determining monthly projections (using selected projection method, i.e., straight-line, proportionate allocation) down to individual item/cell level.		
706843	Medium	Provide a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Allow an Agency to combine multiple line items and apply projection parameters such as: change in billing/paying cycle from monthly to quarterly; change in tax rates; etc.		
706844	Medium	Provide a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Provide reports comparing cash flow projections to actual at all levels from line item to Departmental level summary.		
706845	Medium	Provide a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Provide a cash projection for the upcoming fiscal year based on available data and user defined modeling parameters.		
706846	Medium	Provide a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Display actual fiscal year months receipts and disbursements data with remaining projection months data.		
706847	Medium	Provide a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Print reports from the detailed to the summary level for official reports, i.e., official statements.		
706848	Medium	Provide a cash flow analysis tool that can be utilized to generate cash projections and 'what if' analysis, including the following: Provide ability to export cash projection data to spreadsheet format.		
706849	High	Able drill down from summary deposit or disbursement balances to the supporting detailed transactions.		
706850	High	Provides average clearance reports.		
706851	High	Provide ability to export average clearance report to file.		
706852	Medium	Report daily transactions by type and projections for user defined periods or days (i.e., 5 day projections) for all wire, ACH, and warrant transactions.		
706853	Medium	Provide ability to produce a report that gives information necessary for drawing down funds from grants.		
706854	Medium	Provide ability to view fund balances online.		
706855	Medium	Provide ability to report on actual versus projected cash positions.		
706856	Medium	Provide ability to produce reports on fund balances.		
706857	Medium	Provide ability to monitor accounts in the system.		

Section: FIN-Cash Management, Warrant / Check Reconciliation (23 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706858	High	Provide ability to reconcile by warrant number, issue date, issuance number, payee name and dollar amount.		
706859	Medium	Retain cleared warrants in a warrant reconciliation table for inquiry and/or reporting purposes, including the ability to view the remittance advice.		

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Section: FIN-Cash Management, Warrant / Check Reconciliation (23 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706860	Medium	Provide ability to display cleared warrant/check images through integration with Document Management System.		
706861	High	Provide for an automated reconciliation of all bank activity (including detailed reconciling items) per the Financial Management module to bank transactions received from the State's bank accounts through automated means.		
706862	Medium	Provide for reconciliation of treasury cash balances with fund cash balances.		
706863	High	Automated bank reconciliation processes must accommodate multiple bank accounts with multiple banks.		
706864	High	Provide ability to make corrections or changes during the reconciliation process with appropriate user authorization.		
706865	High	Provide for reconciliation of cash in bank with treasury cash balances.		
706866	High	Provide user-defined status codes that can be applied to warrants to track the claims for warrant restoration and the stages of the research (i.e., requested, assigned, researched, restored) for lost warrant/check, stop pay request, staledate warrant/check research.		
706867	Medium	Provide automated interface to Wagers (unclaimed property system) to transfer stale dated warrants/checks.		
706868	Medium	Provide ability to capture staled dated unclaimed property claims (e.g. warrant/check, stocks, bonds, etc.) data from the Wagers system through an automated interface.		
706869	Medium	Produce a monthly detail stale dated Warrants Listing by Chart of Account fields and by warrant type.		
706870	Medium	Produce warrant reconciliation reports of manual transactions by Chart of Account fields and warrant type on a daily, monthly, or annual basis or by a specified date range.		
706871	Medium	Allow for printing of a daily, monthly, annual, or specified date range report of all cleared warrants by warrant type and by Chart of Account fields.		
706872	Medium	Allow for printing of a daily, monthly, annual, or specified date range report of all cleared warrants by bank account number and by Chart of Account fields.		
706873	Medium	Produce a daily general ledger accounting report of the warrant clearing transactions.		
706874	Medium	Produces a daily, monthly, annual or specified date range report that shows the total amount and number of outstanding warrants for the Chart of Account fields.		
706875	Medium	Compute the number and dollar amount of warrants written per warrant run by day and per month.		
706876	Medium	Produce a report of warrants paid and cancelled for a month by bank account number or Chart of Account fields.		
706877	Medium	Provide a file of warrants issued by user-defined criteria to be extracted to subsystems.		
706878	Medium	Allow for the "pulling" of payments from both paper check and ACH files.		
706879	Medium	Provide for Agency contact information on issued warrants.		
706880	Medium	Provide for at least two agency contacts on issued warrants.		

Section: FIN-Cash Management, EFT (2 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706881	Medium	Provide ability to upload NACHA files to identify cash receipts.		

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Section: FIN-Cash Management, EFT (2 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706882	Medium	Provide ability to upload NACHA files to identify returned items by return type (charge back, deposit).		

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Section: FIN-Cost Accounting, General (6 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706883	High	Support full costing of State programs and provide allocation processing to distribute overhead or indirect costs that cannot be directly assigned to a direct cost object at the time incurred.		
706884	High	Maintain cost account information that is consistent and reconcilable with related general ledger and budget accounts.		
706885	Medium	Allocate costs to all Chart of Account elements, as defined in the General Ledger requirements, on a detailed or summary basis.		
706886	Medium	Maintain all revenue and expenditure transactions at the lowest level of detail as contained in the chart of accounts (COA) structure.		
706887	Medium	Group and summarize detail information according to the COA hierarchy.		
706888	Medium	Employ easy to maintain effective-dated system tables that provide edit checks and cross-validation of key fields.		

Section: FIN-Cost Accounting, Cost Allocation (42 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706889	Medium	Allocate within/across agencies by the chart of account elements and other data elements, including, but not limited to the following: Fund.		
706890	Medium	Allocate within/across agencies by the chart of account elements and other data elements, including, but not limited to the following: Appropriation.		
706891	Medium	Allocate within/across agencies by the chart of account elements and other data elements, including, but not limited to the following: Organization Number.		
706892	Medium	Allocate within/across agencies by the chart of account elements and other data elements, including, but not limited to the following: Program.		
706893	Medium	Allocate within/across agencies by the chart of account elements and other data elements, including, but not limited to the following: General Ledger Account.		
706894	Medium	Allocate within/across agencies by the chart of account elements and other data elements, including, but not limited to the following: Object.		
706895	Medium	Allocate within/across agencies by the chart of account elements and other data elements, including, but not limited to the following: Revenue Source.		
706896	Medium	Allocate within/across agencies by the chart of account elements and other data elements, including, but not limited to the following: Project.		
706897	Medium	Allocate within/across agencies by the chart of account elements and other data elements, including, but not limited to the following: Grant.		
706898	Medium	Allocate within/across agencies by the chart of account elements and other data elements, including, but not limited to the following: Function Code (i.e., administration, supportive services, etc.).		
706899	Medium	Allocate within/across agencies by the chart of account elements and other data elements, including, but not limited to the following: Budget Year.		
706900	Medium	Allocate within/across agencies by the chart of account elements and other data elements, including, but not limited to the following: Budget Code (i.e., Fiscal Operations).		

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Section: FIN-Cost Accounting, Cost Allocation (42 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706901	Medium	Allocate within/across agencies by the chart of account elements and other data elements, including, but not limited to the following: User-defined level.		
706902	Medium	Allocate between transactions with projects and without the project field used.		
706903	Medium	Allocate between transactions with grants and without the grant field used.		
706904	Medium	Interface with other State activity tracking systems to assign costs and measure performance.		
706905	Medium	Accommodates both fixed and variable costs.		
706906	Medium	Allocate financial balances from any account coding distribution to any other account coding distribution.		
706907	Medium	Provide for intermediate pools to accumulate lower-level allocations and redistribute them under another allocation.		
706908	Medium	Allows user agencies to determine frequency of allocation processing.		
706909	Medium	Allow user to determine which indirect costs are to be allocated, including the time period in which those costs occurred (e.g., effective start and end dates).		
706910	Medium	Allocate indirect financial balances based on pre-determined rates, ratios, or statistics.		
706911	Medium	Provide source and disposition information on the results of allocation processing.		
706912	Medium	Allow users to import allocation pool or statistical information from spreadsheets or other desktop tools as a starting point for allocations.		
706913	Medium	Allow for the processing of a preliminary allocation process for what if analysis purposes before the results of the allocation are officially recorded as final.		
706914	Medium	Provide allocation screens that reflect totals for percentages allocated.		
706915	Medium	Capture budgeted and actual non-financial statistical information at indicated levels of the agency structure.		
706916	Medium	Capture non-financial statistical information for various units of service.		
706917	Medium	Capture cost allocation factor information and statistics which will control the accounting and allocation of indirect and direct costs to activities through the use of cost pools.		
706918	Medium	Provide information on the factors and specifications applied during the cost allocation process.		
706919	Medium	Provide information on the cost per unit of service being delivered by activities.		
706920	Medium	Provide for a multiple step (at least 50) cost allocation process.		
706921	Medium	Provide ability to key percentages for use in cost allocation with eight decimal places.		
706922	Medium	Provide ability to allocate costs using at least eight decimal places.		
706923	Medium	Provide automated computing and posting of allocation journal entries on a user-defined frequency.		
706924	Medium	Perform allocations for reporting purposes only.		
706925	Medium	Provide reversal of actual allocation and spread based on overall rates at the end of the year.		

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Section: FIN-Cost Accounting, Cost Allocation (42 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706926	Medium	Provide reversal of actual allocation and spread based on overall rates for a specified period.		
706927	Medium	Allocates variances based on actual costs for a defined period.		
706928	Medium	Allocate, based on user defined criteria, a difference between selected revenue and expense accounts, leaving the corresponding revenue in place.		
706929	Medium	Provide the capability of cost allocation among unlimited funds.		
706930	Medium	Provide multiple standard cost allocation reports.		

Section: FIN-Cost Accounting, Labor Distribution (27 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706931	Medium	Allows for allocations to: Fund.		
706932	Medium	Allows for allocations to: Appropriation.		
706933	Medium	Allows for allocations to: Organization Number.		
706934	Medium	Allows for allocations to: Program.		
706935	Medium	Allows for allocations to: General Ledger Account.		
706936	Medium	Allows for allocations to: Object.		
706937	Medium	Allows for allocations to: Revenue Source.		
706938	Medium	Allows for allocations to: Project.		
706939	Medium	Allows for allocations to: Grant.		
706940	Medium	Allows for allocations to: Date Worked.		
706941	Medium	Allows for allocations to: Function Code (i.e., administration, supportive services, etc.).		
706942	Medium	Allows for allocations to: Budget Code (i.e., Fiscal Operations).		
706943	Medium	Allows for allocations to: User-defined level.		
706944	Medium	Integrates with Time and Attendance function in the Human Resources module to identify combinations of budget accounts, projects, grants, programs, funds, and other State-designated structures to which time was charged and the number of hours charged to each per automated employee timesheets.		
706945	Medium	Integrate with the Personnel/Payroll module to extract actual payroll costs and codes (including Earnings and Bonus Codes) by employee, cost center or position number.		
706946	Medium	Allows for the use of year-to-date information by employee for use in projection of remaining fiscal year costs.		
706947	Medium	Allows users to define specific payroll-related costs to be considered in distribution process.		
706948	Medium	Retrieve labor cost distribution transactions for audit and reconciliation purposes.		
706949	Medium	Maintain transaction level detail on line for a minimum of three years.		

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Section: FIN-Cost Accounting, Labor Distribution (27 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706950	Medium	Provide a mechanism to make mass correction/updates to groups of transactions selected by key fields while maintaining an audit trail.		
706951	Medium	Support a labor distribution process based on random moment time study results or prior history data.		
706952	Medium	Allow distribution of employer-paid benefits and costs of paid leave taken (release time) and the hours associated with each cost. This distribution should be consistent with the accounting distribution of the employee earnings.		
706953	Medium	Account for and distribute agency-defined non-labor costs based on hours worked (i.e., inmate labor, volunteers) and should process appropriate transactions (i.e., job costing, general ledger, journal, etc).		
706954	Medium	Support distributing costs based upon time reported in quarter hour increments.		
706955	Medium	Allows timekeeper to include non work hours in the bases to allocate, or not include the non work hours in the base to allocate. (e.g., holiday pay could be allocated to home base or the holiday hours could be allocated based on time worked the remainder of pay period).		
706956	Medium	Provide multiple standard labor distribution reports.		
706957	Medium	Provide multiple standard labor distribution reports for user defined time periods (i.e., state fiscal year, federal fiscal year, grant period).		

Section: FIN-Cost Accounting, Cost Accounting Design (138 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706958	Medium	Maintains the following cost assignment rules: Direct tracking of costs.		
706959	Medium	Maintains the following cost assignment rules: Cost Allocation.		
706960	Medium	Maintains the following cost assignment rules: Assigns both productive and non-productive costs.		
706961	Medium	Maintains the following cost assignment rules: Accommodates both fixed and variable costs.		
706962	Medium	Supports the following costing methodologies: Actual Fixed Percentage.		
706963	Medium	Supports the following costing methodologies: Actual Calculated Percentage.		
706964	Medium	Supports the following costing methodologies: Standard Rate.		
706965	Medium	Supports the following costing methodologies: Standard Cost per Unit.		
706966	Medium	Supports the following costing methodologies: Standard Amount.		
706967	Medium	Supports the following costing methodologies: Activity-Based.		
706968	Medium	Supports the following costing methodologies: Process.		
706969	Medium	Supports the following costing methodologies: Job Order.		
706970	Medium	Supports the following costing methodologies: User-defined methodologies (Vendor should specify in the comments column which other methods have been used with their system).		
706971	Medium	Accumulates the following resource costs: Rent.		

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Section: FIN-Cost Accounting, Cost Accounting Design (138 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
706972	Medium	Accumulates the following resource costs: Shipping.		
706973	Medium	Accumulates the following resource costs: Labor (Salary and Wage).		
706974	Medium	Accumulates the following resource costs: Labor (Employee Benefits).		
706975	Medium	Accumulates the following resource costs: Labor (Overtime - various types).		
706976	Medium	Accumulates the following resource costs: Additional Labor Costs.		
706977	Medium	Accumulates the following resource costs: Classification of Labor.		
706978	Medium	Accumulates the following resource costs: Overhead.		
706979	Medium	Accumulates the following resource costs: Mileage.		
706980	Medium	Accumulates the following resource costs: Insurance Expense.		
706981	Medium	Accumulates the following resource costs: Supplies.		
706982	Medium	Accumulates the following resource costs: Materials.		
706983	Medium	Accumulates the following resource costs: Equipment.		
706984	Medium	Accumulates the following resource costs: Inventory.		
706985	Medium	Accumulates the following resource costs: Contractual Services (multiple items and rates).		
706986	Medium	Accumulates the following resource costs: Facilities (Rental, Leases, etc.).		
706987	Medium	Accumulates the following resource costs: Utilities.		
706988	Medium	Accumulates the following resource costs: Furniture and Fixtures.		
706989	Medium	Accumulates the following resource costs: Information Technology.		
706990	Medium	Accumulates the following resource costs: Indirect Costs.		
706991	Medium	Accumulates the following resource costs: Other Expenditures (Cost Payment Vouchers, journal entries) done separately.		
706992	Medium	Assigns resource costs to any element of the Chart of Accounts structure.		
706993	Medium	Provides the following job definition capabilities: Description.		
706994	Medium	Provides the following job definition capabilities: Location.		
706995	Medium	Provides the following job definition capabilities: Geographical Information System coordinates.		
706996	Medium	Provides the following job definition capabilities: Begin Date.		
706997	Medium	Provides the following job definition capabilities: End Date.		
706998	Medium	Provides the following job definition capabilities: Elements of the Chart of Accounts Structure.		
706999	Medium	Provides the following job definition capabilities: Multiple State Reporting Code Fields.		

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Appendix M: Functional and System-wide Requirements**

Section: FIN-Cost Accounting, Cost Accounting Design (138 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707000	Medium	Provides the following job definition capabilities: Billing Information.		
707001	Medium	Provides the following job definition capabilities: Department Service Order.		
707002	Medium	Provides the following job definition capabilities: Pre-encumbrance.		
707003	Medium	Provides the following job definition capabilities: Purchase Order.		
707004	Medium	Provides the following job definition capabilities: Job or Project Code.		
707005	Medium	Provides the following job definition capabilities: Maximum \$ amount for job.		
707006	Medium	Provides the following job definition capabilities: Revenue Source.		
707007	Medium	Provides the following job definition capabilities: Audit Start Date.		
707008	Medium	Provides the following job definition capabilities: Actual Field Work Date.		
707009	Medium	Provides the following job definition capabilities: Actual Field Work Completed Date.		
707010	Medium	Provides the following job definition capabilities: Draft Report Date.		
707011	Medium	Provides the following job definition capabilities: Report Issued Date.		
707012	Medium	Provides the following job definition capabilities: Multiple (6 minimum) user-defined fields.		
707013	Medium	Provides for rollup of several jobs to a project.		
707014	Medium	Provides the ability to associate a fixed asset with a job.		
707015	Medium	Record all revenue at the job series level.		
707016	Medium	Capture costs as direct, intra-entity or inter-entity.		
707017	Medium	Allows for the creation of multiple user-defined work input categories.		
707018	Medium	Provides statistical tracking capabilities for the purpose of distributing costs to outputs.		
707019	Medium	Allows for the distribution of non-labor costs (i.e., vehicle mileage) based upon employee time data.		
707020	Medium	Classify work activities as value-added or non value-added.		
707021	Medium	Classify costs as direct expense or asset related.		
707022	Medium	Classify costs as indirect expense.		
707023	Medium	Classify costs as reimbursable or non-reimbursable.		
707024	Medium	Transfer cost information to accounts receivable for billing by job series.		
707025	Medium	Group job series for billing purposes.		
707026	Medium	Setup terms for lease or monthly rental costs and automatically generate billing.		
707027	Medium	Allow for calculation of various user-defined rates, including the ability to calculate different internal and external rates for the same task, job, etc.		

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Section: FIN-Cost Accounting, Cost Accounting Design (138 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707028	Medium	Allow overhead rates to be redistributed and amended at user-defined periods.		
707029	Medium	Maintains identity of source of costs.		
707030	Medium	Provides ability to drilldown to source of costs.		
707031	Medium	Provide for jobs that collect costs (pools) and jobs where costs are distributed (bases).		
707032	Medium	Allows entry of negative overhead rates.		
707033	Medium	Accommodates the systematic distribution of payroll expense to the job and task level, based on information reported on the timesheet.		
707034	Medium	Accommodate offsetting entries for the redistribution of salary expenses recorded to clearing account jobs.		
707035	Medium	Distribute payroll expenses from and within the Internal Service Fund by application of rates to hours worked (straight time hourly rate, paid and unpaid employee benefit rates, and overhead rates).		
707036	Medium	Allows the costing of usage to a job and the recording of an offsetting entry to a clearing account for the corresponding cost pool.		
707037	Medium	Distribute indirect costs to multiple indirect cost centers or split funded costs to multiple split funded direct jobs (cost allocation).		
707038	Medium	Provide an automated mechanism for extracting and costing the following types of resources: Labor.		
707039	Medium	Provide an automated mechanism for extracting and costing the following types of resources: Equipment.		
707040	Medium	Provide an automated mechanism for extracting and costing the following types of resources: Material Usage.		
707041	Medium	Provide an automated mechanism for extracting and costing the following types of resources: Chargeback.		
707042	Medium	System should provide Labor Costing of time sheet data based on the following factors: Type of job.		
707043	Medium	System should provide Labor Costing of time sheet data based on the following factors: Type or classification of employee.		
707044	Medium	System should provide Labor Costing of time sheet data based on the following factors: Contractual Services (multiple items and rates).		
707045	Medium	System should provide Labor Costing of time sheet data based on the following factors: Other Services.		
707046	Medium	System should provide Labor Costing of time sheet data based on the following factors: Organization to which employee reports.		
707047	Medium	System should provide Labor Costing of time sheet data based on the following factors: Rates applied for employee benefits.		
707048	Medium	System should provide Labor Costing of time sheet data based on the following factors: Rates applied for department, division and section overhead.		
707049	Medium	System should provide Labor Costing of time sheet data based on the following factors: Type of work such as regular time, overtime, bonus time, time off.		
707050	Medium	System should provide Labor Costing of time sheet data based on the following factors: Time period worked.		
707051	Medium	Allow costing of equipment usage based on equipment number and units e.g. hours and miles.		
707052	Medium	Allow manual entry of equipment usage.		

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Section: FIN-Cost Accounting, Cost Accounting Design (138 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707053	Medium	Group equipment into classes, and associate rates with each class in order to perform costing.		
707054	Medium	Allow the flexibility to apply equipment usage rates by class, equipment, or groups of classes.		
707055	Medium	Allow for manual entry of materials issued.		
707056	Medium	Import/export costed or un-costed records for labor, equipment, materials, mileage, reproduction, materials laboratory, or any other State-defined usage defined as requiring the information.		
707057	Medium	Prevents changes to supporting allocation records once the allocation process starts.		
707058	Medium	Track production and performance units to the individual and system reporting the units.		
707059	Medium	Reports exception records that fail edits.		
707060	Medium	Summarize costed transactions at various user-defined levels; i.e. by levels in the GL Chart of Accounts/reporting hierarchy, such as, but not limited to, organization, program, task, project, general reporting category, etc.		
707061	Medium	Report cost information through a set of predefined parameters (no programming necessary on part of user) and report formats.		
707062	Medium	Extract statistical data captured as data elements in the system, such as, but not limited to the following: Vehicle hours.		
707063	Medium	Extract statistical data captured as data elements in the system, such as, but not limited to the following: Kilowatt hours.		
707064	Medium	Extract statistical data captured as data elements in the system, such as, but not limited to the following: Number of employees who worked on a job.		
707065	Medium	Extract statistical data captured as data elements in the system, such as, but not limited to the following: Number of Visits.		
707066	Medium	Extract statistical data captured as data elements in the system, such as, but not limited to the following: Number of tasks used on a project.		
707067	Medium	Extract statistical data captured as data elements in the system, such as, but not limited to the following: Fixed percentage number of documents processed.		
707068	Medium	Generates journal entries of summarized cost data for updating of the general ledger.		
707069	Medium	Support the following for user-specified categories and criteria: Compute rates.		
707070	Medium	Support the following for user-specified categories and criteria: Provide ability to compare and report past actual to standard allocations.		
707071	Medium	Support the following for user-specified categories and criteria: Compute Variance.		
707072	Medium	Support the following for user-specified categories and criteria: Calculate new allocation rates.		
707073	Medium	Apply usage rates to various types of activities so that costed data are available for on-line inquiry and reporting. Examples of rate calculations and applications are: Labor.		
707074	Medium	Apply usage rates to various types of activities so that costed data are available for on-line inquiry and reporting. Examples of rate calculations and applications are: Each individual's actual rate per hour.		

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Section: FIN-Cost Accounting, Cost Accounting Design (138 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707075	Medium	Apply usage rates to various types of activities so that costed data are available for on-line inquiry and reporting. Examples of rate calculations and applications are: Average rate for a class of personnel or personnel in a user-defined category (e.g. cost center, grant, project, etc.) based on (a) an average calculated from actual cost for a user-defined period, or (b) a predetermined average rate adjusted periodically.		
707076	Medium	Apply usage rates to various types of activities so that costed data are available for on-line inquiry and reporting. Examples of rate calculations and applications are: Fixed percentage.		
707077	Medium	Apply usage rates to various types of activities so that costed data are available for on-line inquiry and reporting. Examples of rate calculations and applications are: Non-labor.		
707078	Medium	Apply usage rates to various types of activities so that costed data are available for on-line inquiry and reporting. Examples of rate calculations and applications are: Actual cost.		
707079	Medium	Apply usage rates to various types of activities so that costed data are available for on-line inquiry and reporting. Examples of rate calculations and applications are: Moving average actual cost.		
707080	Medium	Apply usage rates to various types of activities so that costed data are available for on-line inquiry and reporting. Examples of rate calculations and applications are: Average cost over a user-defined time period.		
707081	Medium	Apply usage rates to various types of activities so that costed data are available for on-line inquiry and reporting. Examples of rate calculations and applications are: Actual cost for user-defined quantity.		
707082	Medium	Apply usage rates to various types of activities so that costed data are available for on-line inquiry and reporting. Examples of rate calculations and applications are: User specified cost.		
707083	Medium	Cost contract payments and other direct charges based on actual costs posted to and received from GL.		
707084	Medium	Cost labor, equipment, mileage, reproduction, or any other user defined usage at predefined fixed or variable rates.		
707085	Medium	Maintain standard rate tables describing effective dates for rate per unit value, value per unit of each resource (labor hour, mile, etc.), and how the rate is to be applied (hour, unit, etc.).		
707086	Medium	Allow user to define chargeback/equipment rates to bill by chargeback item/equipment classes.		
707087	Medium	Track historical fixed and variable costing rates for reporting and for the purpose of reversing and reapplying costs to new accounting distributions.		
707088	Medium	Adjust the booked cost in a prior period to the actual cost, based on the following: calculated actual rates.		
707089	Medium	Adjust the booked cost in a prior period to the actual cost, based on the following: preset parameters.		
707090	Medium	Adjust the booked cost in a prior period to the actual cost, based on the following: user command.		
707091	Medium	Adjust the booked cost in a prior period to the actual cost, based on the following: selected criteria.		
707092	Medium	Accept a user-entered adjusted rate to recalculate costs.		
707093	Medium	Allow estimated actual costs to be used for costing when actual costs are unknown but resource has been utilized.		
707094	Medium	Calculate and post memo costing entries to jobs.		
707095	Medium	Account for and monitor performance measure budgets in order to track dollars spent versus service delivered.		

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Section: FIN-Cost Accounting, Cost Accounting Billing (42 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707096	Medium	Create interdepartmental billings from detailed cost information and data.		
707097	Medium	Create an interdepartmental contract for department to department charges that create an encumbrance.		
707098	Medium	Create an internal voucher that charges expenses to the user department and credits the service department.		
707099	Medium	Transmits interdepartmental billings with line-item detailed charges.		
707100	Medium	Collect units of service and bill at pre-determined rates.		
707101	Medium	Process chargebacks that create journal vouchers with the offsets to appropriate accounts to be able to measure what is billed out at rates against the actual costs.		
707102	Medium	Provides the ability for the agency receiving charges to establish parameters that determine where items are charged.		
707103	Medium	Provides on-line accounts receivable status by user-defined data fields and parameters (i.e. by customer name or number).		
707104	Medium	Allow for user definition of long-term receivables, segregation from standard receivables, and tracking and control through a control account and subsidiary detail.		
707105	Medium	Generate automated billings from time and material and /or non-direct charges such as surcharges and sales tax, and rates and units of service data.		
707106	Medium	Generate customized billings based on user-defined parameters.		
707107	Medium	System will generate invoices that can be scanned with a user-defined scan line.		
707108	Medium	Provide the option to bill by work order, job, project, task, program, and activity code.		
707109	Medium	System will exclude or include billing detail data elements, allowable charges, and overheads on specific bills/invoices or on all billings.		
707110	Medium	Use different overhead rates, employee benefits, and other factors for billing purposes depending on the entity being billed.		
707111	Medium	Determine the lower of actual cost or agency allowable charges for billing purposes.		
707112	Medium	Accommodate billings with multiple work orders, jobs, projects, tasks, programs, and activity codes.		
707113	Medium	Generate progress and final billings.		
707114	Medium	Provide the following billing capabilities: Actual cost billings.		
707115	Medium	Provide the following billing capabilities: Fixed fee billings.		
707116	Medium	Provide the following billing capabilities: Hourly rate billings.		
707117	Medium	Provide the following billing capabilities: Fixed rate billings.		
707118	Medium	Provide the following billing capabilities: Combination of actual cost and/or hourly rate and/or fixed rate billings.		
707119	Medium	Provide the following billing capabilities: Federal and State reimbursed projects' billings.		
707120	Medium	Provide the following billing capabilities: Time payments (annual, monthly, semiannual, quarterly).		
707121	Medium	Provide the following billing capabilities: Billings to other state agencies.		

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Section: FIN-Cost Accounting, Cost Accounting Billing (42 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707122	Medium	Provide the following billing capabilities: Unit Based.		
707123	Medium	Provide the following billing capabilities: Prorated - for example utility charge by square footage allocated.		
707124	Medium	Establish contractual billings on-line which will support automated cost recovery for interagency services.		
707125	Medium	Establish contractual billings on-line which will support automated cost recovery for external customers.		
707126	Medium	Produce trial billings for users to review before producing the actual bill.		
707127	Medium	Cancel billings and re-establish billing parameters directly into the billing application prior to transmittal to the GL.		
707128	Medium	Provide for invoices that have the ability to include location of work performed by date.		
707129	Medium	Provide for the accumulation of charges for multiple fiscal years.		
707130	Medium	Provide for date sensitivity for all billing-related tables, including contract city liability insurance rates, billing rates, and sales tax tables.		
707131	Medium	Provide for maintenance of tables for overheads and allowable charges for Federal, State, and local government agency requirements for user-defined time periods.		
707132	Medium	Support invoices with a report of detailed cost information, including all labor, equipment, material, and other expenditure transactions for a specified job.		
707133	Medium	Maintains detail of unbilled charges and memo billed charges.		
707134	Medium	Provide a billing indicator to be used to indicate type of account, e.g. agency, project).		
707135	Medium	Creates a single record and distributes costs to both the financials and the cost accounting systems.		
707136	Medium	Costs agree with costs recorded in the budget system.		
707137	Medium	Accommodate multiple billing arrangements.		

Section: FIN-Cost Accounting, Cost Accounting Reporting (7 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707138	Medium	Provide for multiple user defined cost reports.		
707139	Medium	Report expenses, statistics, revenue by any element in the chart of accounts.		
707140	Medium	Provide departmental reports broken down by cost accounting codes, fund, department, and organizational unit.		
707141	Medium	Generate Medicare Cost Report 2552.		
707142	Medium	Provide capability to export cost data to excel spreadsheet.		
707143	Medium	Provide a set of system assurance reports and control totals that reconcile with data source systems.		
707144	Medium	Provide user-defined reports showing any of the labor distribution elements by a user-specified date range.		

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Section: FIN-Cost Accounting, Cost Recovery (34 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707145	Medium	Tracks the total number of transaction processed by: System.		
707146	Medium	Tracks the total number of transaction processed by: Module.		
707147	Medium	Tracks the total number of transaction processed by: Organizational unit.		
707148	Medium	Allow the end user to input a per transaction cost (e.g., \$1.50 per paycheck, .50 per purchase order) for the following events: Paycheck (persons receiving paychecks).		
707149	Medium	Allow the end user to input a per transaction cost (e.g., \$1.50 per paycheck, .50 per purchase order) for the following events: W-2 generation (persons receiving w-2s).		
707150	Medium	Allow the end user to input a per transaction cost (e.g., \$1.50 per paycheck, .50 per purchase order) for the following events: Purchase orders.		
707151	Medium	Allow the end user to input a per transaction cost (e.g., \$1.50 per paycheck, .50 per purchase order) for the following events: Procurement documents (e.g., rfp, rfq).		
707152	Medium	Allow the end user to input a per transaction cost (e.g., \$1.50 per paycheck, .50 per purchase order) for the following events: Asset record.		
707153	Medium	Allow the end user to input a per transaction cost (e.g., \$1.50 per paycheck, .50 per purchase order) for the following events: Full time equivalent.		
707154	Medium	Allow the end user to input a per transaction cost (e.g., \$1.50 per paycheck, .50 per purchase order) for the following events: Invoice.		
707155	Medium	Allow the end user to input a per transaction cost (e.g., \$1.50 per paycheck, .50 per purchase order) for the following events: Deposit.		
707156	Medium	Allow the end user to input a per transaction cost (e.g., \$1.50 per paycheck, .50 per purchase order) for the following events: Journal voucher.		
707157	Medium	Allow the end user to input a per transaction cost (e.g., \$1.50 per paycheck, .50 per purchase order) for the following events: Payment.		
707158	Medium	Calculate the dollar amount to allocate from the source organization unit to the target organization unit for the following items: Paycheck * charge per paycheck.		
707159	Medium	Calculate the dollar amount to allocate from the source organization unit to the target organization unit for the following items: W-2 generation * charge per W-2.		
707160	Medium	Calculate the dollar amount to allocate from the source organization unit to the target organization unit for the following items: Purchase orders * charge per purchase order.		
707161	Medium	Calculate the dollar amount to allocate from the source organization unit to the target organization unit for the following items: Procurement documents (e.g., rfp, rfq) * charge per procurement document.		
707162	Medium	Calculate the dollar amount to allocate from the source organization unit to the target organization unit for the following items: Asset record * charge per asset record.		
707163	Medium	Calculate the dollar amount to allocate from the source organization unit to the target organization unit for the following items: Full time equivalent * charge per FTE.		

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Section: FIN-Cost Accounting, Cost Recovery (34 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707164	Medium	Calculate the dollar amount to allocate from the source organization unit to the target organization unit for the following items: Invoice * charge per invoice.		
707165	Medium	Calculate the dollar amount to allocate from the source organization unit to the target organization unit for the following items: Deposit * charge per deposit.		
707166	Medium	Calculate the dollar amount to allocate from the source organization unit to the target organization unit for the following items: Journal voucher * charge per journal voucher.		
707167	Medium	Calculate the dollar amount to allocate from the source organization unit to the target organization unit for the following items: Payment * charge per payment.		
707168	Medium	The cost allocation system allocates dollars based on the number of transactions processed.		
707169	Medium	The cost allocation system tracks the following operational statistics by month by organizational unit: Paycheck (persons receiving paychecks).		
707170	Medium	The cost allocation system tracks the following operational statistics by month by organizational unit: W-2 generation (persons receiving W-2s).		
707171	Medium	The cost allocation system tracks the following operational statistics by month by organizational unit: Purchase orders.		
707172	Medium	The cost allocation system tracks the following operational statistics by month by organizational unit: Procurement documents (e.g., rfp, rfq).		
707173	Medium	The cost allocation system tracks the following operational statistics by month by organizational unit: Asset record.		
707174	Medium	The cost allocation system tracks the following operational statistics by month by organizational unit: Full time equivalent.		
707175	Medium	The cost allocation system tracks the following operational statistics by month by organizational unit: Invoice.		
707176	Medium	The cost allocation system tracks the following operational statistics by month by organizational unit: Deposit.		
707177	Medium	The cost allocation system tracks the following operational statistics by month by organizational unit: Journal voucher.		
707178	Medium	The cost allocation system tracks the following operational statistics by month by organizational unit: Payment.		

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Section: FIN-Debt Management, General (1 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707179	High	General Ledger Debt Management is fully integrated with other financial system modules.		

Section: FIN-Debt Management, Bond Accounting (32 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707180	Medium	Track Bonds by bond type and bond issue.		
707181	Medium	Record each bond by issue date and original amount.		
707182	Medium	Track Bond activity including: Proceeds invested.		
707183	Medium	Track Bond activity including: Expenditures.		
707184	Medium	Track Bond activity including: Repayments.		
707185	Medium	Track Bonds by issuing authority.		
707186	High	Track individual bond maturities within each bond issue using the 9 character CUSIP number.		
707187	Medium	Allocate interest income to participating funds.		
707188	Medium	Allocate unrealized gain to participating funds based on average daily cash balance.		
707189	Medium	Split investments into short and long term -- this will more appropriately distribute investment income.		
707190	Medium	Apply expenditures and proceeds on the same basis that the rebate calculation rules are applied 6 months, 12 months, and 18 months would be more beneficial to the State.		
707191	Medium	Establish bond spending business rules (e.g. 75% of bond proceeds must be spent on construction projects).		
707192	Medium	Provide ability to record bond fund purpose and description.		
707193	Medium	Provide ability to record Arbitrage Investment Account for each bond fund.		
707194	High	Provide ability to make retro-active adjustments to distributions for up to 18 months.		
707195	Medium	Sale of Fixed Assets proceeds need to be tracked to the original bond issue.		
707196	Medium	Track accreted interest on Capital Appreciation Bonds and post to bond interest expense.		
707197	Medium	Track Bond issuance costs.		
707198	Medium	Capture and record trustee fees by bond issue.		
707199	Medium	Amortize discounts and premiums over the life of the bond.		
707200	Medium	Record bond premiums as an offset to interest expense.		
707201	Medium	Identify projects funded by bonds.		
707202	High	Provide an audit trail tying newly issued Refund Bonds to the original bonds being refunded.		
707203	Medium	For each bond issue track Continuing Disclosure Agreements to include: Responsible Party.		

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Section: FIN-Debt Management, Bond Accounting (32 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707204	Medium	For each bond issue track Continuing Disclosure Agreements to include: Continuing Disclosure Agreement completed (yes or no).		
707205	Medium	For each bond issue track Continuing Disclosure Agreement to include: Material Event Notice.		
707206	Medium	Identify bonds that have been defeased along with the Trustee's: Name.		
707207	Medium	Identify bonds that have been defeased along with the Trustee's: Address.		
707208	Medium	Identify bonds that have been defeased along with the Trustee's: Contact Name.		
707209	Medium	Identify bonds that have been defeased along with the Trustee's: Contact Phone Number.		
707210	Medium	Identify bonds that have been defeased along with the Trustee's: Contact email address.		
707211	Medium	Identify bonds that have been defeased along with the Trustee's: Date Defeased.		

Section: FIN-Debt Management, Special Obligation Notes (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707212	Medium	Record Special Obligation Notes (e.g. Certificate of Participation) by date issued and original amount.		
707213	Medium	Track Special Obligation Note activity including: Proceeds invested.		
707214	Medium	Track Special Obligation Note activity including: Expenditures.		
707215	Medium	Track Special Obligation Note activity including: Repayments.		
707216	Medium	Track Special Obligation Notes by issuing authority.		
707217	High	Track individual note maturities using the 9 character CUSIP number.		
707218	Medium	Allocate interest income to participating funds.		
707219	Medium	Allocate unrealized gain to participating funds based on average daily cash balance.		
707220	Medium	Split investments into short and long term -- this will more appropriately distribute investment income.		
707221	Medium	Apply expenditures and proceeds on the same basis that the rebate calculation rules are applied 6 months, 12 months, and 18 months would be more beneficial to the State.		
707222	Medium	Establish special obligation spending business rules (e.g. 75% of proceeds must be spent on construction projects).		
707223	Medium	Provide ability to record special obligation note purpose and description.		
707224	Medium	Provide ability to record Arbitrage Investment Account for each special obligation fund.		
707225	High	Provide ability to make retro-active adjustments to distributions for up to 18 months.		
707226	Medium	Sale of Fixed Assets proceeds need to be tracked to the original special obligation note.		
707227	Medium	Track special obligation note issuance costs.		
707228	Medium	Capture and record trustee fees by special obligation note.		

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Section: FIN-Debt Management, Special Obligation Notes (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707229	Medium	Amortize discounts and premiums over the life of the note.		
707230	Medium	Record note premiums as an offset to interest expense.		
707231	Medium	Identify projects funded by special obligation notes.		
707232	Medium	For each special obligation note track Continuing Disclosure Agreements to include: Responsible Party.		
707233	Medium	For each special obligation note track Continuing Disclosure Agreements to include: Continuing Disclosure Agreements completed (yes or no).		
707234	Medium	For each special obligation note track Continuing Disclosure Agreements to include: Material Event Notice.		
707235	Medium	Identify notes that have been defeased along with the Trustee's: Name.		
707236	Medium	Identify notes that have been defeased along with the Trustee's: Address.		
707237	Medium	Identify notes that have been defeased along with the Trustee's: Contact Name.		
707238	Medium	Identify notes that have been defeased along with the Trustee's: Contact Phone Number.		
707239	Medium	Identify notes that have been defeased along with the Trustee's: Contact email address.		
707240	Medium	Identify notes that have been defeased along with the Trustee's: Date Defeased.		

Section: FIN-Debt Management, Capital Leases (3 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707241	Medium	Track Capital Leases including: Principal.		
707242	Medium	Track Capital Leases including: Interest.		
707243	Medium	Identify Revenue Bonds supported by Capital Leases.		

Section: FIN-Debt Management, Federal Reimbursement (3 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707244	Medium	Track Projects funded by bonds.		
707245	High	Apply Federal reimbursement of bond funded project costs to the Revenue Bond as a Bond repayment.		
707246	Medium	Apply interest payments from the Federal Government for Federally supported bonds (e.g. Build America Bonds) to Debt Service accounts.		

Section: FIN-Debt Management, Workflow (2 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707247	Medium	Provide automated alerts to authorized users based on due date (e.g. debt service payments, arbitrage calculation, etc.).		
707248	Medium	Route debt service payment requests for approval through automated workflow.		

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Section: FIN-Debt Management, Inquiry and Reporting (24 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707249	Medium	Provide ability to report on all detailed data for up to 10 years to meet legislative and management reporting needs both on a standard and ad-hoc reporting basis.		
707250	High	Produce bond amortization schedules.		
707251	Medium	Provide ability to report on all bond funds by: Funding Authority.		
707252	Medium	Provide ability to report on all bond funds by: Bond Issue.		
707253	Medium	Provide ability to report on all bond funds by: Issue Date.		
707254	Medium	Provide ability to report on all bond funds by: Issue Amount.		
707255	Medium	Provide ability to report on all bond proceeds investment revenue by: Funding Authority.		
707256	Medium	Provide ability to report on all bond proceeds investment revenue by: Bond Issue.		
707257	Medium	Provide ability to report on all bond proceeds investment revenue by: Issue Date.		
707258	Medium	Provide ability to report on all bond proceeds investment revenue by: Issue Amount.		
707259	Medium	Provide ability to report on all bond proceeds investment revenue by: Proceeds invested.		
707260	Medium	Provide ability to report on all bond proceeds investment revenue by: Revenue Earned.		
707261	Medium	Provide ability to report on all bond expenditures by: Funding Authority.		
707262	High	Provide ability to report on all bond expenditures by: Bond Issue.		
707263	Medium	Provide ability to report on all bond expenditures by: Issue Date.		
707264	Medium	Provide ability to report on all bond expenditures by: Issue Amount.		
707265	Medium	Provide ability to report on all bond expenditures by: Expenditure Amount.		
707266	Medium	Provide ability to report on all bond repayment by: Funding Authority.		
707267	Medium	Provide ability to report on all bond repayment by: Bond Issue.		
707268	Medium	Provide ability to report on all bond repayment by: Issue Date.		
707269	Medium	Provide ability to report on all bond repayment by: Issue Amount.		
707270	Medium	Provide ability to report on all bond repayment by: Repayment Amount.		
707271	Medium	Provide ability to report on all bond repayment by: Remaining Balance.		
707272	High	Produce reports needed to support CAFR Financial Statements and Schedules.		

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Section: FIN-FHWA Billing, General (2 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707273	Medium	Accommodate a complete Accounts Receivable cycle including: Billing Entry (establishing the accounts receivable), Billing (generating the bill), and Cash Receipt (draw down functionality) to reconcile to expenditures billed.		
707274	High	Provide the ability to bill a percentage or fixed amount to other state agencies, other States, or other third parties.		

Section: FIN-FHWA Billing, Participation Agreements (21 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707275	Medium	Support the recording of receivables from external entities. Note: External entities other than FHWA (other Federal or State agencies, property owners, and other 3rd parties) often participate in paying for a project. These external entities are often billed in order for reimbursement. .		
707276	High	Supports unbilled costs in a pool for potential future billing .		
707277	High	Capture and maintain participation agreement financial data such as: Agreement number.		
707278	High	Capture and maintain participation agreement financial data such as: Receivable offset account (revenue, expenditure reduction).		
707279	High	Capture and maintain participation agreement financial data such as: Agreement start date.		
707280	High	Capture and maintain participation agreement financial data such as: Agreement end date.		
707281	High	Capture and maintain participation agreement financial data such as: Agreement budget.		
707282	High	Capture and maintain participation agreement financial data such as: Agreement billing cycle.		
707283	High	Capture and maintain participation agreement financial data such as: Billing detail.		
707284	High	Capture and maintain participation agreement financial data such as: Overhead rates- set rate.		
707285	High	Capture and maintain participation agreement financial data such as: Overhead rate - negotiated rate.		
707286	High	Capture and maintain participation agreement financial data such as: Overhead rate- standard rate.		
707287	High	Capture and maintain participation agreement financial data such as: Sales tax indicator.		
707288	High	Capture and maintain participation agreement financial data such as: CFDA number.		
707289	High	Capture and maintain participation agreement financial data such as: All chart of accounts elements.		
707290	High	Capture and maintain participation agreement financial data such as: Payment terms for invoices paid against agreement.		
707291	High	Capture and maintain participation agreement financial data such as: User defined fields.		
707292	High	Provide the ability to collect the cost to be billed to the external entity to a project, work order, cost center, or any chart of account element.		
707293	High	Transfer related cost collected on a project/activity(work order or cost center) to an accounts receivable for billing and collection purposes.		
707294	High	Capture and present total project cost as supporting detail for customer invoice (for example state and federal funds expended on project).		

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Section: FIN-FHWA Billing, Participation Agreements (21 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707295	Medium	Permit billing on established rates or fees rather than cost recorded in the related cost centers (e.g., work orders) by establishing fee/rate schedules and calculating bills using those fees or rates.		

Section: FIN-FHWA Billing, Integration with other modules (9 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707296	High	Support the full integration with the following: General Ledger.		
707297	High	Support the full integration with the following: Accounts Payable.		
707298	High	Support the full integration with the following: Accounts Receivable.		
707299	High	Support the full integration with the following: Grants.		
707300	High	Support the full integration with the following: Projects.		
707301	High	Support the full integration with the following: Payroll.		
707302	High	Interface with other systems which may initially record the receivable, cash receipt or invoice amount.		
707303	High	Interface with Primavera for agreement information for billing.		
707304	High	Interface with federal agreement development and modifications to FHWA's FMIS.		

Section: FIN-FHWA Billing, Establish Federal Agreements (43 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707305	High	Establish and maintain record of Federal funds (apportionment) available for transportation programs funded through the Federal Highway Administration (FHWA) by program category and federal fiscal year.		
707306	High	Provide the ability to have the federal agreement process supported by workflow.		
707307	High	Establish and maintain a record of the obligation ceiling applicable to a specific groups of the program categories and/or individual program categories by federal fiscal year.		
707308	High	Record federal agreements that allocate funds available from FHWA by program category to approved projects and project phases and project stages. Note: This process obligates federal apportionments to specific projects and phases.		
707309	High	Support the entry of modifications to existing agreements using workflow. Note: The majority of funding activity involves modifications to an existing agreements. Modifications are needed for a variety of reasons ranging from changing the scope of a project to changing the funding of a project.		
707310	Medium	Provide the ability to close and reopen projects.		
707311	High	Retain complete history of modifications.		
707312	High	Record and maintain the dates of agreement actions (such as submission/approval) at user defined levels of detail.		
707313	Medium	Record and maintain other multiple critical dates such as: Environmental approval dates.		
707314	Medium	Record and maintain other multiple critical dates such as: State transportation improvement plan dates.		
707315	Medium	Record and maintain other multiple critical dates such as: Right of Way certification dates.		

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Section: FIN-FHWA Billing, Establish Federal Agreements (43 Req)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707316	High	Provide for agreement actions (new and modifications) to be recorded at various stages in the agreement process so the effects of actions pending federal approval can be retained and reported along with federally approved actions.		
707317	High	Maintain and report unobligated funding balance by Federal program category (apportionment) and obligation ceiling.		
707318	High	Support the ability to track special earmarks including the ability to have multiple on one project and to capture expiration date if applicable.		
707319	High	Support the ability to track federal appropriation funding with a minimum of six digits alphanumeric indicator.		
707320	High	Support the final bill process including workflow routing for approval with attached supporting documentation.		
707321	High	Support the closing process for federal aid project in FMIS and ERP .		
707322	High	Support GARVEE bond process.		
707323	High	Report effect of each fund obligating action immediately to user as actions are entered for the following: New agreement.		
707324	High	Report effect of each fund obligating action immediately to user as actions are entered for the following: Pending modification to agreement.		
707325	High	Report effect of each fund obligating action immediately to user as actions are entered for the following: Approved modification to agreement.		
707326	High	Allow on an agreement record for a federal aid project to be funded from multiple federal program categories.		
707327	High	Records must allow multiple federal projects to fund a single state project.		
707328	Medium	Support the ability to allow each project to be subdivided into multiple phases or stages with unique authorization dates for each based on user defined business rules.		
707329	High	Record and report total funding for all federal projects including federal funds obligated and state and local matching funds..		
707330	High	Records must allow agreement criteria to be entered and reported including: State match.		
707331	High	Records must allow agreement criteria to be entered and reported including: Local match.		
707332	High	Records must allow agreement criteria to be entered and reported including: In-kind match.		
707333	High	Records must allow agreement criteria to be entered and reported including: Soft match.		
707334	High	Records must allow agreement criteria to be entered and reported including: Toll credit.		
707335	High	Records must allow agreement criteria to be entered and reported including: Toll operating revenue.		
707336	High	Records must allow agreement criteria to be entered and reported including: Grant Anticipation Revenue Vehicles (GARVEE).		
707337	Low	Records must allow agreement criteria to be entered and reported including: State Infrastructure Banks (SIB).		
707338	Low	Records must allow agreement criteria to be entered and reported including: Bridge credits.		
707339	Low	Records must allow agreement criteria to be entered and reported including: Transportation Infrastructure Finance and Innovation Act (TIFIA).		
707340	High	Records must allow agreement criteria to be entered and reported including: Tapered match.		

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Section: FIN-FHWA Billing, Establish Federal Agreements (43 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707341	High	Records must allow agreement criteria to be entered and reported including: Other user defined to meet federal law and regulations.		
707342	High	Provide an on-line indicator that a project is utilizing one of the special matching requirements such as in-kind match or tapered match,.		
707343	High	Provide the ability to calculate the toll credit.		
707344	High	Track and report agreements to multiple agencies, both state and local.		
707345	High	Electronically transmit federal aid agreement data to FHWA's system (FMIS) for authorization. .		
707346	High	Receive and record FHWA approval for agreement actions electronically.		
707347	Medium	Track and report the total amount of funding committed in the entire Federal aid program.		

Section: FIN-FHWA Billing, Accumulate Billable Costs (15 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707348	High	The system must provide a computerized process that calculates the eligible amounts to bill FHWA electronically. Note: Frequent periodic billings to FHWA for eligible project cost pursuant to approved agreements are made to reimburse the WV DOT based on the expenditures updated to the financial system. The information established about a project based on the agreement is used to validate the cost to determine its eligibility. Daily financial transactions must be recorded against federal projects/phases/stages to accomplish this task as summarized in this section.		
707349	High	Identify and use agreement and internal policy criteria to accumulate costs for billing such as the following (these may be established in the agreement or by internal policy): Matching amounts.		
707350	High	Identify and use agreement and internal policy criteria to accumulate costs for billing such as the following (these may be established in the agreement or by internal policy): Matching percentages.		
707351	High	Identify and use agreement and internal policy criteria to accumulate costs for billing such as the following (these may be established in the agreement or by internal policy): Special Matching requirements.		
707352	High	Identify and use agreement and internal policy criteria to accumulate costs for billing such as the following (these may be established in the agreement or by internal policy): Matching threshold.		
707353	High	Identify and use agreement and internal policy criteria to accumulate costs for billing such as the following (these may be established in the agreement or by internal policy): Non-participating costs.		
707354	High	Identify non-participating costs based upon a defined criteria.		
707355	High	Identify non-participating costs based upon a specific identifier added at transaction input.		
707356	High	Provide the ability to suspend the billing for some costs identified by user defined criteria.		
707357	High	Provide the ability to release suspended costs from suspension based upon user actions with user defined criteria and workflow for approval of release.		
707358	High	Provide the ability to track status by project or phase for multiple levels of milestones and actions .		
707359	High	Allow user to change priorities of billing for multiple federal projects, phases, stages and program categories.		

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Section: FIN-FHWA Billing, Accumulate Billable Costs (15 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707360	High	Support the ability to store a snap shot taken at the time of billing that supports program balances were sufficient.		
707361	High	Allow user to change the percentages previously assigned to multiple federal projects, phases, stages and program categories without realigning any cost previously billed to the project/phase/stage.		
707362	Medium	Allow user to automatically recompute prior costs eligible for billing based on the new billing percentage/ratio defined to the project, phase, stage, and program category and generate correcting entries.		

Section: FIN-FHWA Billing, Prepare Bill for FHWA (15 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707363	High	Define billing cycle to generate computer billing (receipt) that complies with the provisions of the Federal Cash Management Improvement Act.		
707364	High	Allow user override to define billing cycle to initiate computer billing.		
707365	High	Determine the total cost against the federally eligible project/phase/stage/program category since the last billing.		
707366	High	Automatically bill eligible cost based on the total amount that is available at the federal project phase/stage/program category minus any previous billed cost to the project/phase/program category. .		
707367	High	Accrue unbilled cost by federal project/phase/stage/program category and provide reports of status .		
707368	High	Maintain the original expenditure detail charged to a federal project.		
707369	High	Update each project/phase/stage/program category to indicate the amount to bill.		
707370	High	Support the ability to establish billing using user defined split percentages to federal program categories with effective dating.		
707371	Medium	Support the ability to bill federal lands differently e.g. forest.		
707372	High	Support the ability to establish billing using user defined prioritized federal program categories with effective dating.		
707373	High	Edit to ensure that all cost billed are appropriate and in accordance with federal agreements.		
707374	Medium	Apply federal indirect cost rate to billed amounts on selected projects/phases/stages/program categories.		
707375	High	Generate and process the related Accounts Receivable and Revenue entries for the general ledger.		
707376	High	Maintain the integrity of each billing making it possible to access all detail relating to each bill for a user defined period including a direct tie to expenditures reimbursed in the billing.		
707377	High	Generate the billing taking into account that retainage will be billed only at the end of the project. The balance of retainage will be calculated and reported but not billed. Provide an indicator to include retainage on the billing with proper security.		

Section: FIN-FHWA Billing, Transmit Bill to FHWA (3 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707378	High	Electronically create and transmit billing file to FHWA containing all required data elements. Must pass FHWA certification process.		
707379	High	Provide FHWA with a file providing all detail supporting the bill in format acceptable to FHWA.		

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Section: FIN-FHWA Billing, Transmit Bill to FHWA (3 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707380	High	Provide for automated receipting of federal cash and liquidating accounts receivable.		

Section: FIN-FHWA Billing, Federal Aid Reports (16 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707381	High	Produce reports that can be defined based on any data element available in the system.		
707382	High	Produce queries (both recurring and ad hoc) defined based on any data element available in the system.		
707383	High	Report detailed amount billed by project, phase, stage and program category.		
707384	High	Report unbilled cost by project, phase, stage, program category.		
707385	Medium	Report suspended cost by program, phase, stage, program category.		
707386	High	Support the recording of cash received by revenue source.		
707387	High	Report obligations vs actual by: Project.		
707388	High	Report obligations vs actual by: Phase.		
707389	High	Report obligations vs actual by: Work Status.		
707390	High	Report obligations vs actual by: Stage.		
707391	High	Report obligations vs actual by: Program category.		
707392	Medium	Report obligations vs actual by: Geographic delineations such as state region, county, municipality, congressional district, state legislative district, etc.		
707393	Medium	Report obligations vs actual by: Geographic delineations such as state region, county, municipality, congressional district, state legislative district, etc need to be effective dated to allow for changes.		
707394	High	Report unobligated balances by federal program category and obligation ceiling .		
707395	High	Report on all special matching arrangements by project, phase, stage, and program category.		
707396	High	Provide alerts to users when project costs are approaching agreements levels by project/phase/stage/program category based on user defined limits.		

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Section: FIN-General Ledger, General (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707397	Medium	Control by updating the general ledger and all subsidiary ledgers from the same transaction source.		
707398	Medium	Reflect credits as negative numbers and debits as positive numbers within the database. Data on screens and reports must reflect positive numbers for nominal balances (i.e., credit side entries for revenue show positive, but negative for debit).		
707399	Medium	Provide current year reorganization functionality by moving and merging all actual, budget, and historical data when the organization is changed.		
707400	Medium	Report on restated and non-restated history after a reorganization.		
707401	Medium	Group or ungroup Chart of Accounts fields for reporting purposes.		
707402	Medium	Comply with GAAP and GASB Statements including GASB 34 and GASB 54.		
707403	Medium	Provide ability to define multiple subledgers.		
707404	High	Provide ability to handle accrual, cash and modified accrual accounting.		
707405	Medium	Provide ability to record transactions against State and federal fiscal years and calendar year simultaneously.		
707406	Medium	Record accounting transactions using self-balancing double entry bookkeeping.		
707407	Medium	Provide ability to track programmatic statistical data.		
707408	Medium	Provide Secured Internet Enablement - particularly data entry and reporting.		
707409	Medium	Provide ability to calculate Average Daily Balance by fund.		
707410	Medium	Provide ability to allocate based on Average Daily Balance.		
707411	Medium	Provide ability to allow agencies to invest.		
707412	Medium	Provide ability to assign role based security to allow/prevent processing of transactions against appropriations or certain chart of accounts values.		
707413	Medium	Provide ability to support coding reduction technique (user can input a line of coding that will explode into numerous lines of code).		
707414	Medium	Track history of modifications to code tables and base the explosions on transaction effective dates (for situations when a payment is cancelled or needs to be reissued).		
707415	Medium	Provide integrated Financial and HR / Payroll systems for salary, wage and payroll related information.		
707416	Medium	Provide a secured journal voucher type that will bypass edits in the system and can be used to make corrections to values that are no longer active or valid.		
707417	Medium	Support the following interfaces: State Treasury - Inbound.		
707418	Medium	Support the following interfaces: State Treasury - Outbound.		
707419	Medium	Support the following interfaces: Other agency systems - Inbound.		
707420	Medium	Support the following interfaces: Other agency systems - Outbound.		
707421	Medium	Support the following interfaces: Payroll - Inbound.		

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Section: FIN-General Ledger, General (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707422	Medium	Support the following interfaces: Payroll - Outbound.		
707423	Medium	Support the following interfaces: DOT - Inbound.		
707424	Medium	Support the following interfaces: DOT - Outbound.		
707425	Medium	Provide temporary interface between the ERP and EPICS regarding salary, wage and payroll related information.		

Section: FIN-General Ledger, Chart of Accounts (54 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707426	High	System provides the ability to permit authorized users to establish and maintain a standard Chart of Accounts to meet statewide and user (agency) accounting and financial reporting needs, using tables that do not require programming knowledge to establish or modify.		
707427	High	System allows Chart of Accounts field lengths to be configured during the installation.		
707428	High	System should provide ability to meet statewide financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Fund.		
707429	High	System should provide ability to meet statewide financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Fiscal Year.		
707430	High	System should provide ability to meet statewide financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Organization.		
707431	High	System should provide ability to meet statewide financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Program.		
707432	High	System should provide ability to meet statewide financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Location.		
707433	High	System should provide ability to meet statewide financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Grant.		
707434	High	System should provide ability to meet statewide financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Project.		
707435	High	System should provide ability to meet statewide financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Object of Expenditure.		
707436	High	System should provide ability to meet statewide financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Revenue Source.		
707437	High	System should provide ability to meet statewide financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: Balance Sheet Account.		
707438	High	System should provide ability to meet statewide financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: User-Defined Field 1.		
707439	High	System should provide ability to meet statewide financial reporting needs through its Chart of Accounts, and record transactions against key elements, including but not limited to: User-Defined Field 2.		

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Section: FIN-General Ledger, Chart of Accounts (54 Reqs)

<u>StmntID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707440	High	System should provide ability for General Ledger accounts to be designated by a user-definable "account type," which can be tracked on all transactions, including but not limited to: Asset Account.		
707441	High	System should provide ability for General Ledger accounts to be designated by a user-definable "account type," which can be tracked on all transactions, including but not limited to: Liability Account.		
707442	High	System should provide ability for General Ledger accounts to be designated by a user-definable "account type," which can be tracked on all transactions, including but not limited to: Fund Equity Account.		
707443	High	System should provide ability for General Ledger accounts to be designated by a user-definable "account type," which can be tracked on all transactions, including but not limited to: Revenue Account (Collected and Accrued).		
707444	High	System should provide ability for General Ledger accounts to be designated by a user-definable "account type," which can be tracked on all transactions, including but not limited to: Expense or Expenditure Account (Paid and Accrued).		
707445	High	System should provide ability for General Ledger accounts to be designated by a user-definable "account type," which can be tracked on all transactions, including but not limited to: Expense or Transfer Account.		
707446	High	System should provide ability for General Ledger accounts to be designated by a user-definable "account type," which can be tracked on all transactions, including but not limited to: Expense or Budgetary Account (e.g. Encumbrance).		
707447	High	System should provide ability for General Ledger accounts to be designated by a user-definable "account type," which can be tracked on all transactions, including but not limited to: Expense or Statistical Account (e.g. Budgeted Positions).		
707448	High	System permits accounts to be shared across multiple years (e.g., project accounts, grant accounts).		
707449	Medium	System permits all Chart of Account elements to be added or changed to an active or inactive status.		
707450	Medium	System permits elements of the Chart of Accounts to be grouped or ungrouped on a user-defined basis into multiple reporting hierarchies.		
707451	High	System uses effective dating when adding, changing, or deactivating any element of the Chart of Accounts (at all levels) and validates entries based upon the effective date.		
707452	Medium	System provides a hierarchical structure that groups projects across agencies for statewide reporting purposes.		
707453	High	System provides an option for coding reduction techniques or tools such as a coding reduction value or code to reference specific user-defined combinations of chart of accounts elements, to significantly reduce the amount of data entry required on a transaction and the likelihood of data entry errors.		
707454	High	Data entry of a coding reduction value on a transaction can infer or look up the combination of elements instead of requiring data entry of each of these elements on the transaction.		
707455	High	Data entry of a specific element of the Chart of Accounts defaults or looks up the combination of values for other Chart of Accounts elements by referencing a user-defined mapping table.		
707456	Medium	System provides an optional level of detail below the statewide revenue source and expenditure object codes, established for use by agencies at their discretion, but controlled centrally. The agency codes should automatically roll up to statewide codes.		
707457	Medium	System allows Chart of Accounts changes and maintains records of the historical Chart of Accounts based on effective-dated tables.		
707458	Low	System provides for Chart of Accounts elements to have a long description of at least 50 alphanumeric characters.		

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Section: FIN-General Ledger, Chart of Accounts (54 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707459	Low	System provides for Chart of Accounts elements to have a short description of at least 25 alphanumeric characters.		
707460	High	System allows a many-to-many relationship while creating transactions between Chart of Accounts elements within user-defined security rules, including but not limited to the following: Fund.		
707461	High	System allows a many-to-many relationship while creating transactions between Chart of Accounts elements within user-defined security rules, including but not limited to the following: Fiscal Year.		
707462	High	System allows a many-to-many relationship while creating transactions between Chart of Accounts elements within user-defined security rules, including but not limited to the following: Organization.		
707463	High	System allows a many-to-many relationship while creating transactions between Chart of Accounts elements within user-defined security rules, including but not limited to the following: Program.		
707464	High	System allows a many-to-many relationship while creating transactions between Chart of Accounts elements within user-defined security rules, including but not limited to the following: Location.		
707465	High	System allows a many-to-many relationship while creating transactions between Chart of Accounts elements within user-defined security rules, including but not limited to the following: Project.		
707466	High	System allows a many-to-many relationship while creating transactions between Chart of Accounts elements within user-defined security rules, including but not limited to the following: Grant.		
707467	High	System allows a many-to-many relationship while creating transactions between Chart of Accounts elements within user-defined security rules, including but not limited to the following: Expenditure Object.		
707468	High	System allows a many-to-many relationship while creating transactions between Chart of Accounts elements within user-defined security rules, including but not limited to the following: Revenue Source.		
707469	High	System allows a many-to-many relationship while creating transactions between Chart of Accounts elements within user-defined security rules, including but not limited to the following: Balance Sheet Account.		
707470	High	System allows a many-to-many relationship while creating transactions between Chart of Accounts elements within user-defined security rules, including but not limited to the following: User Defined Field 1.		
707471	High	System allows a many-to-many relationship while creating transactions between Chart of Accounts elements within user-defined security rules, including but not limited to the following: User Defined Field 2.		
707472	Medium	System provides the ability to infer the GAAP funds (code and name as another field) based on designated Chart of Accounts fields (such as fund, agency, and appropriation).		
707473	High	System provides the ability to have multiple ledgers that are able to be updated simultaneously.		
707474	High	System provides the ability for the COA to support project and grant accounting.		
707475	High	System provides the ability for a flexible chart of accounts structure with a flexible roll-up hierarchy.		
707476	Medium	System provides the ability to accommodate an unlimited number of COA values.		
707477	High	System provides the ability to specify and validate against COA segment combinations.		
707478	Medium	System provides the ability to search for or have a dropdown down list for valid COA values.		
707479	Medium	System provides the ability to change the COA at fiscal year boundaries or based on effective-dated tables.		

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Section: FIN-General Ledger, Journal Entry (48 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707480	Medium	Provide ability to enter journal transactions online or in batches.		
707481	Medium	Allow accrual JE's by organization.		
707482	Medium	Allow accrual CAFR and financial statements by month, quarter, year.		
707483	Medium	Allow accrual JE's by month, quarter, year.		
707484	Medium	Allow CAFR and financial statements by organization.		
707485	Medium	Provide ability when entering a journal voucher to view the multiple entries within the journal transaction.		
707486	Medium	Defaults data within journal fields (e.g., year, current date) with override ability.		
707487	Medium	Defaults data (e.g., cost center, department) within journal fields by user with override ability.		
707488	Medium	Provide ability to electronically attach or reference multiple supporting documents to the journal entry. In addition to printing the journal entry, the user should also be able to print attached documents.		
707489	Medium	Allows users to input journal entries as a correction or adjustment to any open prior accounting periods.		
707490	Medium	Allows users to import journal entries from desktop applications (e.g., Microsoft Excel) and validate the entry against the Chart of Accounts and allowed Chart of Accounts code combinations.		
707491	Low	Provide end users with the ability to customize their view of the journal entry screen.		
707492	Medium	Provide ability to automatically generate and assign document control numbers for all system generated documents and transactions at the agency level.		
707493	Medium	Allows users to cancel or back-out transactions, with audit trail.		
707494	Medium	Provide ability to trace summarized transactions online in the General Ledger back to detail source documents in other system modules or subsystems within the enterprise system. If the information must be retrieved from these modules or subsystems, it should be transparent to the user.		
707495	Medium	Provide ability to trace summarized transactions on a General Ledger report back to detail source documents in other system modules or subsystems within the enterprise system. If the information must be retrieved from these modules or subsystems, it should be transparent to the user.		
707496	Medium	Support establishment of rules for each journal type, which determine the appropriate processing, including but not limited to: Account default to reduce keystrokes.		
707497	Medium	Support establishment of rules for each journal type, which determine the appropriate processing, including but not limited to: Type of data to be entered.		
707498	Medium	Support establishment of rules for each journal type, which determine the appropriate processing, including but not limited to: Whether data is required, optional, or not allowed.		
707499	Medium	Provide ability to generate default offset entries for non-journal voucher financial documents from sub-ledgers (e.g., payment requests, purchase orders, encumbrances, requisitions, cash receipts, etc.).		
707500	Medium	Process batch files during the day without closing out other users from online transaction processing.		

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Section: FIN-General Ledger, Journal Entry (48 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707501	Medium	Provide online validation and editing for error identification and correction before actual posting occurs, including the notification of out-of-balance batches with correction ability prior to posting at the detail level.		
707502	Medium	Provide each agency with the ability to print a copy of approved journal vouchers and/or internal vouchers.		
707503	Medium	Provide accrual journals, which can (optionally) automatically reverse themselves on a user-specified date in the following period.		
707504	Medium	Provide for the automatic reversal of specified journal entries using a system generated date.		
707505	Medium	Support automatic recurring journals each month.		
707506	Medium	Allow creation of a journal entry using a previously entered journal entry format (copy journal).		
707507	Medium	Provide journal entry footnotes or a line item description area.		
707508	Medium	Provide ability to select for inquiry summary or detailed posting of transactions to the general ledger from subsidiary ledgers/modules within the system.		
707509	Medium	Provide ability to select for inquiry in transit totals.		
707510	Medium	Provide ability to create and process transactions against statistical and memo accounts in addition to financial accounts.		
707511	Medium	Provide for users to save journal entries that have not yet been posted or cleared of all online validation errors.		
707512	Medium	Provide ability to record Units of Measure (Hours, FTE, Lots, etc.) and amounts in the same line of a journal entry.		
707513	Medium	Allow entry of journals (encumbrance and expenditure) from multiple sources (online, batch, interface, internet).		
707514	Medium	Provide ability to automatically generate journals based on data from other systems/modules (purchasing, accounts payable, accounts receivable, asset management, etc.) with appropriate audit trails or references.		
707515	Medium	Allow entries for multiple agencies and funds under one journal.		
707516	Medium	Provide ability to edit check journals (for coding) before processing.		
707517	Medium	Provide ability to prevent journals from being processed against inactive accounts or periods.		
707518	Medium	Provide appropriation control (funds availability check).		
707519	Medium	Provide cash control (cash availability check) at fund level.		
707520	Medium	Provide ability for online approval of appropriate journals.		
707521	Medium	Provide ability to maintain, modify and resubmit rejected journals online.		
707522	Medium	Provide ability to post journals in a set sequence to prevent transaction rejections.		
707523	Medium	Provide ability to establish control accounts to maintain a balance between various systems (GA, AP, AR, etc.).		
707524	High	Provide ability to execute and track interfund and intra fund transfers.		
707525	High	Support multiple agencies on one interfund transfer.		
707526	Medium	Provide ability to be notified if a transaction is in suspense.		
707527	Medium	Provide ability to make mass changes to journals and copy journal information to use for similar/recurring transactions.		

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Section: FIN-General Ledger, Recurring Transactions (12 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707528	Medium	Allow the use of coding block templates for transactions that use a common coding block but differing transaction amounts (e.g., distribute a dollar amount by percentage).		
707529	Medium	Support user-defined recurring transactions based upon the following schedules: Periodic.		
707530	Medium	Support user-defined recurring transactions based upon the following schedules: Fixed.		
707531	Medium	Support user-defined recurring transactions based upon the following schedules: Open.		
707532	Medium	Support user-defined recurring transactions based upon the following schedules: Percentage allocation.		
707533	Medium	Support user-defined recurring transactions based upon the following schedules: Amount.		
707534	Medium	Support workflow processes for recurring transactions.		
707535	Medium	Validate all fields in recurring transaction entries.		
707536	Medium	Notify users that recurring transactions are about to generate.		
707537	Medium	Provide recurring transaction indicator (a document type) for every financial and statistical transaction.		
707538	Medium	Provide the ability to have multiple open periods within each sub-ledger/sub-module, as well as the general ledger.		
707539	Medium	Prevent transactions from posting unless the transaction updates open periods within each sub-ledger/sub-module and within the general ledger.		

Section: FIN-General Ledger, Interfund / Interagency Journal Vouchers (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707540	Medium	Provide all the functionality specified for the journal entry requirements for inter/intra-fund and inter/intra-agency vouchers.		
707541	Medium	Provide the ability to enter journal entries for multiple agencies and funds under one journal header, with appropriate security.		
707542	Medium	Provide the ability to create an encumbrance for estimated costs for interagency/interfund work to be provided.		
707543	Medium	Provide ability to route created interagency/interfund vouchers to a user-specified approval structure for review and either approval or rejection. Transaction will not commit until it is approved.		
707544	Medium	Provide ability to send a user-specified notification (e.g., email), if the interagency/interfund vouchers are rejected or a specified period of time lapses.		
707545	Medium	Provide ability for an interagency/interfund voucher (IV) to reference a previously established encumbrance. After the IV transaction is posted, the referenced encumbrance document should automatically liquidate.		
707546	Medium	Restricts inter-fund postings based upon security.		
707547	Medium	Flag an inter-agency voucher "in dispute" and allow user-defined workflow rules to resolve dispute.		

Section: FIN-General Ledger, Interfund / Interagency Billings and Receivables (6 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707548	Medium	Provide all the functionality specified for the journal entry requirements for inter/intra-fund and inter/intra-agency billing and receipts.		

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Section: FIN-General Ledger, Interfund / Interagency Billings and Receivables (6 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707549	Medium	Provide the ability for an inter/intra-agency inter/intra-fund receipt to reference a previously established bill (invoice). After the transaction is posted, the referenced bill (invoice) document should automatically reflect a payment application.		
707550	Medium	Provide notification regarding transactions in suspense.		
707551	Medium	Provide notification to billing and receipting department or agency.		
707552	Medium	Provide ability to change account coding through mass change functionality with audit trail and proper security.		
707553	Medium	Provide ability to delete Interfund and Interagency billing and receipts with audit trail and proper security.		

Section: FIN-General Ledger, Closing (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707554	Medium	Provide automated year-end close processes (i.e., close nominal accounts to fund balance or fund equity, roll real accounts forward) for all modules as needed. Close processing supported to the level of detail (Chart of Accounts Elements) determined by the user.		
707555	Medium	Allow users to initiate year-end processing at any point in time after the end of the fiscal year (i.e., doesn't have to occur on last day or on any particular day).		
707556	Medium	Roll forward or closes grant and project accounts based on the type of project or grant.		
707557	Medium	Allow users to run a process that closes all selected open purchase orders/encumbrances and requisitions/pre-encumbrances with user-defined parameters at year-end. Such parameters include, but are not limited to, the encumbrance document number.		
707558	Medium	Provide ability to close by fund or by fund group.		
707559	Medium	Provide ability to perform period-end closings (e.g., monthly).		
707560	Medium	Maintain multiple fiscal years (at least 3) and periods concurrently, which allows users to post transactions for a new fiscal year prior to closing the previous year.		
707561	Medium	Allow new year inputs to be entered before the old year's preliminary closing, with the transactions held in suspense until the new year is opened.		
707562	Medium	Allow users to set a default accounting period.		
707563	Medium	Allow users to define closing periods and the period closing dates.		
707564	Medium	Provide support for multiple open periods.		
707565	Medium	Prevent transactions from posting into a closed period (month or year).		
707566	Medium	Allow reopening a closed period (either month or year) for transaction processing, with appropriate security. User is able to reopen a prior period that is several periods back without opening all the prior periods sequentially.		
707567	Medium	Permit prior period adjustments.		
707568	Medium	Allow user-defined types of transactions to post into a future period as long as the period is open and the user has appropriate security authority.		
707569	Medium	Support pre-close (i.e., trial closes) and generates pro forma financial statements without restriction.		

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Section: FIN-General Ledger, Closing (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707570	Medium	Allow posting of expenditure and revenue accruals required for end of fiscal year closings.		
707571	Medium	Provide access to at least 3 years of complete financial information in detail format online.		
707572	Medium	Provide for at least 16 user-definable accounting periods per year that can either be used for transacting against financial balances, adjusting periods against financial balances, or adjusting periods that are for memo entries only and do not update financial balances, but will be reflected in annual reports.		
707573	Medium	Provide the functionality to roll appropriations or any Chart of Account elements forward at year end according to user-defined criteria.		
707574	Medium	Provide the ability to close separate ledgers at different times.		
707575	Medium	Provide the ability to post closing adjustments at any point during the closing period.		
707576	Medium	Provide the ability to support use of a 13th month for adjusting entries.		
707577	Medium	Provide the ability to support multiple preliminary closings before final closing.		
707578	Medium	Provide the ability to hold a period open and reopen a closed period to make required adjustments.		
707579	Medium	Provide the ability to automatically carry forward lapsing and non-lapsing items.		
707580	Medium	Provide the ability to post to old year appropriations and have new year balances affected.		
707581	Medium	Provide the ability to automatically generate all opening and year-end closing entries for all fund types.		
707582	Medium	Provide the ability for automatic reversals of year-end accrual information.		

Section: FIN-General Ledger, Inquiry and Reporting (70 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707583	Medium	Provide the ability to report on all detailed data for up to 10 years to meet legislative and management reporting needs both on a standard and ad-hoc reporting basis.		
707584	Medium	Provide ability to summarize individual line-item accounts into meaningful groups of accounts for use in financial reporting, based on user-defined criteria.		
707585	Medium	Provide ability to report budget, encumbrances, pre-encumbrances, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Fund Structure.		
707586	Medium	Provide ability to report budget, encumbrances, pre-encumbrances, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Agency/Department.		
707587	Medium	Provide ability to report budget, encumbrances, pre-encumbrances, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Organization Structure (e.g., Agency, Division, Section).		
707588	Medium	Provide ability to report budget, encumbrances, pre-encumbrances, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Program Structure.		
707589	Medium	Provide ability to report budget, encumbrances, pre-encumbrances, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Appropriation Structure (currently Fund, Fiscal Year, Organization and Activity).		

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Section: FIN-General Ledger, Inquiry and Reporting (70 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707590	Medium	Provide ability to report budget, encumbrances, pre-encumbrances, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Location.		
707591	Medium	Provide ability to report budget, encumbrances, pre-encumbrances, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Project Structure.		
707592	Medium	Provide ability to report budget, encumbrances, pre-encumbrances, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Expenditure / Revenue Sub-Object Structure.		
707593	Medium	Provide ability to report budget, encumbrances, pre-encumbrances, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Balance Sheet Account.		
707594	Medium	Provide ability to report budget, encumbrances, pre-encumbrances, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Grant Structure.		
707595	Medium	Provide ability to report budget, encumbrances, pre-encumbrances, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Activity.		
707596	Medium	Provide ability to report budget, encumbrances, pre-encumbrances, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Function.		
707597	Medium	Provide ability to report budget, encumbrances, pre-encumbrances, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Budget Year.		
707598	Medium	Provide ability to report budget, encumbrances, pre-encumbrances, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Period (Fiscal Month/Fiscal Year or Fiscal Year).		
707599	Medium	Provide ability to report budget, encumbrances, pre-encumbrances, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Other Reporting Period (e.g.. Calendar Month/Year, Federal Month/Year).		
707600	Medium	Provide ability to report budget, encumbrances, pre-encumbrances, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: GAAP Fund.		
707601	Medium	Provide ability to report budget, encumbrances, pre-encumbrances, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Funding Source.		
707602	Medium	Provide ability to report budget, encumbrances, pre-encumbrances, actual revenues, and actual expenditures by user-defined period using any of the following Chart of Account elements: Cost Center.		
707603	Medium	Produce ad-hoc reports using any field in the General Ledger.		
707604	Medium	Maintain a history of all General Ledger transactions and produces detailed transaction reports to provide an appropriate audit trail.		
707605	Medium	By user-defined detail, provide a trial balance by fund, or select Chart of Account elements, to obtain a running total of debits and credits.		
707606	Medium	Comply with GASB 34 and GASB 54 financial reporting (e.g., Comprehensive Annual Financial Report) and provide the ability to prepare adjusting entries to account balances of individual GAAP funds and to accumulate, reclassify and prepare adjusting entries to account balances of government-wide activities. The main statements should be run across all fund types and by specific fund. The main statements in the CAFR include the following: Statement of Net Assets.		

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Section: FIN-General Ledger, Inquiry and Reporting (70 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707607	Medium	Comply with GASB 34 and GASB 54 financial reporting (e.g., Comprehensive Annual Financial Report) and provide the ability to prepare adjusting entries to account balances of individual GAAP funds and to accumulate, reclassify and prepare adjusting entries to account balances of government-wide activities. The main statements should be run across all fund types and by specific fund. The main statements in the CAFR include the following: Statement of Activities.		
707608	Medium	Comply with GASB 34 and GASB 54 financial reporting (e.g., Comprehensive Annual Financial Report) and provide the ability to prepare adjusting entries to account balances of individual GAAP funds and to accumulate, reclassify and prepare adjusting entries to account balances of government-wide activities. The main statements should be run across all fund types and by specific fund. The main statements in the CAFR include the following: Balance Sheet Governmental Funds; Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Assets.		
707609	Medium	Comply with GASB 34 and GASB 54 financial reporting (e.g., Comprehensive Annual Financial Report) and provide the ability to prepare adjusting entries to account balances of individual GAAP funds and to accumulate, reclassify and prepare adjusting entries to account balances of government-wide activities. The main statements should be run across all fund types and by specific fund. The main statements in the CAFR include the following: Statement of Revenues, Expenditures, and Changes in Fund Balances-Governmental Funds; Reconciliation of the Change in Fund Balances of the Governmental Funds to the Statement of Activities.		
707610	Medium	Comply with GASB 34 and GASB 54 financial reporting (e.g., Comprehensive Annual Financial Report) and provide the ability to prepare adjusting entries to account balances of individual GAAP funds and to accumulate, reclassify and prepare adjusting entries to account balances of government-wide activities. The main statements should be run across all fund types and by specific fund. The main statements in the CAFR include the following: Statement of Net Assets-Proprietary Funds.		
707611	Medium	Comply with GASB 34 and GASB 54 financial reporting (e.g., Comprehensive Annual Financial Report) and provide the ability to prepare adjusting entries to account balances of individual GAAP funds and to accumulate, reclassify and prepare adjusting entries to account balances of government-wide activities. The main statements should be run across all fund types and by specific fund. The main statements in the CAFR include the following: Statement of Revenues, Expenses, and Changes in Fund Net Assets-Proprietary Funds.		
707612	Medium	Comply with GASB 34 and GASB 54 financial reporting (e.g., Comprehensive Annual Financial Report) and provide the ability to prepare adjusting entries to account balances of individual GAAP funds and to accumulate, reclassify and prepare adjusting entries to account balances of government-wide activities. The main statements should be run across all fund types and by specific fund. The main statements in the CAFR include the following: Statement of Cash flows-Proprietary Funds; (Direct Method).		
707613	Medium	Comply with GASB 34 and GASB 54 financial reporting (e.g., Comprehensive Annual Financial Report) and provide the ability to prepare adjusting entries to account balances of individual GAAP funds and to accumulate, reclassify and prepare adjusting entries to account balances of government-wide activities. The main statements should be run across all fund types and by specific fund. The main statements in the CAFR include the following: Statement of Fiduciary Net Assets.		
707614	Medium	Comply with GASB 34 and GASB 54 financial reporting (e.g., Comprehensive Annual Financial Report) and provide the ability to prepare adjusting entries to account balances of individual GAAP funds and to accumulate, reclassify and prepare adjusting entries to account balances of government-wide activities. The main statements should be run across all fund types and by specific fund. The main statements in the CAFR include the following: Statement of Changes in Fiduciary Net Assets.		

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Section: FIN-General Ledger, Inquiry and Reporting (70 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707615	Medium	Comply with GASB 34 and GASB 54 financial reporting (e.g., Comprehensive Annual Financial Report) and provide the ability to prepare adjusting entries to account balances of individual GAAP funds and to accumulate, reclassify and prepare adjusting entries to account balances of government-wide activities. The main statements should be run across all fund types and by specific fund. The main statements in the CAFR include the following: Combining Statement of Net Assets - Discretely Presented Component Units.		
707616	Medium	Comply with GASB 34 and GASB 54 financial reporting (e.g., Comprehensive Annual Financial Report) and provide the ability to prepare adjusting entries to account balances of individual GAAP funds and to accumulate, reclassify and prepare adjusting entries to account balances of government-wide activities. The main statements should be run across all fund types and by specific fund. The main statements in the CAFR include the following: Combining Statement of Activities - Discretely Presented Component Units.		
707617	Medium	Present financial statements on an accrual, modified cash, modified accrual, and cash basis.		
707618	Medium	Provide subsidiary ledgers for balance sheet accounts as needed. These subsidiaries must generate reports of open transactions that accumulate to the balance sheet account totals.		
707619	Medium	Provide ability to show different organizational structures on a single report displaying accurate prior and current year data. Within the report, a unit existing under one division in the prior year may be reflected under a new division or may not exist in the current year.		
707620	Medium	Provide ability to filter, search, and report month-to-date and year-to-date budget, estimated revenue, expenditures, revenue, encumbrances, and pre-encumbrances by any element in the Chart of Accounts.		
707621	Medium	Provide fund transfer reports, such as interfund receivables, interfund payables, and interfund transfers, that displays month and year-to-date transfer information.		
707622	Medium	Provide ability to produce the following financial reports based upon user-defined criteria (e.g., transaction date ranges to produce monthly, quarterly, and yearly reports) for each unique fund, fund type, and fund group: Trial Balance.		
707623	Medium	Provide ability to produce the following financial reports based upon user-defined criteria (e.g., transaction date ranges to produce monthly, quarterly, and yearly reports) for each unique fund, fund type, and fund group: Cash Flow.		
707624	Medium	Provide ability to produce the following financial reports based upon user-defined criteria (e.g., transaction date ranges to produce monthly, quarterly, and yearly reports) for each unique fund, fund type, and fund group: Fund Balance Report.		
707625	Medium	Provide ability to produce the following financial reports based upon user-defined criteria (e.g., transaction date ranges to produce monthly, quarterly, and yearly reports) for each unique fund, fund type, and fund group: Balance Sheet.		
707626	Medium	Provide ability to produce the following financial reports based upon user-defined criteria (e.g., transaction date ranges to produce monthly, quarterly, and yearly reports) for each unique fund, fund type, and fund group: Income Statement.		
707627	Medium	Provide ability to produce the following financial reports based upon user-defined criteria (e.g., transaction date ranges to produce monthly, quarterly, and yearly reports) for each unique fund, fund type, and fund group: Cash Balance Report.		
707628	Medium	Display names for all Chart of Accounts data included when producing reports.		
707629	Medium	Provide ability to view reports online and print them.		
707630	Medium	Provide ability to upload and download information from/to spreadsheet (Excel, Lotus) and database (Access) formats to the system.		

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Section: FIN-General Ledger, Inquiry and Reporting (70 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707631	Medium	Provide ability to have ad hoc and standard reports.		
707632	Medium	Provide ability to have data accessible in a reporting server.		
707633	Medium	Provide ability to create management reports every month.		
707634	Medium	Provide ability to search transactions online in real-time by various chart of accounts elements and transaction type number (e.g., voucher number, purchase requisition number, purchase order number, etc.).		
707635	Medium	Provide ability to produce a report providing a cash view of the ledger.		
707636	Medium	Provide ability to prepare annual financial report documents, comprehensive management report and monthly financial report.		
707637	Medium	Provide ability to run a trial balance at any time.		
707638	Medium	Provide ability to report on valid chart of account value or range of values.		
707639	Medium	Provide ability to produce a report supporting periodic forecasting.		
707640	Medium	Provide ability to produce report supporting budget preparation/creation.		
707641	Medium	Provide ability to calculate unclaimed property balance by Chart of Account fields (e.g., Sub-object, Fund, etc.).		
707642	Medium	Provide ability to view daily balances online.		
707643	Medium	Provide ability to produce a report that provides the beginning and ending balance for the year.		
707644	Medium	Provide ability to produce monthly balance sheets broken down by various Chart of Accounts elements.		
707645	Medium	Provide ability to produce monthly income statements broken down by various Chart of Accounts elements.		
707646	Medium	Provide ability to report on direct and indirect costs for State Wide Cost Allocation Plan reporting purposes.		
707647	Medium	Provide ability to report expenditures on user-defined time periods (e.g., YTD, fiscal year, calendar year, grant year, project year, etc.).		
707648	Medium	Provide ability to view/report on detailed voucher information.		
707649	Medium	Provide ability to provide on-line drill down of journal entries.		
707650	Medium	Provide ability to see obligations (encumbrances) by purchase order number or Chart of Accounts value or range of values.		
707651	Medium	Provide ability to produce an appropriation status report that reflects encumbrances as well as expenditures.		
707652	Medium	Provide ability to reconcile control accounts between modules/ledgers based on user-defined criteria.		

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Section: FIN-Grants Management, General (123 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707653	Medium	Track grant applications.		
707654	High	Track grant expenditure activity.		
707655	High	Track grant expenditures to multiple funding sources.		
707656	High	Track expenditures from multiple funding sources to a single program.		
707657	High	Track grant activity over multiple years.		
707658	High	Track grant program income.		
707659	High	Integrate with other relevant modules including : Purchasing.		
707660	High	Integrate with other relevant modules including : Asset Management.		
707661	High	Integrate with other relevant modules including : Cost Accounting.		
707662	Medium	Integrate with other relevant modules including : Inventory.		
707663	High	Integrate with other relevant modules including : Human Resources.		
707664	High	Integrate with other relevant modules including : Projects.		
707665	High	Integrate with other relevant modules including : Accounts Payable.		
707666	High	Integrate with other relevant modules including : Time and Labor.		
707667	High	Integrate with other relevant modules including : Payroll.		
707668	High	Integrate with other relevant modules including : Cash Management.		
707669	High	Integrate with other relevant modules including : Accounts Receivable.		
707670	High	Integrate with other relevant modules including : General Ledger.		
707671	High	Interface with Federal or State grant systems so that grant information can be automatically exchanged (e.g. SAGA State Agency Grant Awards).		
707672	High	Interface with federal ASAP (Automated Standard Application for Payment) system to submit and view billing information.		
707673	High	Interface with federal PMS (Payment Management System) to submit and view billing information.		
707674	High	Interface with federal PARS (Public Debt Accounting and Reporting System) to submit and view billing information.		
707675	Medium	Interface with NHTS (National Household Travel Survey) grant tracking system (GTS) to submit and view billing information.		
707676	High	Interface with federal ECHO (EPA Enforcement and Compliance History Online)- Web system to submit and view billing information.		
707677	High	Interface with FHWA system to submit and view billing information.		
707678	High	Interface with federal G5 system to submit and view billing information.		
707679	High	Support the ability to consolidate the following for reporting: Multiple Funds.		

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Section: FIN-Grants Management, General (123 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707680	High	Support the ability to consolidate the following for reporting: Multiple Grants.		
707681	High	Support the ability to consolidate the following for reporting: Multiple Contracts.		
707682	High	Track and report grant operations (i.e., budget, expenditures, encumbrances, revenue) over several different periods including state fiscal year, federal fiscal year, multiple-year grant period, and any specified period within the grant period.		
707683	High	Uniquely identify each grant through the assignment of an agency defined grant number and maintain grant-related descriptive information (e.g., grantor's grant number) in a grant table.		
707684	High	Allow identification of grants by multiple user-defined identifiers such as the following: Award number.		
707685	High	Allow identification of grants by multiple user-defined identifiers such as the following: State assigned contract number.		
707686	High	Allow identification of grants by multiple user-defined identifiers such as the following: Catalog of Federal Domestic Assistance.		
707687	High	Allow identification of grants by multiple user-defined identifiers such as the following: Multiple Catalog of Federal Domestic Assistance (CFDA) numbers.		
707688	High	Allow identification of grants by multiple user-defined identifiers such as the following: Agreement number.		
707689	High	Allow identification of grants by multiple user-defined identifiers such as the following: Reporting category.		
707690	High	Allow identification of grants by multiple user-defined identifiers such as the following: Project number.		
707691	High	Allow identification of grants by multiple user-defined identifiers such as the following: Organization (Division below Department).		
707692	High	Allow identification of grants by multiple user-defined identifiers such as the following: Letter of Credit.		
707693	High	Allow identification of grants by multiple user-defined identifiers such as the following: Grantor.		
707694	High	Allow identification of grants by multiple user-defined identifiers such as the following: Grant contact name.		
707695	High	Allow identification of grants by multiple user-defined identifiers such as the following: Grantor's mailing address.		
707696	High	Allow identification of grants by multiple user-defined identifiers such as the following: Grantor's email address.		
707697	High	Allow identification of grants by multiple user-defined identifiers such as the following: Grantor's phone number.		
707698	High	Allow identification of grants by multiple user-defined identifiers such as the following: Grant number.		
707699	High	Allow identification of grants by multiple user-defined identifiers such as the following: Grant name.		
707700	High	Allow identification of grants by multiple user-defined identifiers such as the following: Grant Description.		
707701	High	Allow identification of grants by multiple user-defined identifiers such as the following: Original grant approval amount.		
707702	High	Allow identification of grants by multiple user-defined identifiers such as the following: Grant Budget.		
707703	High	Allow identification of grants by multiple user-defined identifiers such as the following: Grant amendments.		
707704	High	Allow identification of grants by multiple user-defined identifiers such as the following: Grant carryovers.		
707705	High	Allow identification of grants by multiple user-defined identifiers such as the following: Grant beginning date.		
707706	High	Allow identification of grants by multiple user-defined identifiers such as the following: Grant expiration date.		

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Section: FIN-Grants Management, General (123 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707707	High	Allow identification of grants by multiple user-defined identifiers such as the following: Grant close out date.		
707708	High	Allow identification of grants by multiple user-defined identifiers such as the following: Amounts of State matching funds.		
707709	High	Allow identification of grants by multiple user-defined identifiers such as the following: Amounts of local matching funds.		
707710	High	Allow identification of grants by multiple user-defined identifiers such as the following: Amount of other State Agency match.		
707711	High	Allow identification of grants by multiple user-defined identifiers such as the following: Amount of In kind match.		
707712	High	Allow identification of grants by multiple user-defined identifiers such as the following: Responsible agency or division (allow for multiple).		
707713	High	Allow identification of grants by multiple user-defined identifiers such as the following: Agency or division contact (multiple).		
707714	High	Allow identification of grants by multiple user-defined identifiers such as the following: Reimbursement schedule.		
707715	High	Allow identification of grants by multiple user-defined identifiers such as the following: Award date.		
707716	High	Allow identification of grants by multiple user-defined identifiers such as the following: Contract Number.		
707717	High	Allow identification of grants by multiple user-defined identifiers such as the following: Contract Award Number.		
707718	High	Allow identification of grants by multiple user-defined identifiers such as the following: Approved Contract Date.		
707719	High	Allow identification of grants by multiple user-defined identifiers such as the following: Award amount.		
707720	High	Allow identification of grants by multiple user-defined identifiers such as the following: Grant program number.		
707721	High	Allow identification of grants by multiple user-defined identifiers such as the following: Grant program description.		
707722	High	Allow identification of grants by multiple user-defined identifiers such as the following: Cluster CFDA Indicator.		
707723	High	Allow identification of grants by multiple user-defined identifiers such as the following: Research and Development source description.		
707724	High	Allow identification of grants by multiple user-defined identifiers such as the following: Direct/Indirect funds source indicator.		
707725	High	Allow identification of grants by multiple user-defined identifiers such as the following: Direct funds/ indirect funds description (name of who gave the funds).		
707726	High	Allow identification of grants by multiple user-defined identifiers such as the following: Award amount.		
707727	High	Provide ability to duplicate preexisting grants to establish templates for new grants.		
707728	High	Support combination edits for grants to allowable revenues sources. For example, a grant must use ARRA revenue source.		
707729	High	Support combination edits for grants to other Chart of Accounts elements which includes the option to list the possible combinations allowed.		
707730	High	Provide an audit trail for expenditures and transfers out which links adjustments and corrections back to the original transaction.		
707731	High	Provide an edit to keep Due To and Due Froms in balance between agencies and funds.		

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Section: FIN-Grants Management, General (123 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707732	High	Provide the ability to report the entries between a Due To to the corresponding Due Froms to the appropriate agencies and chart of accounts elements.		
707733	High	Provide audit trail for user who modifies information on grant detail screens.		
707734	High	Provide the ability for transactions to split different organizations, and appropriations.		
707735	High	Provide the ability to link revenue/reimbursements to the expenditure and transfer out transactions.		
707736	High	Provide the ability for transactions to split between multiple agencies.		
707737	High	Provide a mechanism to track expenditures made by sub grantee.		
707738	High	Track unclaimed property by federal and state sources.		
707739	High	Support the recording of escheated warrants as reduction of expenditures.		
707740	Medium	System will track the following grant application information: Grant application identifier number.		
707741	Medium	System will track the following grant application information: Grant name.		
707742	Medium	System will track the following grant application information: Grant description.		
707743	Medium	System will track the following grant application information: Catalog of Federal Domestic Assistance number.		
707744	Medium	System will track the following grant application information: Grantor.		
707745	Medium	System will track the following grant application information: Grantor Contact Name.		
707746	Medium	System will track the following grant application information: Grantor's mailing address.		
707747	Medium	System will track the following grant application information: Grantor's phone number.		
707748	Medium	System will track the following grant application information: Date application submitted.		
707749	Medium	System will track the following grant application information: Date application approved or denied.		
707750	Medium	System will track the following grant application information: Original grant approval amount.		
707751	Medium	System will track the following grant application information: Original grant requested amount.		
707752	Medium	System will track the following grant application information: Grant budget.		
707753	Medium	System will track the following grant application information: Grant amendments.		
707754	Medium	System will track the following grant application information: Grant carryovers.		
707755	Medium	System will track the following grant application information: Grant fiscal calendar.		
707756	Medium	System will track the following grant application information: Grant beginning date.		
707757	Medium	System will track the following grant application information: Grant expiration date.		
707758	Medium	System will track the following grant application information: Grant close out date.		
707759	Medium	System will track the following grant application information: Letter of credit.		

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Section: FIN-Grants Management, General (123 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707760	Medium	System will track the following grant application information: Amounts of State matching funds.		
707761	Medium	System will track the following grant application information: Responsible agency or division (multiple).		
707762	Medium	System will track the following grant application information: Agency or division contact (multiple).		
707763	Medium	System will track the following grant application information: Reimbursement schedule.		
707764	Medium	System will track the following grant application information: Award Date.		
707765	Medium	System will track the following grant application information: Letter of Intent to Award Date.		
707766	Medium	System will track the following grant application information: Contract Number.		
707767	Medium	System will track the following grant application information: Contract Award Number.		
707768	Medium	System will track the following grant application information: Approved Contract Date.		
707769	Medium	System will track the following grant application information: Original Request Amount.		
707770	Medium	System will track the following grant application information: Award Amount.		
707771	Medium	System will track the following grant application information: Grant program number.		
707772	Medium	System will track the following grant application information: Grant program description.		
707773	High	Provide the cash balance by grant at specific period.		
707774	High	Accept electronic requests for expenditures and supporting documentation from grantees.		
707775	High	Provide a routing with electronic signatures with an audit trail for approvals for the electronic request from grantees.		

Section: FIN-Grants Management, Grant Budget (38 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707776	High	Provide the ability to establish grant budgets.		
707777	High	Track multiple funding sources and expenditures against the budget.		
707778	High	Provide the ability to establish grant budgets and track/multiple funding sources and expenditures against the budget.		
707779	High	Allow for multiple funds to be budgeted for a single grant.		
707780	High	Allow for multiple funding sources for a single grant.		
707781	High	Allow for multiple activities (appropriations) for a single grant, and report at a detailed level.		
707782	High	Allow for multiple activities (appropriations) for a single grant, and report at a summary level.		
707783	High	Provide the ability to identify revenue to a funding source.		
707784	High	Support budgeting grants at varying user-defined levels and combinations of classification structure elements such as the following: Grant.		

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Section: FIN-Grants Management, Grant Budget (38 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707785	High	Support budgeting grants at varying user-defined levels and combinations of classification structure elements such as the following: Agency/Department.		
707786	High	Support budgeting grants at varying user-defined levels and combinations of classification structure elements such as the following: Program.		
707787	High	Support budgeting grants at varying user-defined levels and combinations of classification structure elements such as the following: Appropriation.		
707788	High	Support budgeting grants at varying user-defined levels and combinations of classification structure elements such as the following: Function.		
707789	High	Support budgeting grants at varying user-defined levels and combinations of classification structure elements such as the following: Fund.		
707790	High	Support budgeting grants at varying user-defined levels and combinations of classification structure elements such as the following: Object.		
707791	High	Support budgeting grants at varying user-defined levels and combinations of classification structure elements such as the following: Cost Category.		
707792	High	Support budgeting grants at varying user-defined levels and combinations of classification structure elements such as the following: Organization number.		
707793	High	Support budgeting grants at varying user-defined levels and combinations of classification structure elements such as the following: Project.		
707794	High	Support budgeting grants at varying user-defined levels and combinations of classification structure elements such as the following: Job Order (Notice to Proceed).		
707795	High	Establish expendable budgets for grants at the grant, grant phase or function, and object level at the user's discretion. Expendable budgets control total expenditures and encumbrances charged to the grant.		
707796	High	Provide a grant budget that is separate and independent of all other budgets (i.e., appropriation, department, project, and contract).		
707797	High	Provide grant budgetary control options as follows: Absolute control -- prevents transaction from processing without override approval.		
707798	High	Provide grant budgetary control options as follows: Warning - provides warning message but allows transaction to process.		
707799	High	Provide grant budgetary control options as follows: No control - allows transaction to process without warning.		
707800	High	Allow for establishing reimbursable budgets for grants at the grant, grant phase or function, and object level at the user's discretion. Reimbursable budgets control expenditures available for grant billing.		
707801	High	Support editing pre-encumbrances, encumbrances, and expenditures against the agency grant budget.		
707802	High	Provide the ability to distribute and control the grant budget by the following periods: State fiscal year.		
707803	High	Provide the ability to distribute and control the grant budget by the following periods: Federal fiscal year.		
707804	High	Provide the ability to distribute and control the grant budget by the following periods: Calendar year.		

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Section: FIN-Grants Management, Grant Budget (38 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707805	High	Provide the ability to distribute and control the grant budget by the following periods: Semi-annual.		
707806	High	Provide the ability to distribute and control the grant budget by the following periods: Quarter.		
707807	High	Provide the ability to distribute and control the grant budget by the following periods: Month.		
707808	High	Provide the ability to distribute and control the grant budget by the following periods: Allocation based upon seasonal trend.		
707809	High	Provide the ability to distribute and control the grant budget by the following periods: User defined period (manually input budget for each month).		
707810	High	Provide multiple levels of grant budget control (none, absolute, warning) within one agency.		
707811	High	Provide a flag that sets the default budget control option (none, absolute, warning).		
707812	High	Provide the ability to drill down from a grant budget error message to the budget inquiry screen to automatically retrieve budget data.		
707813	High	Provide access to grant budget, adjustments, pre-encumbrance, encumbrance, expenditures, transfers out and in, revenue and available budget. The numbers displayed should be the same numbers used by the budget edit program.		

Section: FIN-Grants Management, Transaction Processing (107 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707814	High	Maintain detailed transaction history online for life of grant and for a user-defined period beyond the grant life.		
707815	High	Allow adjustments for any open accounting period in any grant or fiscal year.		
707816	High	Allow multiple divisions to enter information on a single grant with security constraints established at the transaction level.		
707817	High	Support compliance with the Federal Government's Single Audit Act.		
707818	High	Support compliance with the cash management legislation.		
707819	High	Support complete accounting in conformity with all U.S. Government and state requirements.		
707820	High	Track by individual sub-categories within a single grant.		
707821	High	Support annual or multi-year funding allocation process that allows for expenditures or carry-over of prior year budget.		
707822	High	Allow for expenditures and billing to a grant for a user-defined period beyond the grant fiscal year.		
707823	High	Allow the definition of the program or budget year of the grant/project to be different from the system established fiscal year.		
707824	High	Set up and report budget items based on multiple fiscal years and grant years.		
707825	High	Calculate indirect costs on a user defined basis associated with any grant.		
707826	High	Provide system generated entries for indirect cost calculations on a user defined basis associated with any grant.		
707827	High	Provide the ability to support grant closing independent of state fiscal year.		
707828	High	Support financial report preparation for grants (i.e., monthly, quarterly, and annual federal reporting requirements).		
707829	High	Track grantor match rates by grant.		

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Section: FIN-Grants Management, Transaction Processing (107 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707830	High	Track grantor match rates by grant phase.		
707831	Medium	Track grantor match rates by object.		
707832	Medium	Track grantee match rates by cost category.		
707833	High	Calculate matching fund requirements associated with any grant on a user defined basis.		
707834	Medium	Allow a mechanism to specify how many times a match can be used.		
707835	Medium	Allow an option on each grant for an agency to specify grant match.		
707836	High	Support the tracking of % of match by match source with maximum amounts.		
707837	Medium	Support grant tier matching requirements with various rules.		
707838	High	Track the original source of funding as federal as they flow through pass through accounts and are transferred internally within the State.		
707839	High	Allow an expenditure to be allocated to various chart of account elements by a % when the invoice is added for payment.		
707840	Medium	Provide an edit for draw downs matching to expenses with a tolerance % if amounts do not agree.		
707841	High	Provide a mechanism to track expenditure recognition based upon payroll processed in advance versus in arrears.		
707842	High	Provide a mechanism to allocate expenditures for payroll processed in advance versus arrears to the correct accounting period.		
707843	High	Support the ability to estimate revenue for federal draws with the ability to settle to the actual expenditures after the fact.		
707844	High	Provide ability to link deposit refunds (check received from vendor) to all types of encumbrances from a prior fiscal year and post to the current year.		
707845	High	Support the ability to record two addresses for sub recipient information.		
707846	High	Support the ability to track DUNS number for sub recipients.		
707847	High	Provide the ability to store imaged Word, WordPerfect and PDF files for sub recipient transactions.		
707848	High	Provide the ability to store imaged spreadsheets for sub recipient transactions.		
707849	Medium	Support unique match rates for each grant award by grant, grant phase and object, including individual objects or groups of objects (e.g., personnel at 100% and supplies at 25% for grant 1, personnel at 90% and supplies at 40% for grant 2).		
707850	High	Accommodate grant year accounting and comply with both federal fiscal year and state fiscal year budgeting requirements.		
707851	High	Provide the ability to roll over appropriations, revenue sources, and expenditures from one grant year to the next, until the grant expires.		
707852	High	Provide the ability to uniquely identify each sub grantee for grants and all grant financial activity related to sub grantees, including the following: Record awards made to sub grantees.		
707853	High	Provide the ability to uniquely identify each sub grantee for grants and all grant financial activity related to sub grantees, including the following: Record funds received from federal government (or other sources) for pass-through purposes as either revenue or as non-revenue liabilities.		

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Section: FIN-Grants Management, Transaction Processing (107 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707854	High	Provide the ability to uniquely identify each sub grantee for grants and all grant financial activity related to sub grantees, including the following: Record funds disbursed from the agency as transfers or as reductions of liabilities.		
707855	Medium	Provide the ability to uniquely identify each sub grantee for grants and all grant financial activity related to sub grantees, including the following: Record sub grantee budget by categories as defined by the grant and/or sub grant contract.		
707856	High	Provide the ability to uniquely identify each sub grantee for grants and all grant financial activity related to sub grantees, including the following: Enter as memo entries sub grantee actual expenditures by categories as defined by the grant and/or sub grant contract.		
707857	High	Provide the ability to uniquely identify each sub grantee for grants and all grant financial activity related to sub grantees, including the following: Capture the effective beginning and end date of the sub grant.		
707858	High	Provide the ability to uniquely identify each sub grantee for grants and all grant financial activity related to sub grantees, including the following: Warn user if draw-down or reimbursement request exceeds grant award.		
707859	High	Provide the ability to uniquely identify each sub grantee for grants and all grant financial activity related to sub grantees, including the following: Link a grant to multiple projects.		
707860	High	Link multiple grants to a single project.		
707861	High	Allow for establishing grant activity at lower levels of detail than grant number (e.g., grant phase or activity within phase) and track financial activity associated with each phase.		
707862	High	Differentiate between federal, state, and other agency grants for audit purposes.		
707863	High	Provide an edit that ensures the CFDA number is valid for the grantor assigned to the grant.		
707864	High	Provide an override mechanism for authorized users to allow exceptions to valid CFDA edits to allow a unique number to identify the funding instead of CFDA.		
707865	High	Capture all grant financial activity through the general ledger.		
707866	High	Provide the ability to record direct and indirect costs associated with a grant as memo or actual entries, both for fixed dollars and for applied rates to labor or allowable expenses.		
707867	High	Allow for tracking revenue and expenditure actuals and budget (including encumbrances) by current fiscal year and grant inception date to current date.		
707868	High	Prohibit processing of grant-related expenditure transactions where the service date is not within the grant period.		
707869	Medium	Provide override capability for processing rejected transactions for grant-related expenditure transactions not within grant service dates with proper authority and audit trail.		
707870	High	Provide the ability to suspend a grant prior to completion.		
707871	High	Provide the ability to store the indirect cost rate along with an effective time period for each grant, grant phase, and object.		
707872	High	Provide the ability to apply the indirect cost rate to direct costs and store the result as an actual entry associated with the grant, grant phase, and object.		
707873	High	Provide the ability to apply the indirect cost rate to direct costs and store the result as a memo entry associated with the grant, grant phase and object.		

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Section: FIN-Grants Management, Transaction Processing (107 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707874	High	Provide for accumulating total costs without regard to the funding source and then automatically bill each funding source according to the user defined percentage.		
707875	High	Support grant percentages with at least 6 decimal places.		
707876	High	Insure that percentages of funding for grant expenditures total 100%.		
707877	Medium	Provide automated front-end splitting of transactions across multiple account coding distribution. If the grant on a transaction is a parent transaction, the system should automatically split the transactions (e.g. Grant A is parent of grants B and C with a split of 60% and 40% respectively. When an encumbrance transaction is processed for grant A, it is automatically split along predefined percentages to create encumbrances for grants B and C).		
707878	High	Provide automated front-end splitting of transactions across multiple account coding distributions at least 9999 lines of distributions.		
707879	Medium	Provide encumbrance liquidation functionality such that when a voucher is processed against an encumbrance that references a parent grant it will automatically split and appropriately liquidate the secondary encumbrances.		
707880	Medium	Do not post any of the secondary transactions unless all of the secondary transactions pass data and funding edits.		
707881	Medium	Maintain a link between the secondary transactions and the parent transaction.		
707882	High	Support budgeting grants at varying user-defined levels and combinations of classification structure elements (i.e., grant, phase, fund, and expenditure object).		
707883	High	Carry forward fiscal year grant balances for multi-year grants.		
707884	High	Record as a memo entry the 'in-kind' value (e.g., non-cash match) as part of grant activity.		
707885	Medium	Track maintenance of effort requirements for a grant.		
707886	Medium	Record certified public expenditures as grant local revenue and expenditures.		
707887	Medium	Record the federal receivable based on certified public expenditures.		
707888	Medium	Allow recording of memo and statistical transactions.		
707889	High	Utilize workflow to notify grant administrators and other users (at user defined time periods) of grant milestones (expiration dates etc.).		
707890	High	Track actual expenditures against budgeted/allowable expenditures by user-defined period (i.e., monthly, quarterly, daily, etc.).		
707891	High	Report summary expenditure activities based upon the grantor reporting requirements, without requiring changes to the State's object codes.		
707892	Medium	Access actual expenditure information from other modules (fixed assets, salaries, supplies, etc.) at a detail and summary level for each grant.		
707893	High	Report actual employee and contractor hours worked by grant and grant phase.		
707894	High	Check actual expenditures against allowable expenditure type.		
707895	Medium	Generate revenue/receivable transactions from grants expenditure data.		

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Section: FIN-Grants Management, Transaction Processing (107 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707896	Medium	Generate revenue/receivable transactions from grants expenditure data for multiple funding sources.		
707897	High	Allow the prioritization by funding source of expenditures funded by multiple funding sources/grant.		
707898	High	Allow the prioritization of funding of expenditures by percentage.		
707899	Medium	Allow the option to recognize revenue only after expenditures have been incurred. Unrecognized revenues to be carried forward at year end.		
707900	Medium	Prompt or alert users to recognize (realize) grant revenues after grant expenditures have been recorded for a user-specified period of time.		
707901	High	Provide the ability to link receipt of revenue to grant.		
707902	High	Provide the ability to link refunds to a grant transaction e.g. expenditure, encumbrance etc.		
707903	High	Allow distributed users (org unit) to enter grant expenditures on line.		
707904	High	Provide workflow capability to notify grant administrators when a review and/or approval of information is required.		
707905	High	Monitor progress of grant expenditures/revenues against original grant contract information.		
707906	High	Track milestones and expiration and extension dates.		
707907	High	Categorize and report on grant revenue/expenditures, start/end dates and other information within user-defined time periods, such as fiscal year, federal reporting year, grant term, etc.		
707908	High	Provide the ability to estimate expenses through the duration of the grant and compare these estimates against the budget.		
707909	Medium	Track and monitor cash flow at the following levels: At the letter of credit level.		
707910	High	Track and monitor cash flow at the following levels: At the State grant level.		
707911	Medium	Track and account for reimbursements and advance payments in accordance with Federal and State requirements.		
707912	High	Add, modify or delete grant information online with audit trail of all changes.		
707913	High	Provide for grant summary history online.		
707914	High	Provide for grant detail history.		
707915	High	Support multiple programs per grant (sub-grants).		
707916	High	Archive or purge expired grants or non-awarded grants after user-specified period of time.		
707917	High	Archive closed grants with no activity beyond a user defined time interval.		
707918	Medium	Provide the ability to calculate percentage and amount of change for a period of time.		
707919	High	Suspend grant transactions based on user defined criteria (i.e., expiration date or grant status).		
707920	High	Provide a flag/indicator that prevents transactions from posting against the grant.		

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Section: FIN-Grants Management, CMIA (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707921	High	Support the calculation of the float for both payment released and settled dates.		
707922	High	Provide the ability to upload ACH payment.		
707923	Medium	Support the timing of wires.		
707924	Medium	Support the ability to separate payment by payment types (e.g. checks separate from ACH).		
707925	Medium	Support the identification of federal refunds to assist in the calculation of interest owed for CMIA.		

Section: FIN-Grants Management, Billing, Inquiry, and Reporting (51 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707926	High	Provide a tickler or warning message to user for outstanding receivables after a user-specified length of time.		
707927	High	Net expenditures and program income to determine amount to draw.		
707928	High	Provide an edit to ensure that grant billings do not exceed the reimbursable budget.		
707929	High	Provide an on-line inquiry screen that displays grant reimbursable budget, encumbrances, expenditures, program income, revenues, and amount billed budget. The numbers displayed should be the same balances used by the billing edit program.		
707930	High	Track federal, state, and local grant matching requirements.		
707931	High	Interface with Accounts Receivable to provide billing, aging, and tracking capabilities.		
707932	Medium	Automatically bill the grantor from grant data (i.e., grant phase, object, match rate) when a bill is required.		
707933	High	Produce reports using both grantor-defined categories or the State's chart of accounts.		
707934	High	Report on grants both cumulatively and by user-defined periods.		
707935	Medium	Reprint a letter of credit and the remaining balance on the letter of credit.		
707936	Medium	Reprints a letter of credit and the remaining balance on the letter of credit when multiple CFDA numbers are on one letter of credit.		
707937	High	Provide a list of total draws by grant for a user specified period of time.		
707938	High	Provide a list of total draws by CFDA for a user specified period of time.		
707939	Medium	Report on the detail that supports letters of credit, requests for reimbursement, and the cash drawdown process, including application of indirect costs on a grant-by-grant basis.		
707940	High	Provide the following reports: Expenditures and revenues.		
707941	High	Provide the following reports: Sources of revenues.		
707942	High	Provide the following reports: Reimbursed costs.		
707943	High	Provide the following reports: Budget vs. actual costs.		
707944	Medium	Provide the following reports: Comparison between Claim Submitted and Actual Revenue Received.		
707945	Medium	Provide the following reports: Projected Estimated Budget vs. Actual Estimated Report.		

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Section: FIN-Grants Management, Billing, Inquiry, and Reporting (51 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707946	High	Provide the following reports: Combined grant revenue and expenditure reports.		
707947	Medium	Provide the following reports: Pending approval grant application report.		
707948	High	Provide the following reports: Pending expiration or expired grant report.		
707949	High	Provide the following reports: Grant financial year end statements.		
707950	High	Provide the following reports: Grant Trial Balance.		
707951	High	Provide the following reports: Federal 425 Report.		
707952	Medium	Provide the following reports: Advances of grantor funding vs. Actual costs, including interest earned on reserves.		
707953	Medium	Provide for narrative information appended to reports.		
707954	Medium	Maintain statistical information and produce reports on services provided.		
707955	High	Provide ability to import/export Word, WordPerfect, and PDF files without loss of formatting.		
707956	High	Provide ability to import/export information into spreadsheets (i.e., Excel) or databases (I.e. Access) for "What-If" analysis.		
707957	Medium	Generate the FHWA Current Bill for FHWA draw down purposes.		
707958	Medium	Provide location detail on the FHWA Current Bill.		
707959	High	Provide reports by grant by vendor.		
707960	High	Provide reports by grant by grantor.		
707961	High	Provide reports by grant by vendor by transaction by user defined time period.		
707962	High	Provide reports by CFDA by vendor.		
707963	High	Display the following on-screen: Grant identifiers (name, number, CFDA, etc.).		
707964	High	Display the following on-screen: Grant budget(s).		
707965	High	Display the following on-screen: Current year-to-date fiscal budget, revenues and expenditures.		
707966	High	Display the following on-screen: Grant-to-date budget, revenues, expenditures.		
707967	High	Display the following on-screen: Unexpended balance.		
707968	High	Display the following on-screen: Encumbrances.		
707969	High	Display the following on-screen: Listing of Draw-down Documents including date and dollar amount.		
707970	Medium	Display the following on-screen: Listing of Advances Documents including date and dollar amount.		
707971	High	Display the following on-screen: Grant transaction detail.		
707972	High	Roll-up grant financial data to higher levels for internal and external reporting.		
707973	High	Produce the Schedule of Expenditures of Federal Awards.		

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Section: FIN-Grants Management, Billing, Inquiry, and Reporting (51 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707974	High	Produce the Schedule of Expenditures of Federal Awards accommodating the ability for a grant to have multiple CFDA numbers.		
707975	High	Produce reports of pass thru monies in conjunction with the Schedule of Expenditures of Federal Awards.		
707976	Medium	Provide grant on-line inquiry screens that allow the user to select the time period of the data displayed including the month and year as well as the type of activity (i.e., monthly activity, year-to-date activity, or life-to-date activity).		

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Section: FIN-Investment Accounting, General (12 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707977	High	Establish a Bi-Directional Interface with QED to exchange cash and investment income transactions.		
707978	High	Provide the ability to incorporate investment data in the General Ledger at the summary investment pool level.		
707979	Medium	Provide the ability to identify Agencies that have the authority to make investments through: Board of Treasury Investments (BTI).		
707980	Medium	Provide the ability to identify Agencies that have the authority to make investments through: Investment Management Board (IMB).		
707981	Medium	Provide the ability to identify Agencies that have the authority to make investments through: Direct Investment.		
707982	Medium	Identify and track the agencies legal authority to make investments such as statutory reference, grant reference etc.		
707983	Medium	Employ effective dating to determine that the agency's investment authority is valid at the time of the investment transaction.		
707984	Medium	Ability to identify funds that can be investment through: Board of Treasury Investments (BTI).		
707985	Medium	Ability to identify funds that can be investment through: Investment Management Board (IMB).		
707986	Medium	Ability to identify funds that can be investment through: Direct Investment.		
707987	Medium	Identify and track the legal authority to make investments for the fund such as statutory reference, grant reference etc.		
707988	Medium	Employ effective dating to determine that the investment authority for the fund is valid at the time of the investment transaction.		

Section: FIN-Investment Accounting, Investment Requests (7 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707989	High	Provide the ability for agencies to submit investment requests to Treasury online.		
707990	Low	Ability to establish Automated Investment request trigger.		
707991	High	Route agency investment requests to Treasury through automated workflow.		
707992	High	Perform real time cash availability edit to ensure that cash is available to invest.		
707993	Medium	Ability to forecast Cash Requirements (Available cash plus in transit items, less outstanding payables, plus or minus transfers).		
707994	High	Treasury approves investment and provides funds to BTI or IMB to invest.		
707995	Low	Record investment in GL - in multiple investment pools.		

Section: FIN-Investment Accounting, Agency Investment Withdraw (3 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707996	High	Provide agencies with an online screen to request that the Treasurer withdraw all or a portion of their investment.		
707997	High	Route the agency request to the Treasurer through automated workflow.		
707998	High	Allow investment summary fund cash account to temporarily go negative.		

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Section: FIN-Investment Accounting, Summary Purchases and Sales (1 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
707999	High	Reflect summary cash investment activity.		

Section: FIN-Investment Accounting, Income (1 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708000	High	Record net income/loss monthly based on gains, losses, income earned on investments and changes in market value.		

Section: FIN-Investment Accounting, Inquiry and Reporting (3 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708001	High	Allow agencies to view their investment accounts online displaying: Investment Transaction Detail.		
708002	High	Allow agencies to view their investment accounts online displaying: Investment Balances.		
708003	High	Allow agencies to view their investment accounts online displaying: Gains/Losses on Investments.		

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Section: FIN-Project Management, General (142 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708004	High	Perform flexible budgeting for capital and operating projects while adhering to level of budgetary controls established in the General Ledger.		
708005	High	Integrated with other relevant modules including: Purchasing.		
708006	High	Integrated with other relevant modules including: Budgetary control.		
708007	High	Integrated with other relevant modules including: Asset Management.		
708008	High	Integrated with other relevant modules including: Cost Accounting.		
708009	High	Integrated with other relevant modules including: Inventory.		
708010	High	Integrated with other relevant modules including: Grants.		
708011	High	Integrated with other relevant modules including: Real Estate.		
708012	High	Integrated with other relevant modules including: Human Resources.		
708013	High	Integrated with other relevant modules including: Time and Labor.		
708014	High	Integrated with other relevant modules including: Payroll.		
708015	High	Integrated with other relevant modules including: Accounts Payable.		
708016	High	Integrated with other relevant modules including: Accounts Receivable.		
708017	High	Integrated with other relevant modules including: General ledger.		
708018	High	Differentiates transactions between operating and capital budget items.		
708019	High	Creates project budgets with multiple funding sources including: Grants.		
708020	High	Creates project budgets with multiple funding sources including: Bonds.		
708021	High	Creates project budgets with multiple funding sources including: General Fund.		
708022	High	Creates project budgets with multiple funding sources including: Enterprise and Internal Service Funds.		
708023	High	Creates project budgets with multiple funding sources including: Federal Funds.		
708024	High	Creates project budgets with multiple funding sources including: State Funds.		
708025	Medium	Creates project budgets with multiple funding sources including: Trust Funds/Donations.		
708026	High	Creates project budgets with multiple funding sources including: Fee-supported Projects.		
708027	High	Creates project budgets with multiple funding sources including: Earned Interest Income.		
708028	High	Creates project budgets with multiple funding sources including: Other User-Specified Operating Funds.		
708029	High	Provide the ability to classify sub-categories for each funding source (e.g. breakdown of different Federal sources).		
708030	Medium	Maintain demographic information for the following: Agency (Department).		
708031	Medium	Maintain demographic information for the following: Designer.		

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Section: FIN-Project Management, General (142 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708032	Medium	Maintain demographic information for the following: Contractor.		
708033	High	Create debt service budgets for bond funded projects.		
708034	High	Allocate direct and indirect financing costs to projects.		
708035	Medium	Allocate interest income as a funding source.		
708036	High	Provide budget forecasting for multi-year periods, which can support development of a Capital Improvement Plan and an Operating Project Improvement Plan.		
708037	High	System allows for multiple fiscal year budgets for projects.		
708038	High	System provides the ability to link a project to a grant.		
708039	High	System provides the ability to link a project to multiple grants.		
708040	High	Uniquely identify each project through the assignment of a project number and maintain project-related descriptive, phase and category information in a project table.		
708041	High	Establish project accounts to record project budgets, pre-encumbrance/ encumbrance, expenditures, anticipated revenues, and receivables.		
708042	High	Provide summary and detailed capital and operating project budgets by: Project.		
708043	High	Provide summary and detailed capital and operating project budgets by: Project phase.		
708044	High	Provide summary and detailed capital and operating project budgets by: Agency (Department).		
708045	High	Provide summary and detailed capital and operating project budgets by: All Chart of Accounts Elements.		
708046	High	Provide summary and detailed capital and operating project budgets by: Fund.		
708047	High	Provide summary and detailed capital and operating project budgets by: Organization (Allotment, Division, Cost Center).		
708048	High	Provide summary and detailed capital and operating project budgets by: Supervisory District or other geographical breakdown.		
708049	High	Provide summary and detailed capital and operating project budgets by: Program.		
708050	High	Provide summary and detailed capital and operating project budgets by: Expenditure Object.		
708051	High	Provide summary and detailed capital and operating project budgets by: Job Level.		
708052	High	Provide summary and detailed capital and operating project budgets by: Location.		
708053	High	Provide summary and detailed capital and operating project budgets by: Source of Revenue.		
708054	High	Provide multiple revisions and amendments to the budget in the above detail.		
708055	High	Provide project budget control at varying levels and combinations of the Chart of Accounts (i.e. 4th level of fund; 4th level of organization, 2nd level of object of expenditure).		
708056	High	System provides an indicator that determines if encumbrances are included in the available project budget edit.		
708057	High	System edits pre-encumbrances, encumbrances and expenditures against the agency project budget.		

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Section: FIN-Project Management, General (142 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708058	High	System provides the ability to distribute and control the project budget by the following periods: State fiscal year.		
708059	High	System provides the ability to distribute and control the project budget by the following periods: Federal fiscal year.		
708060	High	System provides the ability to distribute and control the project budget by the following periods: Calendar year (annual).		
708061	High	System provides the ability to distribute and control the project budget by the following periods: Semi-Annual.		
708062	High	System provides the ability to distribute and control the project budget by the following periods: Quarter.		
708063	High	System provides the ability to distribute and control the project budget by the following periods: Month.		
708064	High	System provides the ability to distribute and control the project budget by the following periods: Allocation based on seasonal trend.		
708065	High	System provides the ability to distribute and control the project budget by the following periods: User defined period (manually input budget for each month).		
708066	High	System rolls up project budget details to a user-defined summary level.		
708067	High	Edits all transactions to ensure that project budget is available before posting the transaction.		
708068	High	Prevents transactions not meeting available project budget that are absolutely controlled from being transmitted to the next approval stage.		
708069	High	Project budget control options in the System include: Absolute control - prevents transaction from processing without override approval.		
708070	High	Project budget control options in the System include: Warning -- provides warning message but allows transaction to process.		
708071	High	Project budget control options in the System include: No control -- allows transaction to process without warning.		
708072	High	Provide a flag that sets the default project budget control option (absolute, warning, none).		
708073	High	Provide multiple levels of project budget control (none, absolute, warning) within one agency.		
708074	High	Provide multiple levels of project budget (level one and level 3 of the organization) within the same organizational branch.		
708075	High	System provides the ability to carry forward project budget allotments to the next allotment period based on the funding source.		
708076	High	Provide the ability to drill down from the project budget error message to the budget inquiry screen and automatically retrieves budget data.		
708077	High	Provide an on-line inquiry screen that displays project budget, adjustments, pre-encumbrances, encumbrances, expenditures, revenue, and available budget. The numbers displayed should be the same balances used by the budget edit program.		
708078	High	Record and maintains data at the following levels of detail: State fiscal year.		
708079	High	Record and maintains data at the following levels of detail: Federal fiscal year.		
708080	High	Record and maintains data at the following levels of detail: Calendar year (annual).		
708081	High	Record and maintains data at the following levels of detail: Funding Fiscal Year.		
708082	High	Record and maintains data at the following levels of detail: Fund.		

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Section: FIN-Project Management, General (142 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708083	High	Record and maintains data at the following levels of detail: Organization (Allotment, Division, Cost Center).		
708084	High	Record and maintains data at the following levels of detail: Project.		
708085	High	Record and maintains data at the following levels of detail: Program.		
708086	High	Record and maintains data at the following levels of detail: Activity.		
708087	High	Record and maintains data at the following levels of detail: Task.		
708088	High	Record and maintains data at the following levels of detail: Phase.		
708089	High	Record and maintains data at the following levels of detail: Contract.		
708090	High	Record and maintains data at the following levels of detail: Project Description.		
708091	High	Record and maintains data at the following levels of detail: Object of Expenditure.		
708092	High	Record and maintains data at the following levels of detail: Source of Revenue.		
708093	High	Record and maintains data at the following levels of detail: Retainage.		
708094	High	Record and maintains data at the following levels of detail: Date of Adjustment.		
708095	High	Allow for the ability to upload and download various data from spreadsheets, word processors and databases.		
708096	High	Provide the ability to override the budget limited to authorized users.		
708097	High	Allow project phases to overlap.		
708098	High	Provide for the project initiation request including the following capabilities: Custom electronic form that can be submitted via the web.		
708099	High	Provide for the project initiation request including the following capabilities: Form can be transmitted via workflow.		
708100	High	Provide for the project initiation request including the following capabilities: Validate request thresholds and reject if validation fails.		
708101	High	Provide for the project initiation request including the following capabilities: Ability to add pull down menus and add project type (i.e., construction) and reasons for decisions.		
708102	High	Provide for the project initiation request including the following capabilities: Prerequisite Listing.		
708103	High	Provide for the project initiation request including the following capabilities: Flag to verify prerequisites.		
708104	High	Provide for the project initiation request including the following capabilities: Including a comments field.		
708105	High	Provide the ability to override prerequisite edits by authorized users.		
708106	High	The ability to record and route electronic signatures.		
708107	High	Supports at least eight levels of approval in workflow.		
708108	High	Establish project activity at a lower level of detail (e.g., phase) than project number and track financial activity associated with each location, phase, or activity within phase.		

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Section: FIN-Project Management, General (142 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708109	High	Provide the ability to move funding from one project to another, with appropriate security control.		
708110	High	Increase or decrease project funding after project is in place, with the appropriate security control.		
708111	High	Provide the ability to suspend, prevent transactions from posting against, a project.		
708112	High	Carry forward fiscal year appropriation and cash balances for multi-year projects.		
708113	High	Allow entry of a variety of descriptive information about a project, such as a narrative.		
708114	High	Track projects over multiple years.		
708115	High	Track projects by budget revisions.		
708116	High	Provide users with the option of manually creating the project schedule.		
708117	High	Monitor project progress and milestone accomplishments against a project-specific schedule.		
708118	High	Provide the following issue related fields: Creator.		
708119	High	Provide the following issue related fields: Responsible Person.		
708120	High	Provide the following issue related fields: Create Date.		
708121	High	Provide the following issue related fields: Issue Description.		
708122	High	Provide the following issue related fields: Priority.		
708123	High	Provide the following issue related fields: Status.		
708124	High	Provide the following issue related fields: Prerequisite.		
708125	High	Provide the following issue related fields: Dependency.		
708126	High	Provide the following issue related fields: Resolution Description.		
708127	High	Provide the following issue related fields: Tie to activity.		
708128	High	Provide the following issue related fields: Resolution Date.		
708129	High	Provide for entering and monitoring issues.		
708130	High	Establish project budgets and track/control revenues and expenditures against the budget.		
708131	High	Provide an automated cross reference to all internal and external project numbers.		
708132	High	Allow billing to other agencies or internal organizational units for services or commodities rendered.		
708133	High	System can require electronic approvals in order to process a transfer of funds in accordance with GAAP.		
708134	High	Provide a method for the State to recognize intragovernmental transactions.		
708135	High	Provide the ability to link to stored documents for the following document management systems: FileNet.		
708136	High	Provide the ability to link to stored documents for the following document management systems: OnBase.		

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Section: FIN-Project Management, General (142 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708137	High	Provide the ability to link to stored documents for the following document management systems: Application Xtender.		
708138	High	Provide the ability to link to stored documents for the following document management systems: Info Image (Unisys).		
708139	High	Provide click-through content access for imaged documents. The ERP record must display hyperlinks to all associated content items and will provide the capability to click-through on the hyperlinks and display the selected content.		
708140	High	Support a hierarchy for projects i.e. subprojects linked to a primary project.		
708141	High	Support workflow routing by task assignments.		
708142	High	Support workflow routing by threshold amounts.		
708143	High	Support workflow routing by organization unit.		
708144	High	Support workflow routing by funding source.		
708145	High	Support workflow routing by project.		

Section: FIN-Project Management, Project Detail (25 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708146	High	Track the application of funding to actual expenditure.		
708147	High	Associate multiple funding sources with projects.		
708148	High	Associate multiple funding sources to multiple phases within projects.		
708149	High	Identify projects lacking financial activity for a user-defined period for possible closeout.		
708150	Medium	Calculate capitalized interest by project.		
708151	High	Maintain historical data for all projects independent of G/L data (across multiple fiscal years).		
708152	High	Summarize or "rollup" expenditures to a higher budget level (budget not requiring minute detail).		
708153	High	Separate costs by real estate acquisition, construction or by any other user definable cost grouping.		
708154	High	Provide a hierarchical approach to tracking and reporting projects costs and other user defined fields (i.e., main project, sub-project, task, sub-task).		
708155	High	Accommodates resource scheduling on projects.		
708156	High	Provide the ability to assign resources (people) to a project.		
708157	High	Provide the ability to attach files in various formats to the entire requisition or individual line items. Formats include: Image Files.		
708158	High	Provide the ability to attach files in various formats to the entire requisition or individual line items. Formats include: PDF files.		
708159	High	Provide the ability to attach files in various formats to the entire requisition or individual line items. Formats include: Word processing documents.		
708160	High	Provide the ability to attach files in various formats to the entire requisition or individual line items. Formats include: Spreadsheets.		

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Section: FIN-Project Management, Project Detail (25 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708161	High	Provide the ability to attach files in various formats to the entire requisition or individual line items. Formats include: Microsoft Office Suite.		
708162	High	Provide the ability to attach files in various formats to the entire requisition or individual line items. Formats include: Primavera.		
708163	High	Provide the ability to attach files in various formats to the entire requisition or individual line items. Formats include: Info pack.		
708164	High	Provide the ability to attach files in various formats to the entire requisition or individual line items. Formats include: GIS.		
708165	High	Provide the ability to attach files in various formats to the entire requisition or individual line items. Formats include: Visio.		
708166	High	Provide the ability to attach files in various formats to the entire requisition or individual line items. Formats include: CAD (AutoCAD, Microstation).		
708167	High	Provide the ability to attach files in various formats to the entire requisition or individual line items. Formats include: URL Link.		
708168	High	Provide the ability to attach files in various formats to the entire requisition or individual line items. Formats include: Sound Files.		
708169	High	Provide the ability to attach files in various formats to the entire requisition or individual line items. Formats include: Structural Analysis Files (Building Inspections).		
708170	High	Provide the ability to attach files in various formats to the entire requisition or individual line items. Formats include: Video Files.		

Section: FIN-Project Management, Project Accounting (56 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708171	High	Provide an interface to DOA's Primavera system for tracking project details.		
708172	High	Provide an interface to WV DOT's Primavera system for tracking project details (Project creation, milestones).		
708173	High	Export information from system into ERP projects function from Primavera Program to update milestone dates based on any changes to dates for individual parcels, etc. which are impacting the overall dates for the right-of-way phase. This will allow for easier updates when project delays may occur, reducing risk of any late surprises.		
708174	High	Completely integrated with other system modules to provide real-time transactional information for requisitions, contracts and labor distributions. These modules include: Purchasing.		
708175	High	Completely integrated with other system modules to provide real-time transactional information for requisitions, contracts and labor distributions. These modules include: Accounts Payable.		
708176	High	Completely integrated with other system modules to provide real-time transactional information for requisitions, contracts and labor distributions. These modules include: Grants.		
708177	High	Completely integrated with other system modules to provide real-time transactional information for requisitions, contracts and labor distributions. These modules include: Payroll.		
708178	High	Completely integrated with other system modules to provide real-time transactional information for requisitions, contracts and labor distributions. These modules include: Real Estate.		
708179	High	Completely integrated with other system modules to provide real-time transactional information for requisitions, contracts and labor distributions. These modules include: Time and Labor.		

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Section: FIN-Project Management, Project Accounting (56 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708180	High	Completely integrated with other system modules to provide real-time transactional information for requisitions, contracts and labor distributions. These modules include: Cost Accounting.		
708181	High	Accommodate the change order process for projects.		
708182	High	Accommodates multiple change orders.		
708183	High	Track retainage and release by user-defined percentages.		
708184	High	Provide the ability to designate a project to be capitalized or not upon completion e.g.. Infrastructure for WVDOT.		
708185	High	Assign indirect cost codes.		
708186	High	Track both contracts and in-house spending to a project.		
708187	High	Transfer transaction detail from one project to another.		
708188	High	Accommodates multiple transfers of funds between projects.		
708189	High	Automatically set aside retainage by multiple user-defined percentages and release formulas.		
708190	High	Record non-financial data without affecting financial accounts.		
708191	High	Differentiate between direct and indirect costs and identify the type of costs (i.e., fixed, fixed plus flat fee, etc.).		
708192	High	Track multiple contracts to a single project.		
708193	High	Track a single contract to multiple projects.		
708194	High	Allow input, adjustments, and transfer of costs at the lowest level of account coding.		
708195	High	Generate on-line, user defined warning when project and phase expenditures nears or exceeds the original project estimates and/or the current approved project estimates.		
708196	High	Alert user with a flag or warning when project budget is overcharged either by overall project, phase, or task and allows the overcharge only with proper security.		
708197	High	Maintain multiple types of project completions/status. For example, project may be complete from a performance viewpoint but still open for accounting purposes.		
708198	High	Provide the ability to prevent charges from being allocated to a closed project, sub-project, or phase with the ability to override with the proper security.		
708199	High	Prevent contractors from getting paid prior to the official start date of the project with the ability to override with the proper security.		
708200	High	Prevent contractors from getting paid until access requirements and ADA regulations are met with the ability to override with the proper security.		
708201	High	Provide a flag that prerequisites have been met. Prevent contractors from getting paid until prerequisites are met with the ability to override with the proper security. E.g. insurance, Worker's Compensation.		
708202	High	Allow processing of project-related revenue transactions outside of the project service dates (with override capability).		
708203	High	Identify expenditures by grant number, project number, and outstanding encumbrances for specific project number.		

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Section: FIN-Project Management, Project Accounting (56 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708204	High	When security allows overcharge, no other users other than the specified user can charge against the project budget.		
708205	High	Track project and contract costs and encumbrances by equipment/asset categories.		
708206	High	Allocate and track budget dollars by selected user-defined levels.		
708207	High	Increase or decrease the maximum amount of project funding with proper security.		
708208	High	Provide a workflow with routing for approvals for project funding change request.		
708209	High	Validate charges against project master files to determine if: Charges are to open projects.		
708210	High	Validate charges against project master files to determine if: Accounts charged are valid for specified projects.		
708211	High	Obtain project titles online to assist in proper identification for data entry.		
708212	High	Allocate an amount of revenue/ expenditure by entered percentages to various projects.		
708213	High	Allow posting of non-financial transactions to project ledgers without corresponding posting to general ledger accounts.		
708214	High	Maintain accrual and cash basis balances.		
708215	High	Track multiple year expenditures.		
708216	High	Accumulate balances for: Actual.		
708217	High	Accumulate balances for: Budgets.		
708218	High	Allow or disallow spending of anticipated revenue for each project.		
708219	High	Generate cash profiles for specified grants, projects, or programs for specified time periods. Profiles will detail and summarize all transaction types which directly or indirectly reflect cash usage or receipts by specified grants or program.		
708220	High	Calculate interest liability based on clearance pattern analysis and daily cash balances.		
708221	High	Allow an occupied building or a portion of the building to be capitalized even though the project has not been closed out.		
708222	High	The ability to record fixed assets that are purchased outside state procurement process (e.g., contractor procures a commercial oven on behalf of state).		
708223	High	Track internal administrative fees related to the project (e.g., general, change order, and other).		
708224	High	Track the utilization of toll credits (FHWA) with automated accounting entries.		
708225	High	Support the ability to report FHWA improvement types.		
708226	High	Allows inquiries into project budgets, pre-encumbrances/encumbrances, revenues, and expenditures at any project hierarchy (phase, activity).		

Section: FIN-Project Management, Project Budgets (6 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708227	High	Provide access prior years' project cost.		
708228	High	Establish reimbursable budgets for projects. Reimbursable budgets control expenditures available for project billing only.		

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Section: FIN-Project Management, Project Budgets (6 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708229	High	Report actual project-to-date for the capital or operating budget.		
708230	High	Accumulate and bill for all reimbursable portions of projects.		
708231	High	Provide users with security authorization to override the expendable budget.		
708232	High	Allow the establishment of projects that may cross funds or budget units.		

Section: FIN-Project Management, Project Management (87 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708233	High	Support work plan creation and periodic updates.		
708234	High	Management of work plan should include the following: Assigning tasks.		
708235	High	Management of work plan should include the following: Creating task dependencies.		
708236	High	Management of work plan should include the following: Assigning activities (sub-tasks).		
708237	High	Management of work plan should include the following: Providing control by tasks.		
708238	High	Management of work plan should include the following: Assigning resources.		
708239	High	Management of work plan should include the following: Create milestones.		
708240	High	Management of work plan should include the following: Create critical path.		
708241	High	Management of work plan should include the following: Create work breakdown structures.		
708242	High	Management of work plan should include the following: Create lower levels of work breakdown structures i.e. Work packages.		
708243	High	Management of work plan should include the following: Track physical location of actual plan documents.		
708244	High	Management of work plan should include the following: Contain prime versus subcontractor declarations.		
708245	High	Management of work plan should include the following: Include contact information.		
708246	High	Management of work plan should include the following: Include deposit.		
708247	High	Management of work plan should include the following: Include bond information.		
708248	High	Management of work plan should include the following: Include addendum notification via email.		
708249	High	The ability to track bonds by project name, number, and contractor including: Bid guaranty and contract bond.		
708250	Medium	The ability to track bonds by project name, number, and contractor including: Assigning tasks.		
708251	High	The ability to track bonds by project name, number, and contractor including: Surety contract information.		
708252	High	The ability to track bonds by project name, number, and contractor including: Surety agent contact information.		
708253	High	The ability to track bonds by project name, number, and contractor including: Power of Attorney.		
708254	High	Provide the ability to link a project to multiple bond issues.		

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Section: FIN-Project Management, Project Management (87 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708255	High	Allow the ability to track and report builder's risk insurance policy at the contractor level including the combining of all active projects and the validation against policy limits at the time of invoicing.		
708256	High	The ability to validate that insurance coverage has not expired prior to making payment.		
708257	High	The ability to track multiple type of escrow activity, by unique escrow identifier (e.g., liens, non-profit monies, miscellaneous activities).		
708258	High	Allow for the partial release of escrow funds.		
708259	High	The ability to automatically calculate retainage upon entry of payment request.		
708260	High	The ability to waive escrowing of retainage amounts.		
708261	High	Support the reporting of escrow activity for a period of time including: Amount by project manager.		
708262	High	Support the reporting of escrow activity for a period of time including: Amount by escrow type.		
708263	High	Support the reporting of escrow activity for a period of time including: Amount by unique escrow identifier.		
708264	High	Track and report retainage accumulation until reaching a predefined threshold percentage of contract completion.		
708265	High	Generate a warrant (for escrow) payable to the contractor and the escrow bank (alternate payee).		
708266	High	The ability to download prevailing wage rates applicable to the county where the project is being performed.		
708267	High	Support including certified payroll report online as an attachment to a contractor's request for payment including: Name.		
708268	High	Support including certified payroll report online as an attachment to a contractor's request for payment including: Contractor (may be multiple).		
708269	High	Support including certified payroll report online as an attachment to a contractor's request for payment including: Subcontractor.		
708270	High	Support including certified payroll report online as an attachment to a contractor's request for payment including: Sex.		
708271	High	Support including certified payroll report online as an attachment to a contractor's request for payment including: Race.		
708272	High	Support including certified payroll report online as an attachment to a contractor's request for payment including: Address.		
708273	High	Support including certified payroll report online as an attachment to a contractor's request for payment including: Project number or Name.		
708274	High	Support including certified payroll report online as an attachment to a contractor's request for payment including: Classification of employee.		
708275	High	Support including certified payroll report online as an attachment to a contractor's request for payment including: Hours worked.		
708276	High	Support including certified payroll report online as an attachment to a contractor's request for payment including: Trade class.		
708277	High	The ability to electronically track certified payroll reports, which have been submitted or scanned.		
708278	High	Allow users to create and maintain project schedule templates.		
708279	High	Support the ability to download project information from a contractor.		

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Section: FIN-Project Management, Project Management (87 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708280	High	Provide users with the option of referencing project schedule template when establishing the project-specific schedule.		
708281	High	The capability to create a work plan from a project template.		
708282	High	Capability to create a work plan by copying a portion of a work break down structure from another project from a project template.		
708283	High	Support the ability to track special earmarks including the ability to have multiple on one project and to capture expiration date if applicable.		
708284	High	Support and track the GARVEE bond process.		
708285	High	Support the tracking of expenditures by MPO.		
708286	High	End of year bid amount and final cost amount .		
708287	High	Provide reporting on advanced construction activity and status.		
708288	High	Support managing project deliverables including: Defining deliverables.		
708289	High	Support managing project deliverables including: Associating deliverables to tasks.		
708290	High	Support managing project deliverables including: Integrating deliverables with other applications.		
708291	High	Provide the capability to view work plans by Gantt chart.		
708292	High	Support automated routing for work plan approvals.		
708293	High	Support notification of work plan publication.		
708294	High	Provide an integrated scheduling tool which provides for task assignments.		
708295	High	Provide an integrated scheduling tool which provides for task dependencies.		
708296	High	Support progress management including: Progress status data.		
708297	High	Support progress management including: Percentage complete.		
708298	High	Support progress management including: Estimated dates.		
708299	High	Support progress management including: Actual dates.		
708300	High	Provide capability to calculate percentage complete values on tasks.		
708301	High	System should support forecasting by allowing: Ability to set time periods for forecast.		
708302	High	System should support forecasting by allowing: Ability to generate forecast based upon work plan.		
708303	High	System should support forecasting by allowing: Ability to generate forecast based upon work quantity.		
708304	High	System should support forecasting by allowing: Ability to generate forecast based upon staffing plan.		
708305	High	System should support forecasting by allowing: Ability to generate forecast based upon financial plan.		
708306	High	System should support forecasting by allowing: Ability to generate forecast based upon average of actual.		
708307	High	System should support forecasting by allowing: By Budget line.		

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Section: FIN-Project Management, Project Management (87 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708308	High	System should support forecasting by allowing: The financial impact of change orders.		
708309	High	System should support forecasting by allowing: The financial impact of change request.		
708310	High	Capability to generate multiple planning scenarios to assess the consequences of changes.		
708311	High	Generate an alert for all project behind expectations such as: No Budget remaining.		
708312	High	Generate an alert for all project behind expectations such as: X days behind schedule.		
708313	High	Generate an alert for all project behind expectations such as: Exceeded threshold for change orders.		
708314	High	Generate an alert for all project behind expectations such as: Claims unresolved within x days.		
708315	High	Generate an alert for all project behind expectations such as: User Defined.		
708316	High	Provides a mechanism to capture FHWA Obligation and Apportionment amounts by Federal Agreement number and FHWA program codes submitted, approved, billed, and expended.		
708317	High	The capability to import and export program data to and from standard formats (Excel, Access, etc.).		
708318	High	The ability to record and track deliverable and performance quality issues of contractors.		
708319	High	Capability to track feasibility studies.		

Section: FIN-Project Management, Project Close (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708320	High	Allow the user to specify and control the project closing process through user defined tables and security roles.		
708321	High	Supports multiple closing of projects at the user's options.		
708322	High	Close projects partially or completely.		
708323	High	Provide an automated procedure to purge and archive data for closed projects.		
708324	High	Identify inactive projects for possible close.		
708325	High	Close project at user specified date.		
708326	High	Close and capitalize or expense each project as completed and make required entries to the asset or expense accounts and work-in-progress accounts.		
708327	High	Allow a user with appropriate security to re-open a closed project.		

Section: FIN-Project Management, GIS Integration (7 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708328	High	Provide a full featured GIS viewer within the safety management function which integrates with WVDOT's existing ESRI ArcGIS environment.		
708329	High	Provide capability to print as a map any results which are spatially displayed by the GIS viewer from within the safety management function.		

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Section: FIN-Project Management, GIS Integration (7 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708330	High	Provide the capability to spatially map a specific crash or set of crashes meeting a specific set of criteria from the safety management function. While looking at a list of crashes or detailed information about an individual crash within the safety management function, the user must be able to select "map the asset" and see the location of the crash or crashes displayed spatially by the GIS viewer within the safety management function.		
708331	High	Provide the capability to spatially map a set of crashes meeting a specific set of selection criteria from the safety management function. The user must be able to enter a set of search criteria in the safety management function and obtain a tabular list of crashes meeting that criterion. The user must then be able to select "map crashes" and see these crashes displayed spatially by the GIS viewer within the safety management function.		
708332	High	Provide the capability to enter a set of selection criteria for an ad-hoc query of safety management data and request that the results be displayed spatially by the GIS viewer within the safety management function.		
708333	High	Provide the ability for a user to select an area of interest from within WVDOT's GIS application and request that all crashes in that area or all crashes in that area meeting certain user defined criteria stored in the safety management function be spatially displayed on a map within WVDOT's GIS.		
708334	High	Provide the ability to select one or more crashes from the map of crashes within an area displayed in the WVDOT GIS application and drill down to see the detailed information about the specific crash or crashes within the safety management application.		

Section: FIN-Project Management, STIP (174 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708335	Medium	Support development of and updates to the State Transportation Improvement Program (STIP) for submission to FHWA.		
708336	Medium	Provide a snapshot of the final STIP.		
708337	Medium	Provide a dynamic instance of the STIP which includes pending and approved changes from FHWA to the STIP.		
708338	Medium	Provide the ability to perform 'what if' scenarios from the dynamic STIP instance or the final STIP applying various business rules.		
708339	Medium	Provide an interface from FMIS for balances of funding sources to use for "what if" analysis.		
708340	Medium	Support the following what if scenarios: Changes to revenue amounts.		
708341	Medium	Support the following what if scenarios: Changes to funding.		
708342	Medium	Support the following what if scenarios: Changes to a mix of projects i.e. e. a certain amount for a paving project and a certain amount for bridge project.		
708343	Medium	Support the ability to prioritize by project.		
708344	Medium	Provide the available funding sources applicable for each project.		
708345	Medium	Provide the available earmarks applicable for each project.		
708346	Medium	Track special earmarks.		
708347	Medium	Provide the ability to export what if scenarios to a file.		
708348	Medium	Support the tracking of project deliverables/performance measures.		

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Section: FIN-Project Management, STIP (174 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708349	Medium	Provide an interface to FMIS for pending and approved changes to the STIP.		
708350	Medium	Update STIP based on FHWA input and approval.		
708351	Medium	Ability to provide capability in a real time environment to calculate, track and display multiple budget actions in various statuses while providing individual action details for each specific request and summary details by phase, funding type, STIP reference, request status and project total .		
708352	Medium	Provide the ability to forecast for "what if" scenarios to assist in STIP preparation.		
708353	Medium	Provide the ability to report on the percentage of STIP that has been advanced.		
708354	Medium	Ability to have system notify requester via email of change in action status.		
708355	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Federal project number.		
708356	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: State project number.		
708357	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Organizational relationships.		
708358	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: STIP references.		
708359	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Project name.		
708360	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Phase.		
708361	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Type of Work.		
708362	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Funding Obligation date (original).		
708363	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Funding Obligation date (new).		
708364	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Route.		
708365	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: County.		
708366	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: District.		
708367	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Group.		

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Section: FIN-Project Management, STIP (174 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708368	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Street.		
708369	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Road.		
708370	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Bridge.		
708371	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Person responsible for project.		
708372	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: State code.		
708373	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Status.		
708374	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Reason for revision.		
708375	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Project begin date.		
708376	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Project end date.		
708377	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Federal Aid system.		
708378	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Functional Classification system.		
708379	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Beginning Mile point.		
708380	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Miles.		
708381	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Average daily traffic (year).		
708382	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: School Bus Route.		
708383	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Mail Route.		
708384	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Commercial Route.		
708385	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Lane.		

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Section: FIN-Project Management, STIP (174 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708386	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Division.		
708387	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Width (feet).		
708388	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Surface type.		
708389	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Length.		
708390	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Type.		
708391	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Posted Weight.		
708392	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Detour Mileage.		
708393	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Condition Surface rating.		
708394	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Jointly owned - show co-owner.		
708395	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Jointly owned - show percentage.		
708396	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Name of Railroad.		
708397	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Number of tracks.		
708398	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: DOT crossing number.		
708399	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Existing protection.		
708400	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Other.		
708401	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Acquisition/Easement.		
708402	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Encroachment.		
708403	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Business affected.		

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Section: FIN-Project Management, STIP (174 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708404	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Residences affected.		
708405	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Description.		
708406	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: 404 permit needed.		
708407	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: City agreement needed.		
708408	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Other State agreement needed.		
708409	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Other Permits/agreement needed.		
708410	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Type of environmental action needed.		
708411	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Programmatic Categorical Exclusion.		
708412	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Environment assessment.		
708413	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Environmental Impact Statement.		
708414	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Known historical properties.		
708415	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Description of work.		
708416	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Phases requested.		
708417	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Estimated cost.		
708418	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: allocation number or other source of funding.		
708419	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Recommended to be performed by.		
708420	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Desirable phase start date.		
708421	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Desirable phase end date.		

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Section: FIN-Project Management, STIP (174 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708422	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Prepared by.		
708423	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Reviewed by.		
708424	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Recommended by.		
708425	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Division responsible.		
708426	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Prepared by date.		
708427	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Division Director approval.		
708428	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Description of project revision.		
708429	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Revised project - new or existing.		
708430	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Fund type.		
708431	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Total Phase cost.		
708432	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Federal dollar cost.		
708433	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Federal dollar change.		
708434	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: State dollar cost.		
708435	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: State dollar change.		
708436	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Development responsible.		
708437	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Funding options.		
708438	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: New Federal dollar amount.		
708439	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: New total amount.		

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Section: FIN-Project Management, STIP (174 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708440	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: New obligation date (current).		
708441	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Request date.		
708442	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Percentage increase.		
708443	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: MPO TIP.		
708444	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: New total amount.		
708445	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Original STIP obligation reported by quarter.		
708446	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Current STIP obligation reported by quarter.		
708447	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Original STIP federal dollars reported by quarter.		
708448	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Current STIP federal dollars reported by quarter.		
708449	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: User defined project coding.		
708450	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Federal Appropriation number.		
708451	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Request status.		
708452	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Project total.		
708453	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: STIP category specification.		
708454	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Initial request date.		
708455	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Preliminary request date.		
708456	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Final approval request date.		
708457	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Federal Improvement code.		

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Section: FIN-Project Management, STIP (174 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708458	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: State Improvement code.		
708459	Medium	Ability to allow authorized users, based on security authorizations and restrictions, to store or extract project identification data such as: Project category.		
708460	Medium	Provide the ability to report the difference in date and amount changes from the original to the current by each quarter.		
708461	Medium	Supports the reporting of the following for the STIP: West Virginia Department of Highways (WVDOH) Federal Project listing.		
708462	Medium	Supports the reporting of the following for the STIP: WVDOH Federal Project maps integrated with GIS.		
708463	Medium	Supports the reporting of the following for the STIP: Non-Federal Aid project listings (State Funded Projects).		
708464	Medium	Supports the reporting of the following for the STIP: Core programs of the Federal STIP subdivided by at least ten categories (Bridge Program, Community Development and Connectivity Program, Localized Mobility Improvement program, planning and Workforce Development Program, Regional Mobility Program, Resurfacing Program, and Traffic Program).		
708465	Medium	Supports the reporting of the following for the STIP: Current federal fiscal year Program Charts (including pie charts).		
708466	Medium	Supports the reporting of the following for the STIP: Division of Public Transit Project Listing.		
708467	Medium	Supports the reporting of the following for the STIP: Federal Lands project Listing.		
708468	Medium	Supports the reporting of the following for the STIP: WVDOH Unfunded Projects.		
708469	Medium	Supports the reporting of the following for the STIP: Performance Measures.		
708470	Medium	Supports the reporting of the following for the STIP: Link to Pavement Management module to develop priorities.		
708471	Medium	Supports the reporting of the following for the STIP: Link to Bridge Management module to develop priorities.		
708472	Medium	Supports the reporting of the following for the STIP: Link to Safety module to develop priorities.		
708473	Medium	Supports the reporting of the following for the STIP: Link to Real Estate module to develop priorities.		
708474	Medium	Provide the ability to initiate a project using an electronic form.		
708475	Medium	Provide the ability to workflow the steps for the project initiation process.		
708476	Medium	Support the ability to use workflow to route steps based upon funding source.		
708477	Medium	Support the ability to hold workflow routings until certain required indicators are completed such as allow 10 day period for review for an amendment on a federal project.		
708478	Medium	Provide the ability to have an electronic form for STIP amendments.		
708479	Medium	Provide the ability to route the electronic form for STIP amendments to a list of individuals.		
708480	Medium	Provide the ability for one phase to apply to multiple construction projects.		
708481	Medium	Provide the ability for multiple phases to apply to one construction project.		
708482	Medium	Provide an email notification when certain fields are modified such as status or costs.		

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Section: FIN-Project Management, STIP (174 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708483	Medium	Interface to FMIS for federal agreement development and modifications.		
708484	High	Provide user friendly ability to query on all STIP data elements.		
708485	Medium	Support advanced construction process.		
708486	Medium	Provide reporting on advanced construction activity and status.		
708487	Medium	Provide the ability to establish a phase as a project.		
708488	Medium	Provide the ability to link multiple projects for reporting purposes.		
708489	Medium	Provide the ability to have multiple project numbers for each project phase.		
708490	Medium	Support projects with multiple funding sources.		
708491	Medium	Supports the ability to identify by program the following: Amounts.		
708492	Medium	Supports the ability to identify by program the following: Number of projects.		
708493	Medium	Supports the ability to identify by program the following: Breakdown by program type.		
708494	Medium	Provide the ability to link available earmarks to funding needs to support analysis of gaps.		
708495	Medium	Provide the ability to report projects utilizing earmarks.		
708496	Medium	Provide the ability to report the following by program: Additional obligation authority/ carryover.		
708497	Medium	Provide the ability to report the following by program: Apportionment each year for the current year and any known future year.		
708498	Medium	Provide the ability to report the following by program: Projected available each year for the next six years.		
708499	Medium	Provide the ability to report the following by program: Cumulative supplemental spending in the current year .		
708500	Medium	Provide the ability to report the following by program: Each year scheduled for six years.		
708501	Medium	Provide the ability to report the following by program: Cumulative STIP planning dollars for four years.		
708502	Medium	Provide the ability to report the following by program: Cumulative STIP planning dollars for six years.		
708503	Medium	Provide the ability to report the following by program: AC/Garvee payback each year for the next six years.		
708504	Medium	Provide the ability to report the following by program: Potential AC projects.		
708505	Medium	Provide the ability to report the following by program: First Year supplemental plus scheduled plus payback.		
708506	Medium	Provide the ability to report the following by program: Projected Total Apportionment (for the first four years).		
708507	Medium	Provide the ability to report the following by program: Projected Total Funding Available (for the first four years).		
708508	Medium	Provide the ability to report the following by program: Totaled Scheduled plus Paybacks (for the first four years).		

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Section: FIN-Project Management, Reporting (35 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708509	High	Generate reports from specific or ranges of: Project Number or Name.		
708510	High	Generate reports from specific or ranges of: Type (capital or operating).		
708511	High	Generate reports from specific or ranges of: Agencies and Organization/Division.		
708512	High	Generate reports from specific or ranges of: State fiscal year.		
708513	High	Generate reports from specific or ranges of: Federal fiscal year.		
708514	High	Generate reports from specific or ranges of: Calendar year (annual).		
708515	High	Generate reports from specific or ranges of: Funding Source.		
708516	High	Produce variance reports according to the account ranges specified above.		
708517	High	Provide reports at the end of projects listing expenditures by funding sources and type including associated invoice and warrant numbers at a summary and detail level.		
708518	High	System provides the following reports: Project expenditures by type of expenditure, i.e. fixed asset, component, etc.		
708519	High	System provides the following reports: Project expenditures by vendor and invoice number.		
708520	High	System provides the following reports: Produce project status reports for current month, YTD and inception-to-date.		
708521	High	Report direct and indirect costs associated with a project, including assessment of fringe benefit and/or overhead costs associated with direct project labor.		
708522	High	Track and report revenue and expenditure actual and budget (including encumbrances) by current fiscal year and project inception date to current date at detail level specified by user.		
708523	High	Provide resource monitoring and resource utilization queries and reports.		
708524	High	Provide project on-line inquiry screens that allow the user to select the time period of the data displayed including the month and year as well as the type of activity (i.e., monthly activity, year-to-date activity, or life-to-date activity).		
708525	High	Provide an on-line inquiry screen that displays project budget, encumbrances, expenditures, revenues, and available budget. The numbers displayed should be the same balances used by the budget/cash edit program.		
708526	High	Provide on-line inquiry screens to view vendor and customer information by project.		
708527	High	Provide the ability to view on line and print time scaled bar chart (Gantt).		
708528	High	Include a Cost Variance Report.		
708529	High	Include a Schedule Variance Report.		
708530	High	Include a Variance at Completion Report.		
708531	High	Include a number of tracts purchased by funding source report.		
708532	High	Allow for reporting on federal fiscal year.		
708533	High	Provide FHWA 10 and 20 year Reports for inactive projects.		

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Section: FIN-Project Management, Reporting (35 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708534	High	Support reporting on the following: Project.		
708535	High	Support reporting on the following: Task.		
708536	High	Support reporting on the following: Resource.		
708537	High	Support reporting on the following: Period-to Date.		
708538	High	Support reporting on the following: Prior Period.		
708539	High	Support reporting on the following: Year-to-Date.		
708540	High	Support reporting on the following: Inception-to-Date.		
708541	High	System will have drill down capabilities for the following: Projects.		
708542	High	System will have drill down capabilities for the following: Task.		
708543	High	System will have drill down capabilities for the following: Resources.		

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Section: FIN-Transparency, Public Access (24 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708544	High	Provide the means to collect, store and establish public access to records with emphasis on executed contracts, purchase orders, invoices, and total gross compensation for state employees.		
708545	High	Display total vendor spend statewide and by agency.		
708546	High	Provide the ability to display contracts, purchase orders, and invoices in summary or full form.		
708547	High	Display detailed vendor payment transactions statewide and by agency.		
708548	High	Display vendor submitted bids after bid opening.		
708549	High	Contracts, purchase orders, and invoices made available to the public must not be protected by privilege or exempt under any other Federal or State law (e.g. HIPPA).		
708550	High	Provide ability to receive documents in the following formats: Microsoft Word.		
708551	High	Provide ability to receive documents in the following formats: Microsoft Excel.		
708552	High	Provide ability to receive documents in the following formats: PDF.		
708553	High	Provide ability to receive documents in the following formats: TIF.		
708554	High	Provide ability to receive documents in the following formats: CAD Drawings.		
708555	High	Provide ability to receive documents in the following formats: URL.		
708556	High	Provide ability to receive documents in the following formats: Image.		
708557	High	Provide ability to receive documents in the following formats: Sound Files.		
708558	High	Provide ability to receive documents in the following formats: Video Files.		
708559	High	Documents must show date of execution, amount of the document, name of the agency executing the document, the names of all other parties executing the document, the subject matter of the document, and the document number, expiration date, commodity code.		
708560	High	The system will change all submitted documents to a text searchable PDF format for standardization purposes.		
708561	Medium	The website must display instructions for the public on how to review or request access to documents online.		
708562	High	The public will be able to search the documents and document summaries by date of execution, amount of the document, name of the agency executing the document, the names of all other parties executing the document, the subject matter of the document, and the document number, expiration date, commodity code.		
708563	Medium	Provide ability for the public to perform "keyword" searches.		
708564	Medium	Documents made available for public access must remain in the system for a minimum of 10 years.		
708565	Medium	Provide ability to scan each document for keywords that will be used to assign each document to an internal commodity type or type(s) that will be used to enhance search capability for the public.		
708566	High	Comply with the FFATA (Federal Funding Accountability and Transparency Act) requirements.		
708567	Medium	Update the transparency system in real time as vendor and employee invoices are paid.		

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Section: FIN-Transparency, User Registration (10 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708568	High	Provide a user registration function that requires potential users to provide basic identification information to include: Name.		
708569	High	Provide a user registration function that requires potential users to provide basic identification information to include: Address.		
708570	High	Provide a user registration function that requires potential users to provide basic identification information to include: Phone Number.		
708571	High	Provide a user registration function that requires potential users to provide basic identification information to include: email address.		
708572	High	Validate the user registration information to determine that it is a valid name, address, and phone number.		
708573	High	Validate that the submitted name, address, and phone number are a legitimate combination.		
708574	High	Validate that the submitted address is a valid US address.		
708575	High	If address is not a valid US address route through automated workflow for approval.		
708576	High	Assign User Id and Password to valid user registration requests.		
708577	High	Send login user id and password to email address submitted in registration.		

Section: FIN-Transparency, Redact (11 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708578	High	Scan redacted documents for the presence of a social security number, FEIN, Credit Card, or other recognizable text patterns. If one of these patterns is detected, the document will not be accepted by the system.		
708579	High	Documents presented for public inspection must be redacted in accordance with applicable provisions of Federal and State statutes by the agency submitting the document.		
708580	Medium	Access for the public to redacted contracts, redacted contract amendments, redacted Purchase Orders, and redacted invoices must be made available on the State public website.		
708581	Low	Provide automated redaction capability.		
708582	Medium	If an external user requests access to a document that is not available in a redacted form, the system through automated workflow will notify the Right to Know Officer, or designated representative, of the pertinent agency directing that a redacted version of the requested document be submitted.		
708583	Medium	If an external user requests access to a document for which no redacted version is available, the system will provide the option for that external user to provide an e-mail address through which the system will notify that external user that the requested document is now available in the system.		
708584	Medium	External user requests access to a document for which no redacted version is available a redacted version must be made available within 5 business days per FOIA (Freedom of Information Act).		
708585	Medium	Do not display confidential information contained in the vendor file (e.g.; bank routing number, bank account number, etc.).		
708586	Medium	Do not display confidential service information such as HIPPA related services.		
708587	Medium	Provide fields for public and private comments on all expenditure transaction. Do not display private comments.		

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Section: FIN-Transparency, Redact (11 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708588	High	Do not display employee home address.		

Section: FIN-Transparency, Audit Trail (2 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708589	High	System maintains an audit trail of document Searches.		
708590	Medium	System maintains an audit trail of document submissions, agency notifications, agency resubmissions, and public notifications.		

Section: FIN-Transparency, Purge and Archive (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708591	Medium	System automatically handles the archiving or purging of documents beyond the mandatory system availability term, based on user defined rules.		
708592	High	Electronic notice of deposit, W-2.		
708593	Medium	Employee travel remittance by employee.		
708594	Medium	Detailed remittance data by vendor.		
708595	Medium	Allow authorized system admin users to remove documents at the request of authorized users. This should include detail and summary data.		

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Section: FIN-Travel, Employee Reimbursement (94 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708596	Medium	Provide the ability to reimburse employees for travel and other expenses.		
708597	Medium	Generate payments (or invoices) to employees based on reconciliation of advances vs. expense reports.		
708598	Medium	Provide ability for State employees to initiate reimbursement for their travel expenses through direct entry of travel expenses.		
708599	Medium	Provide ability for State employees to query on the status of their pending travel reimbursements.		
708600	Medium	Provide an optional travel authorization process that can be initiated by individual agencies, and must compare approved expenses per travel authorization to actual expenses claimed for reimbursement.		
708601	Medium	Optional travel authorization should be capable of on-line approvals from flexible hierarchical approval process.		
708602	Medium	Differentiate between accountable (detailed reporting and payment for actual expenses) and non-accountable (per diem) travel reimbursements.		
708603	Medium	Provide facility to report certain employee payments on a W-2 (e.g. in certain cases, moving expenses, per diem, in-state vehicles, travel allowances, or other reimbursements) that are not exempted by the Internal Revenue Service Regulation.		
708604	Medium	Support the ability to add a custom form to be used for the submission of employee reimbursements.		
708605	Medium	Automatically detects and rejects any request for duplicate payment based on time period (start and end), dollar amount, or invoice number.		
708606	High	Integrate with employee master files in the Human Resources module to verify that requestor was in fact an active State employee at the time of the expense.		
708607	Medium	Integrate with employee leave records in the Human Resources module to verify that requestor was in fact not on leave at the time of the expense.		
708608	Medium	Allows an authorized individual to override the employee on leave edit for infrequent exceptions.		
708609	Medium	Record the issuance of an advance as a receivable and reimbursement of employee advance as a cash receipt and calculate any remaining amount due or receivable after the employee has completed travel.		
708610	Medium	Provide an edit to not disallow an advance unless outstanding advances are paid in full at an employee level.		
708611	Medium	Provide an edit to disallow an advance unless outstanding advances are paid to a specified amount at an agency level.		
708612	Medium	Send notification to employee and supervisor if an advance is over a user-specified amount of time (for example, 30 days).		
708613	Medium	Provide a flexible on-line hierarchical approval process for approving employee reimbursement.		
708614	Medium	Provide for proxy approvers.		
708615	Medium	Track employees who are eligible for mileage reimbursement (i.e. headquarters versus home address mileage).		
708616	Medium	Pay the per diem rates for meals based on the travel dates and locations.		
708617	Medium	Edit transactions to ensure that the State maximum allowance for lodging is not exceeded based on travel dates and location, without appropriate approvals.		
708618	Medium	Permit entry and submission of expense claims by selected users on behalf of other employees (proxy submission).		
708619	Medium	Require basic information concerning the nature of the travel including: In/out of state.		

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Section: FIN-Travel, Employee Reimbursement (94 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708620	Medium	Require basic information concerning the nature of the travel including: Travel reason.		
708621	Medium	Require basic information concerning the nature of the travel including: Travel advance amount.		
708622	Medium	Require basic information concerning the nature of the travel including: Departure date.		
708623	Medium	Require basic information concerning the nature of the travel including: Return date.		
708624	Medium	Require basic information concerning the nature of the travel including: Exception travel.		
708625	Medium	Require basic information concerning the nature of the travel including: Registration due date.		
708626	Medium	Require basic information concerning the nature of the travel including: Actual itinerary.		
708627	Medium	Require basic information concerning the nature of the travel including: Estimated expenses.		
708628	Medium	Default the object of expenditure based upon the selected travel category.		
708629	Medium	Permit recording the expenditure for multiple distribution lines.		
708630	Medium	Permit recording the expenditure for all coding elements in the Chart of Accounts.		
708631	Medium	Permit authorized users to override/change the default object of expenditure.		
708632	Medium	Allow date effective default accounting distribution based upon the user id.		
708633	Medium	Integrate with employee time records in the Human Resources module to default the accounting distribution for the time period of the travel.		
708634	Medium	Permit authorized users to override/change the default accounting distribution.		
708635	Medium	Allow the option for a requestor's travel reimbursement to be charged to multiple agencies.		
708636	Medium	Provide an explanation field for each expense line item.		
708637	Medium	Generate a warning message when travel claims are entered for the same traveler with overlapping travel periods.		
708638	Medium	Notify approvers that travel claims have overlapping travel periods.		
708639	Medium	Calculate mileage based upon user specified origination and destination.		
708640	Medium	Provide for vicinity mileage (e.g., intra-city).		
708641	Medium	Store an employees official station (city and state) to use in calculating point to point mileage.		
708642	Medium	Require an explanation if the amount of mileage claimed exceeds the amount of mileage calculated by the system.		
708643	Medium	Identify travel line items that require receipts.		
708644	Medium	Travel reports contain the following items: Travel claim identifier.		
708645	Medium	Travel reports contain the following items: Employee identifier.		
708646	Medium	Travel reports contain the following items: Travel line items.		
708647	Medium	Travel reports contain the following items: Receipt required indicator.		

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Section: FIN-Travel, Employee Reimbursement (94 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708648	Medium	Prevent employee from altering the travel claim while it is being reviewed by the approver.		
708649	Medium	Automatically notify approvers that a travel claim has been submitted.		
708650	Medium	Allow employees to modify rejected travel claims.		
708651	Medium	Send notification to the approver that the rejected travel claim has been modified.		
708652	Medium	Send notification to the approver that the travel claim exceeds the State travel guidelines.		
708653	Medium	Provide routing of approval based upon expense type. (e.g. travel, training, other reimbursements).		
708654	Medium	Track submitted and adjusted expense amounts separately.		
708655	Medium	Automatically notify the employee if the travel claim is adjusted.		
708656	Medium	Automatically notify the employee when travel claim has been processed for payment.		
708657	Medium	Store default per diem rates by location.		
708658	Medium	Allow authorized users to override defaulted per diem rates.		
708659	Medium	Provide the following inquiries/reports: Status of all travel claims by employee.		
708660	Medium	Provide the following inquiries/reports: Paid travel claims by employee.		
708661	Medium	Provide the following inquiries/reports: Unpaid travel claims by employee.		
708662	Medium	Provide the following inquiries/reports: Outstanding travel advances by employee.		
708663	Medium	Provide the following inquiries/reports: Outstanding travel advances by agency.		
708664	Medium	Provide the following inquiries/reports: Travel claims awaiting action by approver.		
708665	Medium	Provide the following inquiries/reports: Travel claims approved by approver.		
708666	Medium	Provide the following inquiries/reports: Travel claims rejected by approver.		
708667	Medium	Provide the following inquiries/reports: Travel claims awaiting payment by department.		
708668	Medium	Provide the following inquiries/reports: Registration fees paid by employee.		
708669	Medium	Provide the following inquiries/reports: Registration fees paid by agency.		
708670	Medium	Store travel information for a minimum of ten years.		
708671	Medium	Stored travel information includes: Traveler.		
708672	Medium	Stored travel information includes: Travel destination.		
708673	Medium	Stored travel information includes: Travel dates (start and end).		
708674	Medium	Stored travel information includes: Travel reason.		
708675	Medium	Stored travel information includes: Travel advance amount.		

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Section: FIN-Travel, Employee Reimbursement (94 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708676	Medium	Stored travel information includes: Travel cost by expense type.		
708677	Medium	Stored travel information includes: Document imaged support.		
708678	Medium	Provide for the retrieval and maintenance of the Government Service Agency (GSA) Continental United States (CONUS) travel rates for meals, lodging and incidental per diem rates.		
708679	Medium	Provide ability to upload updates from the Government Service Agency (GSA) Continental United States (CONUS).		
708680	Medium	Provide ability to link to Document Management system stored documents.		
708681	Low	Provide ability to process travel reimbursements for contractors.		
708682	Medium	Provide a mechanism to compare the cost of using a personal vehicle for travel versus using a State vehicle tracked in the Fleet Management module.		
708683	Medium	Create a route optimizer feature that can be integrated with the evaluation of best value state-owned vehicle or employee reimbursement functionality.		
708684	Medium	Mileage rates are stored in a table for multiple date effective periods.		
708685	Medium	Per diem and lodging rates are stored in a table for multiple date effective periods.		
708686	Medium	Provide interface with legacy travel system for travel payments.		
708687	Medium	Provide interface with legacy travel system for personnel information.		
708688	Medium	Provide an indicator on travel claim for payment method such as direct bill or pcard.		
708689	Medium	Support the ability to split expense claim with a portion sent to pcard and a portion sent to Accounts Payable.		

Section: FIN-Travel, Online Travel Booking (11 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708690	Medium	Support designated purchasing cards, as well as traditional travel cards.		
708691	Medium	Booking capabilities should include airline, lodging, state-owned aviation assets, daily use vehicles, rail and ground transportation for domestic and foreign travel.		
708692	Medium	Support policy and procedure enforcement at the State, Agency, and Department/Division level.		
708693	Medium	Support policy and procedure enforcement at the Employee level.		
708694	Medium	Include booking tools that enforce agency travel guidelines.		
708695	Medium	Include booking tools that enforce supplier preferences.		
708696	Medium	Support automated routing of multiple levels of approval for a trip in advance of the final booking.		
708697	Medium	Include requests for travelers without access to the internet or using proxy designations.		
708698	Medium	Provide the ability to track unused airline credits.		
708699	Medium	Support cost allocating trips across multiple departments, agencies and funding sources at the time of booking.		

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Section: FIN-Travel, Online Travel Booking (11 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708700	Medium	Provide the ability to export electronic billings.		

Section: FIN-Travel, Reporting (4 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
708701	Medium	Produce elapsed time reports including: Time elapsed between travel and employee submission of travel claim.		
708702	Medium	Produce elapsed time reports including: Time lapsed between employee submission of claim and completion of all approvals.		
708703	Medium	Produce elapsed time reports including: Time lapsed between employee submission of claim and payment of claim.		
708704	Medium	Require justification of elapsed time between travel and submission of claim that exceeds user specified number of days.		

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Section: HRP-Applicant Services, General (49 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709001	High	Track and process external applicants (e.g., competitive) as well as current employees (e.g., internal mobility), non-merit employees, and former employees with reemployment rights applying for open positions.		
709002	Medium	Track functions within the State to include: creation of a register for vacant positions.		
709003	Medium	Track functions within the State to include: approval of register request.		
709004	Medium	Track functions within the State to include: tracking of register request status (pending, filled, complete, on-hold).		
709005	Medium	Track functions within the State to include: tracking of applicants.		
709006	Medium	Track functions within the State to include: processing of registers and eligibility lists.		
709007	Medium	Track functions within the State to include: management of testing and interview process.		
709008	Medium	Track functions within the State to include: tracking of the interview process.		
709009	Medium	Track functions within the State to include: management of historical staffing and hiring history.		
709010	Medium	Produce applicant email notifications or letters based on user-defined option.		
709011	Medium	Prohibit reapplication for a user define period of time set by posted job.		
709012	Medium	All applicant notifications/letters may be by email or US mail based on applicant selectable option.		
709013	High	Post a job position based on a future date and have the position automatically become available on the website on that date.		
709014	High	Post a job position based on a future expected vacancy date (assuming current job position is currently filled).		
709015	Medium	Interface applicant tracking with the following State and external systems: drivers license database.		
709016	Medium	Interface applicant tracking with the following State and external systems: external job boards (craig's list, etc.).		
709017	Medium	Interface applicant tracking with the following State and external systems: testing and examinations.		
709018	Medium	Interface applicant tracking with the following State and external systems: workforce development (unemployment).		
709019	Medium	Interface applicant tracking with the following State and external systems: DD214 (honorable discharge from armed services).		
709020	Medium	Interface applicant tracking with the following State and external systems: selective service record.		
709021	Medium	Interface applicant tracking with the following State and external systems: professional / occupational licensure.		
709022	Medium	Interface applicant tracking with the following State and external systems: other designated third party sources.		
709023	Medium	Interface applicant tracking with the following State and external systems: indexed images to existing image system (e.g. File Net).		
709024	Medium	Interface applicant tracking with the following State and external systems: college and education verification.		
709025	Medium	Interface applicant tracking with the following State and external systems: I-9.		
709026	Medium	Interface applicant tracking with the following State and external systems: SSN validation.		
709027	Medium	Interface applicant tracking with the following State and external systems: Visa status.		

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Section: HRP-Applicant Services, General (49 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709028	Medium	Interface applicant tracking with the following State and external systems: credit checks.		
709029	Medium	Interface applicant tracking with the following State and external systems: employment verification.		
709030	Medium	Interface applicant tracking with the following State and external systems: criminal background.		
709031	Medium	Interface applicant tracking with the following State and external systems: NCIC (National Crime Information Center).		
709032	Medium	Interface applicant tracking with the following State and external systems: retirement system.		
709033	Medium	Integrate with imaging capability to associate scanned data with an applicant.		
709034	Medium	Designate EEO-related staffing events for review/approval: at the time of job posting and through recruitment.		
709035	Medium	Designate EEO-related staffing events for review/approval: for area of competition (e.g., creation or use of limited register (not state-wide).		
709036	Medium	Designate EEO-related staffing events for review/approval: for use of related register, extend a register or reactivate a register.		
709037	Medium	Designate EEO-related staffing events for review/approval: of interview results.		
709038	Medium	Designate EEO-related staffing events for review/approval: of interview questionnaires.		
709039	Medium	Designate EEO-related staffing events for review/approval: for hiring review for underutilized positions when targeted group members have been certified.		
709040	Medium	Designate EEO-related staffing events for review/approval: for administrative removals or suspensions of EEO candidates from register or certification list.		
709041	Medium	Designate EEO-related staffing events for review/approval: for recruitment activity plan.		
709042	Medium	Attach comments and other documents (Excel, Word, etc.) to applicant records.		
709043	Medium	Track affirmative action hiring goals and produce statistical performance measures for specified positions by organization unit.		
709044	Low	Full text search capability for resumes and applications.		
709045	Medium	User-specified workflow approval routing of job postings, certified registers, and hiring process.		
709046	Medium	Integrate with Microsoft Outlook to utilize standard State government settings and use of the Global Address Book and email structure to facilitate all communication with candidates and hiring managers.		
709047	Medium	Notify applicable agency EEO representative of upcoming interview events for underutilized positions in which targeted group certified candidates are included so that interview panels can be briefed.		
709048	Medium	Notify applicable agency EEO representative of other staffing events where targeted group candidates are included such as referrals for interim, limited-time federally funded, contract employees, internships, and stipend/scholarship trainees.		
709049	Low	Create and maintain a rating panel resource directory to identify potential members of balanced interview and rating panels.		

Section: HRP-Applicant Services, Recruiting (16 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709050	Medium	Track recruiting sources and events (e.g., job fairs, special events).		

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Section: HRP-Applicant Services, Recruiting (16 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709051	Medium	Manage and track the effectiveness of intern recruiting.		
709052	Medium	Track the effectiveness of recruiting, including identifying number of recruits, applicants, hires, and retained recruits.		
709053	Medium	Track recruiting sources by job and their effectiveness in terms of candidates interviewed, offers made and positions accepted.		
709054	Medium	Capture recruitment activity information by agency to include underutilized job groups, affirmative action goals, and recruiting sources used.		
709055	Medium	Conduct recruitment analysis, including individual demographics and diversity analysis by user-specified criteria.		
709056	Medium	Track recruiting prospects and ability to query the database, including, but not limited to the following: prospect name and identifying information.		
709057	Medium	Track recruiting prospects and ability to query the database, including, but not limited to the following: classifications of interest.		
709058	Medium	Track recruiting prospects and ability to query the database, including, but not limited to the following: source of prospect contact.		
709059	Medium	Track recruiting prospects and ability to query the database, including, but not limited to the following: history of contacts.		
709060	Medium	Track recruiting prospects and ability to query the database, including, but not limited to the following: next contact type.		
709061	Medium	Track recruiting prospects and ability to query the database, including, but not limited to the following: next contact date.		
709062	Medium	Track recruiting prospects and ability to query the database, including, but not limited to the following: veterans status.		
709063	Medium	Specify user-defined pre-hire assessment questions with each job classification and job posting.		
709064	Medium	Define geographic recruiting regions.		
709065	Low	Maintain recruit lists, distribution lists, and mailing labels by user specified criteria (e.g. organizational unit).		

Section: HRP-Applicant Services, Job Authorization Requests and Tracking (56 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709066	High	Support the following types of job openings: Classified.		
709067	High	Support the following types of job openings: Classified Exempt.		
709068	Low	Support the following types of job openings: Local government.		
709069	Medium	Support the following types of job openings: Temporary.		
709070	High	Support the following types of job openings: System wide.		
709071	High	Support the following types of job openings: Employee transfer.		
709072	Medium	Support the following types of job openings: Stipend/Scholarship Trainees/Co-op.		
709073	Medium	Support the following types of job openings: Per Diem Board Members.		
709074	Medium	Support the following types of job openings: Governor's Internship Program.		
709075	High	Support the following types of job openings: Promotional.		

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Section: HRP-Applicant Services, Job Authorization Requests and Tracking (56 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709076	Medium	Support the following types of job openings: limited-time federally funded.		
709077	Medium	Notify interested parties by email of the job opening.		
709078	Medium	System provides job opening information on a web site.		
709079	High	Post multiple customized job openings based on the same job specification.		
709080	High	Provide requesting agencies with a valid eligibility list when a job request is approved.		
709081	Medium	Initiate a request to fill a position vacancy within an agency and route through multiple hiring authorities at the agency electronically.		
709082	Medium	Provide hiring authorities the right to approve a request to fill.		
709083	Medium	Based on type of position (classified or classified exempt) and organization unit the process to fill a position is triggered.		
709084	Medium	Post job openings to a web site by organizational unit.		
709085	Medium	Control access to job openings to existing employees.		
709086	Medium	Job posting requirements must be regulated based on State policy and procedure manuals and State Administrative Regulations and Statutes.		
709087	Medium	Produce job announcement based on defined posting authorization and rules by agency guidelines.		
709088	High	Produce external or internal job announcements to include: organization unit and name.		
709089	High	Produce external or internal job announcements to include: contact name, number and address.		
709090	High	Produce external or internal job announcements to include: announcement type.		
709091	High	Produce external or internal job announcements to include: position status (full time, part time, interim, etc.).		
709092	Medium	Produce external or internal job announcements to include: FTE indicator.		
709093	High	Produce external or internal job announcements to include: job class.		
709094	Medium	Produce external or internal job announcements to include: job announcement code.		
709095	High	Produce external or internal job announcements to include: working title.		
709096	High	Produce external or internal job announcements to include: location.		
709097	High	Produce external or internal job announcements to include: work shifts.		
709098	High	Produce external or internal job announcements to include: special qualifications.		
709099	Medium	Produce external or internal job announcements to include: online application indicator.		
709100	Medium	Produce external or internal job announcements to include: resume required indicator.		
709101	Medium	Produce external or internal job announcements to include: selection method indicator.		
709102	High	Produce external or internal job announcements to include: minimum requirements.		

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Section: HRP-Applicant Services, Job Authorization Requests and Tracking (56 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709103	Medium	Produce external or internal job announcements to include: notes.		
709104	Medium	Produce external or internal job announcements to include: knowledge, skills and abilities.		
709105	Medium	Produce external or internal job announcements to include: drug test and background check required.		
709106	Medium	Produce external or internal job announcements to include: DMV check required.		
709107	Medium	Produce external or internal job announcements to include: how to apply and hiring process associated with the job announcement.		
709108	High	Produce external or internal job announcements to include: classification (classified, classified exempt).		
709109	Medium	Produce external or internal job announcements to include: position/job description.		
709110	Medium	Produce external or internal job announcements to include: work schedule and hours.		
709111	High	Produce external or internal job announcements to include: opening and closing date.		
709112	Medium	Produce external or internal job announcements to include: preferred skills.		
709113	Medium	Produce external or internal job announcements to include: salary range.		
709114	Medium	Produce external or internal job announcements to include: pay grade.		
709115	Medium	Produce external or internal job announcements with preloaded text from stored class specifications.		
709116	Medium	Produce external or internal job announcements with preloaded salary range from stored pay grade or job class salary schedules based on title.		
709117	Medium	Link a job announcement to an exam.		
709118	Medium	Automatically remove job postings from the website once the posting date has expired.		
709119	Medium	Retain and track information for expired or filled job posting.		
709120	Low	Job opening information available through an IVR based hotline.		
709121	Medium	Link job postings generated to agency internet or intranet sites, job bank sites, or other third party sites.		

Section: HRP-Applicant Services, Applicant Tracking (35 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709122	High	Create and maintain an applicant tracking system for both external and internal job applicants.		
709123	Medium	Allow interested applicants to create profile(s) online for job announce notification via email based on job class, job category, job title, department and other pertinent data.		
709124	Medium	Generate a unique applicant tracking number.		
709125	Medium	online entry of applications for both classified and classified exempt candidates.		
709126	Medium	Electronic education verification capability.		
709127	Medium	Capture education and experience on the application.		

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Section: HRP-Applicant Services, Applicant Tracking (35 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709128	Medium	Application data can be evaluated against user defined criteria for job opening (for example, application is scored using knowledge, skill and experience codes).		
709129	Medium	Track status of applicants tied to each individual certifications, tracks the reports of actions and optionally shares with any other certification lists. Reports of action are (user can choose more than one): Selected.		
709130	Medium	Track status of applicants tied to each individual certifications, tracks the reports of actions and optionally shares with any other certification lists. Reports of action are (user can choose more than one): Declined offer.		
709131	Medium	Track status of applicants tied to each individual certifications, tracks the reports of actions and optionally shares with any other certification lists. Reports of action are (user can choose more than one): Not selected.		
709132	Medium	Track status of applicants tied to each individual certifications, tracks the reports of actions and optionally shares with any other certification lists. Reports of action are (user can choose more than one): Failed to respond.		
709133	Medium	Track status of applicants tied to each individual certifications, tracks the reports of actions and optionally shares with any other certification lists. Reports of action are (user can choose more than one): Not interested.		
709134	Medium	Track status of applicants tied to each individual certifications, tracks the reports of actions and optionally shares with any other certification lists. Reports of action are (user can choose more than one): Not available.		
709135	Medium	Track status of applicants tied to each individual certifications, tracks the reports of actions and optionally shares with any other certification lists. Reports of action are (user can choose more than one): Failed to show for interview.		
709136	Medium	Track status of applicants tied to each individual certifications, tracks the reports of actions and optionally shares with any other certification lists. Reports of action are (user can choose more than one): Not contacted.		
709137	Medium	Track status of applicants tied to each individual certifications, tracks the reports of actions and optionally shares with any other certification lists. Reports of action are (user can choose more than one): Not eligible.		
709138	Medium	Track status of applicants tied to each individual certifications, tracks the reports of actions and optionally shares with any other certification lists. Reports of action are (user can choose more than one): Unable to locate.		
709139	Medium	Track status of applicants tied to each individual certifications, tracks the reports of actions and optionally shares with any other certification lists. Reports of action are (user can choose more than one): Interviewed.		
709140	Medium	Track status of applicants tied to each individual certifications, tracks the reports of actions and optionally shares with any other certification lists. Reports of action are (user can choose more than one): Considered.		
709141	Medium	Track status of applicants tied to each individual certifications, tracks the reports of actions and optionally shares with any other certification lists. Reports of action are (user can choose more than one): Appointed.		
709142	Medium	Maintain original rank order on a certified list regardless of contact results for applicants on that list (For example, hired, not available, failed to reply etc.).		
709143	Medium	Preserve electronic certified list throughout the hiring process including tracking and contact results information.		
709144	Medium	Applicants can submit questions to a mailbox regarding the hiring process or a specific job opening, which can be responded to at a later time.		
709145	Medium	Automatically purge or archive the applicant data based on user-defined criteria.		
709146	Medium	Define application forms (web based) based on job specifications.		

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Section: HRP-Applicant Services, Applicant Tracking (35 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709147	Medium	Define steps in the hiring process, including non-testing steps and track the event dates, status, and results of these steps.		
709148	Medium	Identify, score and rank veterans for claiming points for service records.		
709149	Medium	Integrate applicant and employee information with all other components to eliminate duplicate data input.		
709150	Low	Track and process prospective employee referrals.		
709151	Medium	Capture reference information including contact dates.		
709152	Low	Track "career agents", which match job interests (e.g., applications) with job openings.		
709153	Medium	Integrate staffing and hiring events to a calendar function.		
709154	High	Applicants have the ability to apply for multiple job openings with one application or multiple applications based on organization requirements.		
709155	Medium	Allow for applicants to be assigned to multiple job openings.		
709156	Medium	Allow for multiple qualified applicants to be assigned to multiple registers.		

Section: HRP-Applicant Services, Testing and Examinations (62 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709157	High	Track continuous and scheduled testing.		
709158	Medium	Manage the administration of tests to include: computer based.		
709159	Medium	Manage the administration of tests to include: written.		
709160	Medium	Manage the administration of tests to include: oral.		
709161	Medium	Manage the administration of tests to include: training and work experience.		
709162	Medium	Manage the administration of tests to include: skills based.		
709163	Medium	Ability to schedule tests once the applications are received.		
709164	Medium	Ability to notify applicant of testing arrangements, including date, location, logistical information, etc. via mail or email as specified by the applicant.		
709165	Medium	Designate testing components as general and applicable to many positions.		
709166	Medium	Record test results and transfer test scores for applicants who have applied for multiple positions.		
709167	Medium	Bypass general test components for individual applicants that have passed this step for another application process.		
709168	Medium	Create multiple evaluation methods (e.g., Scoring / Pass / Fail).		
709169	Medium	Record test data linked to the applicant's information based on: exam center or location.		
709170	Medium	Record test data linked to the applicant's information based on: exam results.		
709171	Medium	Record test data linked to the applicant's information based on: unique test number (version of the test taken).		

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Section: HRP-Applicant Services, Testing and Examinations (62 Req)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709172	Medium	Record test data linked to the applicant's information based on: test date and time.		
709173	Medium	Record test data linked to the applicant's information based on: person or persons conducting the specific test.		
709174	Medium	Record test data linked to the applicant's information based on: response by question.		
709175	Medium	Record test data linked to the applicant's information based on: preference points (e.g., veterans).		
709176	Medium	Record test data linked to the applicant's information based on: comments.		
709177	Medium	Record test data linked to the applicant's information based on: user defined criteria.		
709178	Medium	Capture the expiration of test scores: which expires after a user-defined amount of time.		
709179	Medium	Capture the expiration of test scores: and remove (inactivate) the applicant from the appropriate registers.		
709180	Medium	Capture the expiration of test scores: with electronic notification the applicant of the expiration and removal.		
709181	Medium	Analyze test data that computes and displays standard statistics, with statistics at the item and exam level to include: test score means.		
709182	Medium	Analyze test data that computes and displays standard statistics, with statistics at the item and exam level to include: standard error measurements.		
709183	Medium	Analyze test data that computes and displays standard statistics, with statistics at the item and exam level to include: standard deviations.		
709184	Medium	Analyze test data that computes and displays standard statistics, with statistics at the item and exam level to include: frequency distributions and item difficulties.		
709185	Medium	Analyze test data that computes and displays standard statistics, with statistics at the item and exam level to include: response frequencies.		
709186	Medium	Analyze test data that computes and displays standard statistics, with statistics at the item and exam level to include: other measures as needed and appropriate.		
709187	Medium	Record multiple scores for the same applicant and the same test.		
709188	Medium	Identify and use the highest test score in rankings. (e.g. Rule of 10).		
709189	Medium	Record and calculate ratings for experience, education, etc.		
709190	Medium	Calculate a final score once all testing components are completed to enable placement on the register for each classification applied for, using user-defined variables within specified time parameters.		
709191	Medium	Automatically recalculation of scores if tests are retaken.		
709192	Medium	Create user-definable results notification templates which contains: a test description.		
709193	Medium	Create user-definable results notification templates which contains: the score.		
709194	Low	Create user-definable results notification templates which contains: the score range.		
709195	Low	Create user-definable results notification templates which contains: a register rank.		

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Section: HRP-Applicant Services, Testing and Examinations (62 Req)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709196	Medium	Create user-definable results notification templates which contains: the number of correct/incorrect answers.		
709197	Medium	Create user-definable results notification templates which contains: the disqualification criteria.		
709198	Medium	Create user-definable results notification templates which contains: the eligibility date.		
709199	Medium	Create user-definable results notification templates which contains: commented text.		
709200	Medium	Create user-definable results notification templates which contains: preference points (if applicable).		
709201	Medium	Enable statewide online testing at several remote locations.		
709202	Medium	Enable online concurrent testing at multiple locations. For example, generate the same test 500 times in 10 different locations at the same time.		
709203	Medium	Create password/ID retrieval for applicants.		
709204	Medium	Link tests with specific job classes, and change the exam/job class relationship in real-time or at a future date.		
709205	Medium	Print formatted tests and answer keys based on user security profiles.		
709206	Medium	Post test results, in real time (online and/or printable), with access for the proctor, Personnel Staff and applicant.		
709207	Medium	Track of test start/end time.		
709208	Medium	Track of a time/date stamp for test scores.		
709209	Medium	Track of applicant test taking statistics, such as number of times and how often a test is taken.		
709210	Medium	Reasonable accommodation tools and resources for special testing needs (ADA compliant).		
709211	Medium	Multilingual support option on all tests.		
709212	Medium	User defined number of testing components.		
709213	Medium	Record user defined versions of tests and related answer keys.		
709214	Medium	Tracks multiple user-defined answer keys with unique identifiers and user definable fields.		
709215	Medium	Exclude items that are deemed invalid from final scoring of tests and rescore.		
709216	Medium	Identify the exams where an excluded item was used.		
709217	Medium	Applicants can take tests while administrators post new tests for the same exam.		
709218	Medium	Create online test that can be routed through approval levels and posted in real time.		

Section: HRP-Applicant Services, Testing and Examinations Content Management (15 Req)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709219	Medium	Ensure that tests/questions/answers and any associated applicant data is not compromised (i.e., secured).		
709220	Medium	Validate that all tests/questions/answers are EEO and ADA compliant and comply with federal/state regulations.		
709221	Medium	Question pool shall be searchable by categories and grouped by skill level.		

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Section: HRP-Applicant Services, Testing and Examinations Content Management (15 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709222	Medium	Customize a canned test.		
709223	Medium	Tests/questions contain core competencies.		
709224	Medium	Create types of test question to include: computer adaptive testing (CAT).		
709225	Medium	Create types of test question to include: multiple choice.		
709226	Medium	Create types of test question to include: true or false.		
709227	Medium	Create types of test question to include: essay (with automated grading).		
709228	Medium	Create types of test question to include: audio.		
709229	Medium	Create types of test question to include: photographs.		
709230	Medium	Create types of test question to include: flash modules.		
709231	Medium	Create types of test question to include: software simulations.		
709232	Medium	Justification/documentation for every test/question/answer is produced.		
709233	Medium	Certified question pool and certified standard tests available.		

Section: HRP-Applicant Services, Register and Eligibility List Management (69 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709234	High	Track all applicants that are eligible for consideration for hire of a position by classification.		
709235	Medium	Generate a preview list to be created for an approved opening by the following categories, ordered by user-defined criteria: internal mobility.		
709236	Medium	Generate a preview list to be created for an approved opening by the following categories, ordered by user-defined criteria: veterans.		
709237	Medium	Generate a preview list to be created for an approved opening by the following categories, ordered by user-defined criteria: open competitive.		
709238	Medium	Generate a preview list to be created for an approved opening by the following categories, ordered by user-defined criteria: promotional.		
709239	Medium	Generate a preview list to be created for an approved opening by the following categories, ordered by user-defined criteria: employee demographics (EEO).		
709240	Medium	Generate a preview list to be created for an approved opening by the following categories, ordered by user-defined criteria: re-employments.		
709241	Medium	Generate a preview list to be created for an approved opening by the following categories, ordered by user-defined criteria: quick fills (emergency, temporary).		
709242	Medium	Generate a preview list to be created for an approved opening by the following categories, ordered by user-defined criteria: interns / co-ops / scholarships.		

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Section: HRP-Applicant Services, Register and Eligibility List Management (69 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709243	Medium	Lists for internal mobility registers filtered by current agency organization of employees (statewide, department-wide, division, work unit, etc.).		
709244	High	Apply preference point adjustments when creating the list for an approved opening, based on user-defined parameters on which adjustments apply to which types of openings (final ranking is based on test/ranking scores).		
709245	Medium	Sort and filter lists by approved special qualification parameters based on: geographic designation.		
709246	High	Sort and filter lists by approved special qualification parameters based on: county of preference.		
709247	High	Sort and filter lists by approved special qualification parameters based on: county (e.g. county of residence).		
709248	High	Sort and filter lists by approved special qualification parameters based on: work county.		
709249	High	Sort and filter lists by approved special qualification parameters based on: agency organization.		
709250	High	Sort and filter lists by approved special qualification parameters based on: work schedule preference.		
709251	High	Sort and filter lists by approved special qualification parameters based on: part time / full time preference.		
709252	High	Sort and filter lists by approved special qualification parameters based on: shift preference.		
709253	High	Sort and filter lists by approved special qualification parameters based on: other user-specified qualifications.		
709254	Medium	Create user-specified rules for selecting candidates for inclusion on a list.		
709255	High	List hierarchy such that certain types of applicants are listed first (e.g. previously laid off employees from State).		
709256	High	Allows State to save certification data lists and to uniquely identify the lists for use in interviews and appointments (Certification of Eligibles).		
709257	High	Match Certification with a position(s) that are to be filled.		
709258	High	Identify, rank and certify applicants per Preference Points and/or scores.		
709259	Medium	Applicants who meet minimum requirements can self-nominate for a posted position.		
709260	Medium	Track candidates on multiple registers for jobs located throughout the State.		
709261	Medium	Close certified registers based on: expiration after user-defined time period.		
709262	Medium	Close certified registers based on: position(s) have been filled.		
709263	Medium	Close certified registers based on: return with no action taken.		
709264	Medium	Notify applicants removed from the register and the reason for removal.		
709265	Medium	Restore applicants to the register once they have been removed based on user defined criteria.		
709266	Medium	Generate letters / emails to candidates who have been interviewed, with user-defined format and selection criteria.		
709267	Medium	Track and audit of all actions taken during the appointment process, including user-defined codes for results.		
709268	High	Correct a certification error.		
709269	Medium	Track the status of all individual register requests from request to completion (including any status within the process).		

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Section: HRP-Applicant Services, Register and Eligibility List Management (69 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709270	Medium	Option to notify candidates if referred to the hiring agency including job title, location and posting number.		
709271	Medium	Track approvals for certified registers.		
709272	Medium	Track the use of existing and previous registers for recruitment purposes.		
709273	Medium	Define timing for certification deadlines (e.g., 6 months).		
709274	Medium	Applicants removed from a register for user-defined reasons.		
709275	Medium	Prohibit reapplication for a user-defined (e.g. period of time, agency specific, etc.).		
709276	Medium	Automatically remove candidates from registers, and provide notification, once they are hired into a position of equal or higher level.		
709277	Medium	Create and change multiple certification rules, which provide the logic to select candidates for a certification list for consideration in filling a vacancy(s).		
709278	Medium	Track multiple certification rule attributes.		
709279	Medium	Track multiple certification rules details applied in a user-defined sequence.		
709280	Medium	Activate or remove multiple certification rules details for each rule.		
709281	Medium	Enter register requests to include: request number.		
709282	Medium	Enter register requests to include: agency.		
709283	Medium	Enter register requests to include: employee id (user id).		
709284	Medium	Enter register requests to include: position number.		
709285	Medium	Enter register requests to include: shift.		
709286	Medium	Enter register requests to include: work schedule.		
709287	Medium	Enter register requests to include: part time/full time.		
709288	Medium	Enter register requests to include: total in multiple vacancy fill request.		
709289	Medium	Enter register requests to include: status on certification lists.		
709290	Medium	Enter register requests to include: contact information.		
709291	Medium	Enter register requests to include: county of work location.		
709292	Medium	Enter register requests to include: other user defined criteria.		
709293	Medium	Enter register requests to include: job classification.		
709294	Medium	Supplement additional cert list selection rules with special qualifications (e.g., veteran status).		
709295	Medium	Generate list of eligibles with a unique identifier based on top scores for test results or other qualifiers (rank order, tie breakers).		
709296	Medium	Route offers for internal approval prior to mailing or emailing offer letters to candidates.		

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Section: HRP-Applicant Services, Register and Eligibility List Management (69 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709297	High	Create a register based on applicant responses to questions regarding minimum requirements.		
709298	High	Flag certified applicants who are non-responsive for removal from the register.		
709299	Medium	Track the expiration date of register certifications.		
709300	Medium	Notification Certification expiration to user-defined hiring managers, etc.		
709301	Medium	Notify the hiring agency based on user-defined timeframe prior to a Certification expires.		
709302	Medium	Report on the certification list as of a user-specified point in time, for historical purposes.		

Section: HRP-Applicant Services, Inquiry and Reporting (14 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709303	Medium	Online location searches of applicants and certified candidates, including name, county, department, agency, city, etc.		
709304	Low	Conduct full text searches by user-specified criteria, including degree, certificate, training, skill, competency specified on the resume or application, etc.		
709305	Medium	Allow recruiters to produce and distribute reports to hiring managers electronically.		
709306	High	Produce and distribute a searchable certified list of applicants meeting minimum requirements for a vacancy based on candidate selection method in rank order, competitive or internal mobility.		
709307	Medium	Produce correspondence to applicants and certified applicants based on response.		
709308	Medium	Produce multiple job opening listings for web posting and/or Open Continuous Bulletins.		
709309	Medium	Report applicant status by multiple user defined criteria.		
709310	High	Produce EEO hiring reports.		
709311	Low	Produce random surveys for applicants, hiring managers and recruiters as part of the quality assurance process.		
709312	High	Report information associated with the hiring process, including advertising cost, time to fill, offers accepted vs. declined and other key metrics.		
709313	Medium	Print mailing lists and/or labels and/or email for all applicant correspondence.		
709314	Medium	Print letters or send emails for all employee correspondence.		
709315	High	Produce statistical reports reflecting historical EEO data on applicants.		
709316	Low	Select applicants or current employees by job classification and generate pre-defined email notices regarding job opportunities or other user-defined notices.		

Section: HRP-Applicant Services, Self-Service (36 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709317	High	Provide online capability for the applicant to: complete job applications/profile.		
709318	High	Provide online capability for the applicant to: review opportunities.		

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Section: HRP-Applicant Services, Self-Service (36 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709319	High	Provide online capability for the applicant to: review application status.		
709320	High	Provide online capability for the applicant to: update applicant demographics on registers.		
709321	Medium	Provide online capability for the applicant to: update of candidate resume or application if requested from hiring organization while preserving the original version of the resume/application.		
709322	High	Provide online capability for the applicant to: update of applicant account information.		
709323	Medium	Allow candidates to submit multiple applications/resumes and/or resume profiles online which include: dates worked.		
709324	Medium	Allow candidates to submit multiple applications/resumes and/or resume profiles online which include: job duties.		
709325	Medium	Allow candidates to submit multiple applications/resumes and/or resume profiles online which include: job contact information.		
709326	Medium	Allow candidates to submit multiple applications/resumes and/or resume profiles online which include: skills attained.		
709327	Medium	Allow candidates to submit multiple applications/resumes and/or resume profiles online which include: certification or degrees earned.		
709328	Medium	Allow candidates to submit multiple applications/resumes and/or resume profiles online which include: hours per week or percentage of full-time work for a given job title (full-time, part-time).		
709329	High	Allow candidates to submit multiple applications/resumes and/or resume profiles online which include: other user defined criteria.		
709330	Medium	Allow candidates to link multiple documents to the application and any associated updates.		
709331	High	View job opening information on web site(s)for internal candidates and external candidates.		
709332	High	Applicants can store work-in-progress and continue at a later date.		
709333	Low	Applicant to request the support of a recruiter or other assistance during the application submission process.		
709334	Medium	Spell check capability for applicants, hiring managers and recruiters.		
709335	Medium	Allow applicants to establish and maintain multiple electronic resumes and applications through the use of an industry-standard web browser.		
709336	Medium	Allow for user-defined, job specific informational statements to be displayed (job description, salary, benefits, etc.).		
709337	Medium	Allow for supplemental questions to be responded to by the applicant depending on the job applied for (e.g., common questions pertain to skills, licenses and/or certifications, benefits, etc.). These questions should: be user-defined.		
709338	High	Allow for supplemental questions to be responded to by the applicant depending on the job applied for (e.g., common questions pertain to skills, licenses and/or certifications, benefits, etc.). These questions should: associated with a job posting, job class or category.		
709339	Medium	Allow for supplemental questions to be responded to by the applicant depending on the job applied for (e.g., common questions pertain to skills, licenses and/or certifications, benefits, etc.). These questions should: assigned a predetermined value.		
709340	Medium	Allow for supplemental questions to be responded to by the applicant depending on the job applied for (e.g., common questions pertain to skills, licenses and/or certifications, benefits, etc.). These questions should: allow for response calculations and score generation.		

**State of West Virginia RFP for ERP Software and Services
Appendix M: Functional and System-wide Requirements**

Section: HRP-Applicant Services, Self-Service (36 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709341	Medium	System provides the ability for applicants to view the status of their records based on: test results.		
709342	Medium	System provides the ability for applicants to view the status of their records based on: review score on various registers.		
709343	Medium	System provides the ability for applicants to view the status of their records based on: status on certification lists.		
709344	Medium	System provides the ability for applicants to view the status of their records based on: tracking of all open jobs applied for.		
709345	Medium	Allow applicants to apply for multiple positions at once and to leverage common application steps across multiple job openings.		
709346	Medium	Allow applicants to request reuse of prior exam scores.		
709347	Medium	Allow interested applicants to create profiles for job announcement (posting) notification based on job class, job category, department, and other pertinent data (career agent function).		
709348	High	Applicant has ability to change password and generate email notification.		
709349	Medium	Create audit trail of historical comments from agency and DOP on an applicant record.		
709350	Medium	Resume can be created using system generated template online for a job application.		
709351	Medium	Allow applicants to request placement on a register once dropped, including a comment field to indicate why they believe the request to be justified.		
709352	Medium	Individuals can enter online applicant referrals.		

**State of West Virginia RFP for ERP Software and Services
Appendix M: Functional and System-wide Requirements**

Section: HRP-Benefits Administration, General (65 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709353	Medium	For each plan year (July 1 - June 30), maintain employee and employer insurance premium cost for various type of insurance plans offered to: State employees.		
709354	Medium	For each plan year (July 1 - June 30), maintain employee and employer insurance premium cost for various type of insurance plans offered to: State employees on leave without pay.		
709355	High	For each plan year (July 1 - June 30), maintain employee and employer insurance premium cost for various type of insurance plans offered to: State retirees.		
709356	Medium	For each plan year (July 1 - June 30), maintain employee and employer insurance premium cost for various type of insurance plans offered to: elected officials.		
709357	High	For each plan year (July 1 - June 30), maintain employee and employer insurance premium cost for various type of insurance plans offered to: non-state participants.		
709358	High	HR records for State employees and former State employees (retirees) will utilize the ERP Benefits Module, with integration of Accounts Receivable/Billing Module for non- employee insurance participants.		
709359	Medium	HR records for State employees, higher education employees and former State employees (retirees) will utilize the ERP Payroll Module, for payroll and retirement annuity pay processing.		
709360	High	K-12 school district participants, local government participants, certain former agencies previously associated with the State and certain other former participants records may not be maintained in the ERP Payroll/Personnel (including Benefits Administration) modules. This group of participants insurance only related records will be maintain within the Accounts Receivable/Billing Module for non-employee insurance participants.		
709361	High	Benefits administration must integrate with: Personnel Administration.		
709362	Medium	Benefits administration must integrate with: Position Control.		
709363	Medium	Benefits administration must integrate with: Budget Development.		
709364	High	Benefits administration must integrate with: Payroll.		
709365	High	Benefits administration must integrate with: General Ledger / Financial Management.		
709366	High	Benefits administration must integrate with: Accounts Payable.		
709367	High	Benefits administration must integrate with: Accounts Receivable / Billing.		
709368	High	Benefits administration must integrate with: Cash Management.		
709369	Medium	Benefits administration must integrate with: Leave Management.		
709370	Medium	Benefits administration must integrate with: Classification and Compensation.		
709371	Medium	Benefits administration must integrate with: Time and Labor.		
709372	Medium	Integrate Benefits Administration with: Retirement system.		
709373	Medium	Integrate Benefits Administration with: Revenue.		
709374	Medium	Integrate Benefits Administration with: Worker's Comp Benefits Administrator.		

**State of West Virginia RFP for ERP Software and Services
Appendix M: Functional and System-wide Requirements**

Section: HRP-Benefits Administration, General (65 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709375	Medium	Integrate Benefits Administration with: Center for Medicare and Medicaid services.		
709376	High	Integrate Benefits Administration with: Other external employers.		
709377	Medium	Integrate Benefits Administration with: Insurance carriers and third party administrators.		
709378	Medium	Integrate Benefits Administration with: Unemployment compensation.		
709379	High	Provide authorized information to third party administrators for: utilization and contributions.		
709380	High	Provide authorized information to third party administrators for: demographic data.		
709381	Medium	Provide authorized information to third party administrators for: deferred compensation (457).		
709382	High	Provide authorized information to third party administrators for: enrollment and maintenance.		
709383	Medium	Update interface files by third party administrators as authorized for: resource planning.		
709384	High	Update interface files by third party administrators as authorized for: update programs.		
709385	High	Update interface files by third party administrators as authorized for: establish dependent eligibility and enrollment.		
709386	Medium	Update interface files by third party administrators as authorized for: update of deduction amounts.		
709387	Medium	Update interface files by third party administrators as authorized for: other user defined parameters.		
709388	Medium	Update interface files by third party administrators as authorized for: third party insurance.		
709389	Medium	Update interface files by third party administrators as authorized for: enrollment for administrative billing.		
709390	Medium	Update interface files by third party administrators as authorized for: select demographics.		
709391	Medium	Track employee data to disallow duplicate coverage within the same plan and/or program. (Employee can be member in State plan and Local Government or Local Education plan but cannot be a member / participant or a dependent in the same plan).		
709392	Medium	Track dependent data to disallow duplicate coverage within the same plan and/or program (Dependents can be covered in different plans but not twice under the same plan).		
709393	High	Track current and historical beneficiary information (including multiple beneficiaries per insurance product) visible to the insured and plan administrator (PEIA administrator).		
709394	High	Ability to enter and track relationship between spouses (and their dependents) working for different employers to ensure coverage rules are applied.		
709395	High	Maintain complete insurance transaction history by participant (including premium payment history and history with multiple employers) including dates of coverage.		
709396	Medium	Provide user defined multi-step workflow for all benefits administration events (e.g. enrollment, qualifying event, stop coverage, etc.).		
709397	Medium	System must meet requirements of COBRA.		
709398	Medium	System must meet requirements of HIPAA.		
709399	Medium	Allow Benefit transactions to be retroactive, subject to user defined edits by transaction type.		

**State of West Virginia RFP for ERP Software and Services
Appendix M: Functional and System-wide Requirements**

Section: HRP-Benefits Administration, General (65 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709400	Medium	Provide the ability to cancel transactions (rather than reverse and reenter) subject to pre-defined edit criteria and security.		
709401	Medium	Provide a flexible notification capability that allows the user to define content, rules for production, and distribution method (email or US mail).		
709402	Medium	Record in the employees history when notifications are sent.		
709403	Medium	Allow copies of notifications to be sent to benefits administrator / benefits coordinator based on user option.		
709404	Medium	Allow copies of notifications to be retrievable by benefits administration based on user option.		
709405	Medium	Provide for entry of comments for employees, participants, dependents, vendors, etc.		
709406	High	Provide user defined controls for batch processing to include: validation of current eligibility information.		
709407	Medium	Provide user defined controls for batch processing to include: checking duplicate ssn's.		
709408	High	Provide user defined controls for batch processing to include: applying premium updates.		
709409	Medium	Provide user defined controls for batch processing to include: automatically changing enrollment coverage from family to single when no dependents are enrolled.		
709410	Medium	Provide user defined controls for batch processing to include: overlapping coverage.		
709411	Medium	Provide user defined controls for batch processing to include: checking for employee spouse hire indicator.		
709412	Medium	Compatible with Interactive Voice Response and TTY systems to allow employees to establish and modify specified enrollment information.		
709413	Medium	Provide for scanning abilities for submitting required documentation and link to employee records (e.g., enrollment forms, qualifying events forms).		
709414	Medium	Ability to inquire on the status of a pending benefits transaction online.		
709415	Medium	Automatically notify the agency's benefits staff when an employee has been on leave without pay.		
709416	High	Ability to track the employee and/or dependent benefit status, including premiums, coverage dates and payments.		
709417	Medium	Provide the ability, with proper security, to nullify transactions so that they do not appear in history (they will still be on the database for audit purposes).		

Section: HRP-Benefits Administration, Plan Administration (61 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709418	Medium	Support State sponsored benefit plans such as: Deferred Compensation (457).		
709419	Medium	Support State sponsored benefit plans such as: 401(k) Loan Repayments.		
709420	Medium	Support State sponsored benefit plans such as: Unemployment Insurance.		
709421	Medium	Support State sponsored benefit plans such as: Medical/Health.		
709422	Medium	Support State sponsored benefit plans such as: Life Insurance.		

**State of West Virginia RFP for ERP Software and Services
Appendix M: Functional and System-wide Requirements**

Section: HRP-Benefits Administration, Plan Administration (61 Req)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709423	Medium	Support State sponsored benefit plans such as: Accidental Death Insurance (ADD).		
709424	Medium	Support State sponsored benefit plans such as: Dental.		
709425	Medium	Support State sponsored benefit plans such as: Flexible spending accounts.		
709426	Medium	Support State sponsored benefit plans such as: Optional life/accident insurance.		
709427	Medium	Support State sponsored benefit plans such as: Long term disability.		
709428	Medium	Support State sponsored benefit plans such as: Short term disability.		
709429	Medium	Support State sponsored benefit plans such as: Day Care.		
709430	Medium	Support State sponsored benefit plans such as: Retirement.		
709431	Medium	Support State sponsored benefit plans such as: Long term care.		
709432	Medium	Support State sponsored benefit plans such as: Medicare supplement.		
709433	Medium	Support State sponsored benefit plans such as: Wellness.		
709434	Medium	Support State sponsored benefit plans such as: Employee Assistance Program.		
709435	Medium	Support State sponsored benefit plans such as: Variable Annuities.		
709436	Medium	Support State sponsored benefit plans such as: Additional retirement.		
709437	Medium	Support State sponsored benefit plans such as: Vision Care.		
709438	Medium	Support State sponsored benefit plans such as: Charitable Deductions.		
709439	Medium	Support State sponsored benefit plans such as: Qualified Transportation Benefits (s.132).		
709440	Medium	Support State sponsored benefit plans such as: Various new benefit plans as may be approved in the future.		
709441	Medium	Support various types of non-State sponsor benefit plans for supplemental insurance vendors.		
709442	Medium	Ability to define data defaults that comply with DOP Rules, Court Orders, State law, Federal requirements, and State Policies and Procedures.		
709443	Medium	Support multiple versions of benefit plans. Plan versions are processed based on effective date.		
709444	Medium	Provide ability to approve and reimburse contribution overpayments for FSA accounts.		
709445	Medium	Provide the ability to record on-line enrollment/changes by plan year in medical/child care reimbursements accounts.		
709446	Medium	Provide enrollment/change notification to employees via email or letter.		
709447	Medium	Provide the ability for employee or department benefit administrators to view benefits enrollment data based on security access.		
709448	Medium	Send benefits enrollment confirmation indicating choices and associated information (i.e., levels of coverage, deduction amounts etc.) to the participant via hardcopy or electronic.		
709449	Medium	Provide the ability to display potential tax savings on flex expenditure accounts.		

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Section: HRP-Benefits Administration, Plan Administration (61 Req)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709450	Medium	Provide a link to the third party administrator for submission of reimbursement requests of FSA claims for medical or dependent care expenses.		
709451	High	Image and attach required documentation for enrollments, changes, or request for reimbursements.		
709452	Medium	Ability for employee to view reimbursements based on user security.		
709453	Medium	Interface with the payroll contribution process to derive changes to contributions (i.e. reductions/reimbursements) based on reimbursement rules and availability.		
709454	Medium	Ability to handle missed insurance premiums by creating an arrearage for missing premium based on user defined business rules.		
709455	Medium	Provide the ability to adjust the arrearage for insurance premiums based on payments made directly by the employee or employer.		
709456	Medium	Ability to handle FSA contribution by pro-rating the deduction of the remaining schedule of the plan year.		
709457	Medium	Provide the ability to adjust the remaining contribution amounts based on payments made directly by the employee to the TPA.		
709458	Medium	Handle missed premiums by a one-time catch-up method.		
709459	Medium	View online year to date summary of reimbursement accounts with pending activity.		
709460	Medium	Notify employees on or returning from leave of absence concerning benefit restrictions or limitations, and re-enrollment.		
709461	Medium	Track demographic and enrollment data for analysis of specific plans.		
709462	Medium	Change groups of employees from one program to another.		
709463	Medium	Terminate groups of employees and maintain history.		
709464	Medium	Allow for employees to self enroll and update status in seminars and special events for wellness and employee assistance programs.		
709465	Medium	Add and accurately process premiums for short term enrollments. (COBRA enrollment for one or two month period).		
709466	Medium	Identify and report all employees that were previously associated with a particular agency.		
709467	Medium	Allow for option to elect or not elect pre-tax medical insurance premium deductions.		
709468	Medium	Automatically notify employees of: program eligibility.		
709469	Medium	Automatically notify employees of: program terminations or changes.		
709470	Medium	Automatically notify employees of: dependents ineligibility.		
709471	Medium	Automatically notify employees of: COBRA eligible for policy holder or dependent.		
709472	Medium	Enter all elected benefits at one time or separate time if within the enrollment time frame.		
709473	Medium	Ability to enter effective dates of enrollment across plan years or premium years.		
709474	Medium	Add, change, or terminate coverage with a future effective date.		

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Section: HRP-Benefits Administration, Plan Administration (61 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709475	Medium	Coordinate transfer of individuals between agencies with a future effective date.		
709476	Medium	Add COBRA dental coverage and automatically calculate the correct begin date, end date, and amount due, for a terminating/retiring individual.		
709477	Medium	Maintain all notifications for a period as determined by the Benefits Administrator.		
709478	Medium	Provides for Section 125 benefit plans and the specification of whether a particular benefit type is part of a Section 125 plan.		

Section: HRP-Benefits Administration, Plan Eligibility (114 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709479	Medium	Create ACH files in PPD consumer format.		
709480	Medium	Maintain multiple eligibility dates for different benefit plans based on different rules for the plan and the employee.		
709481	Medium	Determine employee's eligibility/ineligibility, enrollment effective/end dates as well as premium amounts due from employee and/or employer.		
709482	Medium	Maintain eligibility rules by benefit plan with variables that include: plan type.		
709483	Medium	Maintain eligibility rules by benefit plan with variables that include: group.		
709484	Medium	Maintain eligibility rules by benefit plan with variables that include: required employee's status for coverage (permanent or temporary).		
709485	Medium	Maintain eligibility rules by benefit plan with variables that include: required participant status for coverage.		
709486	Medium	Maintain eligibility rules by benefit plan with variables that include: geographic coverage.		
709487	Medium	Maintain eligibility rules by benefit plan with variables that include: waiting period.		
709488	Medium	Maintain eligibility rules by benefit plan with variables that include: minimum hours worked.		
709489	Medium	Maintain eligibility rules by benefit plan with variables that include: dependent coverage.		
709490	Medium	Maintain eligibility rules by benefit plan with variables that include: which dependents are eligible.		
709491	Medium	Maintain eligibility rules by benefit plan with variables that include: split coverage (multiple participants per family).		
709492	Medium	Maintain eligibility rules by benefit plan with variables that include: Medicare eligibility.		
709493	Medium	Maintain eligibility rules by benefit plan with variables that include: COBRA requirements.		
709494	Medium	Maintain eligibility rules by benefit plan with variables that include: HIPAA requirements.		
709495	Medium	Maintain eligibility rules by benefit plan with variables that include: ability to enroll during annual enrollment (yes, no, only if in another plan).		
709496	Medium	Maintain eligibility rules by benefit plan with variables that include: prior plan requirement (which plans qualify).		
709497	Medium	Maintain eligibility rules by benefit plan with variables that include: may continue on leave without pay (FMLA).		
709498	Medium	Maintain eligibility rules by benefit plan with variables that include: how long eligible after leave begins.		

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Section: HRP-Benefits Administration, Plan Eligibility (114 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709499	Medium	Maintain eligibility rules by benefit plan with variables that include: type of leave (military, workers compensation, etc.).		
709500	Medium	Maintain eligibility rules by benefit plan with variables that include: may continue if disabled.		
709501	Medium	Maintain eligibility rules by benefit plan with variables that include: dependents eligible after employee's death.		
709502	Medium	Maintain eligibility rules by benefit plan with variables that include: how long eligible after employee's death.		
709503	Medium	Maintain eligibility rules by benefit plan with variables that include: re-enrollment after return from leave without pay.		
709504	Medium	Maintain eligibility rules by benefit plan with variables that include: re-enrollment period.		
709505	Medium	Maintain eligibility rules by benefit plan with variables that include: re-enrollment rules after return from military leave.		
709506	Medium	Maintain eligibility rules by benefit plan with variables that include: reinstatable after return from leave without pay.		
709507	Medium	Maintain eligibility rules by benefit plan with variables that include: reinstatement period.		
709508	Medium	Maintain eligibility rules by benefit plan with variables that include: reinstatement rules after return from military leave.		
709509	Medium	Maintain eligibility rules by benefit plan with variables that include: continue after retirement.		
709510	Medium	Maintain eligibility rules by benefit plan with variables that include: job classification code/title.		
709511	Medium	Maintain eligibility rules by benefit plan with variables that include: effective date.		
709512	Medium	Maintain eligibility rules by benefit plan with variables that include: hire date.		
709513	Medium	Maintain eligibility rules by benefit plan with variables that include: age of employee.		
709514	Medium	Maintain eligibility rules by benefit plan with variables that include: age of dependents.		
709515	Medium	Maintain eligibility rules by benefit plan with variables that include: hours worked by period.		
709516	Medium	Maintain eligibility rules by benefit plan with variables that include: yearly health screening.		
709517	Medium	Maintain eligibility rules by benefit plan with variables that include: living will.		
709518	Medium	Maintain eligibility rules by benefit plan with variables that include: tobacco usage (policy holder, dependents).		
709519	Medium	Maintain eligibility rules by benefit plan with variables that include: required documentation (birth certificates, marriage license, etc.).		
709520	Medium	Maintain eligibility rules by benefit plan with variables that include: wage base.		
709521	Medium	Maintain eligibility rules by benefit plan with variables that include: track leave without pay for limitations.		
709522	Medium	Maintain eligibility rules by benefit plan with variables that include: over-ride of eligibility with proper security.		
709523	Medium	Maintain eligibility rules by benefit plan with variables that include: flexible spending account eligibility as defined in Internal Revenue Code Section 125 and Section 129.		
709524	Medium	Maintain eligibility rules by benefit plan with variables that include: monitor and prevent overages from employee contribution on deferred compensation based on federal guideline.		
709525	Medium	Maintain eligibility rules by benefit plan with variables that include: adjusted continuous service date.		

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Section: HRP-Benefits Administration, Plan Eligibility (114 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709526	Medium	Maintain eligibility rules by benefit plan with variables that include: meet all other state and federal laws, policies and guidelines pertaining to flexible spending accounts and deferred compensation.		
709527	Medium	Maintain eligibility rules by benefit plan with variables that include: base salary.		
709528	Medium	Maintain eligibility rules by benefit plan with variables that include: annual earnings.		
709529	Medium	Maintain eligibility rules by benefit plan with variables that include: coverage date.		
709530	Medium	Maintain eligibility rules by benefit plan with variables that include: qualifying events.		
709531	Medium	Maintain eligibility rules by benefit plan with variables that include: other user defined criteria.		
709532	Medium	Provide for various types of enrollment consistent with eligibility rules to include: enrollment of new hires and rehires within a user defined period of hire date.		
709533	Medium	Provide for various types of enrollment consistent with eligibility rules to include: annual open enrollment period.		
709534	Medium	Provide for various types of enrollment consistent with eligibility rules to include: enrollment of employee for qualifying event.		
709535	Medium	Provide for various types of enrollment consistent with eligibility rules to include: late enrollment due to qualifying event.		
709536	Medium	Provide for various types of enrollment consistent with eligibility rules to include: late enrollment with medical underwriting.		
709537	Medium	Provide for various types of enrollment consistent with eligibility rules to include: special enrollment due to HIPAA qualifying event.		
709538	Medium	Provide the ability to apply statuses to insurance programs: "open" - in this case, employees may be enrolled in this program as of the effective date of the program. All normal processing may be done against open programs including retroactive transactions.		
709539	Medium	Provide the ability to apply statuses to insurance programs: "closed but active" - in this status, employees cannot be newly enrolled in the program after the close effective date, however all normal processing, including retroactive transactions may be carried out against the program. Interfaces for a user specified period after the program becomes inactive.		
709540	Medium	Provide the ability to apply statuses to insurance programs: "pending" - open but all information is not complete.		
709541	Medium	Provide the ability to apply statuses to insurance programs: "inactive" - inactive programs may not have any processing done against them.		
709542	Medium	Provide detailed notifications to employees of benefit eligibility when eligibility begins or changes and as part of the annual enrollment /transfer process (email and letter).		
709543	Medium	Provide notification (email or letter) to benefits administration that employee's eligibility is beginning or changing.		
709544	Medium	Ability to process "cross-reference" eligibility (both spouses work for the State) for certain types of benefits based on user defined options.		
709545	Medium	Ability to process "cross-reference" eligibility for policy holder and dependents (State and non State participating entities) for certain types of benefits based on user defined options.		
709546	Medium	Process split eligibility (both spouses both work for the State, one spouse works for state and other works for participating entity, one spouse works for state and one is retired state) for certain types of benefits based on user defined options, to include: notification to the 2nd party spouse and their agency designated benefits assistant of changes including but not limited to the cancellation of the 1st party spouse's enrollment so appropriate changes can be completed.		

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Section: HRP-Benefits Administration, Plan Eligibility (114 Reqs)

<u>StmntID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709547	Medium	Process split eligibility (both spouses both work for the State, one spouse works for state and other works for participating entity, one spouse works for state and one is retired state) for certain types of benefits based on user defined options, to include: notification to the 2nd party spouse showing the additional amounts owed and requesting dependent enrollment of the terminating spouse.		
709548	Medium	Process split eligibility (both spouses both work for the State, one spouse works for state and other works for participating entity, one spouse works for state and one is retired state) for certain types of benefits based on user defined options, to include: provide both agencies designated benefits assistants with the capability of viewing details about both sides of split contracts via on-line inquiry.		
709549	Medium	Process split eligibility (both spouses both work for the State, one spouse works for state and other works for participating entity, one spouse works for state and one is retired state) for certain types of benefits based on user defined options, to include: linkage between both parties.		
709550	Medium	Support employee's and retiree's with dual eligibility (e.g. State agency and local school district).		
709551	Medium	Prevent employees from being enrolled in a plan for which they are not eligible, with secure override capability for exceptions.		
709552	Medium	Process benefits eligibility events to include: establishment and maintenance of employee/participant information.		
709553	Medium	Process benefits eligibility events to include: activation of coverage for employee/participant, spouse, and non-spouse dependents.		
709554	Medium	Process benefits eligibility events to include: activation of coverage for survivors (former dependents of employees that are allowed to continue their benefits coverage).		
709555	Medium	Process benefits eligibility events to include: employee and non-employee transfers based on certain types of benefits based on user defined options (i.e. local employee premium setting).		
709556	Medium	Process benefits eligibility events to include: maintenance of beneficiary information for multiple products.		
709557	Medium	Process benefits eligibility events to include: extended coverage of dependent.		
709558	Medium	Process benefits eligibility events to include: Medicare, end staged renal disease eligibility.		
709559	Medium	Process benefits eligibility events to include: initiation of conversion process (life insurance specific).		
709560	Medium	Process benefits eligibility events to include: initiation of COBRA processing when an individual's coverage is terminated due to a cobra qualifying event.		
709561	Medium	Process benefits eligibility events to include: evidence of insurability.		
709562	Medium	Process benefits eligibility events to include: terminating/retiring employees.		
709563	Medium	Process benefits eligibility events to include: termination of coverage for employee/participant, spouse, and non-spouse dependents.		
709564	Medium	Automatically generates notifications (email or letter) to participants based on certain events, with the ability to change ages and notifications in the future as needed such as: prior to obtaining Medicare eligibility by virtue of age.		
709565	Medium	Automatically generates notifications (email or letter) to participants based on certain events, with the ability to change ages and notifications in the future as needed such as: prior to 65th birthday.		

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Section: HRP-Benefits Administration, Plan Eligibility (114 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709566	Medium	Automatically generates notifications (email or letter) to participants based on certain events, with the ability to change ages and notifications in the future as needed such as: prior to dependent's 19th birthday (health insurance specific).		
709567	Medium	Automatically generates notifications (email or letter) to participants based on certain events, with the ability to change ages and notifications in the future as needed such as: prior to dependent's 26th birthday.		
709568	Medium	Automatically generates notifications (email or letter) to participants based on certain events, with the ability to change ages and notifications in the future as needed such as: prior to user defined health/ life insurance specific events.		
709569	Medium	Automatically generates notifications (email or letter) to participants based on certain events, with the ability to change ages and notifications in the future as needed such as: prior to 60th birthday (life insurance specific).		
709570	Medium	Automatically generates notifications (email or letter) to participants based on certain events, with the ability to change ages and notifications in the future as needed such as: proof of continuing eligibility (receipt of proof, i.e. college transcript).		
709571	Medium	Automatically generates notifications (email or letter) to participants based on certain events, with the ability to change ages and notifications in the future as needed such as: by semester for ages 19-25.		
709572	Medium	Automatically generates notifications (email or letter) to participants based on certain events, with the ability to change ages and notifications in the future as needed such as: beginning and end of COBRA eligibility or ineligibility.		
709573	Medium	Provide employee benefits enrollment election verification notification (email or letter) indicating choices and associated information (i.e., levels of coverage, dependent enrollment and deduction amounts).		
709574	Medium	Provide a chronological history of benefits elections.		
709575	Medium	Process COBRA eligible individuals based on: tracking of cobra eligibility based on user-defined criteria.		
709576	Medium	Process COBRA eligible individuals based on: establishing appropriate qualifying events that will initiate cobra processing, and should generate standard letters notifying employee or dependent of cobra eligibility.		
709577	Medium	Process COBRA eligible individuals based on: extending cobra eligibility and enrollment due to disability.		
709578	Medium	Process COBRA eligible individuals based on: preparing cobra billings and issue accordingly.		
709579	Medium	Process COBRA eligible individuals based on: tracking cobra payments based on pre-defined criteria.		
709580	Medium	Record and monitor dependent demographic data.		
709581	Medium	Allow for dependent to become policy holder and track appropriate history.		
709582	Medium	Provide the capability for automated detection of expiration of insurance eligibility (on Leave Without Pay, Layoff, etc) and subsequent termination of enrollment based on pre-defined criteria. Automatically provide notifications advising of pending cancellation.		
709583	Medium	Monitor name, work location, and residence address changes and trigger notification of those events affecting all insurance and eligibility.		
709584	Medium	Maintain an alternate address record for all participants.		
709585	Medium	Allow for addresses outside of the United States.		
709586	Medium	Track, refund, and apply excess funds to all transactions subject to user defined rules.		

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Section: HRP-Benefits Administration, Plan Eligibility (114 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709587	Medium	Maintain history of eligibility as well as a history of enrollments for employee.		
709588	Medium	Maintain history of eligibility as well as a history of enrollments for the dependents.		
709589	Medium	Extend COBRA enrollments for an additional specified period and bill the individual accordingly.		
709590	Medium	Electronic transmission of eligibility information to/and from Department of Education.		
709591	Medium	Electronic transmission of eligibility information to/and from Retirement systems.		
709592	Medium	Electronic transmission of eligibility information to/and from benefit vendors.		

Section: HRP-Benefits Administration, Plan Costs (66 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709593	Medium	Provide financial processes associated with benefits administration to include: State FICA savings on section 125 participation.		
709594	Medium	Provide financial processes associated with benefits administration to include: billing of state agencies for insurance for the entire group while maintaining individual eligibility.		
709595	Medium	Provide financial processes associated with benefits administration to include: calculation and processing of payments to benefit vendors.		
709596	Medium	Provide financial processes associated with benefits administration to include: electronic transmission of eligibility information to benefit vendors.		
709597	Medium	Provide financial processes associated with benefits administration to include: refund of insurance premiums to employees.		
709598	Medium	Provide financial processes associated with benefits administration to include: refund of insurance premiums to agencies.		
709599	Medium	Provide financial processes associated with benefits administration to include: accounting entries must have the ability to track to individual employees.		
709600	Medium	Provide financial processes associated with benefits administration to include: integration of financial entries to the financial system.		
709601	Medium	Provide financial processes associated with benefits administration to include: ability to split premium cost between employee and employer based on user defined criteria.		
709602	Medium	Provide at least the following methods of calculating employee/agency premium costs or contribution amounts: percentage (base salary).		
709603	Medium	Provide at least the following methods of calculating employee/agency premium costs or contribution amounts: flat amount.		
709604	Medium	Provide at least the following methods of calculating employee/agency premium costs or contribution amounts: wage type(s) to include in calculation.		
709605	High	Provide at least the following methods of calculating employee/agency premium costs or contribution amounts: wage as of date for calculations.		
709606	Medium	Provide at least the following methods of calculating employee/agency premium costs or contribution amounts: at minimum, individual, 2 party, family, cross-reference eligibility or individual and children.		

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Section: HRP-Benefits Administration, Plan Costs (66 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709607	Medium	Provide at least the following methods of calculating employee/agency premium costs or contribution amounts: individual, individual or spouse, family, individual and child(ren).		
709608	Medium	Provide at least the following methods of calculating employee/agency premium costs or contribution amounts: pre or post taxable income calculation.		
709609	Medium	Provide at least the following methods of calculating employee/agency premium costs or contribution amounts: monthly limit.		
709610	Medium	Provide at least the following methods of calculating employee/agency premium costs or contribution amounts: quarterly limits.		
709611	Medium	Provide at least the following methods of calculating employee/agency premium costs or contribution amounts: annual limits.		
709612	Medium	Provide at least the following methods of calculating employee/agency premium costs or contribution amounts: Medicare, end staged renal disease eligibility.		
709613	Medium	Provide at least the following methods of calculating employee/agency premium costs or contribution amounts: age.		
709614	Medium	Provide at least the following methods of calculating employee/agency premium costs or contribution amounts: date of birth.		
709615	Medium	Provide at least the following methods of calculating employee/agency premium costs or contribution amounts: date of death.		
709616	Medium	Provide at least the following methods of calculating employee/agency premium costs or contribution amounts: amount of coverage.		
709617	Medium	Provide at least the following methods of calculating employee/agency premium costs or contribution amounts: frequency.		
709618	Medium	Provide at least the following methods of calculating employee/agency premium costs or contribution amounts: group.		
709619	Medium	Provide at least the following methods of calculating employee/agency premium costs or contribution amounts: premium level.		
709620	Medium	Provide at least the following methods of calculating employee/agency premium costs or contribution amounts: benefit/product.		
709621	Medium	Provide at least the following methods of calculating employee/agency premium costs or contribution amounts: agency.		
709622	Medium	Provide at least the following methods of calculating employee/agency premium costs or contribution amounts: administrative fee.		
709623	Medium	Provide at least the following methods of calculating employee/agency premium costs or contribution amounts: 9/12 calculation (nine month appointment paid over twelve, etc.) 10/12 calculation, and 11/12 calculation including administration of escrow balance.		
709624	Medium	Provide at least the following methods of calculating employee/agency premium costs or contribution amounts: retiree's retirement date (interfaced from the retirement system).		
709625	Medium	Provide at least the following methods of calculating employee/agency premium costs or contribution amounts: income (to receive premium assistance).		
709626	Medium	Provide ability of calculating employee/agency premium costs or contribution amounts based on multiple attributes listed above.		
709627	Medium	Calculate costs based on effective date with more than one cost effective during a particular period.		
709628	Medium	Collect employer portion of delinquent premium when employee portion is paid.		
709629	Medium	Provide the ability to input specific premium amounts for any coverage for any period (override system calculated amount).		
709630	Medium	Provide for deferral of premium costs if pay or premium paid is insufficient based on user defined option and duration.		

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Section: HRP-Benefits Administration, Plan Costs (66 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709631	Medium	Automatically cancel employees insurance after user defined period of unpaid premiums.		
709632	Medium	Provide support for the refunding or applying overpayments.		
709633	Medium	Track, refund, and apply excess funds to all transactions subject to user defined rules.		
709634	Medium	Apply retroactive changes to: adjust large groups of employees when rates change.		
709635	Medium	Apply retroactive changes to: verify eligibility if eligibility rules change.		
709636	Medium	Apply retroactive changes to: apply retroactive changes to a single employee or a combination of employee and employer.		
709637	Medium	Accumulate benefit costs by one or a combination of: agency (organization at user specified level).		
709638	Medium	Accumulate benefit costs by one or a combination of: accounting distribution.		
709639	Medium	Accumulate benefit costs by one or a combination of: benefit type.		
709640	Medium	Accumulate benefit costs by one or a combination of: transfers.		
709641	Medium	Accumulate benefit costs by one or a combination of: plan year.		
709642	Medium	Accumulate benefit costs by one or a combination of: plan.		
709643	Medium	Accumulate benefit costs by one or a combination of: plan type.		
709644	Medium	Accumulate benefit costs by one or a combination of: vendor.		
709645	Medium	Accumulate benefit costs by one or a combination of: employee/participant.		
709646	Medium	Accumulate benefit costs by one or a combination of: other charts of accounts.		
709647	Medium	Maintain employee premium or contribution history and employer cost history on-line by: plan.		
709648	Medium	Maintain employee premium or contribution history and employer cost history on-line by: plan type.		
709649	Medium	Maintain employee premium or contribution history and employer cost history on-line by: employee/participant.		
709650	Medium	Maintain employee premium or contribution history and employer cost history on-line by: vendor.		
709651	Medium	Maintain employee premium or contribution history and employer cost history on-line by: accounting distribution.		
709652	Medium	Maintain employee premium or contribution history and employer cost history on-line by: benefit type.		
709653	Medium	Maintain employee premium or contribution history and employer cost history on-line by: transfers.		
709654	Medium	Maintain employee premium or contribution history and employer cost history on-line by: plan year.		
709655	Medium	Maintain employee premium or contribution history and employer cost history on-line by: employer.		
709656	Medium	Maintain employee premium or contribution history and employer cost history on-line by: other chart of accounts field.		
709657	Medium	Maintain employee premium or contribution history and employer cost history on-line by: notification to employees.		
709658	Medium	Provide automation of refunds through payroll to maintain integrity of W2 information.		

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Section: HRP-Benefits Administration, Vendor / Contract Administration (19 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709659	Medium	Interfaces to and from vendor for: plan costs.		
709660	Medium	Interfaces to and from vendor for: deduction amount.		
709661	Medium	Interfaces to and from vendor for: enrollment and/or eligibility.		
709662	Medium	Interfaces to and from vendor for: utilization.		
709663	Medium	Interfaces to and from vendor for: other user defined parameters.		
709664	Medium	Support payments (through financial system) to vendors for administrative fees.		
709665	Medium	Support payments (through financial system) to vendors for premiums (employee and employer).		
709666	Medium	Track vendors compliance with contract performance guarantees.		
709667	Medium	Provide the ability to terminate coverage for all employees/participants of an agency when the agency terminates coverage.		
709668	Medium	Retain program information when vendors are replaced.		
709669	High	Integrate with Benefits Administration and Payroll for plan participants, premium calculations, and employee deductions.		
709670	High	Integrate with Pension Administration System for retiree plan participants, premium calculations, and retiree deductions.		
709671	Medium	Provide the ability to terminate all coverage associated with a vendor that is being replaced.		
709672	Medium	Allow for daily vendor notification when coverage is certified, when a past due premium is received.		
709673	Medium	Allow for daily vendor notification of un-certified coverage, if a payment is marked insufficient or coverage is cancelled for non-payment of premium.		
709674	Medium	Provide interfaces with terminated vendors for a specified period of time after termination.		
709675	Medium	Ability to transfer whole groups to new vendor coverage.		
709676	Medium	Provide 3rd party vendor links to employee data and related benefit information.		
709677	Medium	Provide analysis and what if capabilities for contract analysis purposes.		

Section: HRP-Benefits Administration, Benefit Billing (27 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709678	High	Integrate with Benefits Administration for premium calculations and Payroll for employee deductions.		
709679	Medium	Integrate with Benefits Administration for premium calculations and Accounts/Receivable for non-employee billing.		
709680	Medium	Integrate with Benefits Administration for premium calculations and Accounts/Receivable for employee (unpaid status) billing.		
709681	Medium	Correct an individuals enrollment and issue a corrected billing statement (invoice) if applicable.		
709682	Medium	Produce remittance advices monthly for direct payment participants.		
709683	Medium	Create an out of balance report if a payment is received that is insufficient for the balance due and forward to appropriate agency.		
709684	Medium	Produce an invoice, for direct bill participants, which shows amounts for individual coverage's (Health, Life, etc.).		

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Section: HRP-Benefits Administration, Benefit Billing (27 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709685	Medium	Set collection method for each payee, including billed/check, ACH, and/or agency paid.		
709686	Medium	Bill participating entities and other organizations through an online web based billing portal using rate calculations as defined in benefits administration. Billing should indicate employee and employer portions of the charges or premiums.		
709687	Medium	All retirement related transactions are accounted for in the Retiree Health Benefit Trust (RHBT).		
709688	High	For active employees, the employer portion of the benefit transactions are split between the Retiree Health Benefit Trust (RHBT) and Public Employee Insurance Agency (PEIA).		
709689	Medium	Bill agencies and/or individuals, based upon their yearly contribution amount, and pay frequency; noting that the annual contribution amount, pay period contribution amount, and/or the pay frequency may change throughout the year based upon qualifying event rules and guidelines defined in benefits administration.		
709690	Medium	Bill individuals, for their contribution, using rate calculations as defined in benefits administration (e.g., active participants, COBRA, LOA, etc.).		
709691	Medium	Calculate and bill administrative fees, based on any combination of: flat amount.		
709692	Medium	Calculate and bill administrative fees, based on any combination of: organization.		
709693	Medium	Calculate and bill administrative fees, based on any combination of: number of members in the organization.		
709694	Medium	Calculate and bill administrative fees, based on any combination of: plan participation (e.g., health, life, flexible spending).		
709695	Medium	Calculate and bill administrative fees, based on any combination of: percentage of plan costs.		
709696	High	Produce bills in multiple user-defined formats, including web bills, electronic, paper, or PDF formats. Include bar coding on bills to facilitate lock box processing State Treasurer's office.		
709697	Medium	Produce statements listing total amount due, amounts due from previous months, all employees included and specific fund allocations. Statements should optionally include employee/employer portions or employer only, as well as administrative fees (option).		
709698	Medium	Produce bills on demand and/or at user defined intervals, and/or in advance.		
709699	Medium	Ability to reject a bill, and recalculate charges as needed.		
709700	Medium	Calculate retroactive changes to participant plans, and reflect those changes on the next bill (e.g., family status change for participants).		
709701	Medium	Generate accounting entries at the time the bill is generated to: debit account receivable per coverage type and agency type.		
709702	Medium	Generate accounting entries at the time the bill is generated to: credit revenue per coverage type and agency type.		
709703	Medium	Generate accounting entries at the time the bill is generated to: direct charge (for state agencies), debit cash per coverage type.		
709704	Medium	Generate accounting entries at the time the bill is generated to: credit (for state agencies), revenue per coverage type.		

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Section: HRP-Benefits Administration, Benefit Receivables (21 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709705	Medium	Allow State and non-State organizations or PEIA to apply payments to the oldest balances first or to specific premiums due based on the plan, with override capabilities via online using the web based billing/payment portal.		
709706	Medium	Generate Accounting entries for future coverage periods for: recording monies received as unearned.		
709707	Medium	Generate Accounting entries for future coverage periods for: reduce unearned monies and recognize revenue as coverage is certified.		
709708	Medium	Generate Accounting entries for future coverage periods for: reduce revenue and record unearned revenue for payments on future periods.		
709709	High	Post a collection to an individuals account per coverage type.		
709710	Medium	Apply payments according to user defined priority.		
709711	High	Integrate with Cash Management for processing insufficient checks or ACH collections.		
709712	Medium	Additional remittance advice will be prepared immediately if a payment is received that is insufficient to balance due (except for remaining ARC coverage type).		
709713	High	Ability to set specified collection method for payees, individual or groups of including: cash/check, direct draft, ACH, external agency paid, or State agency paid.		
709714	Medium	Online entry of cash receipts from direct premium payers.		
709715	Medium	Scanned receipts from Revenue (lock-box) or direct online entry.		
709716	Medium	Maintain separate record of premiums and fees billed, collected or outstanding from either employee or employer.		
709717	Medium	Provide the employer/agency daily notification if coverage has been certified once a past due premium is received based on: the collection and certification of a month's premium.		
709718	Medium	Provide the employer/agency daily notification if coverage has been certified once a past due premium is received based on: the collection and certification of a previous month's premium.		
709719	Medium	Process refunds or credits of insurance premiums to participants (pre-tax or post tax). For State employees refunds run through payroll for current W2 year.		
709720	Medium	Process refunds or credits of insurance premiums to agencies.		
709721	Medium	Process multiple payment types, including wire transfers, lockbox payment files, individual checks, electronic payment, and/or journal entries for state agencies.		
709722	Medium	Attach scanned image, pdf, or file to the participating insured record at (or after) the time of data entry.		
709723	Medium	Process write-offs based on user defined criteria.		
709724	High	Facilitate reconciliation processing by organization, by any period or range of periods.		
709725	Medium	Charge a % interest on balances due, based on user defined criteria.		

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Section: HRP-Benefits Administration, Collections (19 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709726	High	Establish a user-defined sequence of collection events for: first delinquency notice.		
709727	High	Establish a user-defined sequence of collection events for: second delinquency notice.		
709728	High	Establish a user-defined sequence of collection events for: coverage suspension notice.		
709729	High	Establish a user-defined sequence of collection events for: final collections warning notice.		
709730	High	Establish a user-defined sequence of collection events for: coverage termination notice.		
709731	High	Establish a user-defined sequence of collection events for: collections referral.		
709732	High	Ability of system to bill an item from RHBT (Remaining ARC) which does not require collections and should not be part of the collection process.		
709733	High	Indicate specific accounts which are in a payment plan status that are not part of the default collection process. Notify supervisor through automated email when account is flagged as in payment plan status and removed from collection process.		
709734	High	Provide capability to allow authorized users to override the system collection defaults for specific accounts that should not be part of the collection process. Include automated email notification to supervisory for such accounts.		
709735	High	Tailor multiple delinquency notices for active agencies, retirees, and policyholders.		
709736	High	Designate policyholder and employer accounts in collections status.		
709737	High	Automatically generate user-defined delinquency notices on accounts owing more than their unapplied credit balance exceeding a user-defined past due period. .		
709738	High	Indicate distribution method for first and second delinquency notices via US mail, email or posting to a web-based contributions portal.		
709739	High	Record all delinquency notice issuance dates against the policyholder, active agency or retiree record.		
709740	High	Establish business rules for the automated issuance of coverage suspension notices to policyholders or retirees that includes the preceding issuance of delinquency notices and a user-defined elapsed time from last premium payment received.		
709741	High	Establish business rules for the automated issuance of coverage termination notices to policyholders or retirees that includes the preceding issuance of delinquency notices and a user-defined elapsed time from last premium payment received.		
709742	High	Establish business rules for the automated issuance of final collections warning notice to agencies or retirees.		
709743	High	Record the exclusion of system generated delinquency, coverage suspension and final collection warnings by the user, date and time.		
709744	High	Provide the ability to un-pend suspended coverage if payments are made on delinquent accounts.		

Section: HRP-Benefits Administration, Retiree Processing (19 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709745	High	Provide the ability track and differentiate the different types of retirees: State retirees, non public employee retirement system retirees and.		

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Section: HRP-Benefits Administration, Retiree Processing (19 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709746	High	Force employees to terminate coverages as an active employee when separating from State service for retirement and support re-enrollment and eligibility rules for plans offered to retirees. .		
709747	High	Track retirees who are Medicare eligible.		
709748	High	Provide controls that restrict the enrollment of retirees' health plan selection if they are Medicare eligible at retirement (or become Medicare eligible during retirement).		
709749	High	Reduce basic life insurance coverage amount for retirees at retirement and at other used-defined retiree age(s).		
709750	High	Limit the cap of life insurance available to retirees based on their date of retirement.		
709751	High	Provide up to a user-defined number of optional life insurance levels for retirees.		
709752	High	Retirees wishing to change the amount of optional life coverage once retired must do so within a user-defined period of time.		
709753	High	Allow user to specify percentage reductions in life coverage at user designated retiree ages(s).		
709754	High	Track evidence of insurability information for retirees (and coverage for their dependents) when life coverage amounts are increased.		
709755	High	Allow retirees to enroll in flex benefits on an after tax basis.		
709756	High	Provide for business rule creation that links retirement plans to retiree health coverage plans, including age and years of service requirements.		
709757	High	Retirees have the option to use accrued leave at retirement to extend employer paid insurance coverage, requiring the need to overage insurance premium amounts.		
709758	High	Utilize the date employee's obtained health coverage and the amount of accrued leave at retirement to determine the duration and reduction of premium cost.		
709759	High	Allow retirees to apply online for benefit assistance programs to potentially reduce health insurance premiums based on income levels.		
709760	High	Include online support for the submission of information related to retiree events for: application of basic life / optional life / dependent life / beneficiary designation(s).		
709761	High	Include online support for the submission of information related to retiree events for: health benefits enrollment.		
709762	High	Include online support for the submission of information related to retiree events for: surviving dependents health enrollment.		
709763	High	Include online support for the submission of information related to retiree events for: change in status .		

Section: HRP-Benefits Administration, Inquiry and Reporting (74 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709764	Medium	Online access to all employee, plan, and vendor data with appropriate security.		
709765	Medium	Provide flexible report writing capability that will allow reports to be formatted easily by user.		
709766	Medium	Provide ability to project and inquire on future premiums due by individual, group, etc.		
709767	Medium	Utilize data from vendor for analysis of specific plans based on: costs by plan.		

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Section: HRP-Benefits Administration, Inquiry and Reporting (74 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709768	Medium	Utilize data from vendor for analysis of specific plans based on: costs by benefit type.		
709769	Medium	Utilize data from vendor for analysis of specific plans based on: costs by vendor.		
709770	Medium	Utilize data from vendor for analysis of specific plans based on: utilization.		
709771	Medium	Utilize data from vendor for analysis of specific plans based on: comparison reporting.		
709772	Medium	Provide analysis of plans by: agency (organization at user specified level).		
709773	Medium	Provide analysis of plans by: benefit type.		
709774	Medium	Provide analysis of plans by: plan.		
709775	Medium	Provide analysis of plans by: vendor.		
709776	Medium	Provide analysis of plans by: participant.		
709777	Medium	Provide analysis of plans by: other COA field.		
709778	Medium	Provide analysis of plans by: utilization.		
709779	Medium	Provide analysis of plans by: plan year.		
709780	Medium	Provide analysis of plans by: comparison reporting.		
709781	Medium	Provide online access to current and historical employee/participant information to include: employee/participant.		
709782	Medium	Provide online access to current and historical employee/participant information to include: dependents.		
709783	Medium	Provide online access to current and historical employee/participant information to include: benefit elections and dates.		
709784	Medium	Provide online access to current and historical employee/participant information to include: hire date.		
709785	Medium	Provide online access to current and historical employee/participant information to include: various billing attributes (tobacco, living will, wellness participation, etc.).		
709786	Medium	Provide online access to current and historical employee/participant information to include: funding source.		
709787	Medium	Provide online access to current and historical employee/participant information to include: appointment start date.		
709788	Medium	Provide online access to current and historical employee/participant information to include: agency start date.		
709789	Medium	Provide online access to current and historical employee/participant information to include: coverage date.		
709790	Medium	Provide online access to current and historical employee/participant information to include: adjusted continuous service date.		
709791	Medium	Provide online access to current and historical employee/participant information to include: other user defined dates.		
709792	Medium	Provide online access to current and historical employee/participant information to include: benefit history.		
709793	Medium	Provide online access to current and historical employee/participant information to include: costs and contributions.		
709794	Medium	Provide online access to current and historical employee/participant information to include: beneficiaries.		
709795	Medium	Perform name search on for policy holder and dependents.		

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Section: HRP-Benefits Administration, Inquiry and Reporting (74 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709796	Medium	Track and monitor utilization (eligible vs. participating) of benefit plans by user defined criteria.		
709797	Medium	Produce vendor reports that provides information on detailed and summary levels for: plan participation.		
709798	Medium	Produce vendor reports that provides information on detailed and summary levels for: plan revenues.		
709799	Medium	Produce vendor reports that provides information on detailed and summary levels for: State costs by vendor.		
709800	Medium	Provide reporting for Agencies and participating organizations that provides detailed and summary level for: employee participation by plan.		
709801	Medium	Provide reporting for Agencies and participating organizations that provides detailed and summary level for: costs by plan.		
709802	Medium	Provide reporting for Agencies and participating organizations that provides detailed and summary level for: costs by organizational unit.		
709803	Medium	Provide reporting for Agencies and participating organizations that provides detailed and summary level for: costs by benefit type.		
709804	Medium	Provide reporting for Agencies and participating organizations that provides detailed and summary level for: employees eligible but not participating.		
709805	Medium	Provide print mailing labels for: all employees/participants.		
709806	Medium	Provide print mailing labels for: employees/participants within a given benefit plan.		
709807	Medium	Provide print mailing labels for: employees/participants within a given benefit status.		
709808	Medium	Provide print mailing labels for: employees/participants within a given bargaining unit.		
709809	Medium	Provide print mailing labels for: employees/participants within a given job class.		
709810	Medium	Provide print mailing labels for: employees/participants by residential and/or work locations.		
709811	Medium	Provide print mailing labels for: employees/participants within a given agency, by index, by location code.		
709812	Medium	Provide reports reflecting eligible employees not enrolled in benefit plans.		
709813	Medium	Report of employees that will have premium increases or decrease on the next cycle.		
709814	Medium	Inquiry showing all excess payments amounts for a employee participating in a cap-based benefit plan.		
709815	Medium	Produce report of purged data per individual upon user request.		
709816	Medium	Produce rosters of employees in specific benefit plans in various sequences.		
709817	High	Compare data from outside agencies to data within the system for discrepancy or identification reporting (data match).		
709818	Medium	Integrate with sorting software for printed correspondence that is to be distributed through the U. S. Postal.		
709819	Medium	Integrate with bar-coding on printed correspondence that is to be distributed through the U. S. Postal.		
709820	Medium	Produce premiums due report.		
709821	Medium	Produce collections applied report.		
709822	Medium	Produce overpayment report.		

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Section: HRP-Benefits Administration, Inquiry and Reporting (74 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709823	Medium	Produce retroactive transaction report.		
709824	Medium	Produce monthly enrollment report.		
709825	Medium	Produce refunds report.		
709826	Medium	Cross-reference eligibility transaction report (multiple participants per family).		
709827	Medium	Dual transaction report (multiple appointments per participant).		
709828	Medium	Produce cancellation report.		
709829	Medium	Produce direct pay employee report.		
709830	Medium	Produce employee turning 65 report.		
709831	Medium	Produce Leave of Absence Participant report for a user defined time period.		
709832	Medium	Produce mismatched payment report.		
709833	Medium	Produce report listing participants and projected premiums for user defined period(s).		
709834	Medium	Produce certificates for participants in specific benefit plans based on user defined criteria.		
709835	Medium	Produce activity report by user defined time period.		
709836	Medium	Produce grandfathered eligibility report.		
709837	Medium	Produce annual premiums report with what if analysis capabilities.		

Section: HRP-Benefits Administration, Self-Service (18 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709838	High	Provide browser based employee/participant self service capability for benefits administration functions such as: current benefits elections and costs (if available).		
709839	Medium	Provide browser based employee/participant self service capability for benefits administration functions such as: explanation of benefit options.		
709840	Medium	Provide browser based employee/participant self service capability for benefits administration functions such as: enrollment for all benefits (including insurance, retirement (multiple plans), etc.) for both employees and dependents consistent with eligibility rules defined in benefits administration including attachment of supporting documentation.		
709841	High	Provide browser based employee/participant self service capability for benefits administration functions such as: maintenance of dependent information with ability to attached supporting documentation.		
709842	Medium	Provide browser based employee/participant self service capability for benefits administration functions such as: benefit package pricing worksheet for employee costs.		
709843	Medium	Provide browser based employee/participant self service capability for benefits administration functions such as: benefit eligibility checking at time of enrollment.		
709844	Medium	Provide browser based employee/participant self service capability for benefits administration functions such as: enrollment options (e.g., single vs. family coverage).		

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Section: HRP-Benefits Administration, Self-Service (18 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709845	Medium	Provide browser based employee/participant self service capability for benefits administration functions such as: review of premiums paid and current premiums due.		
709846	Medium	Provide browser based employee/participant self service capability for benefits administration functions such as: link to third party administrators as appropriate to provide detailed information concerning program participation.		
709847	Medium	Provide browser based employee/participant self service capability for benefits administration functions such as: view and update flexible expenditure account.		
709848	Medium	Provide browser based employee/participant self service capability for benefits administration functions such as: ability to provide a third party link to employee's self service options.		
709849	Medium	Ability to inquire on the status of a pending transaction.		
709850	Medium	Requesting reimbursements for eligible medical/child care expenses and scanning required documents.		
709851	Medium	Provide inquiry to all benefit related data.		
709852	Medium	Allow for employee to initiate a qualifying event.		
709853	Medium	Allow for employees to view their current benefits elections.		
709854	Medium	Allow for employees to view an explanation of benefit options.		
709855	Medium	Link to third party administrators or benefit providers as appropriate to provide detailed information as available.		

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Section: HRP-Classification and Compensation, General (121 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709856	High	Salary schedules to be maintained by job classification or as defined in statute.		
709857	High	Maintain effective dates for salary tables to allow for future pay adjustments.		
709858	High	Maintain effective dates for Class data to allow for future pay adjustments.		
709859	High	Retain previous salary, hours data and effective dates for use when calculating retroactive pay adjustments.		
709860	Medium	Store salary data for user-defined employee groups based on: organization (multi-level. cost center).		
709861	Medium	Store salary data for user-defined employee groups based on: job title.		
709862	Medium	Store salary data for user-defined employee groups based on: supervisory.		
709863	Medium	Store salary data for user-defined employee groups based on: step and grade.		
709864	Medium	Store salary data for user-defined employee groups based on: hire/employment date.		
709865	Medium	Store salary data for user-defined employee groups based on: EEO category.		
709866	Medium	Store salary data for user-defined employee groups based on: salary schedule.		
709867	Medium	Store salary data for user-defined employee groups based on: pay range.		
709868	Medium	Store salary data for user-defined employee groups based on: FLSA classification.		
709869	High	Maintain salary tables (hourly, Bi-monthly, monthly, and/or manually) for: salary range structure (minimum / mid points / maximum (optional)).		
709870	High	Maintain salary tables (hourly, Bi-monthly, monthly, and/or manually) for: special salary schedules: grade defined by classification.		
709871	High	Maintain salary tables (hourly, Bi-monthly, monthly, and/or manually) for: 35, 37.5, 40 hour work weeks, 114 hour work week (e.g. national guard firefighters, etc.).		
709872	Medium	Maintain salary tables (hourly, Bi-monthly, monthly, and/or manually) for: other user-defined salary table parameters.		
709873	Medium	Record base rate as based on: per annum.		
709874	Medium	Record base rate as based on: Bi-Weekly.		
709875	Medium	Record base rate as based on: Bi-Monthly.		
709876	Medium	Record base rate as based on: per month.		
709877	Medium	Record base rate as based on: per day.		
709878	Medium	Record base rate as based on: per hour.		
709879	Medium	Record base rate as based on: per unit (e.g. event).		
709880	High	Maintain multiple methods to code each occurrence of additional pay such as: flat rate.		
709881	High	Maintain multiple methods to code each occurrence of additional pay such as: percentage of current salary.		

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Section: HRP-Classification and Compensation, General (121 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709882	High	Maintain multiple methods to code each occurrence of additional pay such as: based on other combinations of base rate and additional pay.		
709883	High	Maintain multiple methods to code each occurrence of additional pay such as: percentage of mid point.		
709884	High	Maintain multiple methods to code each occurrence of additional pay such as: overridden amounts (user entered).		
709885	High	Maintain multiple methods to code each occurrence of additional pay such as: per hour.		
709886	High	Maintain multiple methods to code each occurrence of additional pay such as: salary adjustment (pays on a different schedule and/or level).		
709887	High	Generate additional pay based on criteria such as: pay type.		
709888	High	Generate additional pay based on criteria such as: organization (multi-level, cost center).		
709889	High	Generate additional pay based on criteria such as: work location.		
709890	High	Generate additional pay based on criteria such as: position.		
709891	High	Generate additional pay based on criteria such as: State classification.		
709892	High	Generate additional pay based on criteria such as: statute.		
709893	High	Generate additional pay based on criteria such as: tenure base.		
709894	High	Generate additional pay based on criteria such as: start and end dates.		
709895	High	Generate additional pay based on criteria such as: duties performed.		
709896	High	Generate additional pay based on criteria such as: shift worked.		
709897	Medium	Generate additional pay based on criteria such as: experience.		
709898	Medium	Generate additional pay based on criteria such as: certificates.		
709899	Medium	Generate additional pay based on criteria such as: licenses.		
709900	Medium	Generate additional pay based on criteria such as: languages.		
709901	Medium	Generate additional pay based on criteria such as: education.		
709902	High	Generate additional pay based on criteria such as: current base pay grade.		
709903	Medium	Generate additional pay based on criteria such as: performance test.		
709904	High	Generate additional pay based on criteria such as: pay differentials.		
709905	Medium	Analyze components of employee compensation by: salary.		
709906	Medium	Analyze components of employee compensation by: State and employee contributions to benefits.		
709907	Medium	Analyze components of employee compensation by: State and employee contributions to retirement.		
709908	Medium	Analyze components of employee compensation by: non cash fringe benefits.		

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Section: HRP-Classification and Compensation, General (121 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709909	High	Provide the ability to project annual salary (gross and net) and benefit costs for the year by: person.		
709910	High	Provide the ability to project annual salary (gross and net) and benefit costs for the year by: organization unit (multi-level).		
709911	High	Provide the ability to project annual salary (gross and net) and benefit costs for the year by: class.		
709912	High	Provide the ability to project annual salary (gross and net) and benefit costs for the year by: hire/employment date.		
709913	High	Provide the ability to project annual salary (gross and net) and benefit costs for the year by: funding source.		
709914	High	Provide the ability to project annual salary (gross and net) and benefit costs for the year by: grants.		
709915	High	Provide the ability to project annual salary (gross and net) and benefit costs for the year by: counties.		
709916	High	Provide the ability to project annual salary (gross and net) and benefit costs for the year by: EEO.		
709917	High	Provide the ability to project annual salary (gross and net) and benefit costs for the year by: bargaining unit / employee association.		
709918	High	Provide the ability to project annual salary (gross and net) and benefit costs for the year by: NCCI codes.		
709919	Medium	Project costs for future fiscal years or specific time periods, assuming variable, user-specified effective dates for increases in salary and benefits.		
709920	Medium	Change or model any cost factor so that comprehensive forecasts can be generated.		
709921	High	Track actual costs and benefits of each employee, including regular salary and wages, and all State paid costs by the various groups such as organizational unit, fund, budget unit field, or other COA fields.		
709922	Medium	Assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: base pay.		
709923	Medium	Assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: overtime.		
709924	Medium	Assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: on call.		
709925	Medium	Assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: sick.		
709926	Medium	Assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: clothing allowance.		
709927	Medium	Assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: tool / equipment allowance.		
709928	Medium	Assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: leave (all types).		
709929	Medium	Assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: shift differential pay (night, weekend).		

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Section: HRP-Classification and Compensation, General (121 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709930	Medium	Assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: premium pay.		
709931	Medium	Assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: education allowance.		
709932	Medium	Assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: retirement.		
709933	Medium	Assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: cafeteria plans.		
709934	Medium	Assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: WV Retirement Plus (457 deferred compensation).		
709935	Medium	Assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: health insurance.		
709936	Medium	Assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: Workers' comp.		
709937	Medium	Assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: life and disability insurance.		
709938	Medium	Assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: emergency.		
709939	Medium	Assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: unemployment.		
709940	Medium	Assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: non cash fringe benefits.		
709941	Medium	Assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: other State define deferred compensation plans.		
709942	Medium	Assess the impact of salary proposals by the amount of all payment and benefit provisions. Costs should be provided by various sorts (total, organization unit, etc.) and show individual benefit costs and totals by benefit type by: other special allowances.		
709943	Low	Automatically recalculate salary, with override option, due to personnel actions such as promotions, demotions, etc.		
709944	High	Support user-defined approval and routing for all compensation changes (e.g., base rate, additional pay, etc.).		
709945	High	Support user-defined approval and routing for all classification changes (e.g., reclass, reallocation, request to fill, etc.).		
709946	Medium	Restrict establishment/reclass of a position into a specific user defined class specification.		
709947	Medium	Track historical usage of class specifications for both incumbents and vacancies. (e.g., classes not used or vacant for a period of time, etc.).		
709948	High	Maintain a history of position structures, including all reorganizations.		

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Section: HRP-Classification and Compensation, General (121 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709949	Medium	Calculate adverse impact analysis on compensation plans by ethnicity, gender, and persons with disabilities, including salary and discretionary pay.		
709950	Medium	Track data within each salary schedule by: range.		
709951	Medium	Track data within each salary schedule by: schedule type (fixed, range, etc.).		
709952	Medium	Track data within each salary schedule by: minimum.		
709953	Medium	Track data within each salary schedule by: maximum.		
709954	Medium	Track data within each salary schedule by: midpoint.		
709955	Medium	Track data within each salary schedule by: appointment maximum pay rates.		
709956	Medium	Track data within each salary schedule by: additional pay points within the pay range.		
709957	Medium	Track data within each salary schedule by: pay progression schedule by pay range.		
709958	Medium	Track data within each salary schedule by: market rate.		
709959	Medium	Track data within each salary schedule by: tenure.		
709960	Medium	Track data within each salary schedule by: rank.		
709961	Medium	Track data within each salary schedule by: overtime eligible.		
709962	Medium	Track data within each salary schedule by: hazardous occupation status.		
709963	Medium	Track data within each salary schedule by: FLSA status.		
709964	Medium	Track data within each salary schedule by: non classified and non classified exempt.		
709965	Medium	Track data within each salary schedule by: classified and classified exempt status.		
709966	Medium	Track data within each salary schedule by: career employee status.		
709967	Medium	Maintain data for additional pay items by: pay code.		
709968	Medium	Maintain data for additional pay items by: calculation method (% , flat rate, etc.).		
709969	Medium	Maintain data for additional pay items by: amount (fixed amount, %, etc.).		
709970	Medium	Maintain data for additional pay items by: calculation frequency (every pay period, monthly, annual increment, etc.).		
709971	Medium	Maintain data for additional pay items by: taxable (Federal, State, FICA, etc.).		
709972	Medium	Maintain data for additional pay items by: longevity.		
709973	Medium	Maintain data for additional pay items by: non cash fringe benefits.		
709974	Medium	Maintain data for additional pay items by: emoluments.		
709975	Medium	Support analysis of classification and compensation costs based on user-defined criteria.		
709976	Medium	Support "what if" analysis on proposed classification and compensation changes.		

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Section: HRP-Classification and Compensation, Pay Rate Maintenance (34 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
709977	Medium	Track update of salary changes: across the board.		
709978	Medium	Track update of salary changes: by individual.		
709979	Medium	Track update of salary changes: by type (e.g. reason code).		
709980	Medium	Track update of salary changes: by statutory changes.		
709981	Medium	Track update of salary changes: by transaction type.		
709982	Medium	Track update of salary changes: by job classification.		
709983	Medium	Track update of salary changes: by organization unit.		
709984	Medium	Track update of salary changes: by cost center.		
709985	Medium	Track update of salary changes: by automated implementation of employee salary/grade adjustments (e.g., annual increments).		
709986	Medium	Determine eligibility for salary increases by: effective date / anniversary date.		
709987	Medium	Determine eligibility for salary increases by: classification.		
709988	Medium	Determine eligibility for salary increases by: experience.		
709989	Medium	Determine eligibility for salary increases by: certificates.		
709990	Medium	Determine eligibility for salary increases by: licenses.		
709991	Low	Determine eligibility for salary increases by: languages.		
709992	Medium	Determine eligibility for salary increases by: statutory changes.		
709993	Medium	Determine eligibility for salary increases by: tenure.		
709994	Medium	Determine eligibility for salary increases by: employment date.		
709995	Medium	Determine eligibility for salary increases by: organization unit.		
709996	Medium	Determine eligibility for salary increases by: education.		
709997	Medium	Determine eligibility for salary increases by: work location.		
709998	Medium	Determine eligibility for salary increases by: probationary period.		
709999	Medium	Determine eligibility for salary increases by: status of any other variable as of a particular date (e.g., organizational unit for a specified time).		
710000	Medium	Determine eligibility for salary increases by: time in classification.		
710001	Medium	Process mass changes for the purposes of changing salaries (e.g., COLA changes, MAP increase based on performance rating, job classification surveys).		
710002	Medium	Produce notification for employees impacted by a salary, compensation, or class change.		
710003	Medium	Support mass pay transaction updates based on any field held within the database.		

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Section: HRP-Classification and Compensation, Pay Rate Maintenance (34 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710004	High	Record historical information for all compensation changes.		
710005	Medium	Support user-defined reasons for pay rate changes.		
710006	High	Support base pay rate to four digits past the decimal point (\$0.0000) and corresponding salary schedule.		
710007	High	Support recording additional employee pay to four digits past the decimal point (\$0.0000).		
710008	High	Maintain user-defined approval mechanisms for all compensation changes (base rate, additional pay, etc.) by organization unit.		
710009	Medium	Move employees within the pay progression schedule by pay range based on effective date or calculated years of service.		
710010	High	Track salary history for each employee.		

Section: HRP-Classification and Compensation, Classification / Reviews / Audits (56 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710011	Medium	Track classification specifications both current and historically.		
710012	Medium	Track personnel action (e.g., reclass, reallocation) by: position number.		
710013	Medium	Track personnel action (e.g., reclass, reallocation) by: position description.		
710014	Medium	Track personnel action (e.g., reclass, reallocation) by: current incumbent.		
710015	Medium	Track personnel action (e.g., reclass, reallocation) by: current class.		
710016	Medium	Track personnel action (e.g., reclass, reallocation) by: grade and step.		
710017	Medium	Track personnel action (e.g., reclass, reallocation) by: funding source.		
710018	Medium	Track personnel action (e.g., reclass, reallocation) by: grants.		
710019	Medium	Track personnel action (e.g., reclass, reallocation) by: statutory changes.		
710020	Medium	Track personnel action (e.g., reclass, reallocation) by: proposed class.		
710021	Medium	Track personnel action (e.g., reclass, reallocation) by: current pay.		
710022	Medium	Track personnel action (e.g., reclass, reallocation) by: proposed pay.		
710023	Medium	Track personnel action (e.g., reclass, reallocation) by: organization unit.		
710024	Medium	Track personnel action (e.g., reclass, reallocation) by: cost center.		
710025	Medium	Track personnel action (e.g., reclass, reallocation) by: supervisor.		
710026	Medium	Track personnel action (e.g., reclass, reallocation) by: position description changes (e.g. deleted duties, new duties, reduced duties, expanded duties).		
710027	Medium	Track personnel action (e.g., reclass, reallocation) by: exclusion analysis (e.g., confidential, management, supervisory).		
710028	Medium	Track personnel action (e.g., reclass, reallocation) by: effective date.		
710029	Medium	Track personnel action request events, dates, and parties involved.		

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Section: HRP-Classification and Compensation, Classification / Reviews / Audits (56 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710030	Medium	Record when classification is under review (e.g., vacancy, review request).		
710031	Medium	Track results of classification action reviews including approved as submitted, pending or denied by reclassification or reallocation.		
710032	Medium	Support analysis of classification for both filled and vacant positions.		
710033	Medium	Track job classification audits and notify agency HR representatives and position incumbents (optional) potentially impacted by changes: to job descriptions or job classifications under revision.		
710034	Medium	Track job classification audits and notify agency HR representatives and position incumbents (optional) potentially impacted by changes: to job descriptions associated with a specific job class.		
710035	Medium	Track job classification audits and notify agency HR representatives and position incumbents (optional) potentially impacted by changes: requested by department to properly classify a position management believed to be misclassified.		
710036	Medium	Track job classification audits and notify agency HR representatives and position incumbents (optional) potentially impacted by changes: in position classification, new classes and new positions.		
710037	Medium	Track job classification audits and notify agency HR representatives and position incumbents (optional) potentially impacted by changes: at user defined interval since last classification decision.		
710038	Medium	Track job classification audits and notify agency HR representatives and position incumbents (optional) potentially impacted by changes: to a random search of all existing job descriptions.		
710039	Medium	Facilitate audit of position descriptions based on: classification.		
710040	Medium	Facilitate audit of position descriptions based on: employee time in class.		
710041	Medium	Facilitate audit of position descriptions based on: FLSA status.		
710042	Medium	Facilitate audit of position descriptions based on: pay schedule.		
710043	Medium	Facilitate audit of position descriptions based on: Bargaining unit / Employee Association.		
710044	Medium	Facilitate audit of position descriptions based on: job location.		
710045	Medium	Facilitate audit of position descriptions based on: EEO Status.		
710046	Medium	Facilitate audit of position descriptions based on: education required.		
710047	Medium	Facilitate audit of position descriptions based on: position number.		
710048	Medium	Facilitate audit of position descriptions based on: minimum job requirements.		
710049	Medium	Facilitate audit of position descriptions based on: essential functions.		
710050	Medium	Facilitate audit of position descriptions based on: licenses and certificates required.		
710051	Medium	Facilitate audit of position descriptions based on: hazardous occupation status.		
710052	Medium	Facilitate audit of position descriptions based on: any other user defined fields associated with the job.		
710053	Medium	Track information associated with a classification audit based on: type of audit.		

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Section: HRP-Classification and Compensation, Classification / Reviews / Audits (56 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710054	Medium	Track information associated with a classification audit based on: organizational information (cost center).		
710055	Medium	Track information associated with a classification audit based on: source of classification audit request.		
710056	Medium	Track information associated with a classification audit based on: person or group conducting the audit.		
710057	Medium	Track information associated with a classification audit based on: who was audited (employee, supervisor, administrator, comparable, other).		
710058	Medium	Track information associated with a classification audit based on: start and end dates for the audit.		
710059	Medium	Track information associated with a classification audit based on: results or outcomes of the audit.		
710060	Medium	Retrieve information associated with classification audits of similar positions.		
710061	Medium	Track working/job titles, classification titles, and classification sub titles.		
710062	High	Search on classification at the Department, Agency, Division level, etc.		
710063	Medium	Generate classification disposition letters for approvals and denials to requestor and optionally those directly impacted by the classification review.		
710064	Medium	Track the employee appeals process, events and outcomes of classification changes for agencies.		
710065	Medium	Generate notification to agency HR representatives and position incumbents upon receipt of reclass or reallocation request.		
710066	High	Maintain a complete history associated with all review/audit activity.		

Section: HRP-Classification and Compensation, Inquiry and Reporting (41 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710067	Medium	Create standard class and comp reports based on: cost projections.		
710068	Medium	Create standard class and comp reports based on: cost center.		
710069	Medium	Create standard class and comp reports based on: funding source.		
710070	Medium	Create standard class and comp reports based on: grants.		
710071	Medium	Create standard class and comp reports based on: classifications.		
710072	Medium	Create standard class and comp reports based on: statutory changes.		
710073	Medium	Create standard class and comp reports based on: salary change history.		
710074	Medium	Provide data to prepare the Classification \ Compensation Plan based on: class codes.		
710075	Medium	Provide data to prepare the Classification \ Compensation Plan based on: class titles.		
710076	Medium	Provide data to prepare the Classification \ Compensation Plan based on: occupational groups.		
710077	Medium	Provide data to prepare the Classification \ Compensation Plan based on: monthly salaries.		
710078	Medium	Provide data to prepare the Classification \ Compensation Plan based on: annual salaries.		

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Section: HRP-Classification and Compensation, Inquiry and Reporting (41 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710079	Medium	Provide data to prepare the Classification \ Compensation Plan based on: market rates.		
710080	Medium	Provide data to prepare the Classification \ Compensation Plan based on: pay grade and step.		
710081	Medium	Provide data to prepare the Classification \ Compensation Plan based on: plan type.		
710082	Medium	Provide data to prepare the Classification \ Compensation Plan based on: rank.		
710083	Medium	Provide data to prepare the Classification \ Compensation Plan based on: hourly rate.		
710084	Medium	Provide data to prepare the Classification \ Compensation Plan based on: min/mid/max salaries.		
710085	Medium	Calculate aggregated classification statistics for a user-defined time period based on: number of positions by class.		
710086	Medium	Calculate aggregated classification statistics for a user-defined time period based on: number of terminations by class.		
710087	Medium	Calculate aggregated classification statistics for a user-defined time period based on: number of hires by class.		
710088	Medium	Calculate aggregated classification statistics for a user-defined time period based on: number of reclassifications.		
710089	Medium	Calculate aggregated classification statistics for a user-defined time period based on: number of reallocations.		
710090	Medium	Calculate aggregated classification statistics for a user-defined time period based on: number of promotions by class.		
710091	Medium	Calculate aggregated classification statistics for a user-defined time period based on: number of establishments.		
710092	Medium	Calculate aggregated classification statistics for a user-defined time period based on: number of grade changes.		
710093	Medium	Calculate aggregated classification statistics for a user-defined time period based on: number of step changes.		
710094	Medium	Calculate aggregated classification statistics for a user-defined time period based on: number of positions by classification by geographic location.		
710095	Medium	Calculate aggregated classification statistics for a user-defined time period based on: number of positions by classification by EEO category.		
710096	Medium	Calculate aggregated classification statistics for a user-defined time period based on: number of transfers.		
710097	Medium	Calculate aggregated classification statistics for a user-defined time period based on: number of in-range appointments.		
710098	Medium	Calculate aggregated classification statistics for a user-defined time period based on: number of demotions.		
710099	Medium	Calculate aggregated classification statistics for a user-defined time period based on: number of abolishment's.		
710100	Medium	Calculate aggregated classification statistics for a user-defined time period based on: number of terminations by termination reasons by class.		
710101	Medium	Generate a job classification alpha list, including class code, pay schedule, range, minimum, mid-point, maximum by grade, etc.		
710102	Medium	Report the number of positions and job class types for hazardous occupation status.		
710103	Medium	Generate compensation reports (e.g., mean salary, standard deviations, pay schedule) by employee characteristics such as ethnicity, gender, and persons with disabilities.		
710104	Medium	Generate salary change reports for employee demographics.		

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Section: HRP-Classification and Compensation, Inquiry and Reporting (41 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710105	Medium	Generate compression/inversion analysis based on user-defined triggers or thresholds for recruitment, retention, vacancy history and other user-defined criteria.		
710106	Medium	Generate compensation reports (e.g., mean salary, standard deviations, pay schedule) by organizational characteristics (department, division, section, unit, etc.).		
710107	Medium	Generate compensation reports (e.g., mean salary, standard deviations, pay schedule) by classification by organizational unit and funding source.		

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Section: HRP-Employee Performance, General (19 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710108	Medium	Define the format and content of the annual employee performance plan including specifying performance criteria and performance measurement standards.		
710109	High	Track periodic Performance Evaluations including self assessment and management assessment of employee performance.		
710110	Medium	Trigger employee review eligibility based on State statute and rules as well as other agency defined criteria.		
710111	Medium	Tracks counts of evaluations complete, not complete due to on leave status, suspension, exit from the merit system and supervisors not in compliance.		
710112	High	Produce statewide and organization unit statistical analysis of annual evaluation ratings by EEO categories and employee groups.		
710113	Low	Select a random list of a user specified percentage of evaluations to audit by agency.		
710114	Medium	Ability to create a qualified list of user specified criteria for evaluations to audit by agency and state-wide.		
710115	Low	Identify employees detailed to special duty from a classified to a classified exempt position.		
710116	High	Maintain history of all performance evaluations.		
710117	Medium	Identify performance liaisons' role in each agency who can monitor the completion of the performance review process.		
710118	Medium	Randomly select a user specified percentage of employee performance evaluations for the annual audit process, including the ability to add audit response scores and comments.		
710119	Medium	Performance reviewer has the option of completing performance evaluations online.		
710120	Medium	Accommodate Agencies completing evaluations for all employees as single event, as well as those completing evaluations throughout the year.		
710121	Medium	Generate a catalog of defined job duties for creating performance plans specific to established job classifications or job categories.		
710122	Medium	Generate e-mail notifications or letters to supervisors based on schedule of events for each evaluation cycle.		
710123	Medium	Enable workflow that follows schedule of events for review and approval.		
710124	High	Accommodate different appraisal formats such as 360 degree; checklist and skill/competency based reviews.		
710125	Medium	Create a set of instruction guidelines for each performance criteria and each performance evaluation form as defined by individual agencies.		
710126	Low	Ability to incorporate "customer" related factors in the performance evaluation (e.g. cost per customer, response to customers, and customer service).		

Section: HRP-Employee Performance, Performance Goals (9 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710127	High	Track multiple types of probation associated with a position, an employee, or invoked through specified personnel actions: to include initial probation (user specified duration).		
710128	Medium	Track multiple types of probation associated with a position, an employee, or invoked through specified personnel actions: to include extended probation.		

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Section: HRP-Employee Performance, Performance Goals (9 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710129	Medium	Track multiple types of probation associated with a position, an employee, or invoked through specified personnel actions: to include Provisional Appointment.		
710130	Medium	Track multiple types of probation associated with a position, an employee, or invoked through specified personnel actions: to include promotional probation.		
710131	Medium	Track multiple types of probation associated with a position, an employee, or invoked through specified personnel actions: to include demotion (where appropriate).		
710132	High	User can override system generated performance evaluation dates.		
710133	Medium	Track variable probationary periods, based on user-defined rules for each position.		
710134	High	Generate notices for personnel evaluations not received.		
710135	Medium	Generate statistical reporting on performance evaluation results.		

Section: HRP-Employee Performance, Employee Evaluations (12 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710136	High	Track all employees on performance improvement plan, including anticipated performance improvement goals, and trigger follow-up and assessment at user defined intervals.		
710137	Medium	Track all employees on employee development plan, including anticipated employee development goals, and trigger follow-up and assessment at user defined intervals.		
710138	Medium	Performance evaluation data edits are required to ensure information is provided. (e.g. mandatory vs. optional fields).		
710139	Medium	Supplement standard performance evaluation forms (online and printed) with user-defined information based on class, unit, department, etc.		
710140	Medium	Online resources such as content aids to assist supervisors in writing performance reviews.		
710141	Medium	System identifies employees eligible to receive annual performance reviews based on merit status, no break in service for the year, and not on initial probation.		
710142	Medium	Record performance evaluation meetings including performance plan, interim reviews and final meeting at the conclusion of the evaluation period.		
710143	Medium	Track the completion of employee performance evaluation training for all supervisors and identify un-trained supervisors who are serving as evaluators and notify agency designee.		
710144	Medium	Supervisors have the ability to enter performance incident reports on-line and notify agency designee of such incident.		
710145	Medium	Track performance incident reporting for inclusion into interim or annual evaluations.		
710146	Medium	Ability to link compensation to performance evaluation.		
710147	Medium	Attach up to 100 performance evaluations to the employee record.		

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Section: HRP-Employee Performance, Inquiry and Reporting (6 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710148	Medium	Perform ad hoc evaluation reporting on any employee performance data.		
710149	Medium	Create a report of notifications generated for each employee evaluation for audit purposes before the notifications are sent.		
710150	Medium	Produce a report of all performance evaluations due in a user-specified period of time, by type of performance evaluation, taking into consideration any leave statuses (e.g., FMLA, disability, etc.).		
710151	Medium	Query performance evaluation status and outcomes by supervisor or manager and produce comparable statistics (e.g., % evaluations late, evaluation scores, etc.).		
710152	Low	Perform "what if" and modeling scenarios for projecting evaluation scores (current, future, average, past, etc) and pay for performance salary increase (financial) impact.		
710153	Medium	Create a comprehensive report of employee performance specific to classification, department, or any user-defined characteristic (e.g., average performance rating in Departments A, B, and C).		

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Section: HRP-Employee Relations, General (10 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710154	High	Provide configurable workflow for the routing of employee grievances, disciplinary actions, and dispute / appeal processes.		
710155	High	Establish business rules for automated routing and tracking of discipline and grievance information as specified.		
710156	High	Ability to integrate with Human Resources, Payroll, Employee Performance, and Training modules.		
710157	High	Ability to add or link attachments (scan, file, etc) to a grievance, complaint or disciplinary record per employee (e.g. letter, affidavit).		
710158	Medium	Enable multiple dates for responses and deadlines by employer / employee or other party, and send notifications.		
710159	Medium	Extend due dates for responses (e.g. Employer or employee requests and agrees upon an extension).		
710160	Medium	Enable workflow to update employee file based upon settlement types.		
710161	Medium	Route workflow information to appropriate departments based upon settlement type (e.g. payroll needs the information related to a status of back pay or retroactive pay).		
710162	Medium	Enable workflow and update employee file when settlement types relate to total compensation (e.g. need to update accruals by employee).		
710163	High	Enable workflow and update employee file when action relates to prohibition of future employment with the Agency or State.		

Section: HRP-Employee Relations, Grievances and Employee Complaints (89 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710164	Medium	Create incident codes / types (e.g. violation of employee conduct rule).		
710165	High	Create narrative text fields for incident.		
710166	Medium	Create discipline codes (e.g. counseling, suspension, and dismissal).		
710167	Medium	Create the ability to measure in numbers of hours, days, weeks, and months for the length of suspensions.		
710168	High	Create narrative text for disciplinary descriptions.		
710169	High	Capture the date grievance or discipline was received (different from file date).		
710170	High	Define steps in the grievance process (e.g. Step 1, Step 2, Step 3, etc.) with required as defined by user, information for each step.		
710171	High	Maintain and track the current status of any grievance.		
710172	Medium	Track data regarding each grievance to include: organization unit for which the grievance is filed against.		
710173	Medium	Track data regarding each grievance to include: unique grievance / docket number.		
710174	Medium	Track data regarding each grievance to include: type of grievance.		
710175	Medium	Track data regarding each grievance to include: grievant (e.g. employee number, address, phone number, email address, name of representative and their contact information, etc.).		
710176	Medium	Track data regarding each grievance to include: grievant's supervisor (e.g. employee number, address, phone number, email address, name of representative and their contact information, etc.).		

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Section: HRP-Employee Relations, Grievances and Employee Complaints (89 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710177	Medium	Track data regarding each grievance to include: step in the grievance process.		
710178	Medium	Track data regarding each grievance to include: mediator (both state and private) including name, address, phone number, email address, and other information as defined by user.		
710179	Medium	Track data regarding each grievance to include: create narrative text for each step in defined process including mediation, arbitration, and state personnel board results.		
710180	Medium	Track data regarding each grievance to include: track all costs (employee / intervener / employer) of private mediation or arbitration.		
710181	Medium	Track data regarding each grievance to include: job title / classification.		
710182	Medium	Track data regarding each grievance to include: intervener (e.g. employee number, address, phone number, email address, name of representative and their contact information, etc.).		
710183	High	Track events in the grievance process (by step) for: event codes (e.g. continuance, consolidation, motions, discovery requests, order to show cause, subpoena).		
710184	High	Track events in the grievance process (by step) for: event dates (e.g., filed on this date, answered on this date, hearing dates, deadlines, etc.).		
710185	Medium	Track events in the grievance process (by step) for: outcome.		
710186	Medium	Ability to develop grievance process schedule which identifies key dates, events, and required participants.		
710187	Medium	Track data regarding each complaint: to include organization unit for which the complaint is filed against.		
710188	Medium	Track data regarding each complaint: by unique complaint number.		
710189	Medium	Track data regarding each complaint: by type of complaint (EEO, human rights, etc.).		
710190	Medium	Track data regarding each complaint: by type of venue/forum (EEOC, human rights commission, etc.).		
710191	Medium	Track data regarding each complaint: by complainant (e.g. employee number, address, phone number, email address, name of representative and their contact information, etc.).		
710192	Medium	Track data regarding each complaint: by complainant's supervisor (e.g. employee number, address, phone number, email address, name of representative and their contact information, etc.).		
710193	Medium	Track data regarding each complaint: by mediator (both state and private) including name, address, phone number, email address, and other information as defined by user.		
710194	Medium	Track data regarding each complaint: to include create narrative text for mediation, arbitration, and state personnel board/agency results.		
710195	Medium	Track data regarding each complaint: to track all costs (employee / intervener / employer) of private mediation or arbitration.		
710196	Medium	Track data regarding each complaint: by job title / classification.		
710197	Medium	Track data regarding each complaint: by intervener (e.g. employee number, address, phone number, email address, name of representative and their contact information, etc.).		

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Section: HRP-Employee Relations, Grievances and Employee Complaints (89 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710198	Medium	Track events in the complaint process (by step) to include: event codes (e.g. continuance, consolidation, motions, discovery requests, order to show cause, subpoena, etc.).		
710199	Medium	Track events in the complaint process (by step) to include: event dates (e.g., filed on this date, answered on this date, hearing dates, deadlines, etc.).		
710200	Medium	Track events in the complaint process (by step) to include: outcome.		
710201	Medium	Ability to develop complaint process schedule which identifies key dates, events, and required participants.		
710202	Medium	Ability to track Individuals, including state administrative law judge, mediator / arbitrator (private) involved at each step of the grievance process.		
710203	Medium	Track grievance outcomes including the step in which the outcome was reached for: settled.		
710204	Medium	Track grievance outcomes including the step in which the outcome was reached for: denied.		
710205	Medium	Track grievance outcomes including the step in which the outcome was reached for: denied in part.		
710206	Medium	Track grievance outcomes including the step in which the outcome was reached for: granted.		
710207	Medium	Track grievance outcomes including the step in which the outcome was reached for: granted in part.		
710208	Medium	Track grievance outcomes including the step in which the outcome was reached for: dismissed.		
710209	Medium	Track grievance outcomes including the step in which the outcome was reached for: withdrawn (with or without prejudice).		
710210	Medium	Track complaint outcomes including the step in which the outcome was reached for: settled.		
710211	Medium	Track complaint outcomes including the step in which the outcome was reached for: denied.		
710212	Medium	Track complaint outcomes including the step in which the outcome was reached for: denied in part.		
710213	Medium	Track complaint outcomes including the step in which the outcome was reached for: granted.		
710214	Medium	Track complaint outcomes including the step in which the outcome was reached for: granted in part.		
710215	Medium	Track complaint outcomes including the step in which the outcome was reached for: dismissed.		
710216	Medium	Track complaint outcomes including the step in which the outcome was reached for: withdrawn (with or without prejudice).		
710217	Medium	Track complaint outcomes including the step in which the outcome was reached for: others defined by venue (EEOC adjudicator, etc.).		
710218	Medium	Track events in the appeal process (by step) for: event codes (e.g. continuance, consolidation, motions, discovery requests, order to show cause, subpoena, writ of mandamus, etc.).		
710219	Medium	Track events in the appeal process (by step) for: event dates (e.g., filed on this date, answered on this date, hearing dates, deadlines, etc.).		
710220	Medium	Track events in the appeal process (by step) for: outcome.		
710221	Medium	Track events in the appeal process (by step) for: identification coding for related matters.		
710222	Medium	Ability to track related matters (e.g. writ of mandamus).		

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Section: HRP-Employee Relations, Grievances and Employee Complaints (89 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710223	Medium	Maintain historical information for all grievances for a user specified period of time.		
710224	Medium	Track, route, and summarize EEO and human rights related complaints (e.g., discrimination, sexual harassment, reasonable accommodations, etc.).		
710225	Medium	Statistically analyze grievance and complaint data by type, organization unit, classification, venue, and outcome.		
710226	Medium	Automatically assign a randomly generated identification number to each grievance or to accept input of a grievance /docket number assigned by an organization unit.		
710227	Medium	Enable workflow of grievance information to user defined appropriate personnel.		
710228	Medium	Track categories and sub-categories of grievances based on: performance evaluations.		
710229	Medium	Track categories and sub-categories of grievances based on: disciplinary actions.		
710230	Medium	Track categories and sub-categories of grievances based on: rule or policy violation.		
710231	Medium	Track categories and sub-categories of grievances based on: classification and compensation.		
710232	Medium	Track categories and sub-categories of grievances based on: working conditions.		
710233	Medium	Track categories and sub-categories of grievances based on: non-selection.		
710234	Medium	Track categories and sub-categories of grievances based on: other, user defined categories and sub-categories.		
710235	Medium	Track categories and sub-categories of grievances by: organization unit.		
710236	Medium	Track categories and sub-categories of grievances by: division.		
710237	Medium	Track categories and sub-categories of grievances by: agency / department.		
710238	Medium	Track categories and sub-categories of grievances by: time period.		
710239	Medium	Track categories and sub-categories of grievances by: disposition / resolution.		
710240	Medium	Track categories and sub-categories of grievances by: other, user defined categories and sub-categories.		
710241	Medium	Track categories and sub-categories of grievances by: grievant and respondent(s).		
710242	Medium	Enable warnings in advance of when grievance, complaint or discipline responses / decisions are due based on user specified time period.		
710243	Medium	Enable workflows based upon the type of grievance, complaint or discipline.		
710244	Medium	Enable workflows based upon employee characteristics (e.g. veteran or not).		
710245	Medium	Enable workflows based upon an action code (e.g. suspension without pay routed to payroll).		
710246	Medium	Track settlement type by employee for: reduction in discipline.		
710247	Medium	Track settlement type by employee for: sunset of discipline.		
710248	Medium	Track settlement type by employee for: withdrawal of discipline.		
710249	Medium	Track settlement type by employee for: back pay/retroactive pay/benefits.		

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Section: HRP-Employee Relations, Grievances and Employee Complaints (89 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710250	Medium	Track settlement type by employee for: cash settlement.		
710251	Medium	Track settlement type by employee for: conditions to meet.		
710252	Medium	Track settlement type by employee for: other user defined settlement types.		

Section: HRP-Employee Relations, Disciplinary Actions (58 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710253	High	Enable authorized users to initiate disciplinary actions.		
710254	Medium	Track multiple employee incidents with description of reason(s) for proposed disciplinary action, statute, rule paragraph and section violated with automated routing to HR, supervisors, Appointing Authority, or user defined authorized official.		
710255	High	Enter and track information in an employee's file based on: incident date.		
710256	Medium	Enter and track information in an employee's file based on: rule or policy violation.		
710257	Medium	Enter and track information in an employee's file based on: proposed disciplinary/corrective action.		
710258	Medium	Enter and track information in an employee's file based on: incident (that gave rise to discipline).		
710259	Medium	Enter and track information in an employee's file based on: step narratives and responses.		
710260	High	Enter and track information in an employee's file based on: actual discipline.		
710261	Medium	Enter and track information in an employee's file based on: effective dates.		
710262	Medium	Enter and track information in an employee's file based on: end dates.		
710263	Medium	Enter and track information in an employee's file based on: resolutions.		
710264	Medium	Enter and track information in an employee's file based on: appeal information (internal to organization).		
710265	Medium	Enter and track information in an employee's file based on: meeting dates.		
710266	Medium	Enter and track information in an employee's file based on: mediation / arbitration steps (internal to organization).		
710267	Medium	Enter and track information in an employee's file based on: employee representative.		
710268	Medium	Enter and track information in an employee's file based on: individual authorizing the discipline action.		
710269	Medium	Ability to link filed grievances and complaints to employee.		
710270	Medium	Track disciplinary steps, events, actions and outcomes for employees.		
710271	Medium	Set up and track action codes with multiple dates (date completed, effective date, end date) of all disciplinary actions to include: counseling.		
710272	Medium	Set up and track action codes with multiple dates (date completed, effective date, end date) of all disciplinary actions to include: plan of improvement.		
710273	Medium	Set up and track action codes with multiple dates (date completed, effective date, end date) of all disciplinary actions to include: verbal reprimand.		

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Section: HRP-Employee Relations, Disciplinary Actions (58 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710274	Medium	Set up and track action codes with multiple dates (date completed, effective date, end date) of all disciplinary actions to include: written reprimand.		
710275	Medium	Set up and track action codes with multiple dates (date completed, effective date, end date) of all disciplinary actions to include: pre-disciplinary notice.		
710276	Medium	Set up and track action codes with multiple dates (date completed, effective date, end date) of all disciplinary actions to include: demotion for cause.		
710277	Medium	Set up and track action codes with multiple dates (date completed, effective date, end date) of all disciplinary actions to include: suspensions.		
710278	Medium	Set up and track action codes with multiple dates (date completed, effective date, end date) of all disciplinary actions to include: investigatory notices.		
710279	Medium	Set up and track action codes with multiple dates (date completed, effective date, end date) of all disciplinary actions to include: dismissal.		
710280	Medium	Set up and track action codes with multiple dates (date completed, effective date, end date) of all disciplinary actions to include: intent to dismiss.		
710281	Medium	Set up and track action codes with multiple dates (date completed, effective date, end date) of all disciplinary actions to include: intent to discipline.		
710282	Medium	Set up and track action codes with multiple dates (date completed, effective date, end date) of all disciplinary actions to include: other user defined action codes.		
710283	Medium	Track all events in the disciplinary process to include: event dates.		
710284	Medium	Track all events in the disciplinary process to include: event issues.		
710285	Medium	Track all events in the disciplinary process to include: event outcomes.		
710286	Medium	Produce statistical analyses of all disciplinary actions by race, ethnicity, gender, organizational unit, and other user defined criteria.		
710287	Medium	Control disciplinary actions by level of authority.		
710288	Medium	Track historical information for all disciplinary actions with user defined parameters to modify, archive, and purge with the proper security.		
710289	Medium	Disciplinary action history can be maintained for a user specified time.		
710290	Medium	Link FLSA status with approved disciplinary actions based on regulations.		
710291	Medium	Automatically route information to HR, supervisor, manager, Appointing Authority etc. regarding disciplinary actions based upon user defined criteria.		
710292	Medium	Provide ability to define steps in the disciplinary action process.		
710293	Medium	Track disciplinary actions by: agency.		
710294	Medium	Track disciplinary actions by: division.		

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Section: HRP-Employee Relations, Disciplinary Actions (58 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710295	Medium	Track disciplinary actions by: job classification.		
710296	Medium	Track disciplinary actions by: disability.		
710297	Medium	Track disciplinary actions by: age.		
710298	Medium	Track disciplinary actions by: national origin.		
710299	Medium	Track disciplinary actions by: military status.		
710300	Medium	Track disciplinary actions by: count.		
710301	Medium	Track disciplinary actions by: supervisor.		
710302	Medium	Track disciplinary actions by: race.		
710303	Medium	Track disciplinary actions by: sex.		
710304	Medium	Track disciplinary actions by: time period.		
710305	Medium	Track disciplinary actions by: other user defined criteria.		
710306	Medium	Track number of written warnings by agency or system wide.		
710307	Medium	Track multiple written warnings per day.		
710308	Medium	Enable workflow and update employee file for performance review, discipline records by employee.		
710309	Medium	Flag and limit pay increases or promotions based upon disciplinary action results.		
710310	Medium	Enable workflow and update employee record for disciplinary actions: dismissal, suspension, demotion.		

Section: HRP-Employee Relations, Appeals and Hearings (12 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710311	Medium	Track appeals filed by employees (e.g., dismissal, discipline, performance evaluation, applicant rejection, register removal, demotion, involuntary transfer, reallocation, records inspection, suitability determination, suspension, layoff, reclassification, or discrimination, etc.).		
710312	Medium	Generate automatically or manually appeal numbers to each appeal filed and produce an inventory of appeals by number, agency and person filing.		
710313	Medium	Create user defined steps and periods (timeframes) for each step in the appeals process (e.g., filing, pre-hearing, motion, evidentiary hearing, interim order, exceptions filing, mediation, final order, appeals outcome).		
710314	Medium	Maintain and track resolution information and authorized approver for each appeal.		
710315	Medium	Track types of resolutions by employee and mediation / arbitration status by: active (awaiting arbitration date).		
710316	Medium	Track types of resolutions by employee and mediation / arbitration status by: inactive and open.		
710317	Medium	Track types of resolutions by employee and mediation / arbitration status by: mediation / arbitration scheduled.		
710318	Medium	Track types of resolutions by employee and mediation / arbitration status by: mediation / arbitration awaiting award.		

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Section: HRP-Employee Relations, Appeals and Hearings (12 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710319	Medium	Track types of resolutions by employee and mediation / arbitration status by: mediated / arbitrated and follow up required.		
710320	Medium	Track types of resolutions by employee and mediation / arbitration status by: settled.		
710321	Medium	Track types of resolutions by employee and mediation / arbitration status by: closed.		
710322	Medium	Input and track how resolution information has been implemented.		

Section: HRP-Employee Relations, Inquiry and Reporting (7 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710323	High	Ability to inquire or generate ad hoc reports by employee, grievance, complaint or discipline type, status, multiple dates, and other user defined criteria.		
710324	High	Ability to track the history of disciplines, complaint and grievances by employee.		
710325	Medium	Ability to track and report on disciplines, complaints and grievances state wide by department and/or division or as defined by users.		
710326	Medium	Ability to track and report on disciplines, complaints and grievances by supervisor.		
710327	Medium	Create a report of all appeals filed, including their filing date, agency, name and employee id, status, disposition, and ruling.		
710328	Medium	Ability to report on number, type, and outcome of grievances, disciplines, and complaints as defined by user.		
710329	Medium	Ability to report on the percentages of disciplines which resulted in grievances.		

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Section: HRP-Learning Management, General (61 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710330	Medium	Attach external files to a training course (e.g., class syllabus, lesson plan).		
710331	High	Track all training course history, including internal, statewide, or external events.		
710332	High	Manually update training history and control which training events are reflected in employee training history.		
710333	Medium	Schedule recurring dates for ongoing courses.		
710334	Medium	Manually override dates for recurring classes where conflicts arise.		
710335	Medium	Interface with State institutions such as community colleges and universities for: registration.		
710336	Medium	Interface with State institutions such as community colleges and universities for: attendance (including credit hours certifications, grades, etc.).		
710337	Medium	Interface with State institutions such as community colleges and universities for: billing.		
710338	Medium	Set up and track mentors for designated groups as part of a career development initiative, including name, e-mail address, business address and phone number.		
710339	Medium	Analyze training participation for designated user-defined groups, including amount spent to train groups, number of courses offered, enrollment, participation and number of hours of training successfully completed.		
710340	Medium	Interface with MS Outlook to calendar training events for invitees or enrollees.		
710341	High	Produce notifications to instructors and registered participants of conflicts or changes regarding training schedules or training facilities.		
710342	High	Establish flexible approval routing/workflow for all training events, including requests, approval to attend, completion notices, etc.		
710343	Medium	Interface with agency specific training systems such that all employee training history is maintained within the ERP system.		
710344	Medium	Interface with 3rd party course development systems (i.e. Lectora, Adobe systems, etc) with lesson and course specific information.		
710345	Medium	Track ADA features associated with training facilities.		
710346	Medium	Match trainee special needs with facility accommodations.		
710347	Medium	Archive training history for breaks in service and reactivate training history upon employee's return.		
710348	High	Track and record attendance at mandatory training.		
710349	Medium	Track and record attendance at the AA/EEO/diversity component of the employee orientation training.		
710350	Medium	Analyze training participation for designated AA groups as part of adverse impact analysis, including amount spent to train minority groups, number of courses offered, minority enrollment and participation, and number of hours of training successfully completed.		
710351	Medium	Track the host contact at the facility where the training will be held, including name, phone, email, and street address.		
710352	Medium	Provide for planning of future training (Full Fiscal Year) for: classes/sessions to be given and location.		
710353	Medium	Provide for planning of future training (Full Fiscal Year) for: number of employees to be trained.		

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Section: HRP-Learning Management, General (61 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710354	Medium	Provide for planning of future training (Full Fiscal Year) for: track actual against plan.		
710355	Medium	Provide for planning of future training (Full Fiscal Year) for: scheduling of require future training.		
710356	High	Provide automatic employee notification of upcoming required training.		
710357	Medium	Create a training plan by division and employee each fiscal year.		
710358	Medium	Create, track and maintain the lowest grouping of items taught - (same lesson can belong to more than one class).		
710359	Medium	Create, track, and maintain classes (a group of one or more lessons - same class can belong to more than one course).		
710360	Medium	Create, track and maintain courses (a group of one or more classes - same course can belong to more than one program).		
710361	Medium	Create, track, and maintain programs / curriculums (a group of one or more courses).		
710362	Medium	Support tracking of Outside Training - training provided by other agencies, vendors, and organizations.		
710363	Medium	Track employee training and enrollment (current and historical) in classes, courses, programs, and outside training, including Continuing Professional Education (CPE), Continuing Legal Education (CLE) Board of Accountancy, Continuing Legal Education (CLE) credits, or other user defined training requirements.		
710364	Medium	Track hours and type of training by certification.		
710365	Medium	Provide tracking and reporting upon completion of a lesson, class, course, program, or outside training for: skills.		
710366	Medium	Provide tracking and reporting upon completion of a lesson, class, course, program, or outside training for: certifications.		
710367	Medium	Provide tracking and reporting upon completion of a lesson, class, course, program, or outside training for: licenses.		
710368	Medium	Provide tracking and reporting upon completion of a lesson, class, course, program, or outside training for: continuing professional education (CPE).		
710369	Medium	Provide tracking and reporting upon completion of a lesson, class, course, program, or outside training for: continuing education units (CPE).		
710370	Medium	Provide tracking and reporting upon completion of a lesson, class, course, program, or outside training for: continuing legal.		
710371	Medium	Provide tracking and reporting upon completion of a lesson, class, course, program, or outside training for: other user defined accreditation needs (including higher education needs).		
710372	High	Learning Management component is integrated with other components of the system: Personnel Administration.		
710373	Medium	Learning Management component is integrated with other components of the system: Accounts Payable.		
710374	Medium	Learning Management component is integrated with other components of the system: Classification and Compensation.		
710375	Medium	Learning Management component is integrated with other components of the system: Employee Relations.		
710376	Medium	Learning Management component is integrated with other components of the system: Position Control.		
710377	Medium	Learning Management component is integrated with other components of the system: General Ledger.		
710378	Medium	Learning Management component is integrated with other components of the system: Budget Development.		

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Section: HRP-Learning Management, General (61 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710379	Medium	Learning Management component is integrated with other components of the system: Travel.		
710380	Medium	Integrated with the employee performance evaluations within the Personnel Administration component.		
710381	Medium	Reference travel authorization associated with training.		
710382	Medium	Book conference rooms directly or through on-line links to facilities management programs.		
710383	Medium	Generate notification regarding conference room conflicts.		
710384	Medium	Generate notification regarding conference room overrides.		
710385	Medium	Generate a Training Evaluation (email or letter) and send to attendees by class upon completion. Training Evaluation emails will be routed back to training organization and Training Session Coordinator summarized by course, class, etc.		
710386	Medium	Track type of training taken such as web based, classroom, lecture, self-study, etc.		
710387	Medium	Track multiple user-defined training delivery types.		
710388	Medium	Merge and purge training history based on user-defined criteria.		
710389	Medium	Provide ability to handle the functions of training, career development, competencies tracking, testing, licenses, and employee training certifications.		
710390	Medium	Produce and track a course catalog and schedule of training sessions by organization unit.		

Section: HRP-Learning Management, Training Program and Course Development (56 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710391	High	Establish and track training session attributes to include: course identification.		
710392	Medium	Establish and track training session attributes to include: course start and end times.		
710393	Medium	Establish and track training session attributes to include: course schedule.		
710394	Medium	Establish and track training session attributes to include: course prerequisites.		
710395	High	Establish and track training session attributes to include: course hours/credits.		
710396	Medium	Establish and track training session attributes to include: course location (including attached PDF map file).		
710397	Medium	Establish and track training session attributes to include: minimum participation required to receive credit.		
710398	Medium	Establish and track training session attributes to include: minimum participation required to run session.		
710399	Medium	Establish and track training session attributes to include: maximum session capacity.		
710400	Medium	Establish and track training session attributes to include: evaluation (class and instructor).		
710401	Medium	Establish and track training session attributes to include: cost to conduct session (facility, materials, instructors, administration, other costs).		
710402	Medium	Establish and track training session attributes to include: tuition cost (employee, non-employee).		
710403	Medium	Establish and track training session attributes to include: reimbursable cost (to employee).		

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Section: HRP-Learning Management, Training Program and Course Development (56 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710404	Medium	Establish and track training session attributes to include: course and instructor.		
710405	Medium	Establish and track training session attributes to include: course dates.		
710406	Medium	Establish and track training session attributes to include: course eligibility (who can attend by organization unit, statewide, job class, etc.).		
710407	Medium	Establish and track training session attributes to include: mandatory or elective.		
710408	Medium	Track resources needed to deliver a training course to include: type of room.		
710409	Medium	Track resources needed to deliver a training course to include: configuration / layout of room.		
710410	Medium	Track resources needed to deliver a training course to include: technology needed (computers, network for web cast, printers, etc.).		
710411	Medium	Track resources needed to deliver a training course to include: teaching aids needed.		
710412	Medium	Track resources needed to deliver a training course to include: checklist of equipment needed (e.g. audio / visual, easels, extension cords, etc.).		
710413	Medium	Track resources needed to deliver a training course to include: checklist of supplies needed (e.g. sign-in sheet, index cards, envelopes, manuals, etc.).		
710414	Medium	Track resources needed to deliver a training course to include: handouts.		
710415	Medium	Track resources needed to deliver a training course to include: videos.		
710416	Medium	Track resources needed to deliver a training course to include: posters, games, special equipment.		
710417	Medium	Track resources needed to deliver a training course to include: pre-workshop feedback.		
710418	Medium	Track resources needed to deliver a training course to include: special instructions.		
710419	Medium	Track resources needed to deliver a training course to include: special accommodations based on participant needs (ADA, etc.).		
710420	Medium	Track resources needed to deliver a training course to include: instructor needs.		
710421	Medium	Track resources needed to deliver a training course to include: facility / room capacity.		
710422	Medium	Provide for the entry of user-defined training types.		
710423	Medium	Allow for the recording of prerequisites for courses (other courses, entry exams, certifications, licenses, etc.).		
710424	Medium	Monitor prerequisites by employee when enrollment in classes takes place and prohibit (with override capability) enrollment if prerequisites are not satisfied.		
710425	Medium	Track which lessons, classes, courses, programs, and outside training are mandatory.		
710426	Medium	Each Mandatory Training entry must include: general lesson.		
710427	Medium	Each Mandatory Training entry must include: class.		
710428	Medium	Each Mandatory Training entry must include: course.		

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Section: HRP-Learning Management, Training Program and Course Development (56 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710429	Medium	Each Mandatory Training entry must include: training session information.		
710430	Medium	Each Mandatory Training entry must include: frequency.		
710431	Medium	Each Mandatory Training entry must include: reason for being mandated.		
710432	Medium	Each Mandatory Training entry must include: mandating agency / organization.		
710433	Medium	Allow for mandatory training to be displayed and updated when any individual lesson, class, course, program, or outside training is created and/or updated.		
710434	Medium	Provide ability for any lesson, class, course, or program to be scheduled as a training session. The training session inherits information as appropriate from the referenced lesson, class, course, or program.		
710435	Medium	Provide for the designation of a logistical training coordinator to be associated with specific training sessions.		
710436	Medium	Provide for the designation of a subject matter training coordinator to be associated with a set of lessons / classes / courses / programs.		
710437	Medium	Provide for the definition of a standard education and career development curriculum based on position, skill category, and other criteria. This capability allows supervisors to work with their subordinates to establish a career development plan specific to each particular employee.		
710438	Medium	Record attendance of an attendee at a training session (lesson, class, course, program, or outside training) in hours.		
710439	Medium	Track the grade or score achieved (user defined - pass/fail, % score, grade, complete/incomplete, etc.) by an attendee for a lesson, class, course, or outside training based upon grade achieved at a training session inclusive of that lesson, class, course, or outside training.		
710440	Medium	Allow for employees to request a travel advance linked to an approved training request and travel authorization.		
710441	Medium	Track training for specific job classification for registrants.		
710442	Medium	Track the following information on instructors: instruction certification by which lessons, classes, courses, or programs.		
710443	Medium	Track the following information on instructors: which classes, courses and training sessions they instruct, even if the state does not offer that training. for example, instructing a class for the FBI.		
710444	Medium	Track the following information on instructors: location.		
710445	Medium	Track the following information on instructors: contact information.		
710446	Medium	Track the attendance of the employee and record the completion on employee's personnel record.		

Section: HRP-Learning Management, Training Needs Assessment (25 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710447	Medium	Provide ability to define career development plan, including standard and alternative career paths.		
710448	Medium	Enter and route training requests. Training requests would include: requestor name, organization unit, number.		
710449	Medium	Enter and route training requests. Training requests would include: class title, start and end date, hours, location, number of credits.		

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Section: HRP-Learning Management, Training Needs Assessment (25 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710450	Medium	Enter and route training requests. Training requests would include: basis for request (e.g., job related, career related, personal development).		
710451	Medium	Enter and route training requests. Training requests would include: type of training (e.g., AA, technology, supervisory, safety, other).		
710452	Medium	Enter and route training requests. Training requests would include: funding source.		
710453	Medium	Enter and route training requests. Training requests would include: estimated course and travel cost.		
710454	Medium	Enter and route training requests. Training requests would include: expected value to requestor.		
710455	Medium	Ability to request non-instructional performance improvement consulting such as: ongoing team building.		
710456	Medium	Ability to request non-instructional performance improvement consulting such as: executive coaching.		
710457	Medium	Ability to request non-instructional performance improvement consulting such as: performance analysis.		
710458	Medium	Enter and route consulting requests. Consulting requests would include: requestor name, organization unit, number.		
710459	Medium	Enter and route consulting requests. Consulting requests would include: basis for request (e.g., job related, career related, personal development).		
710460	Medium	Enter and route consulting requests. Consulting requests would include: type of intervention (e.g., AA, technology, supervisory, safety, other).		
710461	Medium	Enter and route consulting requests. Consulting requests would include: funding source.		
710462	Medium	Enter and route consulting requests. Consulting requests would include: estimated course and travel cost.		
710463	Medium	Enter and route consulting requests. Consulting requests would include: expected value to requestor.		
710464	High	Assign training requirements to a job class, position, organization unit or other user-defined criteria and then assess training needs of individuals within those parameters.		
710465	Medium	Roll up individual training needs to an aggregated level by organization unit to provide input into training program and course development.		
710466	Medium	Convert the training needs assessment into individual employee training plans, which get routed electronically for approval.		
710467	Medium	Provide a method to relate individual training plans as goals in the annual performance plan.		
710468	Medium	Analyze aggregate training needs based on competency deficiencies, strategic plans, performance assessments, test and evaluation, statutes and policy development and technology platform changes.		
710469	Medium	Analyze training needs for individuals, organization units or statewide based upon the gap between individual skills and competency or skill requirements by job class or position.		
710470	Medium	Allow input of training course / program interest for employees and supervisors.		
710471	Medium	Use recorded training interests as a way to offer specific programs/courses that address those interests.		

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Section: HRP-Learning Management, Training Administration (51 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710472	Medium	Support identification of employees and contractors via 'swiping' of badges for appropriate situations such as recording attendance at a training session, signing into the rifle range for ammunition allowance, etc.		
710473	High	Track classes and courses needed for career / job progression planning and required prerequisites for employees.		
710474	Medium	Monitor enrollment in classes, including employees prevented from enrolling due to failure to meet prerequisite requirements, with an override capability to relax restriction of enrollment prerequisites.		
710475	Medium	View and search the course catalog and the schedule of training sessions.		
710476	Medium	Create a training session outline that lists all the lessons, classes, courses, and programs associated with the training session.		
710477	Medium	Provide ability to have groups of employees associated with a staff development training coordinator for their functional development needs.		
710478	Medium	Designate instructors associated with specific training sessions.		
710479	Medium	Track session wait lists and to sequence wait lists based on registration time and date.		
710480	Medium	Track employee participation in non-formal training events such as conferences and web casts.		
710481	Medium	Provide ability for open registration to a filled session if the facility or room configuration changes and notify those on an existing wait list.		
710482	Medium	Notify all appropriate training coordinators of a planned training session.		
710483	Medium	Allow the training coordinator or employee supervisor to enroll their employees in a specific training session.		
710484	Medium	Create a wait list when training session maximum enrollment is reached.		
710485	Medium	Maintain a list of replacements for the training session roster based on the position of the employee in the wait list queue or other user-specified criteria.		
710486	Medium	Create the appropriate roster for the training session in a predefined modifiable format.		
710487	Medium	Notify enrollees via email or paper when enrolled in, or wait listed for, a training session.		
710488	Medium	Notify enrollees via email or paper when a training session is cancelled, postponed, changed or rescheduled.		
710489	Medium	Provide ability for either the employee's regular training coordinator and/or the training session coordinator to notify employees of confirmed registration or wait listings.		
710490	Medium	Provide updates to training session roster based on actual attendance at the completion of the training.		
710491	Medium	Automatically update skills / certifications / licenses of attendees who have met the course completion (time) and grade requirements.		
710492	Medium	Notify the employee's training coordinator and supervisor if actual attendance hours don't match the planned attendance hours (if employee was a no show or missed part of the training session).		
710493	Medium	Charge scheduled attendees for no show (without proper cancellation).		
710494	Medium	Provide ability to setup and generate customized notification letters (paper or e-mail).		

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Section: HRP-Learning Management, Training Administration (51 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710495	Medium	Generate customizable notification forms by user-definable criteria (division for example) at a predefined period of time prior to the start of the training session.		
710496	Medium	Track the following information on contract/outside instructors: instruction certification by which sessions, courses, or programs.		
710497	Medium	Track the following information on contract/outside instructors: which sessions, courses they instruct, even if the state does not offer that training.		
710498	Medium	Track the following information on contract/outside instructors: evaluations (material and delivery).		
710499	Medium	Calculate the number of training sessions required to train various populations according to flexible criteria and provide results to training coordinators to utilize for flexible scheduling and enrollment.		
710500	Medium	Provide ability to reserve a block of seats in a training session by organization unit.		
710501	Medium	Designate instructors to be associated with a set of lessons / classes / courses / programs.		
710502	Medium	Provide ability for instructors to generate ad hoc notices to registered participants in a scheduled training session.		
710503	Medium	Provide ability to record class and instructor evaluation metrics and scores collected at the session or received after the session via email or web-enabled entry.		
710504	Medium	Support non-agency and non-State attendees with functionality to include: enrollment.		
710505	Medium	Support non-agency and non-State attendees with functionality to include: attendance tracking (by person).		
710506	Medium	Support non-agency and non-State attendees with functionality to include: identification of the outside attendee's training coordinator (name and contact information).		
710507	Medium	Support non-agency and non-State attendees with functionality to include: e-mail notifications.		
710508	Medium	Support non-agency and non-State attendees with functionality to include: billing (flexible rules according to class, course, offering agency, attending agency/organization, etc.).		
710509	Medium	Support non-agency and non-State attendees with functionality to include: limitation of number of training session slots available to outside agencies / organizations.		
710510	Medium	Support non-agency and non-State attendees with functionality to include: prioritization of training session slots by outside agency / organization.		
710511	Medium	Create web-based assessments for class participants.		
710512	Medium	Generate the following notification letters (paper and/or email) for: wait list notification to employee with copy to manager/training coordinator.		
710513	Medium	Generate the following notification letters (paper and/or email) for: closed class notification to employee with copy to manager/training coordinator.		
710514	Medium	Generate the following notification letters (paper and/or email) for: confirmation of class notification to employee with copy to manager/training coordinator.		
710515	Medium	Generate the following notification letters (paper and/or email) for: no-show and cancellation notifications to employee with copy to manager/training coordinator.		

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Section: HRP-Learning Management, Training Administration (51 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710516	Medium	Generate labels for mass notification mailings.		
710517	Medium	Record and report planned and actual information based on user defined criteria, for each training session.		
710518	Medium	For each training session notify instructors and enrollees (email / paper / TTY) of: location.		
710519	Medium	For each training session notify instructors and enrollees (email / paper / TTY) of: logistical requirements.		
710520	Medium	For each training session notify instructors and enrollees (email / paper / TTY) of: supplies needed.		
710521	Medium	For each training session notify instructors and enrollees (email / paper / TTY) of: pre work.		
710522	Medium	For each training session notify instructors and enrollees (email / paper / TTY) of: time zone and date.		

Section: HRP-Learning Management, Training Costs (15 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710523	Medium	Provide ability to provide for the planning of future training based on: projected cost of training (internal and external costs).		
710524	Medium	Provide ability to provide for the planning of future training based on: opportunity cost of employees attending training.		
710525	Medium	Provide ability to provide for the planning of future training based on: source of funding.		
710526	Medium	Support capability to track and report budget and statistical information such as fund, revenue source, number of persons per workshop, date of workshop, priority rating, training date, justification statements, organization, program, etc.		
710527	Medium	Support on-line approval of training budget requests based on varying levels of security as defined by organization unit.		
710528	Medium	Provide capability to summarize varying levels of chart of account codes such as organization, expenditure, and fund levels, etc.		
710529	Medium	Track and report direct costs for training including costs for training instructor(s) (whether staff time or contractor-provided), venue cost, travel expenses, materials, etc. by: individual.		
710530	Medium	Track and report direct costs for training including costs for training instructor(s) (whether staff time or contractor-provided), venue cost, travel expenses, materials, etc. by: course.		
710531	Medium	Track and report direct costs for training including costs for training instructor(s) (whether staff time or contractor-provided), venue cost, travel expenses, materials, etc. by: chart of accounts.		
710532	Medium	Track and report direct costs for training including costs for training instructor(s) (whether staff time or contractor-provided), venue cost, travel expenses, materials, etc. by: user defined time periods.		
710533	Medium	Track and report indirect costs for training including employee time by classification, hourly cost linked to a salary table, etc. by: individual.		
710534	Medium	Track and report indirect costs for training including employee time by classification, hourly cost linked to a salary table, etc. by: course.		
710535	Medium	Track and report indirect costs for training including employee time by classification, hourly cost linked to a salary table, etc. by: chart of accounts.		
710536	Medium	Track and report indirect costs for training including employee time by classification, hourly cost linked to a salary table, etc. by: user defined time periods.		

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Section: HRP-Learning Management, Training Costs (15 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710537	Medium	Track budgeted vs. actual expenses related to the training class/course/program.		

Section: HRP-Learning Management, Tuition Reimbursements (6 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710538	Medium	Support the Tuition Reimbursement program to include: courses enrolled in / completed.		
710539	Medium	Support the Tuition Reimbursement program to include: units enrolled in / completed.		
710540	Medium	Support the Tuition Reimbursement program to include: total cost of educational program.		
710541	Medium	Support the Tuition Reimbursement program to include: summary and detailed reports.		
710542	Medium	Support the Tuition Reimbursement program to include: higher education staff and children of staff waivers.		
710543	Medium	Track situations where employee is required to maintain employment for a certain period of time after the completion of training and notify designated personnel when employee terminates prior to the time period (Tuition waivers).		

Section: HRP-Learning Management, Certification - Continuing Education (17 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710544	Medium	Maintain a central list of all designations/certifications.		
710545	Medium	Allow for a variable number of requirements to be entered per designation/certification.		
710546	Medium	Provide ability to show that an employee has received a specific designation/certification.		
710547	Medium	Show employee's progress toward obtaining designation/certification.		
710548	Medium	Show what classes are required to reach a designation/certification or level.		
710549	Medium	Show required period of experience for a designation.		
710550	Medium	Show what tests are required for a designation or level.		
710551	Medium	Provide an indicator as to whether the designation is state, federal or organizational. If organizational, which organization?.		
710552	Medium	Provide ability to track and maintain delinquent dues indicator.		
710553	Medium	Maintain date field for the date on which dues are payable.		
710554	Medium	Show the number of continuous education hours required for a level or designation.		
710555	Medium	Calibrate cycle from beginning of certification year through a variable year cycle dependent upon certification.		
710556	Medium	Support a Recertification Needed in current year flags.		
710557	Medium	Allow a person to be designated as a State employee, county staff member, vendors or contract employees.		
710558	Medium	Include a designator for indication that the training counts toward recertification.		
710559	Medium	Include a field stating the number of hours that the training counts toward recertification.		
710560	Medium	Change the thresholds (hours to certify, duration of certification, etc) per certification requirements with effective dates.		

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Section: HRP-Learning Management, Inquiry and Reporting (23 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710561	Medium	Allow instructors to access information regarding classes they taught or are scheduled to teach.		
710562	Medium	Provide flexible queries and analysis of session, class, course, program and outside training information to include: offerings (training sessions).		
710563	Medium	Provide flexible queries and analysis of session, class, course, program and outside training information to include: attendance.		
710564	Medium	Provide flexible queries and analysis of session, class, course, program and outside training information to include: costs.		
710565	Medium	Provide flexible queries and analysis of session, class, course, program and outside training information to include: over periods of time.		
710566	Medium	Provide on-line inquiry screens that display training budget and financial information.		
710567	Medium	Provide ability for employees and non-employees to print their own training record, including classes: for the ones they have completed, with test scores and dates.		
710568	Medium	Provide ability for employees and non-employees to print their own training record, including classes: in which they have enrolled.		
710569	Medium	Provide ability for employees and non-employees to print their own training record, including classes: that teach / impart a specific skill or certification.		
710570	Medium	Provide ability for employees and non-employees to print their own training record, including classes: which are needed for career / job / level of certification progression (classes and courses to address a skills / certification gap).		
710571	Medium	Provide flexible queries that allows the analysis of training, license, and certification gaps.		
710572	Medium	Provide training information queries by: course code.		
710573	Medium	Provide training information queries by: agency.		
710574	Medium	Produce a user defined modifiable certificate of training completion for those completing the training.		
710575	High	Produce a report based on: employee/non employee training history transcripts.		
710576	Medium	Produce a report based on: training session class rosters.		
710577	Medium	Produce a report based on: training needs assessment by competency, skill and organization unit.		
710578	Medium	Produce a report based on: training costs by organization unit.		
710579	Medium	Produce a report based on: training event history (sessions offered, attendees trained and locations used by course/program).		
710580	Medium	Create performance evaluation reports for trainers using any system metrics (e.g., average evaluation scores, number of hours taught, etc.).		
710581	Medium	Create detailed and summary ad-hoc and regularly scheduled reports utilizing user defined criteria.		
710582	Medium	Produce report for employees training categorized by job function.		
710583	Medium	Report scheduled training sessions and anticipated attendance list.		

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Section: HRP-Learning Management, Self-Service (15 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710584	Medium	Provide link from enrollees' email to a web page for the enrollee to: cancel attendance - generates an email via workflow to the employee's training coordinator, the training session coordinator, and the employee's supervisor.		
710585	Medium	Provide link from enrollees' email to a web page for the enrollee to: ask a question about the training session - generates an email to the training session coordinator.		
710586	Medium	Provide link from enrollees' email to a web page for the enrollee to: ask a question of their training coordinator - generates an email via workflow.		
710587	Medium	Allow for employees to request training using a standard Web based browser.		
710588	Medium	Provide ability for employees and non-employees to request training from their manager.		
710589	Medium	Provide ability for employees and non-employees to view and search the course catalog and schedule of training sessions, and register for available courses.		
710590	Medium	Provide ability for employees to inquire on the status of the Education Assistance Request they submit.		
710591	High	Allow employees and non-employees to query online all classes, courses, programs, and outside training: for those they have completed, with test scores, hours/credits and dates.		
710592	High	Allow employees and non-employees to query online all classes, courses, programs, and outside training: in which they have enrolled.		
710593	High	Allow employees and non-employees to query online all classes, courses, programs, and outside training: that teach / impart a specific skill, competency or certification.		
710594	High	Allow employees and non-employees to query online all classes, courses, programs, and outside training: which are needed for career / job / level of certification progression (classes and courses to address a skills / certification gap).		
710595	Medium	Allow for employees to request travel authorization linked to an approved or requested training request.		
710596	Medium	Respond to web-based assessments for class participants.		
710597	Medium	Allow employee to be able to request tuition reimbursement via Employee Self Service and track the status of the request and payment.		
710598	Medium	Provide ability to indicate if the person is current on their dues through ESS.		

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Section: HRP-Leave Management, General (24 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710599	High	Track all leave accrued and taken by type of eligible leave and reason.		
710600	High	Display current leave accrual rates and leave balances for each employee while time is being entered or reviewed.		
710601	High	Allow changes of leave data entered for the period and edit changes against the employee leave balances.		
710602	High	Establish beginning leave balances once employees become eligible to earn leave.		
710603	Medium	Adjust leave balances for the calendar year and record adjustments for audit trail purposes.		
710604	Medium	Future date leave transactions for processing during the appropriate pay period.		
710605	High	Process paid and unpaid leave.		
710606	High	Provide for a variety of user defined leave classifications such as annual leave, administrative leave, sick leave, including user defined descriptions, business rules, and approval requirements.		
710607	Medium	Support the use of unlimited number of leave types with or without balance accruals and associated user defined business rules that may vary by agency or organization unit.		
710608	High	Maintain history of all leave accounting actions to include: modifications to leave definitions.		
710609	High	Maintain history of all leave accounting actions to include: accrual calculations.		
710610	High	Maintain history of all leave accounting actions to include: leave taken.		
710611	High	Maintain history of all leave accounting actions to include: leave claimed.		
710612	High	Maintain history of all leave accounting actions to include: leave paid.		
710613	High	Maintain history of all leave accounting actions to include: leave adjustments.		
710614	High	Maintain history of all leave accounting actions to include: leave balances.		
710615	High	Maintain history of all leave accounting actions to include: donated leave transactions.		
710616	High	Maintain history of all leave accounting actions to include: donated leave balances (donor, receiving agency).		
710617	Medium	Interface leave accounting information to: Workers' compensation.		
710618	Medium	Interface leave accounting information to: Consolidated Public Retirement Board.		
710619	Medium	Interface leave accounting information to: agency labor tracking systems (such as DOT).		
710620	Medium	Forward applicable leave balances to Consolidated Public Retirement Board upon separation with the State for the conversion of service credits within the retirement system.		
710621	High	Provide online access to all employee leave data with appropriate security.		
710622	Medium	Add future leave plans.		

Section: HRP-Leave Management, Leave Tracking (73 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710623	Medium	Track leave accrued, taken, payoff, lost, donated, received from donors, and payout (on termination) by type of eligible leave.		

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Section: HRP-Leave Management, Leave Tracking (73 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710624	Medium	Track impact to service dates, service hours, etc. based on leave type, including probationary period.		
710625	Medium	Allow user to define whether leave is accumulated while on leave by leave type. (e.g., continue to accrue vacation while on sick leave).		
710626	Medium	Track FMLA (State and Federal) hours and eligibility by employee.		
710627	Medium	Retain leave accounting balances for a user-specified time period from the date the employee separates from State employment.		
710628	Medium	Restore sick leave balance if a previous employee returns within a user defined time period.		
710629	Medium	Allow for the carryover of annual leave, sick leave, and comp time based on user-specified business rules.		
710630	High	Maintain and track military leave accrual and usage based on user defined business rules.		
710631	Medium	Track Doctor's release requirement and date received within HIPAA guidelines.		
710632	High	Maintain and track employee status that reflects that they are on leave of absence by LOA type.		
710633	Medium	Allow a user defined option to automatically classify leave as counting toward FMLA limits by a user-specified period by leave type.		
710634	Medium	Create notifications to employees and agencies of leave that will be lost.		
710635	Medium	Check FMLA and Military Leave eligibility when entering leave time (federal and state).		
710636	Medium	Automatically project leave available balance as of the date of the initial leave requested date.		
710637	Medium	Prepopulate employee time capture templates with default values from employee work schedule, job class, shift, project, position, and approved leave requests.		
710638	Medium	Provide ability to restrict leave entered in timesheets to approved leave requests based on user business rules that may vary by leave type, agency, or organization unit.		
710639	Medium	Provide the ability for authorized users to enter data and save timesheet (including leave to be taken in the reporting period) without finalizing or submitting for approval (save as a work in progress).		
710640	Medium	Provide the ability for authorized users to retrieve timesheets that have been saved but not finalized/submitted (and adjust leave to be taken while editing against leave balances).		
710641	Medium	Automatically edit time reported against pre-established work schedules and approved leave requests, and highlight exceptions for employee and supervisor review based on user defined business rules that may vary by agency, or organization unit.		
710642	Medium	Support receipt and processing of information on docked time as reconciling item based on user defined business rules that may vary by agency when leave balances are inadequate.		
710643	High	Automatically update leave balances as leave recorded on employee timesheets.		
710644	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: annual leave (vacation).		

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Section: HRP-Leave Management, Leave Tracking (73 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710645	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: sick leave (with or without pay).		
710646	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: workers' compensation.		
710647	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: comp time.		
710648	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: adoption.		
710649	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: administrative leave (with or without pay).		
710650	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: bereavement.		
710651	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: personal leave without pay.		
710652	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: educational leave (with or without pay).		
710653	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: assault injury.		
710654	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: special leave with or without pay (teachers).		
710655	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: blood donation leave.		
710656	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: red cross leave.		
710657	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: court leave.		

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Section: HRP-Leave Management, Leave Tracking (73 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710658	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: family and medical leave (FMLA) (with or without pay).		
710659	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: family sick leave (non-FMLA).		
710660	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: holidays.		
710661	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: military leave (with or without pay).		
710662	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: elected or directed special leave (educational) with or without pay.		
710663	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: adverse weather leave.		
710664	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: voting leave.		
710665	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: governor requested/directed.		
710666	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: jury duty.		
710667	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: unauthorized leave without pay.		
710668	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: authorized leave without pay.		
710669	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: serving attendant leave (annual, comp and sick).		

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Section: HRP-Leave Management, Leave Tracking (73 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710670	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: military family leave.		
710671	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: donated annual or sick leave.		
710672	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: disciplinary leave.		
710673	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: leave for grievance activity.		
710674	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: organ donation.		
710675	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: investigative leave.		
710676	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: Parental Leave Act (PLA) without pay.		
710677	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: Disaster Relief leave.		
710678	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: Emergency Medical Services / Fireman.		
710679	Medium	Track the accruals, limits, eligibility, usage, value, and payment of leave using leave types and leave reason codes (e.g. leave balances and calculations need to be controlled at a combination of leave type and leave reason). Reason types should be user-specified and only available for specified leave types. Leave types include: other user defined leave types.		
710680	Medium	Track leave accrual balance and accrual rate information as near real-time as available, including leave balance reductions (for situations where maximum balance has been exceeded), rollovers at anniversary and other predetermined dates, compensatory leave, and exchanged/shared leave time information based on user defined business rules.		
710681	Medium	Maintain and track computation of leave earned and the usage of leave (whether paid or unpaid).		
710682	Medium	Maintain and track FMLA hours accrued for time worked over the standard work week of 35, 37.5, or 40 hours per week or standard work schedule (114 hrs, 21 day rotation schedule).		
710683	Medium	Track sick leave and family sick leave balances and other information to include: deductions from leave balance.		
710684	Medium	Track sick leave and family sick leave balances and other information to include: requests for sick leave balance made online.		

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Section: HRP-Leave Management, Leave Tracking (73 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710685	Medium	Track sick leave and family sick leave balances and other information to include: medical verification (within HIPAA guidelines).		
710686	Medium	Track sick leave and family sick leave balances and other information to include: sick leave balance taken for user-specified time period.		
710687	Medium	Maintain and track historic information regarding leave usage.		
710688	Medium	Automatically notify employees and designated supervisors of approaching maximum leave balances based on user defined business rules and thresholds for various leave types.		
710689	Medium	Automatically notify employees and designated supervisors of leave balances lost based on user defined business rules for various leave types.		
710690	High	Alert user specified employees entering time when usage of leave will take the balance below leave balance accrual threshold.		
710691	Medium	Maintain and track user-specified comp time based on: exempt earn comp time for hours exceeding normal work week on a 1 hour worked for 1 hour of comp time earned basis.		
710692	Medium	Maintain and track user-specified comp time based on: non-exempt earned comp time.		
710693	Medium	Maintain and track user-specified comp time based on: FLSA code.		
710694	Medium	Define maximum accrual by comp time leave type.		
710695	Medium	Track information on forfeited/expired leave (e.g. excess vacation).		

Section: HRP-Leave Management, Leave Requests / Authorizations (20 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710696	Medium	Flag pending leave requests for re-processing when projection of future balances not adequate to cover request.		
710697	Medium	Support ability to authorize leave without pay based on user defined business rules.		
710698	Medium	Support the ability for authorized users to create and update leave requests for others based on authorized user defined business rules that may vary by agency and organization unit.		
710699	Medium	Automatically notify employee of need to approve leave requests prepared by others based on user defined business rules that may vary by agency.		
710700	Medium	Support automated review and approval processes for leave based on user defined business rules, including variations by leave type (e.g. allow designation of special review and approval requirements for certain leave types).		
710701	Medium	Create and maintain a user-specified multi-step approval/workflow for review and approval of all leave transactions.		
710702	Medium	Support on-line and batch editing of employee leave requests based on leave balances and time before leave is to be taken.		
710703	Medium	Provide the ability to include alternate review and approval processes for leave buyout based on user defined business rules.		
710704	Medium	Track leave requests by: expected start of leave.		
710705	Medium	Track leave requests by: expected end of leave.		
710706	Medium	Track leave requests by: actual start of leave.		

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Section: HRP-Leave Management, Leave Requests / Authorizations (20 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710707	Medium	Track leave requests by: actual end of leave.		
710708	Medium	Track leave requests by: date leave requested.		
710709	Medium	Track leave requests by: date approved or rejected.		
710710	Low	Track leave requests by: reviewer/approver.		
710711	Medium	Track leave requests by: reason why leave rejected.		
710712	High	Prohibit leave requests that are in excess of leave balance in the case of paid leave, or policy maximums in the case of unpaid leave. Leave thresholds are user-definable by type of leave (e.g., sick leave, FMLA maximums).		
710713	Medium	Provide the ability for authorized users to grant (cancel) leave and adjust accrual amounts for various leave types for a group of employees.		
710714	Medium	Provide an automated method to request the use of leave.		
710715	Medium	Present attendance pattern information to leave request reviewers based on user defined business rules by agency, organization code unit, job class, employee, or supervisor.		

Section: HRP-Leave Management, Leave Sharing (20 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710716	Medium	Support authorized donation, return, and acceptance of accrued leave (shared leave) balances to another employee in the same or different agency based on user defined business rules.		
710717	Medium	Support shared leave, leave banks, sick leave, and military leave pool statewide programs based on user defined business rules.		
710718	Medium	Provide the ability to convert donated leave from hours to dollars.		
710719	Medium	Automatically validate leave reported on timesheet against shared and pooled leave available once accrued balances are exhausted based on user defined business rules that may vary by agency or organization unit.		
710720	Medium	Allow the transfer of donated leave according to user-specified rules such as: requirements for transferring leave (active employee).		
710721	Medium	Allow the transfer of donated leave according to user-specified rules such as: requirements for accepting leave (in anticipation of taking leave with or without pay).		
710722	Medium	Allow the transfer of donated leave according to user-specified rules such as: requirements for using donated leave.		
710723	Medium	Allow the transfer of donated leave according to user-specified rules such as: requirements for retroactively using donated leave (used to pay unpaid leave after date applied for).		
710724	Medium	Allow the transfer of donated leave according to user-specified rules such as: transferable in minimal increments (1 hour).		
710725	Medium	Allow the transfer of donated leave according to user-specified rules such as: types of eligible leave.		
710726	Medium	Allow the transfer of donated leave according to user-specified rules such as: disposition of unused donated leave.		
710727	Medium	Allow the transfer of donated leave according to user-specified rules such as: minimum sick/annual leave balance.		
710728	Medium	Enter an application request for donated leave, including the time period requested.		

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Section: HRP-Leave Management, Leave Sharing (20 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710729	Medium	Maintain and track leave donations linked to donated leave requests.		
710730	Medium	Control, maintain and track the use of donated leave based on user defined criteria to include: order it was donated.		
710731	Medium	Control, maintain and track the use of donated leave based on user defined criteria to include: used in consecutive days.		
710732	Medium	Control, maintain and track the use of donated leave based on user defined criteria to include: certain earned leave is used before donated leave.		
710733	Medium	Control, maintain and track the use of donated leave based on user defined criteria to include: restore unused donated leave in reverse order of donation.		
710734	Medium	Control, maintain and track the use of donated leave based on user defined criteria to include: donated leave paid out to the recipient while on unpaid leave.		
710735	Medium	Control, maintain and track the use of donated leave based on user defined criteria to include: applies to eligible situations only.		

Section: HRP-Leave Management, Leave Calculations and Payments (65 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710736	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: job class.		
710737	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: organizational unit.		
710738	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: effective dates.		
710739	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: expiration dates.		
710740	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: adjusted continuous service date.		
710741	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: months of service (qualified regular hours).		
710742	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: accrual amount.		
710743	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: date of accrual.		
710744	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: minimum hours worked in a month.		
710745	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: maximum hours accrued.		
710746	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: maximum dollars paid.		

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Section: HRP-Leave Management, Leave Calculations and Payments (65 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710747	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: payout option available.		
710748	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: actual hours.		
710749	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: benefit accrual plan.		
710750	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: blood donation leave hours.		
710751	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: voting leave.		
710752	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: sick leave used for bereavement.		
710753	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: hazardous duty disability leave.		
710754	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: FTE.		
710755	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: may be taken in period accrued / earned (y/n).		
710756	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: increment taken allowed.		
710757	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: FMLA (y/n).		
710758	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: carryover (y/n).		
710759	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: carryover amount.		
710760	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: carryover period.		
710761	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: scheduled hours.		
710762	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: termination date.		
710763	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: FLSA status.		
710764	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: employee status.		

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Section: HRP-Leave Management, Leave Calculations and Payments (65 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710765	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: position status.		
710766	Medium	Allow users to define leave accrual calculation and usage rules based on user-specified combinations of variables, by leave type (with an override capability) based on: specialty pay.		
710767	Medium	Provide ability for authorized users to adjust leave amounts taken through corrections to time capture for impacted reporting periods based on user defined business rules that may vary by agency.		
710768	Medium	Allow the ability to override individual leave balances by entering specific leave adjustment transactions, which provide an audit trail to the system calculated leave balance.		
710769	Medium	Select payments for leave based on Agency, job class, leave type, accrual rate, and leave balance.		
710770	Medium	Automatically update projected leave amounts available to reflect changes in employee accrual rates, rollovers, or leave without pay.		
710771	Medium	Automatically edit for required documentation (attachments) based on user defined business rules for various leave types by agency, organization unit, or job class.		
710772	Medium	Automatically adjust existing leave balances for all applicable employees when accrual rules change (including retroactive changes).		
710773	Medium	Designate leave taken in lieu of employees awaiting workers' compensation benefits.		
710774	Medium	Restore leave based on repayment of wages paid during the TTD (Worker's Comp) effective date.		
710775	Medium	Allow leave payments for leave earned but not taken (e.g., active military duty, other than an employee termination) based on: leave type.		
710776	Medium	Allow leave payments for leave earned but not taken (e.g., active military duty, other than an employee termination) based on: cutoff date (automatically).		
710777	Medium	Allow leave payments for leave earned but not taken (e.g., active military duty, other than an employee termination) based on: request after a cutoff date.		
710778	Medium	Allow leave payments for leave earned but not taken (e.g., active military duty, other than an employee termination) based on: hours maximum for payoff, subject to available balance for that leave type.		
710779	Medium	Allow leave payments for leave earned but not taken (e.g., active military duty, other than an employee termination) based on: hours earned in excess of maximum.		
710780	Medium	Allow leave payments for leave earned but not taken (e.g., active military duty, other than an employee termination) based on: leave accrual rate.		
710781	Medium	Allow termination of leave processing by leave type, by type of separation (e.g., terminate, death, retire, etc.) to include: pay or don't pay.		
710782	Medium	Allow termination of leave processing by leave type, by type of separation (e.g., terminate, death, retire, etc.) to include: lump sum.		
710783	Medium	Allow termination of leave processing by leave type, by type of separation (e.g., terminate, death, retire, etc.) to include: carryover for reinstatement on rehire.		

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Section: HRP-Leave Management, Leave Calculations and Payments (65 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710784	Medium	Allow termination of leave processing by leave type, by type of separation (e.g., terminate, death, retire, etc.) to include: lose leave balance upon termination.		
710785	Medium	Allow termination of leave processing by leave type, by type of separation (e.g., terminate, death, retire, etc.) to include: leave balances to be forwarded to CPRB (retirement) for service conversion.		
710786	Medium	Allow for the roll-over of leave balances based on user-specified parameters.		
710787	Medium	Validate against leave accrued prior to usage and payment to ensure appropriate balance is available (or projected to be available at time of use).		
710788	Medium	Establish non-exempt overtime (> 40 hours worked) at comp time earned at 1.5 for every hour of overtime worked.		
710789	Low	Capture employees working a designated State holiday to use the time off on an alternate work day(s).		
710790	Medium	Capture employees working a designated State holiday to earn comp time on user defined business rules.		
710791	Medium	Ability to mandate non-exempt comp time based on user defined business rules and employee groups.		
710792	Medium	Establish payments for specified employees that have reached the comp time maximum (thus reducing the comp time balance).		
710793	Medium	Trigger payment requests for specified employees who have accumulated a user specified number of hours of comp time.		
710794	Medium	Defer user defined comp time payments to a user-defined future date.		
710795	Medium	Pay accumulated holiday/comp time upon separation based on the current regular rate of pay for exempt and non-exempt employees based on user defined parameters.		
710796	Medium	Reinstate unused sick leave for appointments, reinstatement or re-employment of former employees who did not receive benefits at time of separation.		
710797	Medium	Produce notices to Appointing Authorities/employees who have been on unpaid leave approaching user defined time frame.		
710798	Medium	Maintain and track effective date leave calculations for accrual and payment.		
710799	Medium	Provide the ability to automatically initiate leave (any type) buyouts based on defined business rules that may vary by agency, organization unit or job class.		
710800	Medium	Project leave "run out" for any specified employees, including any additional accruals that will occur.		

Section: HRP-Leave Management, Inquiry and Reporting (13 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710801	High	Calculate leave value, as of any point in time, estimates the liability (short and long term) of all outstanding leave balances to support GASB 34 reporting of leave liability and provide the data to the GL module for posting the accrual transaction.		
710802	Medium	Generate exception reports after time input that will capture leave events such as: leave taken in the period.		
710803	Medium	Generate exception reports after time input that will capture leave events such as: unpaid leave in the period.		
710804	Medium	Generate exception reports after time input that will capture leave events such as: leave payouts in the period.		
710805	Medium	Generate exception reports after time input that will capture leave events such as: comp time taken in the period.		

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Section: HRP-Leave Management, Inquiry and Reporting (13 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710806	High	Generate an attendance report as defined by the end user.		
710807	Medium	Generate an employee availability report by pay period.		
710808	High	Produce a report each pay period listing all employees' sick, annual, and other leave balances (Leave Balance Report).		
710809	Medium	Produce a report of employees due back from leave (this report should be produced based on user specified time period before an employee returns), including type of leave and type of end date (return to work, re-evaluate, etc.).		
710810	Medium	Produce a leave usage report by pay period or other user-specified period by employee by leave type.		
710811	Medium	Generate a statistical leave analysis report by leave type, total hours used, average hours used, and the cost of leave used based on a user-specified time intervals.		
710812	Medium	Produce standard form letters for qualified FMLA employees and/or employees qualified for medical leave without pay.		
710813	Medium	Generate a report that details scheduled hours, time worked, leave usages, leave balances, etc., by day within pay period for employees, unit level, division level, and state-wide.		

Section: HRP-Leave Management, Self-Service (13 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710814	Medium	Allow employees to view their leave balances, by leave type, including carry over balances.		
710815	Medium	Allow employees to view their leave accruals.		
710816	Medium	Allow employees to view their leave usage by user-specified time period and leave type.		
710817	Medium	Allow employees to request time off.		
710818	Medium	Allow user-specified criteria, forms, and processes for submitting various types of requests.		
710819	Medium	Support employee self-service for leave buyout requests based on user business rules by agency or organization unit.		
710820	Medium	Allow employees to check on the status of all requests they submit.		
710821	Low	Allow employees to request calculation of the value of comp time and annual leave balances based on current taxable wages and YTD withholdings.		
710822	Medium	Provide on-line calendar of pending / requested and authorized / scheduled leave information by employee, agency, organization unit, program, and project, based on user defined business rules.		
710823	Medium	Provide ability to allow secured inquiries of employee leave usage history.		
710824	Medium	Support employee self-service for leave requests with immediate editing against user defined business rules by agency, organization unit code, and work schedule.		
710825	Medium	Prompt employee to provide and attach required documentation (attachments) by employee based on user defined business rules for various leave types by agency, organization unit, or job class.		
710826	Medium	Allow employees to donate leave based on user defined criteria.		

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Section: HRP-Payroll, General (51 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710827	High	Maintain data files for month-to-date, quarter-to-date and year-to-date totals (Taxable Wages and Tax Withheld for State, Federal and Local fiscal and calendar year) by individual employee and source of funds.		
710828	High	Provide approval points for all payroll hours, leave hours.		
710829	High	Process payroll starting at various points in the process (gross up and gross to net and pay processing for state employees, higher education institutions; check assignment, check/deposit printing, deposit electronic routing and check reconciliation.		
710830	Medium	Process check assignment, check/deposit printing, deposit electronic routing and check reconciliation for retiree annuity payroll (both annuitants and third parties).		
710831	High	Control distribution of employee payroll check / warrants to State Departments / Universities / Agencies / CPRB (retirees).		
710832	High	Retain payment of Federal, State and Local (including States other than West Virginia) taxes withheld, to comply with Federal, State, and Local payroll tax reporting requirements.		
710833	Medium	Review employee pay and benefit detail online.		
710834	Medium	Calculate and track multiple local taxes to account for each local jurisdiction based on: gross taxable wages.		
710835	Medium	Calculate and track multiple local taxes to account for each local jurisdiction based on: user-defined taxable wage base.		
710836	Medium	Calculate and track multiple local taxes to account for each local jurisdiction based on: FICA taxable wages.		
710837	Medium	Calculate and track multiple local taxes to account for each local jurisdiction based on: tiered tax table based on taxable gross.		
710838	Medium	Calculate and track multiple local taxes to account for each local jurisdiction based on: Federal Income Tax.		
710839	Medium	Calculate and track multiple local taxes to account for each local jurisdiction based on: State Income Tax.		
710840	Medium	Calculate and track multiple local taxes to account for each local jurisdiction based on: Local Income Tax (e.g. City and County).		
710841	High	Maintain salary, deduction, and pay history for each employee / payee for user-defined number of periods.		
710842	Medium	Archive and retrieve employee payroll data based on user-defined criteria.		
710843	High	Produce checks or deposit advices.		
710844	High	Enable workflow for approval and routing of all payroll events, including the updating of payroll calculation tables (deductions, taxes, etc.).		
710845	Medium	Interface Payroll information with: third party administrators and carriers (coverage information, deduction amounts, etc.).		
710846	Medium	Interface Payroll information with: CPRB pension administration system.		
710847	Medium	Interface Payroll information with: Workers' compensation (for payment information).		
710848	Medium	Interface Payroll information with: Taxing authorities (federal, state, local).		
710849	Medium	Interface Payroll information with: other governmental agencies (IRS, SSA, UI, etc.).		
710850	Medium	Interface Payroll information with: federal defense (Army Reserves, Air Reserves).		
710851	Medium	Interface Payroll information with: other departmental timekeeping systems.		

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Section: HRP-Payroll, General (51 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710852	Medium	Interface Payroll information with: unemployment compensation.		
710853	Medium	Interface Payroll information with: new hire reporting (Policy Studies).		
710854	Medium	Interface Payroll information with: Welfare and Medicaid systems.		
710855	Medium	Interface Payroll information with: health insurance enrollment, plan holder/member updates.		
710856	Medium	Interface Payroll information with: collecting agencies for tax levees, child support, court orders, student loans.		
710857	High	System should have payroll integrated with: Personnel Administration.		
710858	High	System should have payroll integrated with: Benefits Administration.		
710859	High	System should have payroll integrated with: Classification and Compensation.		
710860	High	System should have payroll integrated with: Position Control.		
710861	High	System should have payroll integrated with: Cost Allocation.		
710862	High	System should have payroll integrated with: Accounts Payable.		
710863	High	System should have payroll integrated with: General Ledger.		
710864	High	System should have payroll integrated with: Grant Management.		
710865	High	System should have payroll integrated with: Labor Distribution.		
710866	High	System should have payroll integrated with: Budget Development.		
710867	High	System should have payroll integrated with: Budget Control.		
710868	High	System should have payroll integrated with: Time and Labor.		
710869	High	System should have payroll integrated with: Leave Management.		
710870	High	System should have payroll integrated with: Travel.		
710871	High	System should have payroll integrated with: Accounts Receivable.		
710872	High	System should have payroll integrated with: Cash Management.		
710873	High	System should have payroll integrated with: Asset Management.		
710874	Medium	System should have payroll integrated with: Fleet Management.		
710875	Medium	Generate notice to user that final wages are due within 72 hours of dismissal when proposed disciplinary/corrective action is entered into an employee's file.		
710876	Medium	Allow new employees to input there initial direct deposit selections (e.g. primary accounts, secondary etc.) and edit against State ABA edit table for all financial institutions used by the State.		
710877	Medium	Provide ability for agencies to upload direct-deposit information for those employees that may not have access to the Internet.		

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Section: HRP-Payroll, Pay Calculations (54 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710878	Medium	Generate base rate calculations using salary schedules, hourly rates, per unit, per diem, etc.		
710879	Medium	Calculate additional pay such as flat rate (shift premium, weekend premium), flat amount (maintenance), % of base salary, % of the midpoint of the salary grade, % of hourly rate (overtime), skills and certifications, etc.		
710880	Medium	Track and maintain Hourly, Salaried, or Per Diem pay types. Hourly Rates should be maintained with 4 decimal positions.		
710881	High	Process West Virginia National Guard members while on State Active Duty (SAD) status.		
710882	Medium	Compensate National Guard members based on a daily state rates for pay and per diem, which are the equivalent of the what they would earn while on federal active duty.		
710883	Medium	Process SAD entitlements based on: base pay.		
710884	Medium	Process SAD entitlements based on: travel reimbursement.		
710885	Medium	Process SAD entitlements based on: per diem.		
710886	Medium	Process SAD entitlements based on: special duty pay (air guard only).		
710887	Medium	Relate tax types to pay types for SAD entitlements, for example: non-emergency base pay (FIT, SIT, FICA, State, no local tax).		
710888	Medium	Relate tax types to pay types for SAD entitlements, for example: emergency base pay (FIT, SIT only, no local tax).		
710889	Medium	Relate tax types to pay types for SAD entitlements, for example: per diem allowance (not taxable).		
710890	Medium	Relate tax types to pay types for SAD entitlements, for example: non-emergency hazard pay (FIT, SIT, FICA, State, no local tax).		
710891	Medium	Relate tax types to pay types for SAD entitlements, for example: travel Reimbursement.		
710892	Medium	Relate tax types to pay types for SAD entitlements, for example: emergency hazard pay (FIT, SIT only, no local tax).		
710893	Medium	Configurable rounding routines such that rounding down on when salary divided by number of pay cycles and pay surplus accounted for in final payroll cycle of the year.		
710894	High	Assign up to 1,000 additional pay types to an individual employee (for current pay period only or on an ongoing basis consistent with type of pay rules).		
710895	Medium	Automatically calculate step, grade, increment, percentage increase amounts for employees based on user-defined caps and other criteria, with prior agency approval.		
710896	Medium	Generate step or grade increases at varying time intervals based on user-defined parameters/range adjustments.		
710897	Medium	Automatically calculate salary when personnel actions change compensation (promotions, demotions, etc.).		
710898	High	Allow one employee to have multiple pay types during any pay period (hours worked, vacation, sick leave, etc.).		
710899	Medium	Allow one employee to be paid in more than one position during a pay period.		
710900	Medium	Calculate pay for employees that transfer during a pay period to include: pay based on hours in pay status within each appointment.		
710901	Medium	Calculate pay for employees that transfer during a pay period to include: benefit costs determined by user-defined selection.		

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Section: HRP-Payroll, Pay Calculations (54 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710902	Medium	Calculate pay for employees that transfer during a pay period to include: leave accruals and eligibility determined by user-defined selection.		
710903	Medium	Calculate pay for employees that transfer during a pay period to include: other labor related costs to account distribution codes and/or agencies based on user-defined parameters for charging.		
710904	Medium	Calculate pay for employees that transfer during a pay period to include: the ability to pay employee based on unique pay policies within the pay cycle (number of days in pay cycle - whole days vs. 1/2 days).		
710905	Medium	Calculate leave payments in accordance with rules and methods specified (separate checks, tax method).		
710906	Medium	Calculate/verify overtime consistent with FLSA rules and contracts, with override capabilities for: overtime calculations over more than one position.		
710907	Medium	Calculate/verify overtime consistent with FLSA rules and contracts, with override capabilities for: overtime across multiple organizational units.		
710908	Medium	Calculate/verify overtime consistent with FLSA rules and contracts, with override capabilities for: overtime that is recorded on multiple timesheets.		
710909	Medium	Calculate/verify overtime consistent with FLSA rules and contracts, with override capabilities for: overtime calculations for various user-defined thresholds (40 hour week or 80 hour period).		
710910	Medium	Calculate/verify overtime consistent with FLSA rules and contracts, with override capabilities for: overtime determination by job class.		
710911	Medium	Calculate/verify overtime consistent with FLSA rules and contracts, with override capabilities for: overtime that may be accumulated as comp time earned straight hour for hour, earned at a time and a half status (1.50 earned for each hour worked) or paid at a 1.50 status (hour for hour paid at 1.50 the regular pay rate).		
710912	Medium	Calculate/verify overtime consistent with FLSA rules and contracts, with override capabilities for: user-specified rate.		
710913	Medium	Calculate/verify overtime consistent with FLSA rules and contracts, with override capabilities for: recognize differences between FLSA time periods and pay periods / work schedules.		
710914	Medium	Track "straight rate equivalent" overtime totals per employee by fiscal or calendar year.		
710915	Medium	Automatically change overtime types for certain class codes or individuals based on payroll defined "straight rate equivalent" amounts or total overtime amounts (time and a half to double time).		
710916	Medium	Track overtime comp earned by different work activity codes. Comp earned activities can be cashed out based on user-defined comp rules.		
710917	Medium	Payroll capability to set and change payroll rules on an ongoing basis for user-defined periods that are implemented at the organization unit, job class, or individual employee appointment to include: change in overtime type to one or more types, different than default, that employee may then choose from (comp time vs. payment).		
710918	Medium	Payroll capability to set and change payroll rules on an ongoing basis for user-defined periods that are implemented at the organization unit, job class, or individual employee appointment to include: an override of automatic calculations for employees for weekend/shift differential and holiday pay.		

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Section: HRP-Payroll, Pay Calculations (54 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710919	Medium	Payroll capability to set and change payroll rules on an ongoing basis for user-defined periods that are implemented at the organization unit, job class, or individual employee appointment to include: an override of automatic calculations for employees with overtime.		
710920	Medium	Payroll capability to set and change payroll rules on an ongoing basis for user-defined periods that are implemented at the organization unit, job class, or individual employee appointment to include: a change in holiday compensation type (comp time vs. payment).		
710921	Medium	Determine how overtime has been earned by account distribution codes to allow for proper cost accounting.		
710922	Medium	Use the IRS allocation method for "directly tipped employees" reporting tips less than 8 percent of net monthly receipts.		
710923	Medium	Calculate shortfall wages if their combined hourly wages plus tips are less than the federal minimum hourly wage for the payroll period.		
710924	Medium	Generate orders for employers of West Virginia National Guard members while on State Active Duty (SAD) status.		
710925	Medium	Track the federal active duty military rank rate. This computation for the daily rate is also used for each of the pay types listed above.		
710926	Medium	Track executive orders designated as emergency (natural disasters) or non-emergency (funerals, parades, games) and missions linked to those orders. Missions data includes name, id number, point of contact, location (county), disaster survey report (FEMA), and one or more unit codes. National Guard members are assigned to the units.		
710927	Medium	Process scheduled and other pay actions (pay at a different level in the salary schedules based on eligibility).		
710928	Medium	Allow a position to be designated as primary, or by % of each position assignment, for determining benefit, leave, OT, and other calculation or allocations, when more than one position is used for a pay period.		
710929	Low	Allow an employee to designate cash out of accumulated comp time when comp time maximums are reached based on a user-specified formula.		
710930	Medium	Allow an employee to designate cash out of accumulated sick time based on a user-specified formula.		
710931	Medium	Pay expense allowances on a user defined basis and based on the actual number of days worked for partial months which are added to the taxable wage base.		

Section: HRP-Payroll, Deductions and Withholdings (54 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710932	High	Calculate employee deductions and State contributions based on rules specified in Benefit Administration: using the fixed amount.		
710933	High	Calculate employee deductions and State contributions based on rules specified in Benefit Administration: using % amount of pay (base pay, all pay, departmental pay, net pay, etc.).		
710934	High	Calculate employee deductions and State contributions based on rules specified in Benefit Administration: using limit amounts (State defined and employee defined).		
710935	High	Calculate employee deductions and State contributions based on rules specified in Benefit Administration: using start date.		
710936	High	Calculate employee deductions and State contributions based on rules specified in Benefit Administration: using stop date.		

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Section: HRP-Payroll, Deductions and Withholdings (54 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710937	High	Calculate employee deductions and State contributions based on rules specified in Benefit Administration: based upon employee retirement plan and Medicare coverage.		
710938	High	Calculate employee deductions and State contributions based on rules specified in Benefit Administration: using one time overrides to amounts.		
710939	High	Calculate employee deductions and State contributions based on rules specified in Benefit Administration: within one pay cycle.		
710940	High	Calculate employee deductions and State contributions based on rules specified in Benefit Administration: across multiple pay cycles (user-defined).		
710941	High	Calculate employee deductions and State contributions based on rules specified in Benefit Administration: using age (term optional life).		
710942	High	Calculate employee deductions and State contributions based on rules specified in Benefit Administration: using user and employee defined distribution of section 125 benefits.		
710943	High	Process garnishments / wage assignments: based on fixed amount.		
710944	High	Process garnishments / wage assignments: based on fixed amount up to a % of pay.		
710945	High	Process garnishments / wage assignments: based on fixed amount plus % up to a maximum.		
710946	High	Process garnishments / wage assignments: based on % of disposable income less other defined wage actions.		
710947	High	Process garnishments / wage assignments: based on % of disposable income to a maximum % of gross.		
710948	High	Process garnishments / wage assignments: based on multiple payees.		
710949	High	Process garnishments / wage assignments: to optionally show on paycheck stub.		
710950	High	Process garnishments / wage assignments: based on processing fee (semi-monthly or user-defined schedule).		
710951	High	Process garnishments / wage assignments: based on greater of a flat dollar amount or % of gross.		
710952	High	Process garnishments / wage assignments: based on lesser of a flat dollar amount or % of gross.		
710953	High	Process garnishments / wage assignments: based on total amount limits and/or declining balances.		
710954	High	Process garnishments / wage assignments: based on types of earnings.		
710955	High	Process garnishments / wage assignments: based on starting amounts.		
710956	High	Process garnishments / wage assignments: based on ending amounts.		
710957	High	Process garnishments / wage assignments: to allow flexibility to process multiple garnishments per employee and assign user-defined priorities.		
710958	Medium	Create checks for wage action payees (one check per payee).		
710959	Medium	Establish garnishments that continue (carry forward) over multiple calendar years.		
710960	Medium	Establish health insurance premium employee deductions and employer contributions based on annual salary at the beginning of the plan year (July 1). Employee / employer premiums would change based on coverage changes and user specified salary changes within the current plan year.		

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Section: HRP-Payroll, Deductions and Withholdings (54 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710961	High	Calculate tax amounts in accordance with: legal requirements (federal, state and local tax schedules, wages paid after death, etc.).		
710962	High	Calculate tax amounts in accordance with: employee elections / exemptions.		
710963	High	Calculate tax amounts in accordance with: withholding of additional amounts as specified by employee.		
710964	High	Calculate tax amounts in accordance with: pre-tax salary reductions for certain deferred comp plans (457, etc.).		
710965	High	Calculate tax amounts in accordance with: non-resident alien status.		
710966	High	Calculate tax amounts in accordance with: student work studies.		
710967	High	Calculate tax amounts in accordance with: retirement buy-back to purchase years/months of services on pre-tax basis.		
710968	High	Calculate tax amounts in accordance with: effective date of tax.		
710969	High	Calculate tax amounts in accordance with: retain Social Security earnings across multiple agencies (combined SS earnings for calculation and limits), while still retaining SS earnings by agency.		
710970	High	Calculate tax amounts in accordance with: user defined taxes.		
710971	High	Calculate tax amounts in accordance with: COBRA.		
710972	High	Support the deduction, processing, and tracking of 457 contributions (including monitoring limits and providing information and payments to plan administrators): to include deductions from employee payroll.		
710973	High	Support the deduction, processing, and tracking of 457 contributions (including monitoring limits and providing information and payments to plan administrators): to calculate appropriate tax whether pre-tax or post-tax contribution.		
710974	High	Support the deduction, processing, and tracking of 457 contributions (including monitoring limits and providing information and payments to plan administrators): to provide investment election information, designated beneficiaries and payments to plan administrators.		
710975	High	Support the deduction, processing, and tracking of 457 contributions (including monitoring limits and providing information and payments to plan administrators): to address taxable and non-taxable 403b.		
710976	High	Support the deduction, processing, and tracking of 457 contributions (including monitoring limits and providing information and payments to plan administrators): to include loan repayment deduction (after tax).		
710977	Medium	Provide deduction of user-specified amounts (miscellaneous deductions).		
710978	Medium	Allow for user-specified deduction priorities (consistent with legal requirements).		
710979	Low	Establish catch-up period for deferred compensation contributions, based on employee age and years from retirement eligibility based on plan regulations.		
710980	Low	Convert leave balances into deferred compensation contributions (with annual maximums applied) upon retirement to include: sick hours converted to 457 contributions.		
710981	Low	Convert leave balances into deferred compensation contributions (with annual maximums applied) upon retirement to include: annual leave and compensatory leave converted to 457 contributions.		
710982	Medium	Provide the ability to process pre-tax deductions for FSA / HRA /HSA for both medical and family care contributions.		

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Section: HRP-Payroll, Deductions and Withholdings (54 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710983	Medium	Provide the ability to establish plan year contributions for pre-tax deductions for FSA / HRA /HSA for both medical and family care contributions; and recalculate remaining annual deductions based on contributions to date and the remaining scheduled pay periods in the plan year.		
710984	Low	Notify State Treasurer of returned / refunded payroll checks with state administered deferred compensation plan.		
710985	Medium	Provide the ability to apply insurance deductions to retiree annuitant payroll processing.		

Section: HRP-Payroll, Payroll Processing (64 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
710986	Medium	Perform calculations and processing required for employee terminations to include: salary and additional pay.		
710987	Medium	Perform calculations and processing required for employee terminations to include: payoff of applicable leave time.		
710988	Medium	Perform calculations and processing required for employee terminations to include: longevity / severance.		
710989	Medium	Perform calculations and processing required for employee terminations to include: a change to payee name when employee is deceased.		
710990	Medium	Perform calculations and processing required for employee terminations to include: the ability to defer payoff of benefits at the time of termination (pay later and in installments).		
710991	Medium	Perform calculations and processing required for employee terminations to include: the ability to produce a separate check for termination pay at employee option.		
710992	Medium	Perform calculations and processing required for employee terminations to include: the ability to check if state issued property has been returned.		
710993	Medium	Perform calculations and processing required for employee terminations to include: the ability to check for travel advancements.		
710994	Medium	Perform calculations and processing required for employee terminations to include: the ability to check for educational reimbursements.		
710995	Medium	Perform calculations and processing required for employee terminations to include: the ability to check for sick leave buyout.		
710996	Medium	Perform calculations and processing required for employee terminations to include: the ability to check for garnishments and child support.		
710997	Medium	Perform calculations and processing required for employee terminations to include: the ability to check for arrears pay conversions from current pay.		
710998	Medium	Perform calculations and processing required for employee terminations to include: the ability to check for other outstanding liabilities to the agency.		
710999	Medium	Perform calculations and processing required for employee terminations to include: the ability to combine last regular check and payoff check.		
711000	Medium	Support retroactive processing: for hours adjustments.		
711001	Medium	Support retroactive processing: for additional pay adjustments.		
711002	Medium	Support retroactive processing: for rate adjustments for an individual.		

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Section: HRP-Payroll, Payroll Processing (64 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711003	Medium	Support retroactive processing: for rate adjustment to a group of individuals due to compensation plan changes.		
711004	Medium	Support retroactive processing: for deduction adjustments to individuals.		
711005	Medium	Support retroactive processing: for deduction adjustments to groups of employees due to changes to benefit rates, etc.		
711006	Medium	Support retroactive processing: for leave not submitted.		
711007	Medium	Support retroactive processing: for contributions (retirement plans, section 125 plans, etc.), including both employee and State contributions.		
711008	Medium	Support retroactive processing: for personnel transactions (re-class, re-allocation, etc.).		
711009	Medium	Support retroactive processing: for terminations.		
711010	Medium	Support retroactive processing: for multiple start dates.		
711011	Medium	Support retroactive processing: for multiple end dates.		
711012	Medium	Allow the ability to override salary table amounts for individual employees.		
711013	High	Allow for various pay cycle frequencies to include: bi-weekly.		
711014	High	Allow for various pay cycle frequencies to include: semi-monthly.		
711015	High	Allow for various pay cycle frequencies to include: supplemental (on demand).		
711016	High	Allow for various pay cycle frequencies to include: monthly.		
711017	High	Allow the ability to select a group of employees for any payroll (or payees) processing event (State, Higher Education, Retirees).		
711018	Medium	Allow the ability to process dual status employees, which implies multiple classes, positions, funding sources and pay rates in the same pay cycle.		
711019	High	Track taxable wages and taxes withheld YTD for dual status employees.		
711020	Medium	Process multiple rates of pay for the same job during the same pay period.		
711021	Medium	Process arrearages for deductions and taxes withheld.		
711022	High	Run pay calculations as a "proof" run for review prior to the final pay run and: to flag exception conditions (zero hours, over X hours, incomplete benefit data, check exceeding threshold, negative check, etc.).		
711023	High	Run pay calculations as a "proof" run for review prior to the final pay run and: to allow adjustments to data prior to the final run.		
711024	High	Run pay calculations as a "proof" run for review prior to the final pay run and: to recalculate only what is required based on changes.		
711025	Medium	Allow for direct deposit of employee pay to five or more bank accounts based on employee and user selectable options.		
711026	Medium	Optionally provide output file of direct deposit and pay stub information for secured access by the employer.		
711027	Medium	Calculate off-cycle or supplemental pay online and produce one or more checks, including deductions and taxes. online check processing functions include: validation against employee's master file for deductions, job classification, tax data, etc.		

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Section: HRP-Payroll, Payroll Processing (64 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711028	Medium	Calculate off-cycle or supplemental pay online and produce one or more checks, including deductions and taxes. online check processing functions include: update of all employee and employer accumulators automatically.		
711029	Medium	Calculate off-cycle or supplemental pay online and produce one or more checks, including deductions and taxes. online check processing functions include: in pay event reconciliation.		
711030	Medium	Calculate off-cycle or supplemental pay online and produce one or more checks, including deductions and taxes. online check processing functions include: on demand.		
711031	Medium	Calculate off-cycle or supplemental pay online and produce one or more checks, including deductions and taxes. online check processing functions include: batch manual check / warrants to print together.		
711032	Medium	Calculate off-cycle or supplemental pay online and produce one or more checks, including deductions and taxes. online check processing functions include: ability to produce check or direct deposit, or output file only based on employee designations.		
711033	Medium	Allow for multiple checks per employee as required.		
711034	High	Allow the cancellation and reissue of checks and direct deposits and retain all history.		
711035	Medium	Allow entering comment information regarding any manual checks created.		
711036	Medium	Process retroactive pay adjustments (hours adjustments, rate adjustments, deductions, etc.) and to update all payroll history and labor distribution entries.		
711037	Medium	Generate 1099 Miscellaneous processing for wages paid after death, including the ability to combine with other 1099 processing for end of year 1099 reporting.		
711038	Medium	Generate various pay stub and check templates (if requested) as well as an ability to design custom formats using blank check stock.		
711039	Medium	Generate output file of direct deposit and pay stub information for secured access by employee.		
711040	Medium	The system should provide the ability to reissue a new check number while maintaining a link to the old check number with the option to change the check date and payee on the reissued check.		
711041	Medium	Ability to process a check reversal using the check or advice number to automatically generate the adjustment transactions at any point in the payroll cycle.		
711042	High	Ability to adjust an employee's year to date wages, taxes, and/or specific deductions.		
711043	Medium	Perform automatic adjustments to pay based on changes to hours worked.		
711044	High	Ability to process unlimited adjustments per employee pay transaction.		
711045	Medium	Provide the ability to recover overpayments (for example wage overpayments and travel advance funds not used that need to be reimbursed back to the agency) within specified period of time and in compliance with any specific agency polices or law.		
711046	Low	Recover overpayments by installment amounts over specified time period and in compliance with any specific agency polices or law.		
711047	Medium	Generate stop payment and reversal requests online.		
711048	Medium	System must track Employee payments and provide back to the State the amount received while awaiting to be paid temporary disability benefits.		

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Section: HRP-Payroll, Payroll Processing (64 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711049	Medium	Allow the ability for benefits to be prorated between an employee's payroll fund sources.		

Section: HRP-Payroll, Payroll Accounting (7 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711050	Medium	Associate each tax, deduction, and pay type with a valid COA where accounts may be coded to varying levels in the account code structure. (e.g. FICA, Retirement, Health Insurances, Overtime, Regular Pay, etc.).		
711051	Medium	Generate a method to validate all COA numbers.		
711052	Medium	Allow ability to pass check or direct deposit output to State Auditor for check processing (e.g. appending bank routing, bank account information).		
711053	Medium	Maintain a check register file for each payroll run with physical check number and ACH direct deposits.		
711054	Medium	Maintain a check register file for each payroll run for reconciliation of cleared checks as processed by the State Treasurer.		
711055	Medium	Calculate "overlays" (or burdened labor expense) for annual and sick leave, employer's portion of health insurance and payable leave time, based on a user provided percentage or flat amount.		
711056	Medium	Charge burdened labor "overlays" such that projected annual use credits a user defined account (liability) and actual leave and payable leave time used debits the same account.		

Section: HRP-Payroll, Annual Processing (7 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711057	Medium	Produce W-2 forms, including multiple W-2s for multiple state reporting. The system generates the forms, using blank or pre-printed forms, in the correct format and has the ability to select from varying formats (i.e. mailer or side by side). Additionally, the system provides for direct mail of the forms to the employees.		
711058	High	Include employee organization mailing information for the return address on W-2.		
711059	High	Print multiple W-2's by department, agency by employee.		
711060	High	Calculate and produce duplicate W-2 forms for multiple years.		
711061	High	Create a simple method of "resetting" the system for a new calendar year, taking into account business rules for setting amount fields to zero and carrying forward relevant balances.		
711062	Medium	Print multiple W-2C's once corrections have been made.		
711063	Medium	Properly tax and issue of final check and year end 1099 for deceased employees.		

Section: HRP-Payroll, Audit and Controls (36 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711064	Low	Specify expected minimum and maximum hours and amounts: statewide.		
711065	Low	Specify expected minimum and maximum hours and amounts: by organizational unit.		
711066	Low	Specify expected minimum and maximum hours and amounts: by other user-specified control total.		

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Section: HRP-Payroll, Audit and Controls (36 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711067	Medium	Validate beginning balances against ending balances from last run, stopping the processes if error occurs (must consider any valid transactions that have occurred between pay cycles).		
711068	Medium	Define error condition counters that will allow payroll to continue processing if individual errors occur, but will stop processing if large numbers of errors are identified (indicating an underlying set-up problem).		
711069	Medium	Generate validations at field level for both online and batch input: to include data required for new employees.		
711070	Medium	Generate validations at field level for both online and batch input: to include changes for current employees on the master file.		
711071	Medium	Generate validations at field level for both online and batch input: to include deduction changes.		
711072	Medium	Generate validations at field level for both online and batch input: to include valid cost accounting data elements.		
711073	Medium	Generate validations at field level for both online and batch input: to include balance of total rate, hours, over-time hours, exception hours.		
711074	Medium	Generate validations at field level for both online and batch input: to include leave balances.		
711075	Medium	Generate adjustments to and reconciliation of YTD information by: employee pay, deductions, and taxes.		
711076	Medium	Generate adjustments to and reconciliation of YTD information by: employer deductions and taxes.		
711077	Medium	Generate adjustments to and reconciliation of YTD information by: government reporting for each employee.		
711078	Medium	Generate adjustments to and reconciliation of YTD information by: organization unit.		
711079	Medium	Generate adjustments to and reconciliation of YTD information by: other user-specified criteria.		
711080	High	Maintain historical records for every financial transaction as a complete audit trail.		
711081	High	Budget department and agencies need ability to certify the release of the payroll based on valid fund availability.		
711082	High	Generate a complete audit trail of all records updated online.		
711083	High	Generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: hours by type.		
711084	High	Generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: earnings by type.		
711085	High	Generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: employee tax liabilities.		
711086	High	Generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: employee deduction amount.		
711087	High	Generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: employer contribution amount.		
711088	High	Generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: Employee ID and Name.		

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Section: HRP-Payroll, Audit and Controls (36 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711089	High	Generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: organizational unit.		
711090	High	Generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: employer portion of all taxes.		
711091	High	Generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: any user-specified chart of account field or combination of fields.		
711092	High	Generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: totals by employee, COA fields, Agency, State.		
711093	High	Generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: FLSA code.		
711094	High	Generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: confirmation of availability for funding and funding source by organization unit.		
711095	High	Generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: payment type (check or ACH).		
711096	High	Generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: schedule range.		
711097	High	Generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: class code/title.		
711098	High	Generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: taxable gross.		
711099	High	Generate a payroll proof list of all payroll calculations, gross-to-net, before check / warrants are produced to include: Federal/State exemption status.		

Section: HRP-Payroll, Inquiry and Reporting (71 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711100	Medium	Generate online access to all detailed payroll data with appropriate security.		
711101	Medium	Allow ability to drill down on payroll register subtotals by organization unit to the employee level: based on Employee ID and name.		
711102	Medium	Allow ability to drill down on payroll register subtotals by organization unit to the employee level: based on organizational Unit.		
711103	Medium	Allow ability to drill down on payroll register subtotals by organization unit to the employee level: based on hours by type.		
711104	Medium	Allow ability to drill down on payroll register subtotals by organization unit to the employee level: based on earnings by type.		
711105	Medium	Allow ability to drill down on payroll register subtotals by organization unit to the employee level: based on employee tax liabilities.		
711106	Medium	Allow ability to drill down on payroll register subtotals by organization unit to the employee level: based on employee deduction amount.		
711107	Medium	Allow ability to drill down on payroll register subtotals by organization unit to the employee level: based on employer contribution amount.		

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Section: HRP-Payroll, Inquiry and Reporting (71 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711108	Medium	Allow ability to drill down on payroll register subtotals by organization unit to the employee level: based on User-specified chart of account field or combination of fields.		
711109	Medium	Allow ability to drill down on payroll register subtotals by organization unit to the employee level: based on taxable gross.		
711110	Medium	Generate a standard report, grouped by user-specified criteria: based on employee profile.		
711111	Medium	Generate a standard report, grouped by user-specified criteria: based on new hires.		
711112	Medium	Generate a standard report, grouped by user-specified criteria: based on promotions.		
711113	Medium	Generate a standard report, grouped by user-specified criteria: based on personnel roster.		
711114	Medium	Generate a standard report, grouped by user-specified criteria: based on purged employees.		
711115	Medium	Generate a standard report, grouped by user-specified criteria: based on leave of absence.		
711116	Medium	Generate a standard report, grouped by user-specified criteria: based on elected officials roster.		
711117	Medium	Generate a standard report, grouped by user-specified criteria: based on FLSA overtime report.		
711118	Medium	Generate a standard report, grouped by user-specified criteria: based on deferred compensation.		
711119	Medium	Generate a standard report, grouped by user-specified criteria: based on manual check / warrants.		
711120	Medium	Generate a standard report, grouped by user-specified criteria: based on miscellaneous deduction maintenance.		
711121	Medium	Generate a standard report, grouped by user-specified criteria: based on terminations.		
711122	Medium	Generate a standard report, grouped by user-specified criteria: based on master file maintenance.		
711123	Medium	Generate a standard report, grouped by user-specified criteria: based on current, quarterly, and year-to-date balances.		
711124	Medium	Generate a standard report, grouped by user-specified criteria: based on selected deduction register by deduction code.		
711125	Medium	Generate a standard report, grouped by user-specified criteria: based on quarterly withholding summary.		
711126	Medium	Generate a standard report, grouped by user-specified criteria: based on unemployment compensation.		
711127	Medium	Generate a standard report, grouped by user-specified criteria: based on adjustment register (supplemental payroll register).		
711128	Medium	Generate a standard report, grouped by user-specified criteria: based on Workers' compensation attendance history.		
711129	Medium	Generate a standard report, grouped by user-specified criteria: based on levy tracking report by type (garnishments).		
711130	Medium	Generate a standard report, grouped by user-specified criteria: based on W-2 audit / final run.		
711131	Medium	Generate a standard report, grouped by user-specified criteria: based on net deposit by financial institution.		
711132	Medium	Generate a standard report, grouped by user-specified criteria: based on personnel related changes.		
711133	Medium	Generate a standard report, grouped by user-specified criteria: based on Department of Labor requirements - number of females and number of employees by work county.		
711134	Medium	Generate a standard report, grouped by user-specified criteria: based on Department of Labor - quarterly wages by work location with each county.		

**State of West Virginia RFP for ERP Software and Services
Appendix M: Functional and System-wide Requirements**

Section: HRP-Payroll, Inquiry and Reporting (71 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711135	Medium	Generate a standard report, grouped by user-specified criteria: based on administrative management roster.		
711136	Medium	Generate a standard report, grouped by user-specified criteria: based on W-4 changes.		
711137	Medium	Generate a standard report, grouped by user-specified criteria: based on salary changes.		
711138	Medium	Generate a standard report, grouped by user-specified criteria: based on deduction register.		
711139	Medium	Generate a standard report, grouped by user-specified criteria: based on error log.		
711140	Medium	Generate a standard report, grouped by user-specified criteria: based on Federal 941 report.		
711141	Medium	Generate a standard report, grouped by user-specified criteria: based on earned income credit report.		
711142	Medium	Generate a standard report, grouped by user-specified criteria: based on payroll proof run.		
711143	Medium	Generate a standard report, grouped by user-specified criteria: based on employee leave balances.		
711144	Medium	Generate a standard report, grouped by user-specified criteria: based on longevity.		
711145	Medium	Generate a standard report, grouped by user-specified criteria: based on retroactive pay .		
711146	Medium	Generate a standard report, grouped by user-specified criteria: based on payroll costs by project supporting federal reimbursement.		
711147	Medium	Generate a payable leave time report for employees including overtime paid for user-defined periods.		
711148	High	Generate a payroll register, deduction and other earnings report: to include Employee ID.		
711149	High	Generate a payroll register, deduction and other earnings report: to include employee name.		
711150	High	Generate a payroll register, deduction and other earnings report: to include hours by type.		
711151	High	Generate a payroll register, deduction and other earnings report: to include earnings by type.		
711152	High	Generate a payroll register, deduction and other earnings report: to include employee tax liabilities.		
711153	High	Generate a payroll register, deduction and other earnings report: to include employee deduction type and amount.		
711154	High	Generate a payroll register, deduction and other earnings report: to include employer contribution type and amount.		
711155	High	Generate a payroll register, deduction and other earnings report: to include organization Unit.		
711156	High	Generate a payroll register, deduction and other earnings report: to include employer portion of all taxes.		
711157	High	Generate a payroll register, deduction and other earnings report: to include any user-specified chart of account field or combination of fields.		
711158	High	Generate a payroll register, deduction and other earnings report: to include totals by employee, COA fields, Agency, State.		
711159	Medium	Generate a payroll register, deduction and other earnings report: FLSA code.		
711160	High	Generate a payroll register, deduction and other earnings report: to include payment type (check or ACH).		
711161	High	Generate a payroll register, deduction and other earnings report: to include schedule range.		

**State of West Virginia RFP for ERP Software and Services
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Section: HRP-Payroll, Inquiry and Reporting (71 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711162	Medium	Generate a payroll register, deduction and other earnings report: to include class code/title.		
711163	Medium	Generate a payroll register, deduction and other earnings report: to include employment type.		
711164	High	Generate a payroll register, deduction and other earnings report: to include taxable gross.		
711165	Medium	Generate a payroll register, deduction and other earnings report: Federal/State exemption status.		
711166	High	Generate tracking reports linked to labor distribution fields.		
711167	Medium	Generate a leave report by leave pay type.		
711168	Medium	Automate the scheduling, generation and distribution of reports.		
711169	Medium	System provides the ability to track and report SAD reserve cost by executive order, mission and unit number.		
711170	Medium	Report on UI work history requests including amounts paid, dates paid, hours paid, termination reason, and disciplinary events.		

Section: HRP-Payroll, Employee Self Service (11 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711171	Low	Create a self-service wizard for assisting employees in determining their proper W-4 and other tax withholding amounts.		
711172	High	Allow employees to request duplicate W-2's.		
711173	Low	Allow employees to model "what-if" net pay scenarios (457, benefit changes, withholding changes, FTE change, etc.).		
711174	Medium	Allow employees to view the details (calculated amounts, balances, etc.) of all deductions (garnishments, flexible spending accounts, etc.).		
711175	Medium	Allow employees to view and/or print a duplicate check stub, including gross pay, all deductions taken and the deposit amounts for each bank account.		
711176	Medium	Allow employees to view and/or change bank account information for direct deposits (at least 5 different accounts).		
711177	Medium	Allow employee option to send remittance advice to employee home or work email instead of a paper copy being mailed.		
711178	Medium	Allow ability for each organizational unit to specify whether employee information that is normally inserted with check stub will be posted online or routed via email (to reduce requirement for sending additional paper with the pay stub).		
711179	Medium	Allow employees to request printing of their W2's on blank stock paper from the stored image.		
711180	Medium	Allow a change of address before reissue duplicate W-2.		
711181	High	Retain W2 output for access by the employee online.		

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Appendix M: Functional and System-wide Requirements**

Section: HRP-Personnel Administration, General (40 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711182	High	Link an unique and permanent Employee ID to employee SSN and employee email address (if available) for all employees.		
711183	High	Generate a unique and permanent employee ID.		
711184	High	Use employee ID across non-ERP State systems that require employee data (e.g., time capture, retirement systems, deferred comp systems, etc.).		
711185	High	Track employee-related information, including employee demographics and chronological history of employment.		
711186	High	Store and retrieve employee data in numerous individual and aggregated employee group formats for such purposes as affirmative action, employee suggestion program, FMLA, FLSA and EEO-4 reporting, grievances, disciplinary actions, compensation, staffing and employee training history and skills bank, and classification.		
711187	Medium	Link imaged data to electronic employee records.		
711188	High	Provides an integrated capability for linking external files (e.g., MS Word, Excel, Access, XML) to employee records.		
711189	High	Audit trail of personnel actions accessible by authorized users.		
711190	High	Maintain and control employee's data for each employing agency to review/edit their employees' personnel data by individual, organizational unit, and function.		
711191	High	Entry and approval routing of future-dated personnel transactions, including an ability to apply future-dated transactions based on their effective date.		
711192	Medium	Control how far in advance personnel transactions may be entered.		
711193	Medium	Cancel future-dated personnel transactions.		
711194	High	Configure and apply data entry defaults in compliance with rulings, State law, Federal requirements, State Administrative Code, and State Policies and Procedures.		
711195	High	Maintain and support all the basic employee data through the life of the employee's employment with the State as well as access to data after separation (i.e., beginning with the individual's application for employment consideration through the hiring process, through all promotions, transfers, job changes, and other personnel change events through and beyond separation from the State).		
711196	Medium	Track non-employee groups including contract workers, volunteer workers, work study, interns, inmate workers, patient workers, community service jobs, per-diem board members, higher education employees, and other non-employees.		
711197	High	Rehired employees previous employment data are linked to the original employee ID record.		
711198	Medium	Purge personnel transactions based on court orders based on authorized users.		
711199	Medium	Purge personnel transaction history based on court orders based on authorized users.		
711200	High	Electronic signature capability at each approval step.		
711201	High	Maintain employee data by agency and utilize agency security profiles to control review/edit of employee data.		
711202	Medium	Automatically set up default security access to the system as employees are hired based upon established security roles and functions.		

**State of West Virginia RFP for ERP Software and Services
Appendix M: Functional and System-wide Requirements**

Section: HRP-Personnel Administration, General (40 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711203	High	Automatically delete security access to the system as employees are separated from State service using a user defined date parameter.		
711204	High	Track personnel status changes for all employees.		
711205	Medium	Interface personnel information with: Employee retirement systems.		
711206	Medium	Interface personnel information with: Workers' comp claims processing.		
711207	Medium	Interface personnel information with: NEOGOV.		
711208	Medium	Interface personnel information with: Employment Testing.		
711209	Medium	Interface personnel information with: State licensing agencies that use employee data.		
711210	Medium	Interface personnel information with: Unemployment insurance.		
711211	Medium	Interface personnel information with: Deferred Compensation.		
711212	Medium	Interface personnel information with: New hire reporting (Policy Studies, Inc.).		
711213	Medium	Interface personnel information with: P-CARD Citi Bank Database.		
711214	Medium	Interface personnel information with: Welfare and Medicaid Systems.		
711215	High	Confidential data (e.g., fields) as well as specified employees (e.g., records) can be secured to authorized users only.		
711216	High	Designate any user-defined group of employees as confidential and restrict access accordingly with proper security.		
711217	High	Track Employment Eligibility Verification (I-9s) and Visa.		
711218	High	Designate employee data such as salary and agency name as available for release.		
711219	Medium	Create employee directory for use within the State containing business address, business phone, function, location, supervisor, backup personnel, and e-mail viewable through the use of an industry-standard web browser.		
711220	High	Assign and track State issued property to an employee.		
711221	High	Track the return of State issued property and non-property items such as id/security badge, purchase card, and other State equipment.		

Section: HRP-Personnel Administration, Affirmative Action (21 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711222	Medium	Create formulas to conduct underutilization analysis of job groups by organization unit and State wide. This analysis would compute the ratio of protected group new hires and promotions into job groups using applicant data, State workforce data, regional, State and national census data, college and technical school graduation data, external requisite skills data and feeder group data (movement in and out of job groups).		
711223	Medium	Support area of competition (AOC) analysis to view how feeder groups are used to fill underutilized positions.		
711224	High	Support Federal government reporting requirements (e.g., EEO-4).		

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Section: HRP-Personnel Administration, Affirmative Action (21 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711225	Medium	Perform workforce analysis based on a user-defined formula by organization unit and State wide for each AA group for HR events for: hiring (original appointment, promotions).		
711226	Medium	Perform workforce analysis based on a user-defined formula by organization unit and State wide for each AA group for HR events for: classification (reclass, reallocation).		
711227	Medium	Perform workforce analysis based on a user-defined formula by organization unit and State wide for each AA group for HR events for: terminations.		
711228	Medium	Perform workforce analysis based on a user-defined formula by organization unit and State wide for each AA group for HR events for: layoffs (planned and actual).		
711229	Medium	Perform workforce analysis based on a user-defined formula by organization unit and State wide for each AA group for HR events for: training.		
711230	Medium	Perform workforce analysis based on a user-defined formula by organization unit and State wide for each AA group for HR events for: compensation (salary, discretionary pay).		
711231	Medium	Perform workforce analysis based on a user-defined formula by organization unit and State wide for each AA group for HR events for: disciplinary actions.		
711232	Medium	Perform workforce analysis based on a user-defined formula by organization unit and State wide for each AA group for HR events for: performance evaluations.		
711233	Medium	Track a census identifier code (CIC - geographic identifier) for each job class.		
711234	Medium	Track and monitor reports of personnel actions for affirmative action statistical analyses.		
711235	Medium	Analyze employment event history and trends for AA groups including hiring, retention, and upward mobility.		
711236	Low	Notify Agency when a State job classification changes occur for validation of CIC, and EEO category.		
711237	Medium	Track AA impact during layoff planning.		
711238	Low	Track alternative work patterns (compressed schedule, deviated schedule) programs used by AA groups.		
711239	Low	Track affirmative action analysis, employee movements and other employee events precipitated by employee performance.		
711240	Medium	Route requests for terminating employees during probation for targeted groups to affirmative action for review.		
711241	Medium	Flag targeted groups for affirmative action to review disciplinary, discharge, and layoff actions.		
711242	Medium	Notify affirmative action triggered by disciplinary actions on targeted employee groups.		

Section: HRP-Personnel Administration, Workforce Planning (16 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711243	Medium	Create multiple, future organizational models based on program changes, anticipated work volumes, organization / position changes, historical trends, planned retirements, workforce skill mix, and workforce demands.		
711244	Medium	Capture strategic plan goals and objectives that will impact each agency's workforce.		
711245	Medium	Roll up workforce planning by organization unit to the State wide level.		

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Section: HRP-Personnel Administration, Workforce Planning (16 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711246	Medium	Conduct future workforce demand analysis to model workforce changes, workforce skill requirements, and workforce size demands.		
711247	Medium	Conduct workforce supply analysis to help assess whether the State has the workforce skills to meet the future demands, including analysis based on gender, age, ethnicity, disability, and seniority.		
711248	Medium	Analyze workforce supply factors such as retirement eligibility, recruitment and retention trends, turnover trends, and workforce skill requirements.		
711249	Medium	Analyze exit interview trends and the impact of workforce changes.		
711250	Medium	Analyze workforce gaps comparing projected workforce skill mix (from historical trends and progression history) with future anticipated workforce needs.		
711251	Medium	Model specific workforce transition actions such as organization structure changes, retention programs, succession plans, recruitment plans, career, and leadership development plans, training, and employee performance measures.		
711252	Medium	Define agency core business functions including descriptions.		
711253	Medium	Model and track the effect of multiple layoff or reorganization scenarios for: proposed "what-if" future organizational actions.		
711254	Medium	Model and track the effect of multiple layoff or reorganization scenarios for: impact on employee classification and salary by organizational unit.		
711255	Medium	Model and track the effect of multiple layoff or reorganization scenarios for: reason behind proposed personnel action.		
711256	Medium	Model and track the effect of multiple layoff or reorganization scenarios for: impact on budget and projected cost.		
711257	Medium	Model and track the effect of multiple layoff or reorganization scenarios for: impact on affirmative action goals.		
711258	Medium	Produce "at risk" listings based upon layoff scenario planning, accounting for potential transfers, etc.		

Section: HRP-Personnel Administration, Employee Maintenance (187 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711259	High	Control employee data changes with proper security, including what may be changed, who can make changes, and time and date tracking of when changes are made.		
711260	High	System should provide the ability to transfer employees within their agency and between agencies on any day of the month and provide accurate pay calculations.		
711261	Medium	Transfer employees between pay types (twice a month) on any day of the month and provide accurate pay calculations.		
711262	High	Make multiple salary adjustments for the same pay period with different effective dates and provide accurate pay calculations.		
711263	Medium	Automatically produce a letter to the employee verifying personnel data or changes for certain events as defined by the user with the ability to override the production of a letter on individual transactions.		
711264	Medium	Automatically produce an email message to the employee verifying personnel data or changes for certain events as defined by the user with the ability to override the production of the email message on individual transactions.		
711265	Medium	Generate e-mail or letter notification to employees and other appropriate staff of transaction approvals.		

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Section: HRP-Personnel Administration, Employee Maintenance (187 Req)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711266	Medium	Automatically calculate salary changes based on salary policy established for individual transactions.		
711267	Medium	Maintain and track historical percentage increase or flat rate/amount for all salary adjustments.		
711268	Medium	Automatically flag employees that require personnel action (e.g., transactions placed in pending status) and institute notification to appropriate personnel based on user defined criteria.		
711269	Medium	Create, edit, and view adjusting transactions and maintain history.		
711270	Medium	Process adjusting transactions for an employee that has separated from State service.		
711271	Medium	Back out adjusting transactions.		
711272	Medium	Perform adjustment process based on the related effective date rules and appropriately reflect the updated data through any actions between the adjustment date and current rules.		
711273	Medium	Create summary screen for adjusting transactions which includes detailed history and actions as they occurred.		
711274	Medium	Process mass changes (adjustment, current and future) of salary and non-salary related data.		
711275	Medium	Identify employee population based on different selection criteria for mass change.		
711276	Medium	Generate edit reports prior to and after mass changes for those records that should be adjusted and for those records that were not adjusted.		
711277	Medium	Define the order in which multiple effective dated employee changes will be made.		
711278	Medium	Develop criteria (random testing) and track the job classes or positions requiring drug and alcohol testing and: the type of test.		
711279	Medium	Develop criteria (random testing) and track the job classes or positions requiring drug and alcohol testing and: who performed the test (third party).		
711280	Medium	Develop criteria (random testing) and track the job classes or positions requiring drug and alcohol testing and: the test results.		
711281	Medium	Develop criteria (random testing) and track the job classes or positions requiring drug and alcohol testing and: the location of test.		
711282	Medium	Develop criteria (random testing) and track the job classes or positions requiring drug and alcohol testing and: the date of test.		
711283	Medium	Develop criteria (random testing) and track the job classes or positions requiring drug and alcohol testing and: the invoice number / date.		
711284	Medium	Develop criteria (random testing) and track the job classes or positions requiring drug and alcohol testing and: the Employee ID.		
711285	Medium	Develop criteria (random testing) and track the job classes or positions requiring drug and alcohol testing and: when the next periodic test should be given.		
711286	Medium	Develop random drug testing criteria based on the job classes or positions requiring drug and alcohol testing and record the employee's method of testing, test results, where the test was taken.		
711287	Medium	Calculate critical dates based on the employee status and the effective date of the transaction (e.g., end of probationary period, Visa, etc.) User has the ability to define date driven events.		
711288	Medium	Store multiple service start and end dates used to calculate service time. Service credits are based on a minimum number of hours paid, including leave hours paid.		

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Section: HRP-Personnel Administration, Employee Maintenance (187 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711289	Medium	Flag employees that require scheduled personnel actions (e.g., performance evaluations, service recognition, semi-automatic pay adjustments, and annual pay increments) and generate notification to appropriate personnel (e.g., employee, supervisor, organization unit leader) based on user-defined criteria.		
711290	High	Link spouses when both work for the State.		
711291	Medium	Track FMLA eligibility and usage.		
711292	Medium	Link key fields to be updated associated with a specific type of personnel action (e.g., change from part-time employee to full-time employee, contract employee to State employee, requires other data to be updated).		
711293	Medium	Track employment actions for a single employee with the transaction type associated with: an appointment.		
711294	Medium	Track employment actions for a single employee with the transaction type associated with: a reinstatement.		
711295	Medium	Track employment actions for a single employee with the transaction type associated with: a transfer.		
711296	Medium	Track employment actions for a single employee with the transaction type associated with: re-employments.		
711297	Medium	Track employment actions for a single employee with the transaction type associated with: a title change.		
711298	Medium	Track employment actions for a single employee with the transaction type associated with: a transfer within.		
711299	Medium	Track employment actions for a single employee with the transaction type associated with: a reorganization.		
711300	Medium	Track employment actions for a single employee with the transaction type associated with: a detail to special duty.		
711301	Medium	Track employment actions for a single employee with the transaction type associated with: a reversion.		
711302	Medium	Track employment actions for a single employee with the transaction type associated with: a SSN change.		
711303	Medium	Track employment actions for a single employee with the transaction type associated with: an employment status.		
711304	Medium	Track employment actions for a single employee with the transaction type associated with: a personal status.		
711305	Medium	Track employment actions for a single employee with the transaction type associated with: an overlap.		
711306	Medium	Track employment actions for a single employee with the transaction type associated with: a pilot project.		
711307	Medium	Track employment actions for a single employee with the transaction type associated with: a location / crew change.		
711308	Medium	Track employment actions for a single employee with the transaction type associated with: a return without pay.		
711309	Medium	Track employment actions for a single employee with the transaction type associated with: a return with pay.		
711310	Medium	Track employment actions for a single employee with the transaction type associated with: a temporary assignment.		
711311	Medium	Track employment actions for a single employee with the transaction type associated with: other user defined employment actions.		
711312	Medium	Track actions effecting an employee to include: reasonable accommodation.		
711313	Medium	Track actions effecting an employee to include: fitness for duty.		
711314	Medium	Track actions effecting an employee to include: telecommuting.		

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Section: HRP-Personnel Administration, Employee Maintenance (187 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711315	Medium	Track actions effecting an employee to include: other user-defined actions.		
711316	Medium	Track appointment actions for a single employee for: a regular appointment to existing position.		
711317	Medium	Track appointment actions for a single employee for: no service break, same cabinet and department.		
711318	Medium	Track appointment actions for a single employee for: no service break, different cabinet and/or department.		
711319	Medium	Track appointment actions for a single employee for: previous service, same cabinet and department.		
711320	Medium	Track appointment actions for a single employee for: new appointment to new position.		
711321	Medium	Track appointment actions for a single employee for: returning retiree.		
711322	Medium	Track appointment actions for a single employee for: other user-defined appointment actions.		
711323	Medium	Track reason codes for an employee taking a break in service for: leave without pay - military duty.		
711324	Medium	Track reason codes for an employee taking a break in service for: leave without pay - education.		
711325	Medium	Track reason codes for an employee taking a break in service for: leave without pay - government service.		
711326	Medium	Track reason codes for an employee taking a break in service for: leave without pay - special assignment.		
711327	Medium	Track reason codes for an employee taking a break in service for: leave without pay - sick.		
711328	Medium	Track reason codes for an employee taking a break in service for: leave without pay - best interest of the State.		
711329	Medium	Track reason codes for an employee taking a break in service for: leave without pay - other, e.g. FMLA.		
711330	Medium	Track reason codes for an employee taking a break in service for: special leave with pay - investigation.		
711331	Medium	Track salary adjustment actions for a single employee for: reclassifications.		
711332	Medium	Track salary adjustment actions for a single employee for: reallocations.		
711333	Medium	Track salary adjustment actions for a single employee for: step increases.		
711334	Medium	Track salary adjustment actions for a single employee for: grade changes.		
711335	Medium	Track salary adjustment actions for a single employee for: range changes.		
711336	Medium	Track salary adjustment actions for a single employee for: promotions.		
711337	Medium	Track salary adjustment actions for a single employee for: retentions.		
711338	Medium	Track salary adjustment actions for a single employee for: demotions.		
711339	Medium	Track salary adjustment actions for a single employee for: increments.		
711340	Medium	Track salary adjustment actions for a single employee for: probationary increase.		
711341	Medium	Track salary adjustment actions for a single employee for: educational increase.		
711342	Medium	Track salary adjustment actions for a single employee for: shift / weekend premium.		

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Section: HRP-Personnel Administration, Employee Maintenance (187 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711343	Medium	Track salary adjustment actions for a single employee for: pay type (hourly, salary).		
711344	Medium	Track salary adjustment actions for a single employee for: salary changes (based on scheduled grade change).		
711345	Medium	Track salary adjustment actions for a single employee for: salary changes (based on State board actions).		
711346	Medium	Track salary adjustment actions for a single employee for: salary changes (based on performance).		
711347	Medium	Track salary adjustment actions for a single employee for: salary changes (based on employee recognition award - ERA).		
711348	Medium	Track salary adjustment actions for a single employee for: salary changes (based on new appointee salary).		
711349	Medium	Track salary adjustment actions for a single employee for: salary adjustment (based on job duties).		
711350	Medium	Track salary adjustment actions for a single employee for: salary adjustment (per legislation).		
711351	Medium	Track salary adjustment actions for a single employee for: salary adjustment (per budget).		
711352	Medium	Track salary adjustment actions for a single employee for: temporary upgrade/assignment.		
711353	Medium	Track personnel actions taken by the State that impact employee's employment status for: suspension (time and attendance).		
711354	Medium	Track personnel actions taken by the State that impact employee's employment status for: suspension (work performance).		
711355	Medium	Track personnel actions taken by the State that impact employee's employment status for: suspension (job abandonment).		
711356	Medium	Track personnel actions taken by the State that impact employee's employment status for: suspension (patient / client abuse).		
711357	Medium	Track personnel actions taken by the State that impact employee's employment status for: suspension (sleeping on the job).		
711358	Medium	Track personnel actions taken by the State that impact employee's employment status for: suspension (license revocation).		
711359	Medium	Track personnel actions taken by the State that impact employee's employment status for: suspension (policy violation).		
711360	Medium	Track personnel actions taken by the State that impact employee's employment status for: suspension (pending completion of investigation).		
711361	Medium	Track personnel actions taken by the State that impact employee's employment status for: suspension (insubordination).		
711362	Medium	Track personnel actions taken by the State that impact employee's employment status for: suspension (alcohol / drug use).		
711363	Medium	Track personnel actions taken by the State that impact employee's employment status for: suspension (misconduct).		
711364	Medium	Track personnel actions taken by the State that impact employee's employment status for: suspension (with fines as payroll deductions).		
711365	Medium	Track personnel actions taken by the State that impact employee's employment status for: suspension (other).		
711366	Medium	Track personnel actions taken by the State that impact employee's employment status for: return from suspension.		
711367	Medium	Track personnel actions taken by the State that impact employee's employment status for: dismissal (time and attendance).		
711368	Medium	Track personnel actions taken by the State that impact employee's employment status for: dismissal (work performance).		
711369	Medium	Track personnel actions taken by the State that impact employee's employment status for: dismissal (job abandonment).		

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Section: HRP-Personnel Administration, Employee Maintenance (187 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711370	Medium	Track personnel actions taken by the State that impact employee's employment status for: dismissal (patient / client abuse).		
711371	Medium	Track personnel actions taken by the State that impact employee's employment status for: dismissal (sleeping on the job).		
711372	Medium	Track personnel actions taken by the State that impact employee's employment status for: dismissal (license revocation).		
711373	Medium	Track personnel actions taken by the State that impact employee's employment status for: dismissal (pending completion of investigation).		
711374	Medium	Track personnel actions taken by the State that impact employee's employment status for: dismissal (policy violation).		
711375	Medium	Track personnel actions taken by the State that impact employee's employment status for: dismissal (insubordination).		
711376	Medium	Track personnel actions taken by the State that impact employee's employment status for: dismissal (alcohol / drug use).		
711377	Medium	Track personnel actions taken by the State that impact employee's employment status for: dismissal (misconduct).		
711378	Medium	Track personnel actions taken by the State that impact employee's employment status for: dismissal (from suspension).		
711379	Medium	Track personnel actions taken by the State that impact employee's employment status for: dismissal (from leave).		
711380	Medium	Track personnel actions taken by the State that impact employee's employment status for: dismissal (other).		
711381	Medium	Track personnel actions taken by the State that impact employee's employment status for: transfer out.		
711382	Medium	Track personnel actions taken by the State that impact employee's employment status for: terminate - time limit.		
711383	Medium	Track personnel actions taken by the State that impact employee's employment status for: terminate - classified exempt.		
711384	Medium	Track personnel actions taken by the State that impact employee's employment status for: terminate - classified.		
711385	Medium	Track personnel actions taken by the State that impact employee's employment status for: terminate - at will.		
711386	Medium	Track personnel actions taken by the State that impact employee's employment status for: terminate - fail to report.		
711387	Medium	Track personnel actions taken by the State that impact employee's employment status for: terminate - refused job.		
711388	Medium	Track personnel actions taken by the State that impact employee's employment status for: layoffs (lack of work).		
711389	Medium	Track personnel actions taken by the State that impact employee's employment status for: layoffs (lack of funds).		
711390	Medium	Track personnel actions taken by the State that impact employee's employment status for: layoffs (reorganization).		
711391	Medium	Track personnel actions taken by the State that impact employee's employment status for: layoffs (other).		
711392	Medium	Track personnel actions taken by the employee for: resignation - salary.		
711393	Medium	Track personnel actions taken by the employee for: resignation - lack of opportunity.		
711394	Medium	Track personnel actions taken by the employee for: resignation - personal conflict.		
711395	Medium	Track personnel actions taken by the employee for: resignation - marriage.		
711396	Medium	Track personnel actions taken by the employee for: resignation - job incompatibility.		
711397	Medium	Track personnel actions taken by the employee for: resignation - return to school.		

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Section: HRP-Personnel Administration, Employee Maintenance (187 Req)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711398	Medium	Track personnel actions taken by the employee for: resignation - health.		
711399	Medium	Track personnel actions taken by the employee for: resignation - family reasons.		
711400	Medium	Track personnel actions taken by the employee for: resignation - transportation.		
711401	Medium	Track personnel actions taken by the employee for: resignation - moving.		
711402	Medium	Track personnel actions taken by the employee for: resignation - to be reappointed to same/different department.		
711403	Medium	Track personnel actions taken by the employee for: resignation - to be reappointed same department.		
711404	Medium	Track personnel actions taken by the employee for: resignation - from leave.		
711405	Medium	Track personnel actions taken by the employee for: resignation - other.		
711406	Medium	Track personnel actions taken by the employee for: retirement - disability.		
711407	Medium	Track personnel actions taken by the employee for: retirement - early.		
711408	Medium	Track personnel actions taken by the employee for: retirement - mandatory.		
711409	Medium	Track personnel actions taken by the employee for: retirement - normal.		
711410	Medium	Track personnel actions taken by the employee for: retirement - from leave.		
711411	Medium	Track personnel actions taken by the employee for: death.		
711412	Medium	Track personnel actions taken by the employee for: resignation from suspension.		
711413	Medium	Track personnel actions taken by the employee for: resignation - job abandonment.		
711414	Medium	Track personnel actions taken by the employee for: resignation - promotional opportunity.		
711415	Medium	Automatically extend probation dates when the employee is on leave, based on user-defined parameters.		
711416	Medium	Track leave of absence actions for a single employee for: medical leave.		
711417	Medium	Track leave of absence actions for a single employee for: maternity and/or paternity leave.		
711418	Medium	Track leave of absence actions for a single employee for: parental leave.		
711419	Medium	Track leave of absence actions for a single employee for: educational leave without pay.		
711420	Medium	Track leave of absence actions for a single employee for: Workers' Comp.		
711421	Medium	Track leave of absence actions for a single employee for: military leave without pay.		
711422	Medium	Track leave of absence actions for a single employee for: FMLA (Federal and State).		
711423	Medium	Track additional user-defined employee actions.		
711424	Medium	Track information relating to the employee's work for: alternative work patterns (e.g., flex, compressed, deviated, job share).		
711425	Medium	Track information relating to the employee's work for: hours scheduled to work by day.		

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Section: HRP-Personnel Administration, Employee Maintenance (187 Req)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711426	Medium	Track information relating to the employee's work for: telecommuting.		
711427	Medium	Track military status for an employee (e.g., active, reserve).		
711428	Medium	Associate appointments with a valid certification request number.		
711429	Medium	Establish user-defined edits for employee initiated change transactions and provide appropriate notification to HR department.		
711430	Medium	Create user-defined employee checklists for various processing activities such as new hire and separation.		
711431	Medium	Generate COBRA notifications for those eligible.		
711432	High	Designate employee transaction approval routing (e.g. reinstatement, transfers, etc), which may be revised by authorized users prior to becoming official.		
711433	Medium	Update employee status for those affected by layoffs or reorganizations (i.e., reversion or reverting to the previous status).		
711434	Medium	Transfer employees between agencies with all historical data for the employee accessible to the new organization.		
711435	Medium	Track reason codes for an employee returning from a break in service for: reinstatement after a break of more than 12 months.		
711436	Medium	Track reason codes for an employee returning from a break in service for: reinstatement after a break of less than 12 months.		
711437	Medium	Track reason codes for an employee returning from a break in service for: reinstatement by a board or court order.		
711438	Medium	Track reason codes for an employee returning from a break in service for: re-employments after layoff.		
711439	Medium	Track reason codes for an employee returning from a break in service for: return without pay - military duty.		
711440	Medium	Track reason codes for an employee returning from a break in service for: return without pay - education.		
711441	Medium	Track reason codes for an employee returning from a break in service for: return without pay - government service.		
711442	Medium	Track reason codes for an employee returning from a break in service for: return without pay - special assignment.		
711443	Medium	Track reason codes for an employee returning from a break in service for: return without pay - sick.		
711444	Medium	Track reason codes for an employee returning from a break in service for: return without pay - best interest of the State.		
711445	Medium	Track reason codes for an employee returning from a break in service for: return without pay - other.		

Section: HRP-Personnel Administration, Skills Inventory (26 Req)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711446	Medium	Track employees whose position require a licensure or certification and are required to maintain continuing education (CE) to retain that licensure and notify HR of the pending expiration.		
711447	Medium	Establish licensure requirements, including hours required per user specified period.		
711448	Medium	Track qualified training and education toward meeting continuing education requirements for licensure status.		
711449	Medium	Track skills and competencies for employees.		
711450	Medium	Track skill requirements and qualifications stored for a job class or position.		

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Section: HRP-Personnel Administration, Skills Inventory (26 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711451	Medium	Track attributes for each skill by employee for: skill code.		
711452	Medium	Track attributes for each skill by employee for: skill description.		
711453	Medium	Track attributes for each skill by employee for: experience level.		
711454	Medium	Track attributes for each skill by employee for: last year used.		
711455	Medium	Track attributes for each skill by employee for: last location used.		
711456	Medium	Track attributes for each skill by employee for: proficiency level.		
711457	Medium	Track attributes for each skill by employee for: effective date.		
711458	Medium	Track attributes for each skill by employee for: expiration date.		
711459	Medium	Identify different groups of individuals to assess gaps in current skills vs. skills for: new hires.		
711460	Medium	Identify different groups of individuals to assess gaps in current skills vs. skills for: Federal funded time limited (FFTL).		
711461	Medium	Identify different groups of individuals to assess gaps in current skills vs. skills for: project employees.		
711462	Medium	Identify different groups of individuals to assess gaps in current skills vs. skills for: interns, interims, contract employees.		
711463	Medium	Identify different groups of individuals to assess gaps in current skills vs. skills for: recruits and applicants.		
711464	Medium	Identify different groups of individuals to assess gaps in current skills vs. skills for: transfers.		
711465	Medium	Grant authorized personnel permission to review staff skills.		
711466	Medium	Link training investments to skill development needs and individual training and employee development plans.		
711467	Medium	Codify skills including user-defined text fields.		
711468	Medium	Allows authorized personnel to search employees with user-specified skills.		
711469	Medium	Employees permitted to self-identify interest levels and self assessed proficiency levels for specified skills.		
711470	Medium	Allow State to administer tests and track employee's assessed skills and proficiency levels.		
711471	Medium	Allow employees to review skills needed for job classification or position and identify skills they may be lacking to be qualified.		

Section: HRP-Personnel Administration, Length of Service (16 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711472	Medium	Track and maintain a comprehensive longevity program for State service, including allowing for breaks in service.		
711473	Medium	Generate reports and notifications for forthcoming length of service events.		
711474	Medium	Tracking length of service by: minutes of service.		
711475	Medium	Tracking length of service by: hours of service.		
711476	Medium	Tracking length of service by: days of service.		

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Section: HRP-Personnel Administration, Length of Service (16 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711477	Medium	Tracking length of service by: months of service.		
711478	Medium	Tracking length of service by: years of service.		
711479	Medium	Tracking length of service by: service credits based on minimum hours paid per month, including leave hours paid.		
711480	Medium	Aggregate State service across multiple employment periods and accommodate transfer of credits from other government entities.		
711481	Medium	Calculate State service credits based on: employing agency.		
711482	Medium	Calculate State service credits based on: type of employment (per-diem, elected, etc.).		
711483	Medium	Calculate State service credits based on: classification of employment (permanent, classified, classified exempt, faculty).		
711484	Medium	Calculate State service credits based on: eligible service from other government entities.		
711485	Medium	Track length of service based on time in classification and position.		
711486	Medium	Track the issuance of length of service pay as integrated within the payroll system.		
711487	Medium	Track an employee's receipt of length of service recognition.		

Section: HRP-Personnel Administration, Employee History (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711488	Medium	Access employee profile information contained in the employee record information based on point in time historical date for: employee name, Employee ID and SSN.		
711489	Medium	Access employee profile information contained in the employee record information based on point in time historical date for: demographic data.		
711490	Medium	Access employee profile information contained in the employee record information based on point in time historical date for: position data (full time, permanent, temporary, part-time, seasonal, interns, etc.).		
711491	Medium	Access employee profile information contained in the employee record information based on point in time historical date for: organizational information.		
711492	Medium	Access employee profile information contained in the employee record information based on point in time historical date for: benefit plan participation.		
711493	Medium	Access employee profile information contained in the employee record information based on point in time historical date for: salary data (hourly, salary, statutory, etc.).		
711494	Medium	Access employee profile information contained in the employee record information based on point in time historical date for: classification data.		
711495	Medium	Access employee profile information contained in the employee record information based on point in time historical date for: EEO / job group / CIC.		
711496	Medium	Access employee profile information contained in the employee record information based on point in time historical date for: beneficiaries.		

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Section: HRP-Personnel Administration, Employee History (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711497	Medium	Access employee profile information contained in the employee record information based on point in time historical date for: funding source/type.		
711498	High	Access employee profile information contained in the employee record information based on point in time historical date for: P-CARD assignment/participation.		
711499	Medium	Access employee profile information contained in the employee record information based on point in time historical date for: Workers' compensation status.		
711500	High	Track employee history and change transactions associated with: employee name, Employee ID and SSN.		
711501	Medium	Track employee history and change transactions associated with: demographic data.		
711502	Medium	Track employee history and change transactions associated with: position data (full time, permanent, temporary, part-time, seasonal, interns, etc.).		
711503	Medium	Track employee history and change transactions associated with: organizational information.		
711504	Medium	Track employee history and change transactions associated with: benefit plan participation.		
711505	Medium	Track employee history and change transactions associated with: salary data (hourly, salary, statutory, etc.).		
711506	Medium	Track employee history and change transactions associated with: classification data.		
711507	Medium	Track employee history and change transactions associated with: EEO / job group / CIC.		
711508	Medium	Track employee history and change transactions associated with: beneficiaries.		
711509	Medium	Track employee history and change transactions associated with: funding source/type.		
711510	High	Track employee history and change transactions associated with: P-CARD assignment/participation.		
711511	Medium	Track employee history and change transactions associated with: Workers' compensation status.		
711512	Medium	Generate confirmation letters to the employee verifying personnel changes for user specified events with the ability to edit the letter or override the production of a letter and/or e-mail on individual transactions.		
711513	Medium	Track "at risk" status for employees in jeopardy of losing their position.		
711514	Medium	Attach notes to personnel transactions and/or fields.		
711515	Medium	Capture other electronic/scanned documents that may be part of the employee's employment history as contained in their physical file.		
711516	Medium	Track multiple hire dates and multiple periods of State service, including short and long term employee leave.		

Section: HRP-Personnel Administration, Safety and Workers Comp (34 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711517	Medium	System must track Employee payments and provide back to the State the amount received while awaiting to be paid temporary disability benefits.		
711518	Medium	Enter and track first reports of illness or injury based upon OSHA 300, 300A and 301 form, including the automated assignment of a claim number.		

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Section: HRP-Personnel Administration, Safety and Workers Comp (34 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711519	Medium	Interface incident reporting with multiple third party administrator (TPA) workers' comp claims management and reporting system.		
711520	Medium	Ability to track the flow of information from injury/illness event from employee to the Worker's Comp Coordinator.		
711521	Medium	Track injury/illness data based upon the IA-1 and OSHA 300 standards to include: employee name and employee id number.		
711522	Medium	Track injury/illness data based upon the IA-1 and OSHA 300 standards to include: agency.		
711523	Medium	Track injury/illness data based upon the IA-1 and OSHA 300 standards to include: department.		
711524	Medium	Track injury/illness data based upon the IA-1 and OSHA 300 standards to include: State property/assets involved in incident.		
711525	Medium	Track injury/illness data based upon the IA-1 and OSHA 300 standards to include: job class.		
711526	Medium	Track injury/illness data based upon the IA-1 and OSHA 300 standards to include: demographics.		
711527	Medium	Track injury/illness data based upon the IA-1 and OSHA 300 standards to include: location.		
711528	Medium	Track injury/illness data based upon the IA-1 and OSHA 300 standards to include: date of injury.		
711529	Medium	Track injury/illness data based upon the IA-1 and OSHA 300 standards to include: date injury reported.		
711530	Medium	Track injury/illness data based upon the IA-1 and OSHA 300 standards to include: accident description.		
711531	Medium	Track injury/illness data based upon the IA-1 and OSHA 300 standards to include: hospital information (e.g., none, refused, first aid only, treatment facility or doctor visit, emergency room).		
711532	Medium	Track injury/illness data based upon the IA-1 and OSHA 300 standards to include: physician.		
711533	Medium	Track injury/illness data based upon the IA-1 and OSHA 300 standards to include: witness name and employee id number.		
711534	Medium	Track injury/illness data based upon the IA-1 and OSHA 300 standards to include: severity (e.g. no medical treatment, first aid only, lost time, returned to work with restrictions, etc.).		
711535	Medium	Track injury/illness data based upon the IA-1 and OSHA 300 standards to include: nature of injury (e.g., injury, skin disorder, respiratory, poisoning, hearing loss, other illness).		
711536	Medium	Track transitional duty assignments.		
711537	Medium	Track permanent and temporary work restrictions based on doctor orders.		
711538	Medium	Track accidents (OSHA 300 form) by: death.		
711539	Medium	Track accidents (OSHA 300 form) by: days restricted work.		
711540	Medium	Track accidents (OSHA 300 form) by: days lost from work.		
711541	Medium	Track accidents (OSHA 300 form) by: other recordable case (no transfer or restrictions required).		
711542	Medium	Track accidents (OSHA 300 form) by: supervisor name.		
711543	Medium	Track accident history by employee: and flag if on restricted duty.		
711544	Medium	Track accident history by employee: for actual date of return to work.		
711545	Medium	Track accident history by employee: for date temporary restricted duty should end.		

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Section: HRP-Personnel Administration, Safety and Workers Comp (34 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711546	Medium	Track accident history by employee: for lost time hours.		
711547	Medium	Track accident history by employee: for type of restriction.		
711548	Medium	Process temporary partial disability assignments, including adjustment to employee work schedule.		
711549	Medium	Integrate with State property assets for recording of property claims against specific State assets.		
711550	Medium	Generate notice to the Worker's Comp Coordinator when the maximum period of eligibility for TTD has expired based on beginning date of TTD.		

Section: HRP-Personnel Administration, Inquiry and Reporting (46 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711551	High	Online access to all employee data based on established security protocols.		
711552	High	Access, modify, delete, or update all information in the employee information table(s) based on appropriate authorization with the integrity of the transaction log maintained (e.g., what was changed, by who and when the change was made).		
711553	Medium	Extract user-specified data on both a scheduled and adhoc basis into various formats, including XML, MS Excel and flat files.		
711554	Medium	Track all open record requests.		
711555	Medium	Access standard reports which will include selection criteria based on such data items as employee class, status, organization, date ranges, etc.		
711556	Medium	Produce reports based upon specific personnel actions for any given time period. The report would include information such as employee name, ID and SSN, old classification, old budget unit, new classification, new budget unit, EEO information (i.e., race, ethnicity, gender, persons with disabilities, job group).		
711557	Medium	Produce EEO/affirmative action report based upon: workforce analysis.		
711558	Medium	Produce EEO/affirmative action report based upon: EEO-4.		
711559	Medium	Produce EEO/affirmative action report based upon: veteran's annual.		
711560	Medium	Produce EEO/affirmative action report based upon: workforce fact book.		
711561	Medium	Produce EEO/affirmative action report based upon: underutilization analysis.		
711562	Medium	Produce management reports, including employment trends, workforce planning, retirement impacts, FMLA participants and COBRA participants.		
711563	Low	Generate charts and graphs without exporting data to MS Excel.		
711564	Medium	Produce workforce planning reports to reflect: workforce supply analysis comparing agency job classifications and seniority demographics by business function.		
711565	Medium	Produce workforce planning reports to reflect: workforce supply analysis comparing agency job classifications and age demographics by business function.		
711566	Medium	Produce workforce planning reports to reflect: retirement vulnerability assessment comparing projected retirements by fiscal year by job class and org. unit.		

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Section: HRP-Personnel Administration, Inquiry and Reporting (46 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711567	Medium	Produce workforce planning reports to reflect: workforce turnover analysis by demographic, organization unit, job class and reason category.		
711568	Medium	Produce workforce planning reports to reflect: workforce gap analysis illustrating projected skill mix vs. skill requirements.		
711569	Medium	Produce workforce planning reports to reflect: workforce development plans by organization unit that compare to strategic goals and objectives.		
711570	Medium	Produce workforce planning reports to reflect: feeder groups / positions across organizational units.		
711571	Medium	Track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: gender.		
711572	Medium	Track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: ethnicity.		
711573	Medium	Track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: appointment to class date.		
711574	Medium	Track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: transfer.		
711575	Medium	Track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: age.		
711576	Medium	Track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: classification.		
711577	Medium	Track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: probation release.		
711578	Medium	Track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: termination.		
711579	Medium	Track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: ADA qualified.		
711580	Medium	Track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: promotion.		
711581	Medium	Track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: geographic location.		
711582	Medium	Track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: disciplinary release.		
711583	Medium	Track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: demotion.		
711584	Medium	Track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: resignation.		
711585	Medium	Track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: organization unit.		
711586	Medium	Track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: seniority.		
711587	Medium	Track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: range of pay.		
711588	Medium	Track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: employee type (e.g., permanent, provisional, temporary, full time, part time, non-employee groups, etc.).		
711589	Medium	Track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: reasonable accommodation.		
711590	Medium	Track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: fitness for duty.		
711591	Medium	Track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: underutilization.		

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Section: HRP-Personnel Administration, Inquiry and Reporting (46 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711592	Medium	Track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: special recruitment.		
711593	Medium	Track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: retirement.		
711594	Medium	Track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: reinstatement.		
711595	Medium	Track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: death.		
711596	Medium	Track employee turnover rate by transaction code (e.g., transfer reason code, termination reason code) by: other user defined field.		

Section: HRP-Personnel Administration, Self-Service (28 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711597	Medium	Accessibility of system to conform with ADA (see additional detailed requirements in the General System Requirements section).		
711598	Medium	Track employee receipt and acknowledgement of State or agency policies and procedures which carry a mandatory requirement for employee review.		
711599	Low	Support multiple languages based on employee preference (e.g., Spanish).		
711600	Medium	Produce verification reports for ESS transactions, including change notices with confirmation numbers for each type of change showing old and new information.		
711601	Medium	Maintain history, track, and report against all ESS transactions by employee.		
711602	Medium	Integrate ESS transactions with workflow such that transactions requiring further attention will be routed to the appropriate individual(s).		
711603	Medium	Allows the ability to apply consistent edits of all ESS transactions as if they were entered through normal system functions, as well as additional edits as defined by the user.		
711604	Medium	Allows employee self-service changes to selected parts of employee records (e.g., name and address, marital status change, change in dependents, withholdings, benefits enrollment or benefit changes). The data the employee can change online may vary by functionality or by organizational unit, employee group, etc., and other flexible, user defined criteria.		
711605	Medium	Notifies employee of required supporting documentation and the process for submitting required documents (varies by organizational unit, employee group, etc.).		
711606	Medium	Employees may request verification of employment, including the production of letters to send to third parties.		
711607	Medium	Employees can inquire into their own personnel records for: current job class code and title.		
711608	Medium	Employees can inquire into their own personnel records for: current grade.		
711609	Medium	Employees can inquire into their own personnel records for: current salary and hourly rate.		
711610	Medium	Employees can inquire into their own personnel records for: demographics.		
711611	Medium	Employees can inquire into their own personnel records for: personnel action history.		
711612	Medium	Employees can inquire into their own personnel records for: past performance appraisals.		
711613	Medium	Employees can inquire into their own personnel records for: past training classes.		

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Section: HRP-Personnel Administration, Self-Service (28 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711614	Medium	Employees can inquire into their own personnel records for: last salary adjustment.		
711615	Medium	Employees can inquire into their own personnel records for: skills, certificates, licenses, education/degrees.		
711616	Medium	Employees have access to user defined timeframes prior to license / certification expiration. Timeframe is definable by license and certification type / code. Employees are able to query the system for this information, as well as define how far in advance of the license / certification expiration they want to be notified.		
711617	Low	Exit interviews by organization unit can be done online.		
711618	Medium	Employees and/or their immediate supervisor can view online and print employee performance evaluation reports for current and previous years.		
711619	Medium	Employees can maintain more than one email address for notifications (work and personal).		
711620	Medium	Allow former employees to update their information online within a user defined timeframe. Organization units specify which former employees and what data can be updated.		
711621	Medium	Ability to track and report self service activity by employee.		
711622	Medium	Create option of employees submitting their portion of performance evaluations using online documents.		
711623	Medium	Capability to create employer surveys to be completed through self service.		
711624	Medium	Respond to employee surveys for designated groups (e.g. performance evaluation participants).		

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Section: HRP-Position Control, General Requirements (57 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711625	High	Position Control should be integral component of the integrated ERP system sharing data with the other HR and Finance system functions.		
711626	High	Provide ability to generate unique position numbers enterprise wide.		
711627	Medium	Provide ability to generate unique position numbers within a given agency.		
711628	Medium	Allow the manual entry of a unique position number.		
711629	Medium	Associate an employee ID number (PID) and SSN to a position identification number.		
711630	Low	Track and manage attributes for a worker identification number (contract worker).		
711631	Medium	Capture and manage positions including position number.		
711632	High	Capture and manage positions including position status (e.g., active, pending).		
711633	Medium	Capture and manage positions including position type (authorization type) e.g. Temp, per diem, etc.		
711634	Medium	Capture and manage positions including service type.		
711635	Medium	Capture and manage positions including SPB Exempt Indicator.		
711636	Medium	Capture and manage positions including authorization date.		
711637	Medium	Capture and manage positions including agency.		
711638	Medium	Capture and manage positions including occupation code (Job Class).		
711639	Medium	Capture and manage positions including occupation title.		
711640	Medium	Capture and manage positions including salary ranges.		
711641	Medium	Capture and manage positions including additional/special compensation.		
711642	Medium	Capture and manage positions including the not to exceed statutory salary amount.		
711643	Medium	Capture and manage positions including the FLSA status.		
711644	High	Capture and manage positions including the FTE equivalent.		
711645	Medium	Capture and manage positions including work schedule.		
711646	Medium	Capture and manage positions including county code.		
711647	Medium	Capture and manage positions including geographic location.		
711648	High	Capture and manage positions including funding source.		
711649	Medium	Capture and manage positions including program.		
711650	High	Capture and manage positions including the Chart of Accounts.		
711651	Medium	Capture and manage positions including the budget appropriation in which the position is authorized.		
711652	Medium	Capture and manage positions including position end date.		

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Section: HRP-Position Control, General Requirements (57 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711653	High	Capture and manage positions including all state sponsored retirement systems.		
711654	High	Capture and manage positions including EEO-4 indicator.		
711655	Medium	Capture and manage positions including RIF reason.		
711656	Medium	Capture and manage positions including the Performance Appraisal Required indicator.		
711657	Medium	Capture and manage positions including the Performance Appraisal Required sort code.		
711658	Medium	Capture and manage positions including paid months (e.g., 9 or 12 for teachers).		
711659	Medium	Capture and manage positions including legislative mileage.		
711660	High	Capture and manage positions including pay method (e.g., hourly, salary).		
711661	Low	Capture and manage positions including pay frequency.		
711662	High	Capture and manage positions including warrant sort code.		
711663	Low	Capture and manage positions including contract worker indicator.		
711664	Medium	Capture and manage positions including position fill date.		
711665	Medium	Capture and manage positions including position vacancy date.		
711666	High	Capture and manage positions including multiple user-defined fields.		
711667	Medium	Designate fields that control statewide access and update capabilities based on data element values such as agency.		
711668	Medium	Designate fields that control statewide access and update capabilities based on data element values such as position number.		
711669	High	Link one position to another for the purpose of identifying superior/subordinate relationships.		
711670	Medium	Capture only one supervisor for a position.		
711671	High	Provide ability to assign multiple employees to a single position based on user-defined parameters (i.e., overlap).		
711672	High	Maintain all proposed, authorized, budgeted, filled, vacant, escalated and abolished positions.		
711673	Medium	Track a position based on authorization for creating the position.		
711674	Medium	Provide ability to create user-defined position groups.		
711675	Medium	Provide for hour-limited and/or month-limited positions to be established for deriving FTE-equivalent.		
711676	Medium	Maintain multiple user-defined position types.		
711677	High	Assign and track multiple requirements for positions (e.g., physical requirements/restrictions, licenses, fingerprinting, drug program, criminal history, certifications, language requirements, etc.).		
711678	Medium	Flag a position that is under a "recruitment" status.		
711679	High	Track skill requirements and qualifications for a position.		
711680	Medium	Provide ability to assign employees to multiple positions across agency boundaries.		

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Section: HRP-Position Control, General Requirements (57 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711681	Medium	Designate a primary position when an employee occupies more than one position.		

Section: HRP-Position Control, Position Maintenance (32 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711682	High	Perform position actions including additions.		
711683	High	Perform position actions including abolishments, modifications, and purges.		
711684	High	Perform position actions including reinstating abolished positions.		
711685	High	Perform position actions including transfers.		
711686	High	Perform position actions including reclassifications/reallocations.		
711687	Medium	Copy selected fields for like positions to a new unique position number.		
711688	Medium	Provide ability to transfer position descriptions from one position number to another.		
711689	Medium	Allow transactions to be effective-date driven.		
711690	Medium	Provide for the processing of position changes with proper authorization.		
711691	Medium	Provide a comment field for all position changes.		
711692	High	Route all position action requests to designated agencies for approval.		
711693	High	Provide workflow routing of position change requests to various staff members for approval by agency.		
711694	High	Provide an audit trail of all changes to positions including reorganizations and transfers.		
711695	Medium	Limit the number of hours associated with a position for a user-defined period.		
711696	High	Provide a chronological history (e.g., reverse chronological order) of authorized positions and all position actions.		
711697	High	Provide a chronological history (e.g., reverse chronological order) of employees by position.		
711698	Medium	Update personnel, payroll, budget, and funding source information as appropriate once reorganizations are approved and accepted.		
711699	Medium	Link the FLSA status to a position and provide the option to modify the FLSA status.		
711700	Medium	Track all positions whether filled or vacant based on user-specified criteria.		
711701	Medium	Provide ability to attach multiple electronic documents (e.g., position description) to the position.		
711702	Medium	Flag personnel actions conflicting with position constraints.		
711703	Medium	Provide for interagency agreements impacting positions including tracking the original agency, program, etc.		
711704	Medium	Provide for interagency agreements impacting positions including tracking the new receiving agency, program, etc.		
711705	Medium	Compare between positions authorized vs. positions filled vs. escalated positions and vacant by user-defined criteria.		

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Section: HRP-Position Control, Position Maintenance (32 Req)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711706	Medium	Provide ability to "freeze" (suspend authorization to hire) and "unfreeze" position(s) at different levels based on user-defined parameters.		
711707	Medium	Control or suppress payroll by position unless it is authorized.		
711708	Medium	Interface position information with all relevant systems.		
711709	Medium	Integrate position control with time reporting and payroll processing rules.		
711710	Medium	Track chronological history of incumbents by positions.		
711711	Medium	Personnel transactions are linked to Position Control such that position and payroll data is verified/updated at the completion of each transaction (e.g., new hire, termination, transfer, etc.).		
711712	Medium	Provide ability to archive and retrieve positions.		
711713	Medium	Provide ability to change account coding distributions (funding sources) associated with positions and the individuals within those positions.		

Section: HRP-Position Control, Costing and Budget Projections (32 Req)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711714	High	Provide ability to spread position allocations across multiple funding sources.		
711715	High	Allocate each position to up to 100 different program budgets.		
711716	High	Calculate salary requirements for positions by Chart of Accounts (e.g., Appropriation, Fund, Agency, Project, Grant, etc.) for budgeted positions.		
711717	High	Calculate salary requirements for positions by each Chart of Accounts (e.g., Appropriation, Fund, Agency, Project, Grant, etc.) for filled positions.		
711718	High	Calculate salary requirements for positions by each Chart of Accounts (e.g., Appropriation, Fund, Agency, Project, Grant, etc.) for vacant positions.		
711719	High	Calculate salary requirements for positions by each Chart of Accounts (e.g., Appropriation, Fund, Agency, Project, Grant, etc.) for new positions budgeted.		
711720	High	Calculate salary requirements for position by each Chart of Accounts (e.g., Appropriation, Fund, Agency, Project, Grant, etc.) for positions to be abolished.		
711721	High	Provide ability to change Chart of Accounts distributions (funding sources) associated with positions and the individuals within those positions.		
711722	High	Track fringe benefits associated with a new position.		
711723	High	Provide cost of current and proposed positions including vacancies.		
711724	High	Calculate projected cost for remaining fiscal year by user-defined fields.		
711725	High	Provide ability to model reorganizations at various levels of the organization hierarchy including moving agencies.		
711726	High	Provide ability to model reorganizations at various levels of the organization hierarchy including combining agencies.		

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Section: HRP-Position Control, Costing and Budget Projections (32 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711727	High	Provide ability to model reorganizations at various levels of the organization hierarchy including creating, modifying, and abolishing agencies.		
711728	High	Provide ability to perform "what-if" cost analysis for all budgeting and staffing control functions (e.g., proposed salary increases, reclassifications, salary adjustments).		
711729	High	Provide ability to perform "what-if" incremental costs by agency and Chart of Accounts.		
711730	High	Provide a salary projection tool to facilitate building the labor budget from the ground up, based on user-defined start and end dates that distinguishes current year projection from budget year projection, and shows actual cost, projected cost and salary savings.		
711731	High	Calculate salary requirements on budget and actual payroll for each position's category including position type.		
711732	High	Calculate salary requirements on budget and actual payroll for each position's category including agency.		
711733	High	Calculate salary requirements on budget and actual payroll for each position's category including class.		
711734	Medium	Allow for the creation of new (to be requested) positions in the budget system.		
711735	Medium	Control minimum and maximum salary levels for selected positions and/or agencies.		
711736	Medium	Use user-defined date range information by employee or position for use in projection of remaining fiscal year (including state, budget, federal, program) costs.		
711737	High	Produce system edits or warnings for position budgeting.		
711738	Medium	Store FTE count to 3 decimal positions.		
711739	High	Project payroll costs based on pay range adjustments including annualization of costs.		
711740	High	Restrict control of fringe benefit tables and rates to appropriate controlling agency only.		
711741	Medium	Maintain budgeted salary information by payroll type and retirement type.		
711742	High	Limit positions to a maximum of one FTE.		
711743	Medium	Allow agencies to establish limits on positions and/or FTEs at the lower levels of the organization structure.		
711744	High	Access multiple insurance premium rates and match the appropriate premium rate to an employee position number for calculating wage, salary and fringe benefits.		
711745	High	Track employee additional employee payments e.g. annual increment, auto usage, etc.		

Section: HRP-Position Control, Reporting (26 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711746	High	Produce reports for a specific time period for all elements of position control.		
711747	High	Track hours and pay received by pay period, MTD, federal fiscal year, grant period, program fiscal year, state fiscal YTD, accounting YTD, YTD pay received and calendar YTD hours by position.		
711748	Medium	Provide for flexible routing and approval of memo of understanding.		

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Section: HRP-Position Control, Reporting (26 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711749	Medium	Report or inquire on total FTEs authorized as well as total authorized for full-time and part-time positions at user-specified points in time.		
711750	Medium	Provide for a reconciliation of position type totals from one point in time to another.		
711751	High	Capture, tally and report pay increases and general pay adjustments by position number and by reason.		
711752	Medium	Provide a schematic code which allows sorting of positions into logical sequence.		
711753	Medium	Produce an organization chart for a selected portion of the agency, program or function with the option of displaying employees and/or positions.		
711754	Medium	Generate a report of actual headcount by position.		
711755	Medium	Inquire and/or report on positions by type including overlap and detail positions.		
711756	High	Generate projections of payroll liabilities from filled positions and savings from vacant positions.		
711757	High	Track the length of time a position is vacant.		
711758	Medium	Provide a report to support turnover analysis by position.		
711759	Medium	Provide a report to support turnover analysis by position and location.		
711760	Medium	Track and report all positions authorized to fill at user-defined levels in an agency.		
711761	Medium	Track and report all budgeted positions and currently authorized positions.		
711762	Medium	Track and report employees by position.		
711763	Medium	Track and report proposed, abolished and other position variances by user-defined fields.		
711764	Medium	Produce position reports (new, moved, vacant, changed, etc.).		
711765	Medium	Generate filled position and budgeted position list by salary and anniversary date.		
711766	Medium	Generate filled/vacant position report.		
711767	Medium	Generate a change report that compares position data between versions. Once the agency makes its changes, provides a report that displays those changes.		
711768	Medium	Report overtime by position in dollars and hours.		
711769	High	Link to a classification associated with each position.		
711770	Medium	Locate a position by user-defined fields.		
711771	Medium	Report actual payroll costs and codes (including Earning Codes) by employee, position number, hours, Chart of Accounts, and/or pay period.		

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Section: HRP-Time and Labor, General (46 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711772	High	Allow employees and employee groups to be processed based on positive or exception time entry.		
711773	Medium	Define maximum number of hours by day or pay period by: agency.		
711774	Medium	Define maximum number of hours by day or pay period by: division.		
711775	Medium	Define maximum number of hours by day or pay period by: job classification.		
711776	Medium	Define maximum number of hours by day or pay period by: status (permanent, part-time, temporary).		
711777	Medium	Define maximum number of hours by day or pay period by: workgroup.		
711778	Medium	Define maximum number of hours by day or pay period by: user defined criteria.		
711779	Medium	Define maximum hours by 12 month period based on status (temporary).		
711780	High	Allow for the processing of time from two different years at the same time.		
711781	Medium	User defined eligibility rules for entry of supplemental hour types.		
711782	High	Allow changes to prior periods to integrate with payroll to correct pay, hours worked, etc.		
711783	Medium	Automatically generate pay adjustment transactions when necessary based on retroactive data entered, i.e., hours entered causes overtime in a prior pay period.		
711784	Medium	Automatically adjust leave accruals for retroactive entry of hours.		
711785	Medium	Make mass changes for a single employee or group of employees within an interval of time and make any necessary corresponding adjustments to employee records, leave or pay balances.		
711786	Medium	Make time worked changes to prior pay periods to correct pay, hours worked, etc. retroactively.		
711787	Medium	Generate controls that specify expected minimum and maximum hours by: department.		
711788	Medium	Generate controls that specify expected minimum and maximum hours by: division.		
711789	Medium	Generate controls that specify expected minimum and maximum hours by: branch / office.		
711790	Medium	Generate controls that specify expected minimum and maximum hours by: section / unit.		
711791	Medium	Generate controls that specify expected minimum and maximum hours by: time sheet transmittal (positive and exception reporting).		
711792	Medium	Generate controls that specify expected minimum and maximum hours by: other user defined criteria.		
711793	Medium	Capture the contract and vendor number for contractors.		
711794	Medium	Time and labor will be integrated with the following ERP components: Personnel administration.		
711795	Medium	Time and labor will be integrated with the following ERP components: Leave Management.		
711796	Medium	Time and labor will be integrated with the following ERP components: Benefit administration.		
711797	Medium	Time and labor will be integrated with the following ERP components: Insurance.		
711798	Medium	Time and labor will be integrated with the following ERP components: Payroll.		

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Section: HRP-Time and Labor, General (46 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711799	Medium	Time and labor will be integrated with the following ERP components: Financial Management.		
711800	Medium	Time and labor will be integrated with the following ERP components: Accounts Receivable.		
711801	Medium	Time and labor will be integrated with the following ERP components: Grant Management.		
711802	Medium	Time and labor will be integrated with the following ERP components: Procurement.		
711803	Medium	Time and labor will be integrated with the following ERP components: Travel.		
711804	Medium	Time and labor will be integrated with the following ERP components: Fleet Management.		
711805	Medium	Time and labor will be integrated with the following ERP components: Plant Maintenance.		
711806	Medium	Time and labor will be integrated with the following ERP components: Agency specific labor systems.		
711807	Medium	Time and labor will interface with the following external systems: Workers' compensation.		
711808	Medium	Time and labor will interface with the following external systems: Unemployment.		
711809	Medium	Time and labor will interface with the following external systems: Insurance carriers/third party administrators.		
711810	Medium	Time and labor will interface with the following external systems: Social Security Disability.		
711811	Medium	Time and labor will interface with the following external systems: Policy studies (Federal new-hire reporting).		
711812	Medium	Time and labor will interface with the following external systems: Retirement.		
711813	High	Time and labor will interface with the following external systems: P-CARD Citi Bank Database.		
711814	Medium	Time and labor will interface with the following external systems: Agency specific time capture systems.		
711815	Medium	Allow an integrated imaging capability for linking scanned data to time records.		
711816	Medium	Provide for search of available time data input items using various methods for specific templates based on user defined business rules.		
711817	Medium	All user defined time and labor business rules, schedules, and processes can only be performed by users based upon appropriate authorization at the agency, organization unit, job class, or supervisory levels.		

Section: HRP-Time and Labor, Resource Schedule (28 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711818	Medium	Generate unlimited default schedules and work hours for exception based employees based on user defined profile.		
711819	Medium	Adjust default schedule and work hours for individual employees.		
711820	Medium	Track scheduled beginning time and scheduled ending time on a daily basis.		
711821	Medium	Change scheduled beginning time and scheduled ending time on a daily basis based on actual time periods worked.		
711822	Medium	Generate holiday schedules, on an as needed, user defined basis, and automatically update eligible employee time and attendance records where applicable.		
711823	Medium	Allow each Agency to create work shifts and work schedules of variable duration such as: 24 hour shift.		

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Section: HRP-Time and Labor, Resource Schedule (28 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711824	Medium	Allow each Agency to create work shifts and work schedules of variable duration such as: 12 hour shift.		
711825	Medium	Allow each Agency to create work shifts and work schedules of variable duration such as: 21 day schedule.		
711826	Medium	Allow each Agency to create work shifts and work schedules of variable duration such as: day of schedule start (Monday, Tuesday, day after end of last schedule, etc.).		
711827	Medium	Allow each Agency to create work shifts and work schedules of variable duration such as: combinations of shift, schedule, and schedule start.		
711828	Medium	Provide for access and use of current position and labor schedule information as primary data source and use information for editing schedules and worked hours based on user defined business rules that may vary by agency, organization unit or job class.		
711829	Medium	Support online and batch creation of and changes to schedules, work hours, seasonal schedules, overtime rates, holidays, pay differentials and other time reporting and pay requirements based on bargaining unit, job class, agency, and other selection criteria or for individual employees.		
711830	Medium	Provide for standard and rotating schedules that may vary by agency, organization unit or job class.		
711831	Medium	Provide the ability to assign work schedules to individuals, employee groups, and employees of a user specified organization unit.		
711832	Medium	Support various types of agency specific user defined work schedules for example weeks on/weeks off, split shift, etc.		
711833	Medium	Allow authorized user staff to establish agency, organization unit, program based and other work schedules with effective beginning and end dates and requirements for coverage of particular job functions and staffing levels.		
711834	Medium	Edit work schedules against user defined business rules that may vary by agency, organization code, job class.		
711835	High	Allow authorized users to assign staff to various work times and job functions on the established work schedule for the applicable agency, organization unit, program, or project based on user defined business rules.		
711836	Medium	Provide automated support (mass update) for implementation of changes to federal, state, or other authorized user defined work schedules.		
711837	Medium	Provide ability to enter, update, and edit against effective beginning and end dates (include future date capabilities) for work schedules.		
711838	Medium	Provide capability to automatically generate work schedule/shift change notices to employees based on user defined templates that may vary by agency.		
711839	Medium	Automatically notify employees and designated supervisors of new and changes to work times via email and other alerts based on user defined business rules.		
711840	Medium	Support scheduling for positions under job share.		
711841	Medium	Provide email notifications and other alerts to designated supervisors of various scheduling exceptions based on user defined business rules.		
711842	Medium	Provide for work shifts that have varying rules by agency or organization unit.		
711843	Medium	Provide for multiple user defined work and seasonal schedules by agency, organization unit or job class to pre-existing schedules. Work schedule = typical work days, such as Monday - Friday or Tuesday - Saturday.		

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Section: HRP-Time and Labor, Resource Schedule (28 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711844	Medium	Support establishment of schedule change thresholds for deviations based on user defined business rules that may vary by agency or organization unit.		
711845	Medium	Allow scheduling of periodic shifts or schedules on a user defined basis or annual basis.		

Section: HRP-Time and Labor, Time Capture / Entry (173 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711846	Medium	Track history of time and who entered time by calendar year, fiscal year, month, week, day and pay period.		
711847	Medium	Check employee status prior to allowing time entry (check for suspension, terminated, etc.).		
711848	Medium	Accommodate time entry for pay schedules based on: weekly.		
711849	Medium	Accommodate time entry for pay schedules based on: biweekly.		
711850	Medium	Accommodate time entry for pay schedules based on: semi-monthly.		
711851	Medium	Accommodate time entry for pay schedules based on: monthly.		
711852	Medium	Generate default hours for exception based employees based on user defined profiles (e.g., work schedules, employment status, etc.).		
711853	Medium	Adjust profile for individual employees.		
711854	Medium	Allow for time entry through: online by the employee (web enabled).		
711855	Medium	Allow for time entry through: entry by data entry personnel or timekeepers.		
711856	Medium	Allow for time entry through: third party time entry / time capture systems.		
711857	Medium	Allow for time entry through: IVR.		
711858	Medium	Interface with automated time collection (e.g. - magnetic card readers) for time and all timesheet information.		
711859	Medium	Allow employees to submit more than one timesheet per pay period (multiple per Agency).		
711860	Medium	Define timesheet fields and edits by: home agency.		
711861	Medium	Define timesheet fields and edits by: home division.		
711862	Medium	Define timesheet fields and edits by: job classification.		
711863	Medium	Define timesheet fields and edits by: hour type.		
711864	Medium	Define timesheet fields and edits by: project authorization levels.		
711865	Medium	Define timesheet fields and edits by: activity.		
711866	Medium	Define timesheet fields and edits by: location code.		
711867	Medium	Define timesheet fields and edits by: billed customer.		
711868	Medium	Define timesheet fields and edits by: hourly billing rate.		

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Section: HRP-Time and Labor, Time Capture / Entry (173 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711869	Medium	Define timesheet fields and edits by: grant.		
711870	Medium	Define timesheet fields and edits by: cost center (funding source).		
711871	Medium	Define timesheet fields and edits by: other user defined fields.		
711872	Medium	Capture time for employees that will be billed to 3rd party at a different labor rate.		
711873	Medium	Generate online or printed pro-forma timesheets for each employee including anticipated distribution of hours based on a static model associated with position assignment.		
711874	Medium	Default as much information as possible during the timekeeping function to include: agency.		
711875	Medium	Default as much information as possible during the timekeeping function to include: department.		
711876	Medium	Default as much information as possible during the timekeeping function to include: division.		
711877	Medium	Default as much information as possible during the timekeeping function to include: branch / office.		
711878	Medium	Default as much information as possible during the timekeeping function to include: section / unit.		
711879	Medium	Default as much information as possible during the timekeeping function to include: name.		
711880	Medium	Default as much information as possible during the timekeeping function to include: employee number.		
711881	Medium	Default as much information as possible during the timekeeping function to include: pay period and dates.		
711882	Medium	Default as much information as possible during the timekeeping function to include: FLSA.		
711883	Medium	Default as much information as possible during the timekeeping function to include: employment type.		
711884	Medium	Default as much information as possible during the timekeeping function to include: FTE.		
711885	Medium	Default as much information as possible during the timekeeping function to include: position number.		
711886	Medium	Default as much information as possible during the timekeeping function to include: job class code and title.		
711887	Medium	Default as much information as possible during the timekeeping function to include: last/most recent personnel action date.		
711888	Medium	Default as much information as possible during the timekeeping function to include: daily schedule information for hours worked, leave, etc.		
711889	Medium	Default as much information as possible during the timekeeping function to include: holiday status.		
711890	Medium	Default as much information as possible during the timekeeping function to include: leave accrual basis.		
711891	Medium	Default as much information as possible during the timekeeping function to include: leave balances (by type, e.g. annual, sick, holiday, etc.).		
711892	Medium	Default as much information as possible during the timekeeping function to include: probation status.		
711893	Medium	Default as much information as possible during the timekeeping function to include: probation end date.		
711894	Medium	Default as much information as possible during the timekeeping function to include: last or most recent personnel action (type of action).		

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<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711895	Medium	Default as much information as possible during the timekeeping function to include: accounting distribution.		
711896	Medium	Default as much information as possible during the timekeeping function to include: project.		
711897	Medium	Default as much information as possible during the timekeeping function to include: shift.		
711898	Medium	Default as much information as possible during the timekeeping function to include: location.		
711899	Medium	Default as much information as possible during the timekeeping function to include: other user defined fields.		
711900	High	Allow multiple pay codes for an employee.		
711901	High	Restrict pay codes by Agency, job classification, workgroup, etc.		
711902	Medium	Allow an unlimited number of hour types in a pay period for an employee.		
711903	Medium	Allow an unlimited number of hour types in a day for an employee.		
711904	Medium	Generate the ability to restrict hour types by: agency.		
711905	Medium	Generate the ability to restrict hour types by: division.		
711906	Medium	Generate the ability to restrict hour types by: job classification.		
711907	Medium	Generate the ability to restrict hour types by: status.		
711908	Medium	Generate the ability to restrict hour types by: workgroup.		
711909	Medium	Generate the ability to restrict hour types by: on certain days (e.g. - holidays).		
711910	Medium	Generate the ability to restrict hour types by: other user defined criteria.		
711911	Medium	Associate a shift with the hours worked.		
711912	Medium	Generate a shift differential pay amount based on hours worked during certain shifts based on user-defined parameters.		
711913	Medium	Define maximum number of hours by pay code by agency, job classification, employment status (full time, part time), workgroup, etc.		
711914	Medium	Generate additional rows for pay codes not defaulted such as specialty pay.		
711915	Medium	Verify actual hours worked based on work schedule, hour type and pay codes.		
711916	Medium	Allow employees to charge time to a specific program or project and specify the type of work performed (e.g., activity).		
711917	Medium	Default projects and activities available for a particular employee.		
711918	Medium	Designate default ("home") accounting information to be used on time entries where no additional information is specified on the timesheet, including positions which are spread across multiple account distributions.		
711919	Medium	Allow employees to charge time to a Cost Center other than their home Agency or Cost Center (with interactive edit) based on user defined options by agency, department, account distributions etc.		
711920	Medium	Create the ability to allow for daily time entry.		
711921	Medium	Allow entry of total hours per pay period by pay type.		

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<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711922	Medium	Allow entry of units as well as hours.		
711923	Medium	Calculate/verify overtime hour eligibility based on user defined rules to include: FLSA.		
711924	Medium	Calculate/verify overtime hour eligibility based on user defined rules to include: overtime for all types of schedules such as 37.5 hour, 40 hour, 28 day, etc.		
711925	Medium	Calculate/verify overtime hour eligibility based on user defined rules to include: overtime for split work weeks (portions of work week are a part of two pay periods).		
711926	Medium	Calculate/verify overtime hour eligibility based on user defined rules to include: combined rates of overtime for employees who have time tied to more than one appointment which may be in more than one Agency.		
711927	Medium	Calculate/verify overtime hour eligibility based on user defined rules to include: overtime spread among account distributions worked.		
711928	Medium	Calculate/verify overtime hour eligibility based on user defined rules to include: distinction between regular and premium overtime.		
711929	Medium	Calculate/verify overtime hour eligibility based on user defined rules to include: work weeks that include paid time off.		
711930	Medium	Calculate/verify overtime hour eligibility based on user defined rules to include: other State pay policies.		
711931	Medium	Automatically determine holiday eligibility based on: employee status (regular, emergency, interim, temporary, etc.).		
711932	Medium	Automatically determine holiday eligibility based on: unpaid leave type (maternity leave, worker's comp, educational leave, etc.).		
711933	Medium	Automatically determine holiday eligibility based on: pay status (ex - positive pay status for the major portion of prior day, on qualified leave type, etc.).		
711934	Medium	Automatically determine holiday eligibility based on: hour type after holiday for separating employees.		
711935	Medium	Automatically determine holiday eligibility based on: other user defined criteria.		
711936	Medium	Automatically calculate holiday hours for eligible employees to include: defaults hours based on work schedule / state holiday calendar.		
711937	Medium	Automatically calculate holiday hours for eligible employees to include: payment for holiday hours worked based on agency, division, and job class.		
711938	Medium	Automatically calculate holiday hours for eligible employees to include: varying methods of calculating payment for holiday hours worked based on agency, division, and job class.		
711939	Low	Employee receives a alternate day off if employee works a scheduled paid holiday or scheduled off on a scheduled paid holiday.		
711940	Medium	Allow various supplemental pay to be tied to: job classification.		
711941	Medium	Allow various supplemental pay to be tied to: employee.		
711942	Medium	Allow various supplemental pay to be tied to: type of work.		
711943	Medium	Allow various supplemental pay to be tied to: shift.		
711944	Medium	Allow various supplemental pay to be tied to: other user defined fields.		

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<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711945	Medium	Allow employees to enter multiple time records for a 24 hour period including varying periods of time worked, projects and account distributions worked within a given shift.		
711946	Medium	Make online correction of work distribution.		
711947	Medium	Track time for non-employees including vendors, contractors and other third parties.		
711948	Medium	Track time in hours (with four decimal places), days and weeks.		
711949	Medium	Track comp time and overtime earned per resource (employee and contractor).		
711950	Medium	Track billable and non-billable hours on a project or program basis.		
711951	Medium	Automatically compensate for seasonal time changes.		
711952	Medium	Prevent work time to be entered in advance of actually working (by day), on an agency by agency basis, with the ability to override.		
711953	Medium	Capture usage of equipment (hours or miles) at time entry, and interface this information with Project/Program billing systems or Asset/Inventory systems.		
711954	Medium	Produce online or printed pro-forma timesheet for each employee including anticipated distribution of hours based on historical time entry session(s).		
711955	Medium	Record comments regarding a specific work activity.		
711956	Medium	Enter statistical information when required (e.g. equipment usage, units of work accomplished, types of state patrol contacts made, etc.).		
711957	Medium	Allow for a comment area on the time sheet that includes date and time of entry.		
711958	Medium	Support "matrix" style time entry for multiple employees when all employees have the same pay type and accounting distribution (for example, unit time sheets for the Safety personnel).		
711959	Medium	Enter time by resources (equipment, maintainable asset, etc) assigned to specific tasks.		
711960	Medium	Capture hours or miles against assets and state equipment during time entry.		
711961	Medium	Support the ability to include authorized user defined interactive forms for time capture templates, including system based edits and other business rules that rely on the retrieval of information from agency labor source, modules of ERP, and other labor integrated system records.		
711962	Medium	Support ability to establish and maintain rules related to minimum time paid and minimum release time.		
711963	Medium	Automatically determine pay type (overtime, assignment pay, etc.) based on job worked, time spent, and other user defined business rules.		
711964	Medium	Provide the ability for authorized users to assign hours by pay type (overtime, assignment pay, etc) to particular cost activities based on user defined business rules that may vary by agency or organization code.		
711965	Medium	Automatically determine holiday hours for hourly employees based on hours worked in calendar month, master calendar, and hours available for work based on user defined business rules (pro-rate holiday hours based on hours worked).		

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<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711966	Medium	Support automatic categorization of time worked based on job class, schedule, and other business rules such as shift premium, duty performed, overtime, call back, and other user defined criteria.		
711967	Medium	Support the use of assignment based pay type information with effective start and end date in editing employee schedules and time capture based on user defined business rules that may vary by agency or organization unit.		
711968	Medium	Provide for access and use of any travel time and mileage rule information for editing time worked (not travel voucher processing).		
711969	Medium	Support online and batch editing of required equipment usage and performance and other reporting data within time capture templates and devices.		
711970	Medium	Provide the ability to require actual start and end times and calculate hours worked based on user defined attributes that may vary by agency, organization unit, or job class.		
711971	Medium	Provide the ability to designate increments of time tracked (1 minute, 10 minute, hour) grace periods, and rounding for clock times by agency, organization, program, project based on user defined business rules that may vary by agency, organization unit, or job class.		
711972	Medium	Track and edit against effective and actual beginning and end dates for time templates created.		
711973	High	Support time capture interface using a variety of input devices/hardware.		
711974	High	Support web based time capture.		
711975	Medium	Provide capability to allow employee to access/use particular time capture templates and input devices based on user business rules by agency, organization unit, program, project, position type, and employee.		
711976	Medium	Support the use of time capture devices and templates by non-employees for both time and equipment use reporting based on user defined business rules by agency, organization unit, program, and project.		
711977	Medium	Track and retain time information on input device used to capture employee time by transaction.		
711978	Medium	Provide the capability to schedule retrieval of time capture information from various input devices, provide for immediate transmission of time capture information, and provide for ad hoc transmission of time capture information by agency, organization unit, program, project, device type, and date based on user defined business rules.		
711979	Medium	Ensure retrieval of time capture information does not interrupt utility of time capture devices.		
711980	Medium	Support the ability to create time capture templates using various tools such as Adobe forms, Word templates, and so forth.		
711981	Medium	Support supplemental, retroactive, or corrected time reporting for individuals, employee groups, organizations, and other categories through established templates based on user defined business rules that may vary by agency, organization unit, or job class.		
711982	Medium	Provide the ability to assign time templates to job classes, organization units, and individual employees based on user defined business rules.		
711983	Medium	Provide multiple time capture template formats to support individual, organization unit, and other groups for time entry (e.g. data entry, PDA, badge, card scan).		
711984	Medium	Support the ability for authorized users to create and maintain default value logic for time capture template fields.		

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<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
711985	Medium	Provide for multiple shifts, split shifts in a given day within time capture templates for various device/hardware types based on user defined business rules.		
711986	Medium	Provide for authorized user defined time capture template business rules for multiple resource types that may vary by agency.		
711987	Medium	Support the user defined inclusion of time scheduled (planned/authorized), time worked (actual), travel time, job scheduled, job worked, job paid as available fields in time capture template formats, supporting different business rules for different types of fields.		
711988	Medium	Provide for time capture using positive (overtime eligible) or exception only reporting by individual, crew, organization unit or other group based on user defined business rules that may vary by agency.		
711989	Medium	Support user defined pay types for hours worked and leave taken that may vary by agency, organization unit or job class.		
711990	Medium	Support processing of partial period time capture (for new and exiting employees, for example).		
711991	Medium	Support both online and batch editing of time capture template data based on user defined business rules that may vary by agency, organization or job class.		
711992	Medium	Support optional equipment usage reporting within time capture templates by organization, job class, work order, project, route and other criteria.		
711993	Low	Provide the ability to report, edit, and calculate travel time and mileage based on home base, base worked, and official residence, and other user defined business rules, by day, organization unit or agency.		
711994	Medium	Provide ability to designate the level of prepopulation (positive entry requirement) by employee, project and other user defined business rules.		
711995	Medium	Support input of separate equipment usage start and end times or number of hours used.		
711996	Medium	Automatically notify supervisors, dispatchers and other designated staff via email or other type of alert of required release time for staff based on time worked to date and current work schedules.		
711997	Medium	Automatically base time capture data requirements and business rules on those established for the relevant template, service request type, schedule, or hours type.		
711998	Medium	Provide the ability for authorized users to identify an authorized designee(s) to create a timesheet or complete a timesheet on an employee's behalf based on user defined business rules.		
711999	Medium	Provide ability for authorized users to create a timesheet or complete a timesheet for missing input based on user defined criteria.		
712000	Medium	Provide ability for system to automatically create "pseudo" timesheets for employees with missing timesheets based on an user defined schedule and business rules based on agency, organization units or job classes.		
712001	Medium	Automatically require employee or authorized users to complete actual timesheet for any period for which system automatically created a "pseudo" timesheet and manage time capture for "replacement" timesheet according to user defined business rules.		
712002	Medium	Automatically total hours worked to be paid (or unpaid) by job class, hour type (pay type) at time capture and make available in real-time to employee, reviewer and other authorized staff.		
712003	Medium	Support time capture for multiple purposes, including prior period time capture, adjustment, as well as pay and project costing. This applies to all employee types, including salaried, exempt.		

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<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
712004	Medium	Support designation of time limits on changes to prior period time capture based on user defined business rules by agency, organization unit, or job class.		
712005	Medium	Automatically create adjustments to prior period time captured and paid in a previous payroll cycle based on corrected timesheets and route for approval based on user defined business rules by agency, organization units, or job classes.		
712006	Medium	Support ad hoc time capture template creation and input for new employees by authorized users.		
712007	Medium	Support time capture for permanent, temporary, part time, full time, seasonal, job share, employees in multiple positions, many employees in a single position, and other types of employees and others (volunteers, contractors, for example).		
712008	Medium	Support manual categorization of time worked by authorized users (for example to support administrative assignment pay).		
712009	Medium	Automatically calculate equipment usage hours when hours and days worked are provided based on user defined business rules.		
712010	Medium	Include the capability to collect statistical data from employees as part of the time capture process (to support performance measurement).		
712011	Medium	Provide for capture, review, approval, retention, archive, and purge of time capture information by employee and day over time as established by business rules.		
712012	Medium	Require justification (comments, attachments, pre-approval) for certain types of time worked based on user defined business rules that may vary by agency or organization unit.		
712013	Medium	Support ability to provide notification to designated reviewer for schedule deviations by agency, program, project, positions type, and reviewer based on user defined business rules.		
712014	Medium	Automatically identify employees who worked in job classes different than their assigned position, on call employees who were not fully scheduled, but paid guaranteed time based on user defined business rules that may vary by agency.		
712015	Medium	Automatically exclude hours and other time capture information for non-employees and contractors based on user defined business rules by agency, organization, or job class.		
712016	Medium	Automatically reverse the original entry and reprocess the updated entry for user input changes and corrections to time and hours types and other time capture information (this also impacts cost accounting/allocations).		
712017	Medium	Support authorized user input of changes and corrections to time and hours types and other time capture information both during and after payroll reporting periods (retroactive corrections) based on user defined time based business rules and editing.		
712018	Medium	Automatically identify changes after scheduled and ad hoc payroll processing submission as retroactive and include changes in next payroll submission based on user defined business rules that may vary by agency or organization unit.		

Section: HRP-Time and Labor, Time Approval (34 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
712019	Medium	Generate electronic approval of time entered by employee, timekeeper and supervisor.		
712020	High	Require supervisor's approval on all timesheets before sending information to payroll.		
712021	Medium	Generate flexible workflow for review and approval of timesheets to include: routing of individual timesheets to timekeepers and/or supervisors for employees performing direct entry.		

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<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
712022	Medium	Generate flexible workflow for review and approval of timesheets to include: routing of batches of timesheets to appropriate management personnel.		
712023	Medium	Generate flexible workflow for review and approval of timesheets to include: assign employees to workgroups that are routed through workflows.		
712024	Medium	Generate flexible workflow for review and approval of timesheets to include: various routing flows based on exceptions to time reported (leave taken, overtime, etc.).		
712025	Medium	Allow for supervisory delegates to be assigned for approval of time sheets.		
712026	Medium	Generate online notification of scheduled hours exceeded.		
712027	Medium	Generate online notification of surpassed workload thresholds.		
712028	Medium	Automatically re-route timesheet to employee or other designated staff for review and "signature" immediately when pay types or other timesheet information changes.		
712029	Medium	Provide for multiple user configurable review, update, and approval steps by agency, organization unit, program, project, position, and employee.		
712030	Medium	Provide capability to assign review and approval rules by individual, schedule, organization, and other categories based on user defined business rules.		
712031	Medium	Provide capability for either automated or manual routing of time entered for review and approval at each step based on user defined business rules by agency, organization unit, program, project, position type, and employee.		
712032	Medium	Provide for multiple time review and approval paths for a single employee for a single day based on established categories, such as job worked, pay type or leave type.		
712033	Medium	Support designation of time limited proxy or delegated approval for certain employee groups and permanently designated reviewers without removal of primary approval authority based on user defined business rules.		
712034	Medium	Support designation of review and time approval paths that allow for either/or type approvers based on user defined business rules that may vary by agency or organization unit.		
712035	Medium	Support designation of different review and time approval paths based on leave request and/or work dates.		
712036	Medium	Provide automated support (mass update) for implementation of changes to time approver staff or organizational layers.		
712037	Medium	Flag timesheets with comments for subsequent routing and review based on user defined business rules.		
712038	High	Provide for electronic time approvals.		
712039	Medium	Support automated rerouting and notifications of rejected timesheets based on user defined rules.		
712040	Medium	Provide for exception time reporting and (email) alerts by individual, time period or, organization unit based on user defined business rules.		
712041	Medium	Automatically notify employees and designated supervisors of "pseudo" timesheets created and manage completion cycle for actual timesheets based on authorized user configurable schedules and business rules.		
712042	Medium	Support (email) notifications to employees, time reviewers, and other designated parties (regarding due dates, issues, and so forth) by agency, organization unit, program, or project based on user defined business rules.		

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<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
712043	Medium	Support varying user defined business rules and time review and approval routing for non-employee and contractor time sheets.		
712044	Medium	Allow update to time and other data reported by authorized time reviewers with automatic notification provided to employee based on user defined business rules.		
712045	Medium	Require employee or other designated party for review and acceptance of updates to time and other data reported by authorized reviewers based on user defined business rules that may vary by agency.		
712046	Medium	Provide the ability for authorized users to "lock" input, update, and approval of time and leave for scheduled or ad hoc periods of time by agency, organization unit, program, or project.		
712047	Medium	Allow agencies, organizations, units, programs, projects and supervisors to "lock" timesheets submitted for review and approval to prevent further update by employees; conversely, continue to allow updates and require re-approval, based on user defined business rules.		
712048	Medium	Provide for user defined notification generation based upon accrual balances or activity or particular attendance patterns by agency.		
712049	Medium	Allow and or require time reporter and reviewers to enter comments and flag timesheets with comments for subsequent review based on user defined business rules.		
712050	Medium	Support tracking and supervisor notification and reporting of employees who are in early/late, out early/late based on user defined thresholds by agency, organization unit, program, or project.		
712051	High	Provide the ability to retrieve timesheet history.		
712052	Medium	Automatically generate and route exception reports from payroll reconciliation to designated staff for review and action, providing email and other alerts based on user defined business rules.		

Section: HRP-Time and Labor, Labor Distribution (66 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
712053	Medium	Allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: fund.		
712054	Medium	Allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: sub fund.		
712055	Medium	Allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: appropriation.		
712056	Medium	Allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: sub location.		
712057	Medium	Allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: department.		
712058	Medium	Allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: location.		
712059	Medium	Allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: task.		
712060	Medium	Allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: sub task.		
712061	Medium	Allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: task order.		
712062	Medium	Allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: sub reporting code.		
712063	Medium	Allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: program.		

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<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
712064	Medium	Allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: program period.		
712065	Medium	Allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: grants.		
712066	Medium	Allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: projects.		
712067	Medium	Allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: phase.		
712068	Medium	Allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: activity.		
712069	Medium	Allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: unit.		
712070	Medium	Allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: sub-unit.		
712071	Medium	Allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: sub-object.		
712072	Medium	Allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: department object.		
712073	Medium	Allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: sub-activity.		
712074	Medium	Allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: function.		
712075	Medium	Allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: sub-function.		
712076	Medium	Allocate labor expense and other payroll liabilities to the COA elements and other data fields based on: user defined template.		
712077	High	Constantly refresh COA revisions, from the financial system, to the COA structure maintained within the HR/Payroll system (real time or near real time).		
712078	Medium	Retrieve labor cost distribution transactions for audit and reconciliation purposes for at least the current period and for a user specified period of time (10-15 yrs).		
712079	Medium	Maintain labor distribution transaction level detail online for user specified period of time (3-5 yrs).		
712080	Medium	Make mass corrections/updates to groups of labor distribution transactions selected by key fields while maintaining an audit trail.		
712081	Medium	Distribute employer-paid benefits and costs of paid leave taken and the hours associated with each cost.		
712082	Medium	Distribute costs based upon time reported in user-defined increments.		
712083	Medium	Budget by one set of chart of account elements but distribute payroll based on a different set of chart of account elements.		
712084	Medium	Use year-to-date information by employee to project remaining fiscal year costs.		
712085	Medium	Allow authorized users to define specific payroll-related costs to be considered in the distribution process.		
712086	Medium	Distribute non-labor costs (i.e., vehicle mileage) based upon employee time data.		
712087	Medium	Support a labor distribution process based on random moment time study results or prior history data.		
712088	Medium	Use the results of random moment time studies and other statistical information maintained in labor distribution component of ERP to allocate costs.		
712089	Medium	Optionally account for and distribute agency-defined non-labor costs based on hours worked (i.e., inmate labor, volunteers, etc.) and process appropriate accounting transactions (i.e., job costing, general ledger, journal entries, etc.).		

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Section: HRP-Time and Labor, Labor Distribution (66 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
712090	Medium	Support receipt and reconciliation of retroactive pay type and pay adjustments for both hours in prior periods and to support updates to labor distribution.		
712091	Medium	Receive categorization of time worked and total staff, benefit, and overhead costs back to Grants, Projects, Programs, or other funding sources.		
712092	Medium	Support automated workflow for labor distribution rule creation and maintenance processes.		
712093	Medium	Provide automated support for development and update of labor distribution rules as frequently as every payroll reporting period.		
712094	Medium	Provide the ability to distribute the full cost of staff full time equivalents (FTEs), time (hours/pay), and associated benefits and overhead based on user defined labor distribution rules and associated effective dates that may vary by agency, organization unit , appropriation/fund, pay type (leave, assignment, overtime, etc.).		
712095	Medium	Provide the ability to include different labor distribution rules for overtime, and other non-regular pay and leave types based on user defined business rules that may vary by agency, organization unit, appropriation/fund, or information from other integrated agency or statewide systems.		
712096	Medium	Provide the ability to include different labor distribution rules for employee benefits and other reimbursed items based on user business rules that may vary by agency, organization unit, appropriation/fund, or information from other integrated agency or statewide systems.		
712097	Medium	Provide ability to include rates and calculation algorithms for non-payroll based costs (i.e. for rent) in the full cost of various activities based on user defined business rules that may vary by agency, organization unit, job class, or equipment type.		
712098	Medium	Support receipt of cost rate information and calculation algorithms from integrated agency and statewide systems through batch or on line integration, online user input, or file upload based on user business rules that may vary by agency, organization unit, appropriation, fund, or activity.		
712099	Medium	Provide the ability for authorized users to create and maintain multi-tiered and multiple labor distribution rules and calculation algorithms for human capital costs, hours, and FTEs with effective begin and end dates associated with the agency as a whole or particular programs, projects, revenue sources, appropriations/funds, or grants, (e.g. supporting the distribution of labor costs to appropriations/funds within programs or projects).		
712100	Medium	Provide ability to include different cost rates, calculation algorithms, and allocation rules for various pay and leave types that may vary by agency, organization unit, appropriation, fund, or activity.		
712101	Medium	Support the ability to apply labor distribution rules based on authorized user maintained effective dates, retaining historical views for human capital cost, hours, and FTEs rules and calculations by program, project, grant, work order, revenue source, appropriations/funds, organization and other parameters.		
712102	Medium	Support establishment of "default coding" for labor distribution based on user defined business defaults that may vary by agency, organization code, program, project, or appropriation/fund.		
712103	Medium	Support role based review and approval requirements for labor distribution rule creation and maintenance processes.		
712104	Medium	Distribute total staff FTEs, hours, and costs to projects, work orders, routes, and other authorized user defined cost activities based on employee compensation.		
712105	Medium	Support the ability to optionally distribute employee leave costs as they are accrued rather than as leave is taken based on user defined business rules that may vary by agency.		

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Section: HRP-Time and Labor, Labor Distribution (66 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
712106	Medium	Support role based review and approval requirements for automated and manual labor distribution, adjustment, and reversal processes.		
712107	Medium	Support automated workflow for automated and manual labor distribution, adjustment, and creation processes.		
712108	Medium	Route identified cost, hours, and FTE distribution exceptions (overrides to defaults) to designated authorized users for review, providing alerts via email or other methods based on user defined business rules that may vary by agency, organization unit or appropriation/fund.		
712109	Medium	Allow authorized users to manually update cost, hour, and FTE distribution amounts to clear exceptions online and automatically re-reconcile amounts distributed.		
712110	Medium	Provide ability to require multiple sorts and summarizations of total labor and related costs, hours, and FTEs by agency, organization, appropriation/fund, program, and other cost activity codes based on user defined business rules that may vary by agency or organization unit.		
712111	Medium	Automatically capture and allocate/distribute other human resource related costs (safety awards, recognition, certification reimbursements, allowances) charged by/paid through payroll according to user defined business rules that may vary by agency, organization unit, project, or appropriation/fund.		
712112	Medium	Automatically assign payroll and other human resource related cost, hours, and FTE information to accounting periods based on user defined business rules that may vary by schedule, agency, organization unit, or appropriation/fund (these rules may vary for the end of various reporting periods).		
712113	Medium	Automatically calculate the full "cost" (equivalent value), hours, and FTEs of non-employee time (i.e. volunteers) and other non-payroll based costs based on user defined business rules that may vary by agency, organization unit, cost type, appropriation/fund, or job class.		
712114	Medium	Automatically distribute, adjust, and reverse the full cost of staff time and associated benefits and other costs, hours, and FTEs based on an user defined schedule.		
712115	Medium	Support the ability for authorized users to adjust the distribution of the full cost of staff time and associated benefits and other costs, hours, and FTEs to organization units, appropriations/funds, projects, or programs by authorized users based on user defined business rules that may vary by agency.		
712116	Medium	Ability for designation of default ("home") accounting distribution to be used on time entries, including positions which are spread across multiple account distributions.		
712117	Medium	Ability for users to specify distribution percentages when multiple account distributions are charged (or the use of actual hours by account distributions).		
712118	Medium	Ability to make online correction of accounting distribution.		

Section: HRP-Time and Labor, Inquiry and Reporting (18 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
712119	Medium	Allow online access for query to all employee time and labor distribution data with appropriate security.		
712120	Medium	Produce a report that documents work schedules for a workgroup by period and employee.		
712121	High	Produce online access to all employee time and attendance data with appropriate security.		

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Section: HRP-Time and Labor, Inquiry and Reporting (18 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
712122	Medium	Produce flexible report writing capability that allows for statistical information on time reported for a user defined period of time.		
712123	Medium	Produce exception reports after time input that will capture a variety of incidents such as: no time for active employee.		
712124	Medium	Produce exception reports after time input that will capture a variety of incidents such as: excessive overtime.		
712125	Medium	Produce exception reports after time input that will capture a variety of incidents such as: error or unapproved timesheets.		
712126	Medium	Produce exception reports after time input that will capture a variety of incidents such as: overtime for Fair Labor Standards Act (FLSA).		
712127	Medium	Produce an attendance report.		
712128	Medium	Produce overtime reports to include hours, dollars spent by cost center.		
712129	Medium	Produce a time and leave input report that identifies what, who and when entries are made.		
712130	Medium	Produce an hour type exception report.		
712131	Medium	Produce a report that details scheduled hours, time worked, leave usages, leave balances, etc., on a daily basis for each pay period for every employee.		
712132	Medium	Produce ability to customize employee time sheets and print by employee or group of employees.		
712133	Medium	Produce an employee availability report by pay period.		
712134	Medium	Produce a detailed employee time history by user defined beginning and ending date.		
712135	Medium	Produce a report that provides total scheduled hours, time worked, total leave usages (per type) and total overtime hours by cost center, division, interdepartmental group, or agency.		
712136	Medium	Produce a leave value report by employee and allotment code of leave balances at the end of the fiscal and/or calendar year with the following information: leave balance in days or hours, hourly wage, hours times hourly wage, FICA, total leave value plus FICA. (all paid leave types).		

Section: HRP-Time and Labor, Agency Time and Labor Integration (28 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
712137	Medium	Transmit hours and other required information according to established schedules and on an ad hoc basis, including new time for current payroll period and adjustments for one or more prior payroll periods.		
712138	Medium	Provide for real-time and batch editing of time capture template and input program, project, grants, work order, appropriations/funds, organization, and other information within other WVDOT systems, DNR systems, DHHR systems, and other integrated agency and statewide systems (there could be multiple organizations, projects, appropriations/funds, and so forth for a single employee).		
712139	Medium	Receive information from HR module of ERP and other integrated systems for effective begin and end dates for positions, job classes, crew lists, and other key employee job attributes with authorized user defined business rules that may vary by agency.		
712140	Medium	Automatically receive valid job classes and job classes assigned to employees from HR module of ERP as changes occur for use in creating crew lists, scheduling staff, and editing time worked based on authorized user defined business rules that may vary by agency, organization code, job class.		

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Section: HRP-Time and Labor, Agency Time and Labor Integration (28 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
712141	Medium	Automatically identify changes to job classes and job classes assigned to employees and transmit information to designated agency staff based on authorized user defined business rules that may vary by agency, organization code, such as job class, employee, or other employee job data attributes.		
712142	Medium	Provide for access and use of any schedules, work hours, seasonal schedule, overtime rate, holiday, pay type and differential, and other time reporting and pay rules, requirements, and information available from HR module of ERP as primary data source in editing employee schedules and time capture.		
712143	Medium	Provide the ability to automatically update HR module of ERP as the system of record with any authorized additional or changed work schedule, hours worked, holiday, pay type and differential, and other time reporting and pay rules, requirements, and information associated with an employee.		
712144	Medium	Automatically match new employees from HR module of ERP to new employees' scheduling and time capture information based on name, birthdate, personnel number, SSN, and notify designated staff of match through email or other alert.		
712145	Medium	Allow HR module of ERP to export new employee information to agency labor systems.		
712146	Medium	Provide ability for authorized users to establish schedules and enter hours for new employees in temporary positions until recognized by HR module of ERP.		
712147	Medium	Receive detailed payroll and employer cost information from module of ERP real-time.		
712148	Medium	Support the receipt of time, payroll, and other information from HR module of ERP on a scheduled and ad hoc (special) basis.		
712149	Medium	Provide the capability to receive and process errors returned by HR module of ERP from multiple transmissions of time and attendance data and other sources through automated workflow, including notifications to employees, supervisors, and other authorized time and attendance users.		
712150	Medium	Provide for access and use of any information for validating payroll hours and pay types and other data available from HR module of ERP as primary data source real-time.		
712151	Medium	Integrate with HR module of ERP as required to obtain information on employees required to support resource scheduling and costing within the highway maintenance management function. Required employee information will include: Name.		
712152	Medium	Integrate with HR module of ERP as required to obtain information on employees required to support resource scheduling and costing within the highway maintenance management function. Required employee information will include: Employee ID number.		
712153	Medium	Integrate with HR module of ERP as required to obtain information on employees required to support resource scheduling and costing within the highway maintenance management function. Required employee information will include: Job title.		
712154	Medium	Integrate with HR module of ERP as required to obtain information on employees required to support resource scheduling and costing within the highway maintenance management function. Required employee information will include: Labor class.		
712155	Medium	Integrate with HR module of ERP as required to obtain information on employees required to support resource scheduling and costing within the highway maintenance management function. Required employee information will include: Current assignment location.		
712156	Medium	Integrate with HR module of ERP as required to obtain information on employees required to support resource scheduling and costing within the highway maintenance management function. Required employee information will include: Pay grade, step and rate (confidential).		

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Section: HRP-Time and Labor, Agency Time and Labor Integration (28 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
712157	Medium	Integrate with HR module of ERP as required to obtain information on employees required to support resource scheduling and costing within the highway maintenance management function. Required employee information will include: Qualifications and special skills (CDL, equipment certifications, etc.).		
712158	Medium	Integrate with HR module of ERP as required to obtain information on employees required to support resource scheduling and costing within the highway maintenance management function. Required employee information will include: Training courses completed and certifications. (To include P-Card Training).		
712159	Medium	Utilize available employee information to compare labor needs with availability, scheduling, and costing of work orders and daily work accomplishments.		
712160	Medium	Integrate with the ERP time and labor function to automatically generate the employees time sheet based on data from the daily activity reports on a regularly scheduled basis.		
712161	Medium	Provide time charge details for employees for specific time periods for hours worked (by all types of hours -- regular, holiday time, comp time, on-call time, overtime, etc.).		
712162	Medium	Allow employees to add non maintenance management time to their time sheet (leave, training, other administrative time, etc.) to account for all hours in a pay period before submitting their time sheet.		
712163	Medium	Route any changes made by the employee on the timesheet to activities pre-populated by the daily activity report back to the crew leader for approval.		
712164	Medium	Adjust the appropriate daily activity report to reflect employee adjustments to the information on the daily activity report on their time sheets if approved by the crew leader and reflect these changes within the ERP time and labor function for payroll purposes.		

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Section: PL-Bridge Management, General (6 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713001	High	Support the AASHTO Guide to Bridge Management Systems and other best practices.		
713002	High	Provide an integrated database for bridge inventory, inspection, and appraisal data.		
713003	High	Maintain a complete historical record of inventory characteristics, condition, and maintenance and improvement actions, as well as associated costs for each structure. The information should be sufficient for estimating and updating lifecycle costs and deterioration models.		
713004	High	Provide a set of deterioration and optimization models which utilize the bridge inventory, inspection and appraisal data to project future conditions and recommend candidate projects based on various user-defined priorities and parameters.		
713005	High	Integrate as required with the other transportation asset management functions within the ERP system including transportation asset inventory, highway maintenance management, pavement management and safety management.		
713006	High	Integrate as required with other ERP functions including project management.		

Section: PL-Bridge Management, Bridge Inventory (101 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713007	High	Store and/or integrate with the WVDOT BridgeInspect TM database and the ERP transportation asset inventory function to maintain an inventory of bridges and other structures which uniquely identifies each structure, its location, and its physical characteristics including configuration, material, and geometric characteristics such as deck width and vertical under and over-clearance.		
713008	High	Support the requirements of the National Bridge Inventory (NBI).		
713009	Medium	Support the inventory requirements as defined in the West Virginia Division of Highways (DOH) Bridge Inspection Manual.		
713010	High	Store/retrieve and display BARS number/structure number.		
713011	High	Store/retrieve and display bridge design number.		
713012	High	Store/retrieve and display inventory route including route prefix, route number, route suffix, mainline type, direction.		
713013	High	Store/retrieve and display county code.		
713014	High	Store/retrieve and display beginning milepost.		
713015	High	Store/retrieve and display direction of traffic.		
713016	High	Store/retrieve and display beginning latitude.		
713017	High	Store/retrieve and display ending latitude.		
713018	High	Store/retrieve and display beginning longitude.		
713019	High	Store/retrieve and display ending longitude.		
713020	High	Store/retrieve and display location description.		
713021	High	Store/retrieve and display local name of bridge.		
713022	High	Store/retrieve and display bridge formally named by West Virginia Legislature (Y/N).		

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Section: PL-Bridge Management, Bridge Inventory (101 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713023	High	Store/retrieve and display formal name of bridge.		
713024	High	Store/retrieve and display feature intersected.		
713025	High	Store/retrieve and display ground level bypass possible.		
713026	High	Store/retrieve and display bypass detour length.		
713027	High	Store/retrieve and display toll facility indicator.		
713028	High	Store/retrieve and display owner (District, Parkways Authority, another state, Division of Parks, etc.).		
713029	High	Store/retrieve and display organization with maintenance responsibility (District, Parkways Authority, another state, Division of Parks, etc.).		
713030	High	Store/retrieve and display responsible WVDOT or parkways maintenance unit.		
713031	High	Store/retrieve and display bridge classification.		
713032	High	Store/retrieve and display historical significance indicator.		
713033	High	Store/retrieve and display legal road load.		
713034	High	Store/retrieve and display sufficiency rating.		
713035	High	Store/retrieve and display deficiency status.		
713036	High	Store/retrieve and display date of last inventory update.		
713037	High	Store/retrieve and display permit vertical/horizontal clearance (Northbound/Eastbound).		
713038	High	Store/retrieve and display permit vertical/horizontal clearance (Southbound/Westbound).		
713039	High	Store/retrieve and display State functional classification.		
713040	High	Store/retrieve and display parallel structure designation.		
713041	High	Store/retrieve and display temporary structure designation.		
713042	High	Store/retrieve and display border bridge indicator.		
713043	High	Store/retrieve and display border bridge structure number.		
713044	High	Store/retrieve and display highway system of the inventory route.		
713045	High	Store/retrieve and display designated national network.		
713046	High	Store/retrieve and display municipal code.		
713047	High	Store/retrieve and display functional classification of inventory route.		
713048	High	Store/retrieve and display STRAHNET highway designation.		
713049	High	Store/retrieve and display base highway network designation.		
713050	High	Store/retrieve and display linear referencing system route, sub-route number (WVDOT route key).		

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Section: PL-Bridge Management, Bridge Inventory (101 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713051	High	Store/retrieve and display Federal Lands Highway indicator.		
713052	High	Store/retrieve and display horizontal clearance.		
713053	High	Store/retrieve and display minimum vertical clearance for 10 ft width.		
713054	High	Store/retrieve and display minimum vertical clearance over bridge roadway.		
713055	High	Store/retrieve and display minimum vertical under clearance.		
713056	High	Store/retrieve and display under clearance - lateral right.		
713057	High	Store/retrieve and display under clearance - lateral left.		
713058	High	Store/retrieve and display number of lanes.		
713059	High	Store/retrieve and display route under structure including route prefix, route number, route suffix, mainline type, direction.		
713060	High	Store/retrieve and display route over structure including route prefix, route number, route suffix, mainline type, direction.		
713061	High	Store/retrieve and display facility carried by structure.		
713062	High	Store/retrieve and display control number of structure under structure.		
713063	High	Store/retrieve and display average daily traffic (ADT).		
713064	High	Store/retrieve and display year of ADT.		
713065	High	Store/retrieve and display average daily truck traffic (ADTT).		
713066	High	Store/retrieve and display year built.		
713067	High	Store/retrieve and display year reconstructed.		
713068	High	Store/retrieve and display year widened.		
713069	High	Store/retrieve and display lanes on and under structure.		
713070	High	Store/retrieve and display design load.		
713071	High	Store/retrieve and display approach roadway width.		
713072	High	Store/retrieve and display bridge median.		
713073	High	Store/retrieve and display skew.		
713074	High	Store/retrieve and display structure flared indicator.		
713075	High	Store/retrieve and display type of service.		
713076	High	Store/retrieve and display navigation control.		
713077	High	Store/retrieve and display navigation vertical clearance.		
713078	High	Store/retrieve and display navigation horizontal clearance.		

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Section: PL-Bridge Management, Bridge Inventory (101 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713079	High	Store/retrieve and display NBIS bridge length.		
713080	High	Store/retrieve and display Structure length.		
713081	High	Store/retrieve and display curb or sidewalk width.		
713082	High	Store/retrieve and display bridge roadway width, curb-to-curb.		
713083	High	Store/retrieve and display deck width, out-to-out.		
713084	High	Store/retrieve and display deck structure type.		
713085	High	Store/retrieve and display wearing surface/protective system.		
713086	High	Store/retrieve and display type of field connection.		
713087	High	Store/retrieve and display utilities on structure.		
713088	High	Store/retrieve and display total number of spans - main unit.		
713089	High	Store/retrieve and display total number of spans - approach spans.		
713090	High	Store/retrieve and display Information for each span including span number, type, length, type of construction.		
713091	High	Store/retrieve and display traffic safety features including traffic situation, bridge railing, transitions, approach guardrail and approach guardrail terminal.		
713092	High	Store/retrieve and display APD Corridor indicator.		
713093	High	Store/retrieve and display emergency route designation.		
713094	High	Store/retrieve and display school bus route indicator.		
713095	High	Store/retrieve and display commercial route indicator.		
713096	High	Store/retrieve and display coal RTS indicator.		
713097	High	Store/retrieve and display mail route indicator.		
713098	Medium	Store element level inventory information for decks for each structure.		
713099	Medium	Store element level inventory information for joints for each structure.		
713100	Medium	Store element level inventory information for railings for each structure.		
713101	Medium	Store element level inventory information for girders for each structure.		
713102	Medium	Store element level inventory information for bearings for each structure.		
713103	Medium	Store element level inventory information for abutments for each structure.		
713104	Medium	Store element level inventory information for piers for each structure.		
713105	Medium	Integrate with WV DOT CAD environment to support linking to and viewing/accessing design files.		

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Section: PL-Bridge Management, Bridge Inventory (101 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713106	Medium	Integrate with EMC Application Xtender document management system to support linking to and viewing/accessing plan files, design computations, shop drawings (TIF, PDF, etc.).		
713107	Medium	Integrate with EMC Application Xtender document management application to support associating with, linking to and viewing other documents associated with a bridge or a specific bridge element.		

Section: PL-Bridge Management, Maintenance History (2 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713108	Medium	Integrate with the transportation asset inventory and highway maintenance management function to obtain, display and utilize in various analyses a history of maintenance activities including both internal and contracted maintenance work.		
713109	Medium	Track bridge maintenance costs and unit costs for user defined work items for individual bridges or for all or certain types of bridges in the state or for all or various types of bridges by highway system, district, county or a specific route.		

Section: PL-Bridge Management, Construction History (1 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713110	Medium	Integrate with the transportation asset inventory function, ERP project management function and WVDOT Construction Management application (SiteManager or PRS) to obtain and display construction history for the structure.		

Section: PL-Bridge Management, Current or Proposed Construction Projects (1 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713111	Medium	Integrate with the ERP project management function, WVDOT Primavera application and WVDOT Construction Management application (SiteManager or PRS) to obtain and display information and utilize information in analyses about current or planned construction projects.		

Section: PL-Bridge Management, Bridge Inspection (107 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713112	High	Store, display and utilize in analyses the overall condition and appraisal of each structure based on the most recent inspection data.		
713113	High	Support NBI inspection reporting.		
713114	High	Support inspection requirements as defined in the West Virginia DOH Bridge Inspection manual.		
713115	Medium	Support element level inspection reporting which is intended to identify each separate element and report the quantity of each separate element at each condition state.		
713116	High	Maintain a history of inspections and condition assessments for each bridge.		
713117	Medium	Maintain a history of inspections and condition assessments for key element of each bridge.		
713118	High	Store/retrieve, display and utilize in analysis: structure number.		
713119	High	Store/retrieve, display and utilize in analysis: inspection date.		
713120	High	Store/retrieve, display and utilize in analysis: inspected by.		

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Section: PL-Bridge Management, Bridge Inspection (107 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713121	High	Store/retrieve, display and utilize in analysis: condition of wearing surface - deck.		
713122	High	Store/retrieve, display and utilize in analysis: condition of superstructure.		
713123	High	Store/retrieve, display and utilize in analysis: condition of substructure.		
713124	High	Store/retrieve, display and utilize in analysis: condition of channel and channel protection.		
713125	High	Store/retrieve, display and utilize in analysis: condition of culverts.		
713126	High	Store/retrieve, display and utilize in analysis: live load rating summary - operating rating.		
713127	High	Store/retrieve, display and utilize in analysis: live load rating summary - inventory rating.		
713128	High	Store/retrieve, display and utilize in analysis: structural evaluation.		
713129	High	Store/retrieve, display and utilize in analysis: deck geometry.		
713130	High	Store/retrieve, display and utilize in analysis: under clearance - vertical and horizontal.		
713131	High	Store/retrieve, display and utilize in analysis: approach roadway alignment.		
713132	High	Store/retrieve, display and utilize in analysis: waterway adequacy.		
713133	High	Store/retrieve, display and utilize in analysis: operating capacity versus legal load.		
713134	High	Store/retrieve, display and utilize in analysis: structure open, posted or closed to traffic.		
713135	High	Store/retrieve, display and utilize in analysis: pier or abutment protection.		
713136	High	Store/retrieve, display and utilize in analysis: scour critical bridges.		
713137	High	Store/retrieve, display and utilize in analysis: fracture critical details and date of last inspection.		
713138	High	Store/retrieve, display and utilize in analysis: underwater inspection and date of last underwater inspection.		
713139	High	Store/retrieve, display and utilize in analysis: other special inspection and date of last inspection.		
713140	High	Store/retrieve, display and utilize in analysis: future average daily traffic.		
713141	High	Store/retrieve, display and utilize in analysis: year of future ADT.		
713142	High	Store/retrieve, display and utilize in analysis: Rating - H truck (2 axles).		
713143	High	Store/retrieve, display and utilize in analysis: Rating - T3 truck (3 axles).		
713144	High	Store/retrieve, display and utilize in analysis: Rating - SU4 truck (4 + axles).		
713145	High	Store/retrieve, display and utilize in analysis: Rating HS truck (Semi 4).		
713146	High	Store/retrieve, display and utilize in analysis: Rating 3S2 truck (Semi 5+).		
713147	High	Store/retrieve, display and utilize in analysis: Rating HL93 truck.		
713148	High	Store/retrieve, display and utilize in analysis: Posting gross load.		

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Section: PL-Bridge Management, Bridge Inspection (107 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713149	High	Store/retrieve, display and utilize in analysis: Posting - H truck.		
713150	High	Store/retrieve, display and utilize in analysis: Posting - T3 truck.		
713151	High	Store/retrieve, display and utilize in analysis: Posting - SU4 truck.		
713152	High	Store/retrieve, display and utilize in analysis: Posting HS truck.		
713153	High	Store/retrieve, display and utilize in analysis: Posting 3S2 truck.		
713154	Medium	Store/retrieve, display and utilize in analysis: Posting HL93 truck.		
713155	High	Store/retrieve, display and utilize in analysis: date of posting.		
713156	High	Store/retrieve, display and utilize in analysis: other restrictions.		
713157	High	Store/retrieve, display and utilize in analysis: speed restrictions.		
713158	High	Store/retrieve, display and utilize in analysis: live load inventory rating for main, floor beam, gusset plate and connection.		
713159	High	Store/retrieve, display and utilize in analysis: live load operating rating for main, floor beam, gusset plate and connection.		
713160	High	Store/retrieve, display and utilize in analysis: Special permit ratings - H truck.		
713161	High	Store/retrieve, display and utilize in analysis: Special permit ratings - T3 truck.		
713162	High	Store/retrieve, display and utilize in analysis: Special permit ratings - SU4 truck.		
713163	High	Store/retrieve, display and utilize in analysis: Special permit rating - HS truck.		
713164	High	Store/retrieve, display and utilize in analysis: Special permit rating - 3S2 truck.		
713165	High	Store/retrieve, display and utilize in analysis: method used to determine inventory rating.		
713166	High	Store/retrieve, display and utilize in analysis: method used to determine operating rating.		
713167	High	Store/retrieve, display and utilize in analysis: Coal resource transportation system (CRTS) trucks SU-40 (3 axle) inventory rating.		
713168	High	Store/retrieve, display and utilize in analysis: CRTS trucks SU-45 (4 axle) inventory rating.		
713169	High	Store/retrieve, display and utilize in analysis: CRTS trucks 3S-55 (semi 5) inventory rating.		
713170	High	Store/retrieve, display and utilize in analysis: CRTS trucks 3S-60 (semi 6) inventory rating.		
713171	High	Store/retrieve, display and utilize in analysis: CRTS trucks SU-40 operating rating.		
713172	High	Store/retrieve, display and utilize in analysis: CRTS trucks SU-45 operating rating.		
713173	High	Store/retrieve, display and utilize in analysis: CRTS trucks 3S-55 operating rating.		
713174	High	Store/retrieve, display and utilize in analysis: CRTS trucks 3S-60 operating rating.		
713175	High	Store/retrieve, display and utilize in analysis: CRTS trucks SU-40 posting.		
713176	High	Store/retrieve, display and utilize in analysis: CRTS SU-45 posting.		

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Section: PL-Bridge Management, Bridge Inspection (107 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713177	High	Store/retrieve, display and utilize in analysis: CRTS 3S-55 posting.		
713178	High	Store/retrieve, display and utilize in analysis: CRTS 3S-60 posting.		
713179	High	Store/retrieve, display and utilize in analysis: date of CRTS posting.		
713180	High	Store/retrieve, display and utilize in analysis: Other CRTS restrictions.		
713181	High	Store/retrieve, display and utilize in analysis: type of proposed permanent improvements (multiple).		
713182	High	Store/retrieve, display and utilize in analysis: year permanent improvement is needed (multiple).		
713183	High	Store/retrieve, display and utilize in analysis: length of structure improvement.		
713184	High	Store/retrieve, display and utilize in analysis: bridge improvement cost.		
713185	High	Store/retrieve, display and utilize in analysis: roadway improvement costs (approaches).		
713186	High	Store/retrieve, display and utilize in analysis: total project cost.		
713187	High	Store/retrieve, display and utilize in analysis: year of improvement cost estimate.		
713188	High	Store/retrieve, display and utilize in analysis: painting cost.		
713189	High	Store/retrieve, display and utilize in analysis: year painting needed.		
713190	High	Store/retrieve, display and utilize in analysis: other maintenance work needed (multiple).		
713191	High	Store/retrieve, display and utilize in analysis: year other maintenance work needed (multiple).		
713192	High	Store/retrieve, display and utilize in analysis: cost of other maintenance work needed (multiple).		
713193	High	Store/retrieve, display and utilize in analysis: descriptive notes (free form text).		
713194	High	Support associating, linking, retrieving and displaying photographs or other documents to the inspection report.		
713195	High	Provide the capability to store and link to detailed, supplemental or special inspection data in paper, photographic, microfiche, or digital form.		
713196	Medium	Store/retrieve, display and utilize in analyses elemental inspection data for deck.		
713197	Medium	Store/retrieve, display and utilize in analyses elemental inspection data for joints.		
713198	Medium	Store/retrieve, display and utilize in analyses elemental inspection data for railings.		
713199	Medium	Store/retrieve, display and utilize in analyses elemental inspection data for girders.		
713200	Medium	Store/retrieve, display and utilize in analyses elemental inspection data for bearings.		
713201	Medium	Store/retrieve, display and utilize in analyses elemental inspection data for abutments.		
713202	Medium	Store/retrieve, display and utilize in analyses elemental inspection data for piers.		
713203	High	Integrate with the WVDOT BridgeInspect TM database and the transportation asset inventory function to store or retrieve bridge inspection and condition data.		

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Section: PL-Bridge Management, Bridge Inspection (107 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713204	Medium	Provide for online capture and maintenance of bridge inspection data.		
713205	Medium	Support capture of bridge inspection data using a laptop or PDA.		
713206	Medium	Auto populate inspection reports from previous reports.		
713207	Medium	Highlight changes in fields from past reports.		
713208	Medium	Provide drop down boxes for each data entry field which provide a list of valid choices for that field.		
713209	Medium	Incorporate all Federal edit checks.		
713210	Medium	Incorporate all State edit checks.		
713211	Medium	Allow digital inspection photos to be attached to any field.		
713212	High	Calculate the sufficiency rating automatically and establish deficiency status based on most recent inspection report.		
713213	High	Provide ability to track when bridges are due for inspection based on user defined business rules.		
713214	Medium	Notify designated users via email of bridges due for inspection.		
713215	Medium	Notify designated WVDOT management via email of any bridges whose inspection are overdue based on user defined business rules.		
713216	Medium	Integrate with highway maintenance management function to support scheduling of bridge inspection crews.		
713217	Medium	Notify crew leaders of inspection schedule/assignments via email with ability to drill down into schedule by week/day.		
713218	High	Integrate with highway maintenance management function to capture employee time, contract resources, equipment and any materials utilized on bridge inspections through the Daily Activity Report function.		

Section: PL-Bridge Management, Deterioration Models (9 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713219	High	Simulate bridge deterioration over time for use in bridge-by-bridge economic assessment of current and future alternatives.		
713220	Medium	Provide deterioration models which project the nature, extent and severity of deterioration of each element.		
713221	High	Provide deterioration models which project overall condition of a bridge and condition ratings for the deck, superstructure and substructure.		
713222	High	Ensure deterioration models reflect most current updates to bridge inventory or inspection information or maintenance work performed.		
713223	Medium	Include bridge element deterioration rates for various material and structural types, ADT levels, roadway systems, and geographical areas.		
713224	Medium	Support analysis on impact of how structures and components deteriorate or result in reduced performance as a result of weather, traffic, and other environmental exposure factors.		
713225	Medium	Predict condition for each element for a user defined number of years.		
713226	Medium	Support analysis of vulnerability to natural and man-made hazards.		

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Section: PL-Bridge Management, Deterioration Models (9 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713227	Medium	Support development of vulnerability ratings for scour, fatigue/fracture, earthquake, collision, overload, and other human-made hazards.		

Section: PL-Bridge Management, Alternatives Identification (11 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713228	High	Identify alternative strategies for the entire structure and/or individual elements.		
713229	High	Support various improvement models including rehabilitation (widening, raising, strengthening), replacement and maintenance.		
713230	High	Identify feasible actions that apply to the whole structure such as applying protection systems, strengthening, widening, replacement, posting, and closing.		
713231	High	Support selection of candidate projects for various programs including TIP, bridge rehabilitation/replacement, preventative maintenance, etc.		
713232	Medium	Support selection of candidate projects by various criteria including statewide, highway system, funding source, a specific district, specific county or specific route.		
713233	Medium	Calculate lifecycle cost of proposed treatments including an estimate of go forward maintenance costs.		
713234	Medium	Consider existing construction projects or planned improvements in analysis of alternatives using project data available from ERP project management and the WVDOT Primavera application.		
713235	High	Prioritize bridge rehabilitation and maintenance work programs based on condition, service level, urgency and traffic network importance.		
713236	Medium	Evaluate the sensitivity of the alternatives analysis to varying goals or standards for load capacity, clear deck width, vertical clearances, or other service characteristics of bridges that may be important.		
713237	Medium	Identify bridge maintenance needs based on element conditions for various material and structural types, ADT levels, roadway systems, and geographical areas.		
713238	Medium	Identify bridge element rehabilitation needs based on element conditions before and after rehabilitation for various material types.		

Section: PL-Bridge Management, Level-of-Service Criteria (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713239	Medium	Incorporate level-of-service goals in assessing bridge improvement needs and budget requirements.		
713240	Medium	Support analysis of level-of-service criteria on needs and resource allocation and to help assess whether bridges serve essential users, for example, by carrying emergency vehicles and school buses.		
713241	Medium	Calculate cost to raise LOS.		
713242	Medium	Calculate backlog in various user-defined categories.		
713243	Medium	Utilize level of service concepts and identified deficiencies to prioritize bridges for corrective actions.		

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Section: PL-Bridge Management, Agency Cost Estimation (7 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713244	Medium	Calculate lifecycle cost of proposed treatments including indirect costs such as maintenance of traffic and go-forward maintenance and operating costs.		
713245	High	Utilize historical costs and user-defined engineering factors in the calculation of the cost of various alternatives which may vary by district, highway system, structure type or some combination of these characteristics.		
713246	High	Allow adjustments factors for inflation for labor, equipment and materials.		
713247	Medium	Maintain a history of cost estimates for candidate projects.		
713248	Medium	Log reasons for changes to cost estimates for candidate projects over time (inflation, scope change, introduction of new technology, enhanced cost estimating models, etc.).		
713249	Medium	Support the ability to download information to an Excel-based or third party cost estimating model.		
713250	Medium	Support the ability to upload and store cost estimate information from an Excel-based or third party cost estimating model.		

Section: PL-Bridge Management, User Cost Estimation (13 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713251	Medium	Support calculation of user cost including consideration of incremental cost of crashes which may occur, excess travel time, and motor vehicle operating costs.		
713252	Medium	Calculate user costs associated with varying levels of load capacity, clear deck width, and vertical clearances.		
713253	Medium	Allow an authorized user to customize the user cost parameters for a highway system, district or one or more structure types within a district or on a highway system.		
713254	Medium	Incorporate the impact of changes in average daily traffic rates for bridges on various roadway functional classifications in the calculation of user cost.		
713255	Medium	Incorporate vehicle classification distribution for bridges on various roadway functional classifications in the calculation of user cost.		
713256	Medium	Calculate cost of vehicles detoured as a result of bridge load capacity posting.		
713257	Medium	Incorporate in the calculation of user cost the cost of crashes involving bridges.		
713258	Medium	Calculate truck operating costs for various truck weight ranges.		
713259	Medium	Calculate bridge load capacity deterioration rate.		
713260	Medium	Calculate accident rates for various bridge deck widths and alignment conditions.		
713261	Medium	Calculate cost of vehicles detoured at various bridge vertical clearance.		
713262	Medium	Calculate change in accident rate and associated cost at various bridge vertical clearance.		
713263	Medium	Calculate current performance in terms of load carrying capacities (from structural assessments) and clearances.		

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Section: PL-Bridge Management, Model Constraints and Parameters (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713264	High	Allow the system administrator or other authorized user to revise parameters and formulas for running the analytical models through a table-driven online function.		
713265	High	Allow input and update of budget constraints for each budget period over the planning horizon.		
713266	Low	Integrate with Primavera and the ERP projects and budget functions to obtain budget information.		
713267	Medium	Support the use of other constraints in modeling such as federal funding limitations, matching ratios, level-of-service criteria, or minimum allocations of funds to districts.		
713268	Medium	Support optimization of expenditures to multiple-assets through multiple budget sources.		

Section: PL-Bridge Management, Maintenance Cost Minimization (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713269	High	Determine the least-cost approach to maintenance for the entire bridge and key elements of the bridge over the expected lifecycle of the structure.		
713270	High	Account for the addition of protective systems (for example cathodic protection) in identifying the least-cost maintenance strategies.		
713271	Medium	Determine resources needed to maintain a particular LOS.		
713272	Medium	Determine desirable Level of Service (LOS) for various elements.		
713273	Medium	Calculate current and future cost of deferred maintenance.		
713274	Medium	Calculate current and future savings due to preventative maintenance.		
713275	Medium	Identify recommended life cycle maintenance strategies for a bridge or a group of bridges by highway system, district, county, etc.		
713276	Medium	Integrate with the highway maintenance management function to allow work identified in bridge management to be integrated into the annual work program for scheduled maintenance.		

Section: PL-Bridge Management, Multi-period Optimization (16 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713277	High	Establish project priorities and optimally allocate limited funds among alternative actions over a predefined planning horizon (both short and long run).		
713278	High	Support a multi-period optimization procedure to project both constrained and unconstrained needs.		
713279	High	Support optimization of expenditures to multiple-assets through multiple budget sources.		
713280	High	Ensure the optimization procedure operates on all the bridges of the network or any user defined subset.		
713281	High	Ensure the optimization model accounts for structure deterioration, traffic growth, agency and user costs and the time value of money.		
713282	Medium	Determine effectiveness of expenditures based on life cycle costs.		
713283	Medium	Forecast both short-term (budget cycle) and long-term (planning cycle) bridge needs.		

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Section: PL-Bridge Management, Multiperiod Optimization (16 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713284	Medium	Optimize through whole life costing prioritization based on safety, functionality, durability and sustainability.		
713285	Medium	Calculate net present value of whole life costs for different maintenance and renewal strategies.		
713286	Medium	Support using data which predicts the future condition of the whole bridge or one or more elements to enable prediction of future performance (i.e. traffic and load carrying capacity) and the resulting impact on maintenance, disruption and failure costs.		
713287	Medium	Allow evaluation of the short and long term impacts of alternative work plans based on cost/benefit analysis and optimal life cycle costing.		
713288	Medium	Support optimization of funding of maintenance rehabilitation and replacement.		
713289	Medium	Consider the immediate and future costs and benefits of the various courses of action and their effects on future conditions. In particular, the model weighs the benefits of preventative maintenance versus costlier (but less frequent) corrective maintenance.		
713290	Medium	Provide least-cost estimates for correcting deficiencies if budget constraints are removed.		
713291	Medium	Forecast future budgets required to achieve and maintain pre-specified condition ratings and levels of service throughout a given forecasting horizon.		
713292	Medium	Determine the impact of insufficient funds on future bridge system performance for statewide, highway systems, a district, county or one or more routes.		

Section: PL-Bridge Management, Reports and Queries (22 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713293	Medium	Produce a variety of output reports for evaluating and supporting a range of decisions concerning bridges on the roadway network.		
713294	Medium	Produce reports both in tabular and graphic form in order to make presentations of results as effective as possible for their intended audiences.		
713295	Medium	Produce reports concerning the input data, intermediate results deemed important such as the results of formula or cost calculations, and the final results of computer runs for various model scenarios.		
713296	High	Provide a report of the current inventory, inspection , and appraisal data by highway system, statewide, district, county or a specific route.		
713297	High	Generate a network-level summary of the current condition of bridges by statewide, structure type, key elements, highway system, district, county or a specific route.		
713298	High	Generate a network-level summary of current deficiencies and user costs associated with load capacity and horizontal and vertical clearances for statewide, structure type, highway system, district, county or specific route.		
713299	Medium	Create a report with the results of each run of the optimization procedure which provides constrained or unconstrained current and future needs for the network or a user defined subset of the network included in the optimization run.		
713300	Medium	Create a report with the results of each run of the optimization procedure which provides bridge-by-bridge maintenance recommendations and priority listings of rehabilitation, replacement, and improvement projects.		
713301	Medium	Create a report with the results of each run of the optimization procedure which shows future period-by-period network-level condition of bridges and their elements.		

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Section: PL-Bridge Management, Reports and Queries (22 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713302	Medium	Create a report with the results of each run of the optimization procedure which provides savings in user costs.		
713303	Medium	Create a report with the results of each run of the optimization procedure which provides current and future costs of deferred maintenance.		
713304	Medium	Create a report with the results of each run of the optimization procedure which provides current and future savings due to preventive maintenance.		
713305	Medium	Create a report with the results of each run of the optimization procedure which shows funding required to sustain a given level-of-service.		
713306	Medium	Create a report with the results of each run of the optimization procedure which shows changes to constrained or unconstrained needs estimates that would result from increases or decreases in funding or the exclusion or inclusion of specific bridge projects.		
713307	Medium	Allow a user to select a bridge or bridge element from a report and drill down from a list of the results of a predefined report displayed in tabular format online to the detailed information screens for the selected bridge which shows bridge inventory and current condition information.		
713308	Medium	Allow users to build ad-hoc queries to report on any fields in the bridge management and transportation asset inventory functions using one or a combination of different criteria. At a minimum, this ad-hoc query tool must allow a user to select based on structure type; highway system (all, Interstate, NHS, etc.); location as defined by Statewide, district, county, route; from/to mile point; condition rating for the structure or individual elements, etc. This ad-hoc query function must also allow users to select the specific attributes to be displayed for a bridge meeting the selected criteria from a list of all potential fields.		
713309	Medium	Display the results from the ad-hoc query tool in a tabular screen format or on a printed report or display the results in the GIS viewer.		
713310	Medium	Allow a user from a tabular results display to select a bridge and drill down from the results of the ad-hoc query to the detailed information screens for the selected bridge to view inventory and condition information.		
713311	Medium	Allow a user to save for later execution a pre-defined report or ad-hoc query with a set of specific selection criteria. The user must be prompted to provide a descriptive name for this saved report.		
713312	Medium	Provide users with a personalized report menu which provides a list of saved reports by the user-defined descriptive name for user selection and execution.		
713313	Medium	Allow a user to authorize one or more additional users to have access to a saved predefined report or ad-hoc query.		
713314	Medium	Display any saved predefined reports or ad-hoc queries authorized by one user for use by a second user on the second user's personalized reports menu.		

Section: PL-Bridge Management, GIS Integration (9 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713315	High	Provide a full featured GIS viewer within the bridge management function which integrates with WVDOT's existing ESRI ArcGIS environment.		
713316	High	Provide capability to print as a map any results which are spatially displayed by the GIS viewer from within the bridge management function.		

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Section: PL-Bridge Management, GIS Integration (9 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713317	High	Provide the capability to spatially map a specific bridge or set of bridges meeting a specific set of criteria from within the bridge management function. While looking at a list of bridges or detailed information about an individual bridge within the bridge management function, the user must be able to select "map the asset" and see the location of the bridge or bridges displayed spatially by the GIS viewer within the bridge management function.		
713318	Medium	Provide the capability to spatially map a set of bridges meeting a specific set of selection criteria from within the bridge management function. The user must be able to enter a set of search criteria in the bridge management function and obtain a tabular list of bridges meeting that criterion. The user must then be able to select "map assets" and see these bridges displayed spatially by the GIS viewer within the bridge management function.		
713319	Medium	Provide the capability to enter a set of selection criteria for any pre-defined report of bridge management data and request that the results be displayed spatially by the GIS viewer within the bridge management function.		
713320	Medium	Provide the capability to enter a set of selection criteria for an ad-hoc query of bridge management data and request that the results be displayed spatially by the GIS viewer within the bridge management function.		
713321	Medium	Provide the ability to drill down from a bridge or bridge displayed in the GIS viewer to see the detailed information about the specific bridge or bridges within the bridge management application.		
713322	Medium	Provide the ability for a user to select an area of interest from within WVDOT's GIS application and request that all bridges in that area or all bridges in that area meeting certain user defined criteria stored in the transportation asset inventory and/or bridge management function be spatially displayed on a map within WVDOT's GIS.		
713323	Medium	Provide the ability to select one or more bridges from a map of bridges within an area displayed in the WVDOT GIS application and drill down to see the detailed information about the specific bridge or bridges within the bridge management application.		

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Section: PL-Facilities Management, General (11 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713324	High	Provide a flexible/extensible repository to support managing facilities owned and operated by the State. The facilities management function must support a varied range of facilities owned, operated and/or maintained by the State including but not limited to: office facilities, park lodges, hospital and other medical facility campuses; correctional institutions; regional jails; juvenile facilities; schools; armories; museums; travel plazas; rest areas; laboratories; maintenance shops; garages; parking decks; fire towers; environmental monitoring sites, etc.		
713325	High	Provide an enterprise wide repository for the State's facilities and a set of standard management tools, while providing flexibility for managing facilities through central services (General Services Division) or at the agency level.		
713326	High	Support agency specific repair codes/activities.		
713327	High	Support agency specific vehicle and equipment usage rates.		
713328	High	Support agency specific labor rates.		
713329	High	Provide agency specific inventory costing.		
713330	High	Support agency specific preventable maintenance schedules by major system or component.		
713331	High	Agency specific owners of facilities classes/types and individual facilities.		
713332	High	Support agency specific work flows for work requests, work orders and other approvals.		
713333	High	Integrate the facilities management function with the ERP real estate function to utilize a shared facilities inventory.		
713334	High	Integrate the facilities management function with other relevant ERP functions, including but not limited to: asset management, accounts payable, accounts receivable, general ledger, grants, inventory, project accounting, purchasing and time and labor.		

Section: PL-Facilities Management, Facility and Systems Inventory (56 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713335	High	Maintain an inventory of State owned and leased facilities which can be populated from and shareable with the ERP real estate management function.		
713336	High	Provide the ability to sub-divide a facility into one or more sub-facilities.		
713337	High	Maintain an inventory of sub facilities which can be populated from and shareable with the ERP real estate management function.		
713338	Medium	Allow for grouping of one or more facilities into a related campus or collection of facilities (for example a school or hospital campus, a park facility, a maintenance complex, etc.).		
713339	Medium	Store a unique group identifier generated by the system or defined by an authorized user for each facility group.		
713340	Medium	Store location of each facility group by multiple referencing schemes including address, GPS coordinates and a text description.		
713341	Medium	Store a primary function for each facility group based on the facility class which is the typical function being performed on the campus/group.		
713342	Medium	Store the primary owner agency for each facility group with a lead contact for that agency and contact information.		
713343	Medium	Store other agency occupants (multiple) for each facility group with a lead contact for each agency and contact information.		

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Section: PL-Facilities Management, Facility and Systems Inventory (56 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713344	Medium	Provide the ability to define one or more major systems or components and link these systems or components to a facility or sub-facility. Examples include fire and life safety; security; HVAC; grounds; furniture and fixtures; programmatic specific equipment such as testing equipment or sensors; other equipment; elevators; roof/building envelope; electrical; plumbing and other user defined categories.		
713345	Medium	Allow the system administrator or other authorized users to add, maintain and delete a facility system class where a class is a group of related types of facilities systems, equipment or components (for example HVAC, roof, elevator, etc.).		
713346	Medium	Store the following for each facility systems class: facility system class code.		
713347	Medium	Store the following for each facility systems class: facility system class description.		
713348	Medium	Allow authorized users to define attributes that must be captured for each facility system class. For each facilities system class, this should include required attributes and optional attributes.		
713349	Medium	Allow system administrator or other authorized users to designate a facility system class owner; this facility system class owner must be able to be defined at either the enterprise level or for an agency or group of agencies.		
713350	Medium	Allow authorized users (facility system class owners) to add, maintain and delete facility system types where a facility system type is a subcategory of related systems/components within a facility system class which further describe the component. Some examples could be boilers or compressors within the HVAC class; interior or parking lot lighting within the lighting class; or ovens or stoves within the kitchen equipment class.		
713351	Medium	Allow authorized users to define attributes that must be captured for each facility system class. For each facility system class, this could include required attributes and optional attributes.		
713352	Medium	Allow authorized users (facility system class owners) to add, maintain and delete facility system types where a facility system type is a subcategory of related systems/components within a facility system class which further describe the component. Some examples could be boilers or compressors within the HVAC class; interior or parking lot lighting within the lighting class; or ovens or stoves within the kitchen equipment class.		
713353	Medium	Store the following for each facility system type: facility system type code.		
713354	Medium	Store the following for each facility system type: facility system type description.		
713355	Medium	Store the following for each facility system type: facility system class it is a part of.		
713356	Medium	Allow authorized users to define attributes that must be captured for each facility system type. For each facility system type, this should include required attributes and optional attributes. The required attributes must include all required attributes for the facility system class but can include additional mandatory or optional attributes appropriate to the specific facility system type.		
713357	Medium	Provide the ability for an authorized user to create templates for each specific facility system type to simplify entry and maintenance of information about individual systems or components in the system.		
713358	Medium	Allow the system administrator or other authorized users to define user roles and responsibilities for each facility system type (add, maintain, delete units from inventory, transfer, perform/record maintenance, etc.); these responsibilities shall be defined at either the enterprise level or for an agency or group of agencies.		
713359	Medium	Store and track a variety of attributes for each facility system (the specific attribute for each facility system will vary by facility type).		

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Section: PL-Facilities Management, Facility and Systems Inventory (56 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713360	Medium	Store a unique system/component identifier uniquely generated by the system with the ability to be overridden by an authorized user.		
713361	Medium	Store system class/type for each system or component.		
713362	Medium	Store acquisition method (purchase, lease, donation, other) for each system or component.		
713363	Medium	Store purchase order number for each system or component.		
713364	Medium	Store purchase date or lease effective date for each system or component.		
713365	Medium	Store unit received date for each system or component.		
713366	Medium	Store lease end date (if leased) for each system or component.		
713367	Medium	Store installation date for each system or component.		
713368	Medium	Store manufacturer for each system or component.		
713369	Medium	Store make for each system or component.		
713370	Medium	Store model for each system or component.		
713371	Medium	Store facility or sub-facility location for each system or component.		
713372	Medium	Store additional location information for each system or component.		
713373	Medium	Store descriptive notes/information for each system or component.		
713374	Medium	Store location typically responsible for maintaining system or component. This could be a specific agency maintenance shop, a designation for external maintenance, etc.		
713375	Medium	Integrate with ERP purchasing function to automatically create initial system/component record upon recording receipt of system or component populating initially with appropriate information available within ERP purchasing function; authorized user must be able to then add additional information within the facility system/component record.		
713376	Medium	Provide the ability to assign an add on component or system to a system/component.		
713377	Medium	Store at least 15 warranties applicable to each system or component; warranties must be supported for various time units.		
713378	Medium	Store warranty type.		
713379	Medium	Store warranty expiration date.		
713380	Medium	Store warranty expiration in time.		
713381	Medium	Store other warranty terms definable by system/component type or class.		
713382	Medium	Store text comments about warranty.		
713383	Medium	Notify designated facility owners/managers via email of warranty expiration based on user defined business rules by warranty type.		
713384	Medium	Allow authorized users by agency to define and maintain preventive maintenance codes including code and type of maintenance required and length of time between service.		

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Section: PL-Facilities Management, Facility and Systems Inventory (56 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713385	Medium	Store at least 15 preventive maintenance schedules applicable to each major system/component; preventive maintenance schedules must be supported for various time units.		
713386	Medium	Integrate automatically with the West Virginia Board of Risk and Insurance Management (BRIM) to add a new system/component to the BRIM SQL Server database or to update the BRIM database with changes recorded in ERP.		
713387	Medium	Store and track annual license/permit renewals for facilities, sub-facilities or systems/components within a facility including license/permit type, date renewal is required and associated fees.		
713388	Medium	Notify designated facility owners/managers via email of license/permit expiration based on user defined business rules by permit type.		
713389	Medium	Provide capability to search the facility inventory by multiple parameters including but not limited to agency, agency unit, facility/system/component number, facility/system/component type, whether a facility is owned/leased, facility system manufacturer, make, model; date of installation, etc.		
713390	Medium	Restrict search capabilities by agency or agency unit based on the user's defined roles/responsibilities.		

Section: PL-Facilities Management, System Leases (12 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713391	Medium	Store lease/rental information for any facility systems/components which are leased.		
713392	Medium	Store State agency for inter-agency leases.		
713393	Medium	Store vendor identification number for lessor for external leases.		
713394	Medium	Store lease term.		
713395	Medium	Store lease start date.		
713396	Medium	Store lease end date.		
713397	Medium	Store payment terms (lease amount, period).		
713398	Medium	Store payment due date.		
713399	Medium	Store organization to whom payment is made (bank or other).		
713400	Medium	Store payment location.		
713401	Medium	Store payment address.		
713402	Medium	Integrate with Accounts Payable function to automatically generate payment request for monthly or other recurring payments for leased facility systems, components or equipment; this could be a payment to an external entity or an intergovernmental transfer to another State agency.		

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Section: PL-Facilities Management, Inventory Maintenance (12 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713403	Medium	Allow the owner for each facility or facility system class to define one or more other authorized users who can enter inventory data for facilities, sub-facilities, systems or components within a particular facilities class. This authorization must be able to be agency specific.		
713404	Medium	Allow the facility owner or other authorized user to add individual systems or components or modify information about the facility, sub-facilities, systems or components. The information for each facility, sub-facility, system or component must be edited based on the validation rules defined for the facility, system or component type and an error message describing the nature of the validation error displayed on-line. Individual inventory records which have validation errors must not be posted to the facility inventory.		
713405	Medium	Provide capability to capture and record facility inventory information on a GPS enabled PDA or other hand held device. The validation rules for a facility, system or component class and type must be enforced during the field collection process.		
713406	Medium	Allow the facility owner or other authorized user to upload new facility inventory information or changes to facility inventory information from a PDA. During the upload process, the information for each facility asset must be edited against the validation rules defined for the particular facility or system type. Validation errors must be displayed on-line and be available for printing in a report format at user option. Individual facility asset inventory records which have validation errors must not be posted to the facility inventory.		
713407	Medium	Allow facility owner or other authorized user to retire a facility, sub-facility, system or component through an online function. This function must capture the date of retirement and allow for the entry of free-form comments concerning the reasons the facility asset was retired.		
713408	Medium	Allow facility owner or other authorized user to retire a facility, sub-facility, system or component by recording the retirement on a PDA or other handheld device and then uploading it to the system. This function must capture the date of retirement and allow for the capture of free-form comments entered on the PDA concerning the reasons the facility asset was retired.		
713409	Medium	Integrate with BRIM to provide information about a facility, sub-facility, system or component retirement.		
713410	Medium	Allow system administrator to delete an individual facility inventory record and any associated information from the facility inventory. This function is intended to allow for error clean-up.		
713411	Medium	Maintain an audit trail of any facility inventory or related information deleted from the system.		
713412	Medium	Provide internal controls to verify that documents or files uploaded from a PDA contain summary totals that balance.		
713413	Medium	Place records not passing validation during upload from a PDA into suspense file.		
713414	Medium	Allow the system administrator, appropriate asset owner or other authorized users to browse the PDA upload suspense file.		

Section: PL-Facilities Management, GIS Integration (1 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713415	Medium	Provide the capability to integrate with existing State GIS environments to allow for spatial display and analysis of facility inventory, condition and work order history information.		

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Section: PL-Facilities Management, CAD Integration (1 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713416	Medium	Integrate with CAD tools to allow users to link to the CAD tool for editing and viewing schematics related to a facility, sub-facility, system or component.		

Section: PL-Facilities Management, Document Management (1 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713417	Medium	Integrate with multiple document management systems utilized by various agencies to allow for storing and linking of specific documents and diagrams related to a facility, sub-facility, system or component.		

Section: PL-Facilities Management, Events (3 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713418	Medium	Capture and track user defined event types (scheduled special events or activities, etc.) and allow these events to be related to one or more facilities, sub-facilities, systems and components.		
713419	Medium	Allow an authorized user to define an event type and the specific attributes to be captured for the event type. Attributes could either be defined as mandatory or required.		
713420	Medium	Allow an authorized user to create templates by event type to facilitate entry of event information.		

Section: PL-Facilities Management, Accident History (15 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713421	Medium	Maintain a history of any accidents associated with a facility, sub-facility, system or component.		
713422	Medium	Allow a facility class owner for an agency to define mandatory and optional attributes which should be captured for an accident associated with a facility, sub-facility, system or component.		
713423	Medium	Allow a facility class owner for an agency to create a template for entering accidents for a specific facility class, facility type or system/component type.		
713424	Medium	Store information for each accident/incident based on the attributes defined for a facility class, facility type or system/component type.		
713425	Medium	Store date of accident.		
713426	Medium	Store employee reporting accident.		
713427	Medium	Store citizen/visitor reporting accident.		
713428	Medium	Store employee operating equipment (if applicable).		
713429	Medium	Store other employees involved in accident.		
713430	Medium	Store accident description.		
713431	Medium	Store names/contact information of non State employees involved in incident/accident.		
713432	Medium	Store work orders (multiple) associated with any repairs.		
713433	Medium	Store whether contaminants were involved in the accident and which ones.		

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Section: PL-Facilities Management, Accident History (15 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713434	Medium	Store other optional fields based on facility/sub-facility/system/component class and/or type.		
713435	Medium	Integrate with BRIM to automatically provide notification of accident and available information on the accident.		

Section: PL-Facilities Management, Incidents (3 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713436	Medium	Maintain a history of any other incidents (flooding, temporary closure, etc.) associated with a facility, sub-facility, system or component.		
713437	Medium	Allow an authorized user to define an incident type and the specific attributes to be captured for the incident type. Attributes could either be defined as mandatory or required.		
713438	Medium	Allow an authorized user to create templates by incident type to facilitate entry of incident information.		

Section: PL-Facilities Management, Construction History (2 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713439	Medium	Integrate with the ERP project management function and Primavera to capture and provide tracking of current and planned construction projects by facility, sub-facility, system and components.		
713440	Medium	Provide the capability to view construction history information for a facility, sub-facility, system or component from the ERP project management function. This function must provide the following information: construction date; project number; contract number; engineer; architect; contractor; date work completed; type of work and description of work (initial construction or description of enhancement or modification).		

Section: PL-Facilities Management, Maintenance History (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713441	Medium	Provide the capability to view a log of major maintenance activity for each facility, sub-facility, system or component. This function must provide the following information: date maintenance was performed; maintenance shop and crew performing the work; crew leader; work order number; type of work performed; contract number and/or purchase order number (external repairs); and vendor (external repairs).		
713442	Medium	Maintains repair histories for both internal agency and vendor repairs.		
713443	Medium	Track and report costs (work and parts) for scheduled, unscheduled and accident maintenance.		
713444	Medium	Provide ability to search and query maintenance history by a number of user-defined parameters including facility class, facility type, facility group (such as a park or hospital campus), organization unit owning facility or performing maintenance, system/component type, maintenance activity, work order number, manufacturer, fleet unit number, maintenance shop, maintenance date range, etc.		
713445	Medium	Allow for transfer of a facility or sub facility between agencies, while retaining maintenance history for operational planning and maintenance by the new owner and historical analysis by the previous owner.		

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Section: PL-Facilities Management, Maintenance Features (6 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713446	Medium	Allow the system to store an inventory of different maintenance feature types. Maintenance features are typically features for which the current condition will be measured through condition assessments but which could actually incorporate several maintenance activities to manage and maintain the feature. For example, for an office facility with a parking lot maintained by the State, exterior condition, interior condition, restroom cleanliness, grounds, parking lot cleanliness and, snow and ice removal are examples of maintenance features which could be related to this type of facility.		
713447	Medium	Capture and store the following information for each feature type: feature type code.		
713448	Medium	Capture and store the following information for each feature type: feature description.		
713449	Medium	Allow authorized user to add, update or inactivate a maintenance feature.		
713450	Medium	Associate one or more maintenance features to each facility type or system/component type.		
713451	Medium	Allow system administrator to delete a maintenance feature if it is not associated with any facility, sub-facility, system or component.		

Section: PL-Facilities Management, Maintenance Activities (4 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713452	Medium	Allow authorized user to define agency specific maintenance activity codes.		
713453	Medium	Store unique maintenance activity code.		
713454	Medium	Store activity code description.		
713455	Medium	Link maintenance activity codes to one or more system or component types or one or more maintenance features.		

Section: PL-Facilities Management, Performance Standards (10 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713456	Medium	Create and maintain performance guidelines based on user defined business rules for all facilities maintenance activities.		
713457	Medium	Store each activity's name, number, and narrative description.		
713458	Medium	Store crew size by labor class and quantity.		
713459	Medium	Store equipment required by fleet/equipment type and daily quantity.		
713460	Medium	Store material items/types and average daily quantities.		
713461	Medium	Store average daily work accomplishment and units.		
713462	Medium	Store preferable workload distribution in percent by months of the year.		
713463	Medium	Store associated inventory features, including measurement units.		
713464	Medium	Allow performance guidelines to be defined at the agency level (for the operating agency such as General Services or an individual user agency) and then allow the guidelines to be copied to lower organization levels (such as a region or district operating unit or a facility group such as a campus or park, etc.) and modified if required to address specific local operational issues.		

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Section: PL-Facilities Management, Performance Standards (10 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713465	Medium	Identify performance guidelines by the fiscal year or time period (effective dates) for which they are applicable and retain this information indefinitely so that historical analysis may be performed.		

Section: PL-Facilities Management, LOS Rating Scales (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713466	Medium	Provide capability to define a unique level of service or condition rating scale for each system, component or maintenance feature. The condition rating scale must define the type (numeric, alpha), range of acceptable values and the high and low end of the range. As an example, one asset type could have a numeric condition rating ranging from 0 (lowest) to 100 (highest), while another asset type could have an alphabetic rating scheme from F (lowest) to A (highest).		
713467	Medium	Provide for each system, component or maintenance feature condition rating scale the ability to establish thresholds for letter grades for numeric scales for purposes of creating management scorecards.		
713468	Medium	Provide the capability for a user to record a target level of service/target condition rating for a facility class (lodges, travel plazas, internal office space, customer facing office space, etc.), at an agency-wide level and/or at other user-defined organizational groupings within an agency (district, region, facility group/campus, etc.). The target level of service must be in the form of a letter grade with valid values ranging from A to F, allowing for +/- grades within that scale.		
713469	Medium	Provide the capability for a user to record a target level of service/target condition rating for a system, component or maintenance feature at both the agency-wide level and/or at other user-defined organizational groupings (region, district, park, etc.). Target level of service must be in the form of a letter grade with valid values ranging from A to F, allowing for +/- grades within that scale.		
713470	Medium	Provide for each facility class the ability for an authorized user to define the weighting to be given to the converted or letter grade score for each sub-facility, system, component or maintenance feature within the facility class when generating a condition assessment rating for the entire asset class. As an example, the class rating for a park lodge might have a number of separate system or maintenance feature ratings such as: parking lot pavement condition, parking lot cleanliness, sidewalks, outside grounds, public area walls and floors, restroom cleanliness, etc. An authorized user would be able to place a weighting value on each of these categories of > 0 and < 1.0 such that the total weighting for all of the systems/features in the facility equals 1.0. The user must also enter an effective date for this weighting. The weighting will then be used to calculate the facility class condition rating or score in any reports or management scorecards or trend analysis as of the effective date entered.		

Section: PL-Facilities Management, Condition Assessments (25 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713471	Medium	Provide ability to define a condition assessment sample set. User must be able to enter start and stop date of sample period, agency, agency unit, location of sample (Statewide, specific regions, districts or counties or a specific facility group/campus) and facility classes/types included in the sample. System will generate a unique sample identifier.		
713472	Medium	Store the results of a condition assessment for each system, component or maintenance feature based on the condition rating scale for that system, component or maintenance feature. For each condition assessment, capture the following information: Condition assessment rating, date of assessment, person performing assessment, type of assessment (sample, full, spot assessment) and sample identifier.		
713473	Medium	Capture additional conditional assessment data specific to each system, component or maintenance feature as required to calculate the rating for that facility asset or maintenance feature.		

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Section: PL-Facilities Management, Condition Assessments (25 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713474	Medium	Capture the condition assessment rating in the form of the actual score (number of lights out, number of pieces of litter counted, etc.). The system must convert this to a letter rate for display, reporting and analysis using the threshold ranges established for each asset type/maintenance feature.		
713475	Medium	Validate the condition rating for the condition of a system, component or maintenance feature entered for a condition assessment against the condition rating scale for that system, component or maintenance feature.		
713476	Medium	Validate the sample identified based on the set of system generated sample identifiers.		
713477	Medium	Store history of condition assessment for each system, component or maintenance feature. For each facility inventory item, there must be an unlimited number of condition assessment entries.		
713478	Medium	Allow authorized user to input condition assessment results online.		
713479	Medium	Provide the capability to perform condition assessments with proper editing and validation on a PDA or other handheld device by an authorized user.		
713480	Medium	Provide the capability to upload condition assessment data from a PDA or other handheld into the facilities management function. Condition assessment data must be validated before being posted to the facilities inventory.		
713481	Medium	Provide internal controls to verify that all condition assessment data which is uploaded is accounted for (posted or put into suspense file for not passing one or more edits).		
713482	Medium	Generate an error report for any validation issues or other errors identified during upload from PDA or other handheld.		
713483	Medium	Place condition assessment records uploaded from the PDA which do not pass validation into a suspense file.		
713484	Medium	Allow the system administrator, appropriate asset owner or other authorized users to browse suspense file of condition assessment items uploaded from the PDA which were not posted.		
713485	Medium	Generate a work request based on the results of a condition assessment for review by a facility owner or other authorized user; creation of work request will be based on user defined business rules specific to the individual facility, system, component or maintenance feature and the condition rating observed/recorded.		
713486	Medium	Display most recent condition assessment as part of descriptive information about the facility, system, or component.		
713487	Medium	Provide the ability to inquire on condition assessment history for a facility, system and component.		
713488	Medium	Restrict access to condition assessment data by agency, agency unit and user roles and responsibilities.		
713489	Medium	Allow both an owner/operator agency and an agency who is a tenant to have access to relevant condition assessment data. For example, General Services owns and operates a number of buildings and leases these to other State agencies. Both General Services staff and staff from the lessee agency with proper authorization would be able to view data about a building/facility owned and maintained by General Services but occupied by the other agency.		
713490	Medium	Allow user to display/report current condition assessment data for one or more facility systems, components or maintenance features by actual score or converted letter grade. The user must be able to select the condition assessment information based on various parameters such as sample identifier, most recent assessment, and average of all assessments over a date range. The user must also be able to select by facility class, facility type and various location/organizational parameters such as county, region, district, other agency specific grouping such as a particular park or maintenance shop/unit.		

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Section: PL-Facilities Management, Condition Assessments (25 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713491	Medium	Allow user to display/report current condition assessment data for one or more facility classes by converted letter grade. This grade must be based on the weighted average established for the systems, components and maintenance features within that facility class or classes. The user must be able to select the condition assessment for each facility class based on various parameters such as sample identifier, most recent assessment, and average of all assessments over a date range. The user must also be able to select by location/organization parameters including Statewide, district, county, facility group/campus or responsible maintenance shop/unit.		
713492	Medium	Generate management scorecard showing actual condition for each system, component or maintenance feature as either the actual score or a converted letter grade and the target level of service for that system, component or maintenance feature. Scorecard must be able to be created based on various agency defined organizational and location parameters. The user must be able to select the data to be included on the scorecard based on various parameters such as sample identified, most recent assessment and rolling average of all assessments over a date range.		
713493	Medium	Generate management scorecard showing actual condition for each facility class as a weighted, converted letter grade. This grade must be based on the weighted average established for the systems, components and maintenance features within that facility class or classes. Scorecard must be able to be created based on various agency defined organizational and location parameters. The user must be able to select the data to be included on the scorecard based on various parameters such as sample identified, most recent assessment and rolling average of all assessments over a date range.		
713494	Medium	Create in graphical format a year over year historical analysis or trend line of condition ratings for a system, component or maintenance feature. The user must be able to select the system, component or maintenance feature, whether to use the actual score or the converted letter grade, the location or agency specific organizational parameters being compared, the range of years for comparison and whether the comparison is for fiscal year or calendar year.		
713495	Medium	Create in graphical format a year over year historical analysis or trend line of condition ratings for a facility class. This analysis will use the weighted average condition of all systems, components and maintenance features in that facility class. The user must be able to select the facility class, the organization/location based on agency defined parameters, the range of years for comparison and whether the comparison is for fiscal year or calendar year.		

Section: PL-Facilities Management, Customer Input (11 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713496	Low	Provide the ability to define a customer input sample set. User must be able to enter start and stop date of sample period, agency, agency unit, location of sample period (Statewide, specific regions, districts, counties or one or more facility groupings, etc.), person or firm conducting survey and asset types or maintenance features included in the survey. System will generate a unique survey identifier.		
713497	Low	Store the customer rating of the current perceived level of service for each system, component or maintenance feature for each customer survey sample in the form of a valid letter grade as defined by user defined business rules.		
713498	Low	Store the customer rating of the desired level of service for each system, component or maintenance feature for each customer survey sample in the form of a valid letter grade as defined by user defined business rules.		
713499	Low	Store history of perceived level of service for each system, component or maintenance feature. For each system, component or maintenance feature, there must be an unlimited number of perceived level of service customer input entries.		
713500	Low	Store history of desired level of service for each system, component or maintenance feature. For each system, component or maintenance feature, there must be an unlimited number of perceived level of service customer input entries.		

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Section: PL-Facilities Management, Customer Input (11 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713501	Low	Display most recent customer input (perceived level of service, desired level of service) as part of descriptive information about the facility, system, component and/or maintenance feature.		
713502	Low	Provide ability to inquire on customer input history (perceived level of service, desired level of service) for every facility, system, component and/or maintenance feature.		
713503	Low	Restrict access to customer input data by agency, agency unit and user roles and responsibilities.		
713504	Low	Allow user to display/report current customer input results for one or more systems, components or maintenance features. Perceived current level of service, desired level of service and the target level of service must be displayed. The user must be able to select the customer input for each system, component or maintenance feature based on various parameters such as customer input survey identifier, most recent survey, and average of all surveys over a date range. The user must also be able to select whether they want to report Statewide or for an agency specific location or organizational grouping (district, region, facility group/campus, etc.).		
713505	Low	Allow user to display/report customer input data for one or more facility classes or a facility grouping/campus by weighted letter grade. This grade must be based on the weighted average established for the systems, components and maintenance features within that facility class or classes. Current perceived level of service and desired level of service must be displayed. The user must be able to select the customer input for each asset class based on various parameters such as customer input survey identifier, most recent survey, and average of all surveys over a date range. The user must also be able to report Statewide or for an agency specific location or organizational grouping.		
713506	Low	Generate management scorecard showing the target level of service, the actual condition assessment from condition assessments, the perceived level of service from customer surveys and the desired level of service from customer surveys for each system, component or maintenance feature as a letter grade. Scorecard must be able to be created for Statewide or an agency specific location or organizational grouping. The user must be able to select the data to be included on the scorecard based on various parameters such as sample identified, most recent assessment and rolling average of all assessments over a date range. Statewide data must be utilized for customer input where specific data for a lower level grouping is not available.		

Section: PL-Facilities Management, Budget Development (49 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713507	Medium	Provide a budget tool which allows for development of the proposed facilities operating budget at different agency defined levels (a facility grouping/campus, district, region) with a roll-up capability to higher organizational levels (agency unit, agency, etc.).		
713508	Medium	Provide capability to roll-down total budget to a division or unit and allow the division or unit to develop or adjust their proposed budget within the context of their total overall budget (for example each district or facility grouping/campus is given a total budget number based on management direction and then allowed to develop their budget within these overall parameters).		
713509	Medium	Provide capability to adjust recommended budget based on a roll-down from the agency level based on actual appropriation from the West Virginia Legislature.		
713510	Low	Provide a budget tool which allows for modeling of unlimited "what if" scenarios before selecting your proposed budget scenario for submission to the next level of review.		
713511	Medium	Allow for an agency specific routing through workflow of the preferred budget to each manager who needs to review it.		

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Section: PL-Facilities Management, Budget Development (49 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713512	Low	Provide capability to develop proposed budget by modeling the impact of achieving different target levels of service for systems, components and maintenance features based on the user defined letter grade scale for that system, component or maintenance feature and the associated level of effort (LOE) factors; for example if the current condition assessment for an asset is a "B" and the statewide target level of service is an "A", the user must be able to model the budget impact of moving from a "B" level of service to a "B+" or "A-" or "A" level of service.		
713513	Low	Provide capability to specify a target LOS and allow system to calculate the required level of effort (LOE) (e.g. labor-hours of repair, materials, equipment usage etc.) This is accomplished by converting the difference between actual and target LOS into a incremental additional work effort per unit of inventory. By multiplying the LOE by the feature inventory, an additional annual work quantity is obtained for that feature, which is added to the previous annual work quantity to obtain the annual work quantity for the new budget year.		
713514	Medium	Retain "what if" scenarios for a user defined period of time.		
713515	Medium	Restrict access to "what if" scenarios based on user defined business rules.		
713516	Medium	Calculate level of effort factors (LOE) to support budget modeling for each system, component or maintenance feature based on the condition assessment history and the historical actual cost data for internal labor, external labor, equipment, materials and utilities.		
713517	Medium	Store historical actual cost data indefinitely and perform real-time calculations on that data to provide refined LOE planning value information for current-year planning.		
713518	Medium	Store historical labor costs.		
713519	Medium	Store historical equipment costs.		
713520	Medium	Store history of material complement and usage.		
713521	Medium	Store historical quantity guidelines.		
713522	Medium	Store historical productivity rates.		
713523	Medium	Store historical work calendars.		
713524	Low	Provide capability to override the calculated LOE with manual input of an LOE to accommodate special situations, (e.g., storm damage since last field LOS assessment survey, etc.).		
713525	Medium	Integrate with the ERP cost accounting, fleet, inventory, personnel administration and time and labor functions to obtain required labor, equipment and materials cost factors for budgeting purposes.		
713526	Medium	Maintain standard resource cost factors for labor, equipment and materials.		
713527	Medium	Store code number for resource.		
713528	Medium	Store description of resource.		
713529	Medium	Store unit cost of resource.		
713530	Medium	Store cost measurement unit for resource.		
713531	Medium	Store overtime rates for multiple categories of overtime or comp time such as normal, holiday, on-call, etc. for resource.		
713532	Medium	Store overhead factors for resource.		

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Section: PL-Facilities Management, Budget Development (49 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713533	Medium	Store a valid date range for all associated cost/rate data for a resource.		
713534	Medium	Allow for adjustment of standard resource cost factors at facility groupings or other agency defined organizational levels/groupings.		
713535	Medium	Allow for the application of a user defined overtime factor (multiplier).		
713536	Medium	Maintain the standard resource cost factors for all previous, current, and next budget years.		
713537	Medium	Support the ability to derive next year's standard resource cost factors for budgeting purposes by copying the current year unit cost data to the next budget year.		
713538	Medium	Support the ability to derive next year's standard resource cost factors for budgeting purposes by copying the current year unit cost data to the next budget year, with a user-defined multiplier applied for each type of resource.		
713539	Medium	Support the ability to derive next year's standard resource cost factors for budgeting purposes by allowing for manual override of unit cost data for the next budget year.		
713540	Medium	Calculate an activity-based annual work plan, (i.e., the annual number of crew-days required to accomplish the annual work quantity in the budget) This calculation divides the annual work quantity by the appropriate average daily work accomplishment from the activity performance guidelines to determine the required annual number of crew-days of work for each system component or maintenance feature.		
713541	Medium	Support budgeting by using contracts as a resource in addition to in-house resources using a contract unit cost for the activity.		
713542	Medium	Allow for the tracking of historical contract data for planning purposes.		
713543	Medium	Roll over uncompleted maintenance contracts from current/prior year.		
713544	Medium	Support budgeting for utilities and other operating costs.		
713545	Medium	Allow for tracking of historical utilities and other operating costs for planning purposes.		
713546	Medium	Provide capability to apply an adjustment factor (+/-) on the preferred budget submitted by organizational unit when it is being re-submitted by a parent organizational unit to a lower level for adjustments .		
713547	Medium	Allow a parent organization to directly make changes to a budget scenario submitted by a lower level organizational unit.		
713548	Medium	Allow for the use of current and projected data including costs, labor, equipment class and hours/usage, quantities, productivity rates, and unit costs.		
713549	Medium	Allow user to override unit costs, productivity rates, material quantities, and hours for what-if scenario forecasting.		
713550	Medium	Allow for calculating costs and utilization by any period of time, maintenance unit, work type (contracted or in-house), aggregation, and by category (labor, equipment, and materials).		
713551	Medium	Provide what-if scenario capabilities during the budgeting process and throughout the budget year for the impact of hiring new employees, reducing workforce, or internal promotions.		
713552	Medium	Provide what-if scenario capabilities during the budgeting process and throughout the budget year for the impact of purchasing new equipment, leasing new equipment, trading in non-utilized equipment, etc.		
713553	Medium	Provide what-if scenario capabilities during the budgeting process and throughout the budget year for materials cost changes (+/-) based on market trends.		

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Section: PL-Facilities Management, Budget Development (49 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713554	Medium	Provide what-if scenario capabilities during the budgeting process and throughout the budget year for utility and other operating cost changes (+/-) based on market trends.		
713555	Medium	Allow the work program and budget to specify the type of work (in-house or contracted). The system will allow the work program and budget to specify the work type on an activity-by-activity basis, with the capability to group activities into in-house and contract categories, if desired.		

Section: PL-Facilities Management, Work Calendar (32 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713556	Medium	Produce an annual work calendar that will show, for each facilities maintenance unit, the number of crew-days of work planned for each activity by month of the year, using the monthly percent distribution for each activity from the activity performance guidelines.		
713557	Medium	Provide for planned annual and monthly crew-days by activity.		
713558	Medium	Provide for planned annual and monthly labor hours by labor class, with an option to show the equivalent number of individuals needed in each month in each class along with the current number available.		
713559	Medium	Support planned annual and monthly equipment hours by equipment class, with an option to add the equivalent number of pieces of equipment needed each month in each equipment class along with the current number available.		
713560	Medium	Support planned annual and monthly material quantities by material class.		
713561	Medium	Provide a user-friendly scheduling tool.		
713562	Medium	Allow entry/selection of the date and scheduling period.		
713563	Medium	Allow selection of maintenance unit and the crew leader from a pick list.		
713564	Medium	Allow selection of activity number from a pick list with activity name and measurement unit, and crew size appearing automatically on the schedule.		
713565	Medium	Allow entry of employee name or number or selection from a pick list, with employee name and labor class appearing automatically on the schedule.		
713566	Medium	Allow assignment of hours to selected days of the week for each individual in the crew.		
713567	Medium	Provide cross checks to ensure that employees are not over-scheduled unless overtime is planned or authorized.		
713568	Medium	Provide capability to adjust the annual schedule on a monthly, weekly or daily basis to generate the specific crew work schedule with adjustments made in a given week or month adjusted forward on the annual work plan.		
713569	Medium	Provide the capability to adjust scheduled work activities from one work period to another.		
713570	Medium	Provide the ability to add one or more assigned work schedules to an individual or crew's weekly or daily schedule.		
713571	Medium	Provide for display and printing of the schedule.		
713572	Medium	Support routing of the schedule through a workflow within the system.		
713573	Medium	Support routing of the schedule via email.		

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Section: PL-Facilities Management, Work Calendar (32 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713574	Medium	Provide ability to make schedules available online to facilities maintenance supervisors for review.		
713575	Medium	Accommodate a system-specified warning for "overrun" status when scheduling activities based against the work calendar.		
713576	Medium	Provide the ability to create the work schedule for contractor resources.		
713577	Medium	Provide the ability to create the work schedule for inmate Labor.		
713578	Medium	Provide the ability to create the work schedule for temporary employees.		
713579	Medium	Provide the ability to create the work schedule for seasonal resources.		
713580	Medium	Provide for the creation and retrieval of standard scheduling templates for each crew, including staff and assigned equipment and materials.		
713581	Medium	Allow for creation of a new schedule based on the standard scheduling templates.		
713582	Medium	Provide system functionality that determines appropriate equipment and materials for scheduling, and warns the user in cases where sufficient resources do not exist.		
713583	Medium	Support various agency specific crew work schedules.		
713584	Medium	Specify both work schedules and the time frame during the year when each applies.		
713585	Medium	Provide a system default calendar, and user-defined calendars, to reflect standard working days, non-standard working days, holidays, etc.		
713586	Medium	Provide a list of resources (staff and equipment for specified organizational unit) and their availability for any scheduling period.		
713587	Medium	Provide ability to display all work scheduled by facility, maintenance crew and resource types.		

Section: PL-Facilities Management, Preventive Maintenance (13 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713588	High	Track and identify systems or components due for preventative maintenance (PM).		
713589	High	Generate a listing of systems and components that are due for maintenance based on user defined parameters.		
713590	Medium	Notify electronically designated agency contacts, including the facility manager/maintenance supervisor when systems or components are due or past due for preventative maintenance.		
713591	Medium	Schedule automatically preventative maintenance procedures for systems and components and auto generate associated work orders.		
713592	Low	Provide an option for hierarchical scheduling of PMs. For instance, if an A, B, C methodology is used, when a C is done it is assumed an A and B have been done and automatically reschedules all three.		
713593	Low	Provide the capability to adjust for early, late hierarchically scheduled preventative maintenance services.		
713594	Medium	Generate a maintenance due list (required State inspections, manufacturer's technical service bulletins, etc) by agency, unit with agency, facility and date.		
713595	Medium	Track inspections that are due and generate a report of inspections due within a user defined period of time.		

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Section: PL-Facilities Management, Preventive Maintenance (13 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713596	Low	Notify via e-mail appropriate individuals responsible for State and other inspections.		
713597	Medium	Update automatically the next maintenance due date without any manual intervention based upon user-specified maintenance frequency.		
713598	Medium	Notify facility manager/maintenance supervisor of next maintenance due date.		
713599	Medium	Provide individual maintenance scheduling for each equipment component so that differences due to age, usage and manufacturer are accounted for.		
713600	Medium	Provide the capability to schedule unlimited maintenance activities per system or component.		

Section: PL-Facilities Management, Work Request (25 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713601	Medium	Provide a work request function which allows internal staff to request maintenance work to be performed.		
713602	Medium	Store date work requested.		
713603	Medium	Store user requesting.		
713604	Medium	Store facility, sub facility or other work location.		
713605	Medium	Define systems or other facilities elements impacted (including specific inventory information to extent possible).		
713606	Medium	Store the nature of problem.		
713607	Medium	Store proposed work to be performed.		
713608	Medium	Store requested completion date.		
713609	Medium	Provide a means to identify emergency work or accident-related work.		
713610	Medium	Provide an automated work flow for review and approval of the work request based on user defined business rules.		
713611	Medium	Support routing of work requests to the assigned maintenance unit for a facility based on agency specific business rules. This could be General Services, an agency facility maintenance unit or the Real Estate Division (for leased facilities where the Real Estate Division is acting as an interface to the landlord).		
713612	Medium	Provide the capability for a maintenance supervisor or other authorized user to review the request, document proposed solutions and estimate the effort to implement one or more proposed solutions.		
713613	Medium	Provide integration with various industry leading estimating tools and pricing books.		
713614	Medium	Integrate with RS Means.		
713615	Medium	Integrate with Marshall and Swift (Dodge Book).		
713616	Medium	Integrate with Engineering Performance Standards (EPS).		
713617	Medium	Integrate with Federal Service Standards.		
713618	Medium	Integrate with PM Standards.		

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Section: PL-Facilities Management, Work Request (25 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713619	Medium	Integrate with Tracer.		
713620	Low	Integrate with other user defined methods.		
713621	Low	Provide ability to export work request to and import estimating information from contractors.		
713622	Low	Provide the ability to associate estimates to typical recurring problems and have them default on a work order automatically.		
713623	Medium	Provide for the work flow to allow for approval by an authorized agency manager as defined by agency specific business rules.		
713624	Medium	Provide the capability for a maintenance supervisor to assign an approved work request to a work crew for implementation.		
713625	Medium	Generate a work order for each approved work request.		

Section: PL-Facilities Management, Problem Report (12 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713626	Medium	Provide an Internet based capability for an employee to report a problem/issue with any State facility or a citizen/visitor to report an issue with a public facing facility.		
713627	Medium	Allow this problem reporting capability to be linked to and integrated with various agency web sites to promote agency branding and facilitate public and employee access to the reporting facility.		
713628	Medium	Capture the date and time the problem is reported.		
713629	Medium	Capture the person reporting the problem including name, address, phone number and email (if provided).		
713630	Medium	Store the location of the problem (facility, sub facility or other location).		
713631	Medium	Store the nature of the problem.		
713632	Medium	Send an email confirmation to the person reporting a problem (if email address provided) acknowledging receipt of the problem report and indicating that the problem will be investigated in a user defined period of time.		
713633	Medium	Allow for online capture of problem reports for any reports which are called in by telephone or reported in person.		
713634	Medium	Route problem reports in an automated work flow to designated individuals for review by agency defined business rules.		
713635	Medium	Provide capability for authorized users to review problem reports and document a proposed resolution to the issue.		
713636	Medium	Allow for creation of work requests for further internal review of a reported problem or a work order for problem resolution.		
713637	Medium	Send an email to the person submitting a problem report upon closure of any work request and/or work order generated based on a citizen problem report indicating that the problem has been investigated and/or resolved.		

Section: PL-Facilities Management, Work Order (50 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713638	Medium	Support creation of standing work orders to track routine activities (for example routine grounds maintenance at a given facility grouping/campus).		
713639	Medium	Support creation of work orders for specific maintenance work in response to a work request, problem report or other situation.		

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Section: PL-Facilities Management, Work Order (50 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713640	Medium	Link work requests or problem reports to a work order and pre-populate information in the work order from the work requests and/or problem reports to the extent possible.		
713641	Medium	Allow agency facility class owners or other authorized users to define rates for maintenance/repair services by agency, employee, maintenance shop or skill within a maintenance shop.		
713642	Medium	Track regular and overtime labor.		
713643	Medium	Track general shop as well as individual maintenance technician labor rates.		
713644	Medium	Allow for assignment of individual overtime rates to each maintenance technician.		
713645	Medium	Capture date and time work order is created.		
713646	Medium	Capture user requesting.		
713647	Medium	Capture description of work to be performed.		
713648	Medium	Store maintenance activities (multiple allowed) to be performed.		
713649	Medium	Store facility, sub facility, systems, components (multiple allowed) on which maintenance is to be performed (for individual work orders).		
713650	Medium	Store cost center to which the work is to be charged which can be any active chart of account codes, project or grant.		
713651	Medium	Store individual or crew that work order is assigned to.		
713652	Medium	Store purchase order (if work is performed by an external provider).		
713653	Medium	Store agency manager/approver (for any external work).		
713654	Medium	Store target completion date and time.		
713655	Medium	Provide the capability to define a work order as relating to a FEMA event.		
713656	Medium	Capture estimated cost (labor, parts, other costs) for a work order.		
713657	Medium	Support multiple maintenance/repair activities on a work order (such as the inclusion of a warranty repair on a PM work order), while still allowing detailed analysis by repair type.		
713658	Medium	Provide a mechanism to red flag repairs caused by the negligence of others (i.e. traffic accidents, vandalism, etc.) The party determined at fault must be able to then be billed for these repairs.		
713659	Medium	Integrate with BRIM to automatically report the estimated repair costs associated with accidents.		
713660	Medium	Provide the ability to attach various file types to the work request/work order.		
713661	Medium	Allow the priority on a work order to be set by an authorized user or by a predefined business rule with override by an authorized user.		
713662	Medium	Display any applicable warranty data related to a work order and flag the user that the system or component may be under one or more warranties.		
713663	Medium	Generate a list of equipment and materials needed based on maintenance/repair activities to be performed and associated performance standards.		

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Section: PL-Facilities Management, Work Order (50 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713664	Medium	Auto create the materials requisition with the work order based on the maintenance activities to be performed and the associated performance standards.		
713665	Medium	Allow the facilities maintenance supervisor to view each technician's current work queue including assigned jobs, estimated completion times for each job and estimated availability time.		
713666	Medium	Allow a maintenance supervisor to identify options for assignment of a work order based on skill set and level of maintenance technician.		
713667	Medium	Allow for re-assignment of work order between maintenance shops or to an external repair vendor.		
713668	Medium	Provide ability to electronically notify and transmit work requests to the individual or crew assigned, as well as the Maintenance Supervisor (or other designated staff member).		
713669	Medium	Route work order electronically through work flow to crew leader or individual to whom work order is assigned.		
713670	Medium	Notify assigned individual or crew leader by email and provide ability to link from the email directly into the assigned work order.		
713671	Medium	Allow crew leader or work order assignee to download work order information to a GPS enabled PDA or other hand held device.		
713672	Medium	Provide for emailing, faxing or electronically transmitting through the ERP procurement function a work order to an external provider.		
713673	Medium	Allow crew leader to capture GPS location of actual work performed via the PDA or other hand held device and to adjust impacted asset information as appropriate based on what assets the maintenance work is actually performed on.		
713674	Medium	Allow crew leader or individual to whom work order is assigned to indicate work order completion online in the system or by recording completion on their PDA and uploading to the system.		
713675	Medium	Capture for each work order the actual labor, equipment and materials utilized to perform the activity and complete the requested work.		
713676	Medium	Allow authorized user to review and approve work order as completed through a work flow based notification following the work order being marked by the crew leader or other staff member performing the work that the work is complete.		
713677	Medium	Prevent further changes to a work order after approval. Further changes will require an additional transaction against the work order so that the audit trail of changes is maintained.		
713678	Medium	Allow a work order to be adjusted for data entry errors.		
713679	Medium	Provide work order search capability by a number of parameters including facility grouping/campus, facility, system, component, maintenance shop, status (open, closed, cancelled), date range, maintenance activity, etc.		
713680	Medium	Restrict work order search capability and access to work orders by agency, maintenance shop within an agency and by a user's roles/responsibilities.		
713681	Medium	Allow for partially completed work orders that remain open through month and year end without starting new repair order.		
713682	Medium	Update materials inventory in the ERP inventory function based on materials used on a work order.		
713683	Medium	Update materials inventory in the ERP inventory function based on any materials credited in a work order (returned to inventory).		
713684	Medium	Update equipment usage in the ERP fleet management function based on actual equipment usage reported on the work order.		

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Section: PL-Facilities Management, Work Order (50 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713685	Medium	Update employee time information in the ERP time and labor function based on actual time reported by employee on the work order.		
713686	Medium	Integrate with ERP accounts payable function to support payment for completed work orders performed by external providers via procurement card, ACH or warrant.		
713687	Medium	Integrate with ERP general ledger function to support intergovernmental billing for maintenance work or repairs performed by one State agency for another agency.		

Section: PL-Facilities Management, Integration with Monitoring Systems (2 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713688	Low	Provide the ability to connect to building or equipment monitoring systems.		
713689	Low	Provide the ability to generate work orders automatically based on input from a monitoring system according to user defined business rules.		

Section: PL-Facilities Management, Labor (12 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713690	Medium	Integrate with ERP personnel administration and learning management functions as required to obtain information on employees required to support resource scheduling and costing within the facilities management function.		
713691	Medium	Store and display name.		
713692	Medium	Store and display employee ID number.		
713693	Medium	Store and display job title.		
713694	Medium	Store and display labor class.		
713695	Medium	Store and display current assignment location.		
713696	Medium	Store and display pay grade and rate.		
713697	Medium	Store and display qualifications and special skills (CDL, equipment certifications, etc.).		
713698	Medium	Store and display certifications and training courses completed.		
713699	Medium	Utilize available employee information to compare labor needs with availability, scheduling, and costing of work orders and daily work accomplishments.		
713700	Medium	Produce labor averages by repair type and individual maintenance technician for a facility grouping, facility, maintenance shop, set of maintenance shops or for the entire agency.		
713701	Medium	Prepare efficiency reports which measure how a maintenance technician's performance compares with one or more user-defined standards. Reports must be able to be generated for the entire agency, a facility group/campus, facility, a set of maintenance shops, a maintenance shop or for one or more maintenance technicians for a user defined set of maintenance activities/repair types and date range.		

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Section: PL-Facilities Management, Equipment (13 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713702	Medium	Integrate with the ERP fleet management function to obtain information on vehicles, maintenance equipment and other fleet units utilized in performing facilities management work activities.		
713703	Medium	Store and display fleet/equipment class name and code.		
713704	Medium	Store and display fleet/equipment type name and code.		
713705	Medium	Store and display fleet/equipment unit ID number.		
713706	Medium	Store and display manufacturer.		
713707	Medium	Store and display make .		
713708	Medium	Store and display model.		
713709	Medium	Store and display current location of equipment.		
713710	Medium	Store and display skills/certifications required by operator.		
713711	Medium	Store and display rental rate or cost per hour (for activity costing purposes).		
713712	Medium	Utilize available fleet/equipment information to compare needed versus actual equipment, costing of work orders and daily work accomplishments, and tracking condition and replacement needs.		
713713	Medium	Calculate automatically equipment utilization and non-productive (commitment time) equipment hours by type of equipment, based on work order information on equipment usage.		
713714	Medium	Allow an authorized user to create minimum usage requirements for specified equipment that will be set as a threshold for comparing planned usage versus actual usage.		

Section: PL-Facilities Management, Inventory (41 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713715	High	Integrate with ERP inventory function to maintain an inventory of an unlimited number of materials, parts and other inventory items.		
713716	High	Allow for an agency specific materials inventory that supports both a standard commodity/item identifier at the enterprise level to track enterprise level usage of a material, as well as material codes unique to each individual agency.		
713717	High	Support set-up of multiple stock rooms or warehouse locations per agency.		
713718	Medium	Provide the capability to integrate with bar code scanners to receive, transfer, adjust and charge out parts inventory.		
713719	High	Store and display statewide material, part or item code.		
713720	High	Store and display agency material, part or item code.		
713721	High	Store and display material unit number.		
713722	High	Store and display manufacturer.		
713723	High	Store and display manufacturer part, material or item number.		
713724	High	Store and display serial number.		

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Section: PL-Facilities Management, Inventory (41 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713725	High	Store and display alternate identifier.		
713726	High	Store and display description.		
713727	High	Store and display usage codes (multiple).		
713728	High	Store and display reference fields (multiple).		
713729	High	Store and display cross reference fields (multiple).		
713730	Medium	Utilize inventory information to compare materials needed for scheduling materials on-hand, cost work orders and daily work accomplishments, and reorder materials when stock levels reach reorder points.		
713731	Medium	Track information on annual inventory usage, the type of usage, and the work activities the material or other item is normally issued for.		
713732	Medium	Support warranty tracking for inventory items including agency specific warranty types, cycle (hours, days, years, miles) and length of cycle in time and/or miles.		
713733	Medium	Track the issuance of all stocked and non-stocked inventory items to a specific asset or set of assets.		
713734	Medium	Allow for issuance of inventory items without having to charge it to a work order; instead inventory items must be charged to an active chart of account code, grant or project.		
713735	Medium	Maintain inventory history including transfers and adjustments.		
713736	Medium	Track and record transfers between shops or locations.		
713737	Medium	Maintain year to date and life to date history.		
713738	Medium	Provide a full range of audit tracking capabilities including any adjustment to unit cost, count, return to inventory, return to vendor, transfers, from one storeroom to another, by operator, and date/time.		
713739	Medium	Provide for an agency specific mark-up percent by item type and/or item number.		
713740	Medium	Provide on-line search capabilities of all inventory by inventory item type, Statewide item code, agency item number, manufacturer's part/item number, alternate item number, and a user-defined alpha/numeric reference field. The search screen must also display minimum and maximum stocking levels and quantity on hand.		
713741	Medium	Integrate with ERP purchasing and accounts payable functions to track part inventory purchases by vendor, vendor location, purchase order number, vendor invoice or procurement card transaction number.		
713742	Medium	Display/report purchases and receipts by vendor for all items, one or more types of items or a specific item for the fiscal year or other user-defined time period.		
713743	Medium	Provide ability to change an item number and have that change be reflected for all historical data.		
713744	Medium	Allow merging of up to 20 item numbers into one item number while retaining historical data.		
713745	Medium	Track activity on non-stocked items to include frequency of issue and fiscal year-to-date information.		
713746	Medium	Price items issued to work orders at a moving average.		
713747	Medium	Generate a surplus item report which can track lack of activity for user-defined periods of time.		

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Appendix M: Functional and System-wide Requirements**

Section: PL-Facilities Management, Inventory (41 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713748	Medium	Generate an items reorder list by vendor, item type, item number, or storeroom.		
713749	Medium	Route reorder list by workflow for review and approval by user defined business rules.		
713750	Medium	Integrate with the ERP procurement function to generate purchase orders based on review by authorized user for selected items on the reorder list.		
713751	Medium	Provide for ABC classification of inventory items where A represents the 10% of inventory items with the highest dollar value; B represents the next 20% of the highest dollar value; C represents the 70% of inventory comprised of lower cost items.		
713752	Medium	Support a work in process inventory at each inventory store (for assembly of a system from one or more components).		
713753	Medium	Provide for the transfer of assembled units to a finished goods inventory.		
713754	Medium	Provide for user-defined inventory cycles.		
713755	Medium	Generate work lists to assist in inventory counts and automatically generate a variance report when the physical count is entered.		

Section: PL-Facilities Management, Contract Resources (64 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713756	High	Integrate with the ERP procurement function to obtain information about contractors performing facilities maintenance work.		
713757	High	Maintain a database of contractor information as it pertains to facilities management activities.		
713758	High	Store and display vendor number.		
713759	High	Store and display company name.		
713760	High	Store and display address.		
713761	High	Store and display contact person and phone number.		
713762	High	Store and display contract history by contract number and description.		
713763	Medium	Store and display purchase order history by purchase order number and description.		
713764	Medium	Store and display cost and quantity of all bid items on each purchase order.		
713765	Medium	Store and display Insurance information.		
713766	Medium	Store work order history including work order, start/stop dates, district, maintenance unit and maintenance activities performed.		
713767	Medium	Provide the ability to track project specific construction contracts.		
713768	Medium	Store and display contract number for each project specific construction contract.		
713769	Medium	Store and display facility for each project specific construction contract.		
713770	Medium	Store and display sub-facility for each project specific construction contract.		
713771	Medium	Store and display systems or components (multiple) for each project specific construction contract.		
713772	Medium	Store and display vendor number for each project specific construction contract.		

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Section: PL-Facilities Management, Contract Resources (64 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713773	Medium	Store and display vendor name for each project specific construction contract.		
713774	Medium	Store and display purchase order number for each project specific construction contract.		
713775	Medium	Store and display work order number for each project specific construction contract.		
713776	Medium	Store and display contract start date for each project specific construction contract.		
713777	Medium	Store and display contract end date for each project specific construction contract.		
713778	Medium	Store and display a description of the work for each project specific construction contract.		
713779	Medium	Store and display the contract line items for each project specific construction contract.		
713780	Medium	Store and display the line item prices for each project specific construction contract.		
713781	Medium	Store and display the contract type (fixed fee, cost plus fixed fee, hourly, etc.) for each project specific construction contract.		
713782	Medium	Store and display the billing frequency for each project specific construction contract.		
713783	Medium	Provide the ability to track indefinite quantity construction contracts.		
713784	Medium	Store and display the contract number for each indefinite quantity construction contract.		
713785	Medium	Store and display the vendor number for each indefinite quantity construction contract.		
713786	Medium	Store and display the vendor name for each indefinite quantity construction contract.		
713787	Medium	Store and display the contract start date for each indefinite quantity construction contract.		
713788	Medium	Store and display the contract end date for each indefinite quantity construction contract.		
713789	Medium	Store and display the maximum contract value for each indefinite quantity construction contract.		
713790	Medium	Store and display the contract line items for each indefinite quantity construction contract.		
713791	Medium	Store and display the contract type (fixed fee, hourly, unit price, etc.) for each indefinite quantity construction contract.		
713792	Medium	Store and display the line item prices for each indefinite quantity construction contract.		
713793	Medium	Store and display the billing frequency for each indefinite quantity construction contract.		
713794	Medium	Store and display specific work orders for each indefinite quantity construction contract.		
713795	Medium	Store and display specific purchase orders for each indefinite quantity construction contract.		
713796	Medium	Store and display facility, system and components impacted (per work order/purchase order) for each indefinite quantity construction contract.		
713797	Medium	Store and display sub facility impacted (per work order/purchase order) for each indefinite quantity construction contract.		
713798	Medium	Store and display a description of the work performed (per work order/purchase order) for each indefinite quantity construction contract.		
713799	Medium	Store and display purchase order line items (per purchase order) for each indefinite quantity construction contract.		

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Section: PL-Facilities Management, Contract Resources (64 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713800	Medium	Store and display line item quantities (per purchase order) for each indefinite quantity construction contract.		
713801	Medium	Store and display purchase order value (per purchase order) for each indefinite quantity construction contract.		
713802	Medium	Store and display total cost to date (per purchase order) for each indefinite quantity construction contract.		
713803	Medium	Store and display total amount paid to date under the contract for each indefinite quantity construction contract.		
713804	Medium	Track facility service contracts (janitorial contracts, elevator, etc.) for one or more facilities or sub-facilities.		
713805	Medium	Store and display contract number for each facility services contract.		
713806	Medium	Store and display facility (potentially multiple) for each facility services contract.		
713807	Medium	Store and display sub facility (potentially multiple) for each facility services contract.		
713808	Medium	Store and display vendor number for each facility services contract.		
713809	Medium	Store and display vendor name for each facility services contract.		
713810	Medium	Store and display purchase order number for each facility services contract.		
713811	Medium	Store and display work order number (potentially multiple) for each facility services contract.		
713812	Medium	Store and display contract start date for each facility services contract.		
713813	Medium	Store and display contract end date for each facility services contract.		
713814	Medium	Store and display maintenance activity codes (multiple) for each facility services contract.		
713815	Medium	Store and display contract line items for each facility services contract.		
713816	Medium	Store and display line item prices for each facility services contract.		
713817	Medium	Store and display contract type (fixed fee, hourly, etc.) for each facility services contract.		
713818	Medium	Store and display billing frequency for each facility services contract.		
713819	Medium	Track and display active maintenance contracts (yearly and as needed contracts) by agency such as mowing, litter removal, sweeping, janitorial, etc.		

Section: PL-Facilities Management, Costing and Billing (10 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713820	Medium	Provide the ability to cost all resources reported on a work order using actual rates for the specific resources (labor, equipment, materials, and contract) at the time the resource usage is entered.		
713821	Medium	Integrate with ERP cost accounting and allocation, fleet management, inventory, personnel administration and time and labor to obtain the required actual cost data.		
713822	Medium	Provide the capability to maintain multiple indirect cost rates (fringe benefits, overhead, training, etc.) per direct cost.		
713823	Medium	Provide the capability to apply multiple agency specific indirect cost rates. Different indirect rates must be applicable to different resource types within an agency and may also vary by organizational unit within an agency.		

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Section: PL-Facilities Management, Costing and Billing (10 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713824	Medium	Integrate with the ERP cost allocation function to allocate indirect costs associated with facilities management to facilities, systems and components based on various agency specific user defined parameters.		
713825	Medium	Integrate with ERP accounts receivable and general ledger functions to support intergovernmental billing to other state agencies for facilities maintenance work performed on behalf of another agency.		
713826	Medium	Integrate with ERP accounts receivable function to support billing for maintenance work resulting from an accident or vandalism.		
713827	Medium	Integrate with ERP accounts receivable and billing functions to support billing for maintenance work related to a FEMA event.		
713828	Medium	Integrate with ERP general ledger to support allocation/charging to work orders of intergovernmental billings received from other agencies for facilities maintenance support work.		
713829	Medium	Integrate with ERP accounts payable to support charging to work orders of accounts payable related to maintenance work (contracted maintenance work, inventory purchase or equipment leasing specific to a work order, etc.).		

Section: PL-Facilities Management, Time and Leave Integration (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713830	Medium	Integrate with the ERP time and labor function to automatically generate the employees time sheet with data from work orders (partial or complete) on a regularly scheduled basis.		
713831	Medium	Provide time charge details for employees for specific time periods including hours worked (by all types of hours -- regular, holiday time, comp time, on-call time, overtime, etc).		
713832	Medium	Allow employees to add other charges to their time sheet (leave, training, non facilities management related work, other administrative time, etc.) to account for all hours in a pay period before submitting their time sheet.		
713833	Medium	Route any changes made by the employee on the timesheet to activities pre-populated from work orders back to the maintenance supervisor for approval.		
713834	Medium	Adjust the appropriate work order to reflect employee time sheet adjustments if the adjustments are approved by the maintenance supervisor and reflect these changes within the ERP time and labor function for payroll purposes.		

Section: PL-Facilities Management, Facility Reservations (12 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713835	Medium	Provide the ability for an agency to record, track and manage reservations for a facility or one or more sub-facilities.		
713836	Medium	Capture multiple rental rates for each facility based on day of week and/or time of day (weekday, evening, weekend, etc.).		
713837	Medium	Provide a facilities booking request form which captures the individual(s) or organization requesting to book the facility; the date/time requested; an alternate date/time; the intended use; contact information for the requesting organization including primary and secondary contact; address; phone number and email; insurance information and several other user definable fields.		
713838	Medium	Provide an Internet based capability for individuals or organizations outside of State government to utilize to submit the facilities reservation request.		
713839	Medium	Allow this facility request capability to be linked to and integrated with various agency web sites to promote agency branding and facilitate public and employee access to the reporting facility.		

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Section: PL-Facilities Management, Facility Reservations (12 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713840	Medium	Send an email confirmation to the person submitting a facilities booking request.		
713841	Medium	Allow for online capture of facilities booking requests for any requests which are called in by telephone or brought to an agency in person.		
713842	Medium	Route facilities booking requests in an automated work flow to designated individuals for review by agency defined business rules.		
713843	Medium	Send an email with the disposition of the booking request (reservation confirmed for date requested or alternate date, facility not available, etc.).		
713844	Medium	Create a work order at agency option for tracking work performed in conjunction with an event if the booking request is approved.		
713845	Medium	Populate the event history from completed booking requests.		
713846	Medium	Integrate with ERP accounts receivable to bill individuals or organizations for use of a facility or sub-facility; this should include facility rental costs and any other costs captured within the work order associated with the event.		

Section: PL-Facilities Management, Keys and Security Cards (12 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713847	Low	Maintain an inventory of keys and security cards.		
713848	Low	Track key grand masters and control codes.		
713849	Low	Provide the ability to associate sub masters.		
713850	Low	Assign an individual to a key number.		
713851	Low	Support assignment of multiple keys by serial number.		
713852	Low	Allow association of a key to multiple locks.		
713853	Low	Provide the ability to easily establish for which locations/locks a key cut is used.		
713854	Low	Provide the ability to track checked-in, checked out, and lost keys.		
713855	Low	Provide the ability to view key transaction histories (issues, returns, transfers, lost keys, etc.).		
713856	Low	Provides the ability to assign a security id/security card to an employee and connect it to one or multiple facilities and sub-facilities.		
713857	Low	Maintain a log of active security cards and access rights associated with the card.		
713858	Low	Support linking of electronic keys to building control systems.		

Section: PL-Facilities Management, Parking (12 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713859	Medium	Provide the ability to manage parking assignments.		
713860	Medium	Allow for management of parking lots at the enterprise level or by a group of agencies or an individual agency.		

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Section: PL-Facilities Management, Parking (12 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713861	Medium	Maintain information about parking assignments.		
713862	Medium	Integrate with ERP personnel administration to store and display employee ID number for parking assignments.		
713863	Medium	Integrate with ERP personal administration to store employee name for parking assignments.		
713864	Medium	Store vehicle information including tag, model, make, year for multiple vehicles used by the employee.		
713865	Medium	Store parking tag ID.		
713866	Medium	Store parking location including number, lot and facility.		
713867	Medium	Allow recording parking tags without assigning the tag to a location.		
713868	Medium	Display parking information by employee, parking lot, agency unit or other parameters with appropriate security.		
713869	Medium	Support a minimum of 3 type of assignments (i.e., temporary reservation, assigned, unassigned).		
713870	Low	Integrate with ERP personnel administration function to maintain a waiting list for available spaces in a lot based on user defined business rules for space allocation.		

Section: PL-Facilities Management, Utilities (20 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713871	Medium	Capture and track utility meters in a facility.		
713872	Medium	Store utility for each meter.		
713873	Medium	Store meter number.		
713874	Medium	Store meter location.		
713875	Medium	Store meter reading cycle.		
713876	Medium	Store date meter last read.		
713877	Medium	Store date of last utility bill based on the meter.		
713878	Medium	Allow meters to be associated with a facility group/campus, one or more facilities or one or more sub-facilities.		
713879	Medium	Support meter groups for like types of operations.		
713880	Medium	Support unlimited meter hierarchy capability.		
713881	Medium	Support unlimited utility types.		
713882	Medium	Provide the ability to create virtual meters.		
713883	Medium	Support creation of a service meter for non-utility services spread across multiple users.		
713884	Medium	Provide the ability to calculate rates for each utility type and vendor.		
713885	Medium	Include cost of purchase, maintenance, and capital improvements in utility calculations.		
713886	Medium	Allow percentage and fixed price adjustments.		

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Section: PL-Facilities Management, Utilities (20 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713887	Medium	Integrate with ERP accounts receivable (external customers) and general ledger (other agency customers) to create invoices and customer bills for utility consumption.		
713888	Medium	Provides the ability to perform meter readings through manual input, batch input, and interface.		
713889	Medium	Provides the ability to generate trend data for utility consumption.		
713890	Medium	Provide the ability to perform benchmarking of utility consumption between customer groups, facilities, facility types, and other types of groupings.		

Section: PL-Facilities Management, Management Reports (27 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713891	High	Restrict access to report and ad-hoc query results by agency, agency unit and other user-defined business rules.		
713892	Medium	Provide pre-defined inventory listing reports for each facility grouping/campus or facility by a variety of selection criteria including sub-facility, system, components, condition rating a date range for installation date, etc. Report must show unique facility asset identifier; location within facility grouping/campus or facility; and the latest condition rating.		
713893	Medium	Provide a pre-defined inventory listing by system or component. Selection criteria must include a range of parameters such as system or component types, facility grouping/campus, facility, maintenance shop, etc. Report must show unique asset identified, description, location within facility grouping/campus or facility; and the latest condition rating.		
713894	Medium	Provide the ability to view on-line, as well as in reports, monthly, fiscal year-to-date, and life-to-date information for maintenance costs for selected facility groups/campuses, facilities, sub-facilities, systems or components.		
713895	Medium	Provide the ability to view on-line, as well as in reports, monthly, fiscal year-to-date, and life-to-date information for utility costs for selected facility groups/campuses, facilities, sub-facilities, systems or components.		
713896	Medium	Provide the ability to view on-line, as well as in reports, monthly, fiscal year-to-date, and life-to-date information for security costs for selected facility groups/campuses, facilities, sub-facilities, systems or components.		
713897	Medium	Provide the ability to view on-line, as well as in reports, monthly, fiscal year-to-date, and life-to-date information for administrative costs for selected facility groups/campuses, facilities, sub-facilities, systems or components.		
713898	Medium	Provide the ability to view on-line, as well as in reports, monthly, fiscal year-to-date, and life-to-date information for rental costs for selected facility groups/campuses, facilities, sub-facilities, systems or components.		
713899	Medium	Provide the ability to view on-line, as well as in reports, monthly, fiscal year-to-date, and life-to-date information for project costs for selected facility groups/campuses, facilities, sub-facilities, systems or components.		
713900	Medium	Provide the ability to view on-line, as well as in reports, monthly, fiscal year-to-date, and life-to-date information for vendor versus in-house costs, labor and materials for selected facility groups/campuses, facilities, sub-facilities, systems or components.		
713901	Medium	Provide the ability to view on-line, as well as in reports, monthly, fiscal year-to-date, and life-to-date information for other user defined categories for selected facility groups/campuses, facilities, sub-facilities, systems or components.		
713902	Medium	Generate a list of facility assets on which major maintenance activity has been performed. Selection criteria must include facility class, facility grouping/campus, facility, sub-facility, system or components and a date range during which maintenance was performed. The resulting report must display system, component, unique facility asset number, facility, sub-facility, the date maintenance was performed, work order number and the type of maintenance activity performed.		

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Section: PL-Facilities Management, Management Reports (27 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713903	Medium	Generate monthly and year-to-date work accomplishment reports by activity or sub-activity for a facility class, facility grouping/campus, facility or a maintenance unit.		
713904	Medium	Generate monthly and year-to-date work accomplishment reports by activity or sub-activity for a facility class, facility grouping/campus, facility or a maintenance unit.		
713905	Medium	Prepare monthly and year-to-date planned versus actual work accomplishment reports by activity for a facility class, facility grouping/campus, facility or a maintenance unit.		
713906	Medium	Calculate and display or print the actual level of effort for each activity in terms of work accomplished divided by the quantity of maintenance inventory feature(s) associated with the activity for a facility class, facility grouping/campus, facility or a maintenance unit.		
713907	Medium	Prepare monthly, year-to-date, and year-over-year expenditure reports, including labor, equipment, material, and contract usage by activity for a facility class, facility grouping/campus, facility or a maintenance unit.		
713908	Medium	Generate monthly, year-to-date, and year-over-year planned versus actual expenditure reports, including labor, equipment, material, and contract usage by activity for a facility class, facility grouping/campus, facility or a maintenance unit.		
713909	Medium	Prepare monthly, year-to-date, and year-over-year planned versus actual productivity reports, showing average amount of work accomplished per crew-day versus the performance guideline for amount of work that should be accomplished per day. This report must be able to be created for a facility class, facility grouping/campus, facility or a maintenance unit.		
713910	Medium	Prepare monthly, year-to-date, and year-over-year planned versus actual cost per crew-day, (e.g., using planned costs by resource class and actual costs for individual resources used) for a facility class, facility grouping/campus, facility or a maintenance unit.		
713911	Medium	Provide exception reports for activities that deviate from planned performance by more than a user defined percentage.		
713912	Medium	Prepare a report of how many work orders in a certain time period were scheduled or nonscheduled.		
713913	Medium	Generate a report of how many work orders in a certain time period by reason, and/or maintenance activity.		
713914	Medium	Generate a report of open work orders by status, type and/or maintenance shop (pending, waiting parts, etc.).		
713915	Medium	Generate a report of repeat work orders on the same system or component for the last 30, 60 or 90 days.		
713916	Medium	Generate warranty usage report including savings associated with warranty work.		
713917	Medium	Prepare an accountability report that details all direct and indirect work by a maintenance technician and/or maintenance shop for any user defined period.		

Section: PL-Facilities Management, Ad-hoc Query (1 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713918	Medium	Allow users to build ad-hoc queries to report on any fields in the facility inventory using one or a combination of different criteria. At a minimum, this ad-hoc query tool must allow a user to select based on facility class, facility type, system, component, current condition assessment, manufacturer, make, model etc. This ad-hoc query function must also allow users to select the specific attributes to be displayed for assets meeting the selected criteria from a list of all potential fields relevant for the facility item selected.		

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Section: PL-Fleet Management, General (9 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713919	High	Provide an enterprise wide repository for the State's fleet and equipment while providing flexibility for managing fleet and equipment at the agency level.		
713920	High	Support agency specific vehicle and equipment usage rates.		
713921	High	Support agency specific repair codes/activities.		
713922	High	Support agency specific labor rates.		
713923	High	Support agency specific preventable maintenance schedules by fleet/equipment type and fleet/equipment unit.		
713924	High	Support enterprise or agency owners of various types of fleet/equipment units.		
713925	High	Support agency specific work flows for work order, surplus property and other approvals.		
713926	High	Support agency management of one or multiple vehicle/equipment pools.		
713927	High	Integrate fleet and equipment management functions with other relevant ERP functions, including but not limited to: asset management, accounts payable, accounts receivable, general ledger, grants, inventory, project accounting, purchasing and time and labor.		

Section: PL-Fleet Management, Inventory (147 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713928	High	Support entry, tracking, and management of all types of fleet and equipment units in a single enterprise inventory.		
713929	High	Track passenger vehicles.		
713930	High	Track light duty trucks.		
713931	High	Track passenger vans.		
713932	High	Track buses.		
713933	High	Track train engines.		
713934	High	Track train cars.		
713935	High	Track boats.		
713936	High	Track aircraft.		
713937	High	Track all Terrain Vehicles (ATVs).		
713938	High	Track construction equipment.		
713939	High	Track maintenance equipment.		
713940	High	Track trailers.		
713941	High	Track agriculture equipment.		
713942	High	Track other unique fleet classes/types defined by authorized users.		

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Section: PL-Fleet Management, Inventory (147 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713943	High	Allow authorized users to add, maintain and delete fleet/equipment classes where a fleet class is a group of related types of fleet and equipment units such as passenger vehicles, light duty trucks, aircraft, rail equipment, construction equipment etc.		
713944	High	Store the following for each fleet class: fleet class code.		
713945	High	Store the following for each fleet class: fleet class description.		
713946	High	Allow authorized users to define attributes that must be captured for each fleet class. For each fleet class, this includes required attributes and optional attributes.		
713947	High	Allow system administrator or other authorized users to designate a fleet class owner; this fleet class owner must be able to be defined at either the enterprise level or for an agency or group of agencies.		
713948	High	Allow authorized users (Fleet class owners) to add, maintain and delete fleet/equipment types where a fleet/equipment type is a subcategory of related fleet units within a fleet class (for example tractors within the agricultural equipment fleet class, four door passenger vehicles within the passenger vehicle class, etc.).		
713949	High	Store the following for each fleet type: fleet type code.		
713950	High	Store the following for each fleet type: fleet type description.		
713951	High	Store the following for each fleet type: fleet class it is a part of.		
713952	High	Allow authorized users to define attributes that must be captured for each fleet type. For each fleet type, this includes required attributes and optional attributes. The required attributes must include all required attributes for the fleet class but can include additional mandatory or optional attributes appropriate to the specific fleet type.		
713953	Medium	Provide the ability for an authorized user to create templates for each specific fleet/equipment type to facilitate entry and maintenance of fleet units into the system.		
713954	High	Allow system administrator or other authorized users to define user roles and responsibilities for each fleet type (add, maintain, delete units from inventory, transfer, perform/record maintenance, etc.); these responsibilities shall be defined at either the enterprise level or for an agency or group of agencies.		
713955	High	Store and track a variety of attributes for each fleet/equipment unit (the specific attribute for each fleet unit will vary by fleet type).		
713956	High	Store and track fleet type.		
713957	High	Store and track Vehicle identification number (VIN) or other unique identifier for a fleet type (serial number, etc.).		
713958	High	Store and track VIN or other identifier number replaced by and replacing.		
713959	High	Store and track acquisition method (purchase, lease, donation, other).		
713960	High	Store and track purchase order number.		
713961	High	Store and track purchase date or lease effective date.		
713962	High	Store and track unit received date.		
713963	High	Store and track lease end date (if leased).		
713964	High	Store and track owner (State agency holding title).		

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Section: PL-Fleet Management, Inventory (147 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713965	High	Store and track user agency (State agency using fleet/equipment unit).		
713966	High	Store and track user subunit (Program area or organizational unit within agency with control of fleet/equipment unit).		
713967	High	Store and track location where fleet/equipment unit is housed.		
713968	High	Store and track location typically responsible for maintaining fleet/equipment unit - this could be a specific agency maintenance shop, a designation for external maintenance, etc.		
713969	High	Store and track employee flee/equipment unit is assigned to (if assigned to a specific employee).		
713970	High	Store and track assigned fleet/equipment pool (if not assigned to a specific employee).		
713971	High	Store and track security designation code (to restrict access to view sensitive equipment such as undercover vehicles).		
713972	High	Store and track fuel/maintenance card # assigned to fleet unit.		
713973	High	Store and track manufacturer.		
713974	High	Store and track make.		
713975	High	Store and track model.		
713976	High	Store and track year manufactured.		
713977	Medium	Store and track number of doors.		
713978	Medium	Store and track seating.		
713979	Medium	Store and track color 1.		
713980	Medium	Store and track color 2.		
713981	Medium	Store and track color 3.		
713982	Medium	Store and track optional attachments (minimum of 10).		
713983	Medium	Store and track license tag (minimum of 2).		
713984	Medium	Store and track fuel type (minimum of 3).		
713985	Medium	Store and track fuel capacity.		
713986	Medium	Store and track bucket/cubic yards.		
713987	Medium	Store and track Gross Vehicle Weight Rating (GVWR).		
713988	Medium	Store and track width.		
713989	Medium	Store and track height.		
713990	Medium	Store and track length.		
713991	Medium	Store and track wheelbase.		
713992	Medium	Store and track oil capacity.		

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Section: PL-Fleet Management, Inventory (147 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
713993	Medium	Store and track number of axles.		
713994	Medium	Store and track front or rear wheel drive axles.		
713995	Medium	Store and track tire size, front.		
713996	Medium	Store and track tire size, rear.		
713997	Medium	Store and track number of tires, front.		
713998	Medium	Store and track number of tires, rear.		
713999	Medium	Store and track transmission type.		
714000	Medium	Store and track multiple engine types per fleet/equipment unit (gas, hybrid, electric, diesel).		
714001	Medium	Store and track engine size.		
714002	Medium	Store and track engine cylinders.		
714003	Medium	Store and track AVL/GIS transponder assigned to unit.		
714004	Medium	Store and track toll transponder assigned to unit.		
714005	Medium	Store and track optional equipment (multiple fields based on the fleet class and fleet equipment/type).		
714006	Medium	Store and track other user defined fields by fleet class and fleet/equipment type (minimum of 20).		
714007	Medium	Integrate with ERP purchasing function to automatically create initial fleet/equipment unit record upon receipt of vehicle populating initially with appropriate information available within ERP purchasing function; authorized user must be able to then add additional information within the fleet/equipment unit record.		
714008	Medium	Integrate with the R.L. Polk and Company Vehicle Identification Number Analysis software to populate the fleet unit attributes to the extent possible.		
714009	Medium	Integrate automatically with the West Virginia Board of Risk and Insurance Management (BRIM) to add new fleet/equipment record to BRIM SQL Server database or to update the BRIM database with changes recorded in ERP. .		
714010	High	Provide the ability to assign add on components to a fleet/equipment unit.		
714011	High	Store a minimum of 5 major component makes, models and serial #s per fleet/ equipment unit (e.g., chassis, engine).		
714012	High	Store at least 15 warranties applicable to each fleet/equipment unit or major subcomponent of the fleet/equipment unit; warranties must be supported for time, miles or any combination of the two.		
714013	High	Store and track warranty type by major unit component.		
714014	High	Store and track warranty expiration date.		
714015	High	Store and track warranty expiration in mileage.		
714016	High	Store and track warranty expiration in time.		
714017	High	Store and track other warranty terms definable by fleet class.		

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Section: PL-Fleet Management, Inventory (147 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714018	High	Store text comments about a warranty.		
714019	High	Allow authorized users by agency to define and maintain preventive maintenance codes including code and type of service required, miles between service and/or length of time between service.		
714020	High	Store at least 30 preventive maintenance schedules applicable to each fleet/equipment unit; preventive maintenance schedules must be supported for time, miles/hours, fuel consumed, or any combination of all three.		
714021	Medium	Provide a minimum five (5) group assignments per fleet/equipment unit (e.g., agency, unit, location, etc.).		
714022	Medium	Provide a minimum of three (3)user-defined meters per fleet or equipment unit.		
714023	Medium	Store unlimited notes for each fleet/equipment unit record.		
714024	Medium	Store a minimum 3 fuel types per fleet/equipment unit.		
714025	Medium	Provide a minimum of 12 add-fluid types per fleet/equipment unit.		
714026	Medium	Store lease/rental information for any fleet units which are leased.		
714027	Medium	Store State agency for inter-agency leases.		
714028	Medium	Store vendor identification number for lessor for external leases.		
714029	Medium	Store lease term.		
714030	Medium	Store lease start date.		
714031	Medium	Store lease end date.		
714032	Medium	Store lease payment terms (lease amount, period).		
714033	Medium	Store lease payment due date.		
714034	Medium	Store organization to whom payment is made (bank or other).		
714035	Medium	Store lease payment location.		
714036	Medium	Store payment address.		
714037	Medium	Integrate with Accounts Payable function to automatically generate payment request for monthly or other recurring payments for leased vehicles; this could be a payment to an external entity or an intergovernmental transfer to another State agency.		
714038	Medium	Store financing information for any fleet units which are financed.		
714039	Medium	Store vendor identification number for bank or finance company.		
714040	Medium	Store loan date.		
714041	Medium	Store loan start and end date.		
714042	Medium	Store loan terms (rate, period, payment).		
714043	Medium	Store loan payment due date.		
714044	Medium	Store organization to whom loan payment is made (bank or other).		

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Section: PL-Fleet Management, Inventory (147 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714045	Medium	Store loan payment location.		
714046	Medium	Store loan payment address.		
714047	Medium	Integrate with Accounts Payable function to automatically generate payment request for monthly or other recurring payments for financed vehicles.		
714048	Medium	Store and track annual license/permit renewals for vehicles and other motorized equipment separate from preventive maintenance services including license/permit type, date renewal is required and associated fees.		
714049	Medium	Integrate with Accounts Payable function to automatically generate payment request for renewal of required licenses and permits.		
714050	Medium	Maintain a history of any accidents associated with a fleet/equipment unit.		
714051	Medium	Allow a fleet class owner for an agency to define mandatory and optional attributes which should be captured for an accident associated with a fleet class or fleet/equipment type.		
714052	Low	Allow a fleet class owner for an agency to create a template for entering accidents for a specific fleet class and/or fleet/equipment type.		
714053	Medium	Store accidents involving a fleet unit.		
714054	Medium	Store date of accident.		
714055	Medium	Store employee operating fleet/equipment unit.		
714056	Medium	Store other employees in fleet unit or working with equipment.		
714057	Medium	Store accident description.		
714058	Medium	Store names/contact information of non State employees involved in incident/accident.		
714059	Medium	Store work orders (multiple) associated with any repairs.		
714060	Medium	Store other optional fields based on fleet class and/or fleet/equipment type.		
714061	Medium	Integrate with BRIM to automatically provide notification of accident and available information on the accident including attachment and transfer to BRIM of electronic files (pictures, police reports, estimates, etc.).		
714062	Medium	Integrate with WV DOT's web based Trimble TrimWEB and Telvistar Mobile Resource Management application and/or WV DOT's TRIMDB SQL*Server database to allow for viewing vehicle activity history including activity, location and date and time of activity.		
714063	Medium	Integrate with WV DOT's web based Trimble TrimWEB and Telvistar Mobile Resource Management application and/or WV DOT's TRIMDB SQL*Server database to allow for viewing available vehicle event history which are logged such as speeding, vehicle operations during scheduled down-time, etc.		
714064	Medium	Display vehicle activity history or event history in a tabular format or within a GIS viewer within the ERP fleet management function.		
714065	High	Provide ability to restrict access to view units in fleet inventory by fleet class owner, fleet type owner and agency.		
714066	High	Provide capability to search the fleet/equipment inventory by multiple parameters including but not limited to VIN or other unique identifier, fleet/equipment type, manufacturer, make, model, miles driven, hours used, etc.		

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Section: PL-Fleet Management, Inventory (147 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714067	High	Restrict search capabilities by agency or agency unit based on the user's defined roles/responsibilities.		
714068	High	Provide ability to designate at agency level or group of agencies a list of individuals who are able to view any fleet units designated as having special security (undercover cars, etc.).		
714069	High	Restrict only to authorized users information about fleet/equipment units defined as having special security.		
714070	Medium	Store and track fuel card number.		
714071	Medium	Track assignment of fuel card to employee or vehicle.		
714072	Medium	Identify vehicles assigned to individuals for tax purposes.		
714073	Medium	Integrate with ERP human resources and payroll functions to provide required tax information on vehicles assigned to specific individuals.		
714074	High	Allow for re-numbering of fleet/equipment units and retain repair, fuel, accident and preventive maintenance histories.		

Section: PL-Fleet Management, Preventive Maintenance (16 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714075	High	Track and identify fleet/equipment units and major components due for preventative maintenance (PM).		
714076	High	Generate a listing of fleet and equipment units and components that are due for maintenance based on user defined parameters.		
714077	High	Notify electronically designated agency contacts, including the fleet/equipment unit operator and operator's supervisor, when the fleet unit or major components are due or past due for preventative maintenance.		
714078	High	Notify electronically designated agency contacts, including the fleet/equipment unit operator and operator's supervisor, when the fleet unit or major components is under a factory recall.		
714079	Medium	Display trend analysis (agency, employee, fleet/ equipment type) in regards to timeliness in response to scheduled PM's.		
714080	High	Schedule automatically preventative maintenance procedures for fleet and equipment units and components.		
714081	High	Provide an option for hierarchical scheduling of PMs. For instance, if an A, B, C methodology is used, when a C is done it is assumed an A and B have been done and automatically reschedules all three.		
714082	Low	Provide the capability to adjust for early, late hierarchically scheduled preventative maintenance services.		
714083	Medium	Generate a maintenance due list (State inspection, emissions, and technical service bulletin) by agency, unit with agency and date.		
714084	Medium	Track inspections and emissions testing that is due and generate a report of test due within a user defined period of time.		
714085	Low	Notify via e-mail or SMS appropriate individuals responsible for State inspections and emission inspections.		
714086	Medium	Update automatically the next maintenance due date without any manual intervention based upon user-specified maintenance frequency.		
714087	Medium	Notify fleet/equipment unit operator, and operator's supervisor of next maintenance due date.		
714088	Medium	Schedule and track maintenance on multiple vehicle components.		

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Section: PL-Fleet Management, Preventive Maintenance (16 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714089	Medium	Provide individual maintenance scheduling for each equipment component so that differences due to age, usage and manufacturer are accounted for.		
714090	Medium	Provide the capability to schedule unlimited maintenance activities per fleet or equipment unit.		

Section: PL-Fleet Management, Work Orders (53 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714091	High	Allow agency fleet class owners to define, maintain and view repair codes including the repair code and a work description.		
714092	High	Allow agency fleet class owners or other authorized users to define rates for repair services by agency, employee, maintenance shop or skill within a maintenance shop.		
714093	Medium	Track regular and overtime labor.		
714094	Medium	Track general shop as well as individual mechanic labor rates.		
714095	Medium	Allow for assignment of individual overtime rates to each mechanic.		
714096	Medium	Provide capability to establish at the agency levels work flows for work request and job estimate review and approval based on user defined business rules and threshold levels.		
714097	Medium	Allow an operator of a fleet/equipment unit or authorized user to generate a work request for a required repair or service to a fleet/equipment unit.		
714098	Medium	Capture on work request the nature of the problem/service/repair and the criticality.		
714099	Medium	Allow work orders to be charged to an active grant, project or combination of chart of accounts codes.		
714100	Low	Provide for a repairs-to-do lookup feature from repair order entry enabling user to add repair-to-do to existing repair order..		
714101	Low	Support driver notes to the mechanic of a minimum of 240 characters per work request.		
714102	Low	Provide the ability to attach various file types to the work request/work order.		
714103	Medium	Route work order request for a service or repair to the operator's supervisor or other authorized user for approval based on agency specific business rules.		
714104	Medium	Route work order automatically to the appropriate maintenance shop for review, estimating and assignment based on maintenance shop designated in the fleet inventory or other user defined business rules.		
714105	Medium	Allow for re-assignment of work order between maintenance shops or to an external repair vendor.		
714106	Medium	Capture estimated cost (labor, parts, other costs) for a work order.		
714107	Medium	Support multiple repair types on a work order (such as the inclusion of a warranty repair on a PM work order), while still allowing detailed analysis by repair type.		
714108	Medium	Provide a mechanism to red flag repairs caused by the negligence of others (i.e. traffic accidents, vandalism, etc.) The party determined at fault must be able to then be billed for these repairs.		
714109	Medium	Integrate with BRIM to automatically report the estimated repair costs associated with accidents.		

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Section: PL-Fleet Management, Work Orders (53 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714110	Medium	Allow for automated routing of work order back to operator (requestor) and/or operator's supervisor for approval of the estimate and generation of the work order.		
714111	Medium	Allow the maintenance shop supervisor to view each mechanic's current work queue in a maintenance shop including assigned jobs, estimated completion times for each job and estimated availability time.		
714112	Medium	Allow a maintenance shop supervisor to identify options for assignment of a work order based on skill set and level of mechanic.		
714113	Medium	Allow a maintenance shop supervisor to assign and automatically route via a work flow a work order to a mechanic within the maintenance shop.		
714114	Medium	Allow the maintenance shop supervisor to adjust the priority of a work order moving a work order up in the mechanics work queue.		
714115	Medium	Support multiple mechanics on a single repair order.		
714116	Medium	Create or automatically generate work orders based on user defined business rules (preventive maintenance schedules, warranty check, inspections, etc.).		
714117	Medium	Notify via email the assigned operator or designated owner of the fleet/equipment unit of automatically generated work orders.		
714118	Medium	Generate work orders for external repairs.		
714119	Low	Allow for e-mail or fax of repair tickets directly to vendors.		
714120	Medium	Provide the capability to integrate with management systems of multiple outsourced maintenance providers to electronically transfer work order information.		
714121	Medium	Route assigned work orders automatically via work flow to the mechanics work queue.		
714122	Medium	Allow mechanic to log start time on a job by selecting it from their work queue through online entry or scanning a printed bar code on a printed work order form.		
714123	Medium	Identify and display all warranties and preventive maintenance as part of a work order.		
714124	Medium	Generate part list and maintenance procedures with the work orders.		
714125	Medium	Auto create the parts requisition with the work order.		
714126	Medium	Allow a mechanic to perform data entry of parts utilized, parts returned to inventory and other information through scanning of bar codes on the parts, etc.		
714127	Medium	Allow mechanic to indicate work order completion.		
714128	Medium	Allow authorized user to review and approve work order as completed.		
714129	Medium	Prevent further changes to a work order after approval. Further changes will require an additional transaction against the work order so that the audit trail of changes is maintained.		
714130	Medium	Allow a work order to be credited to allow for both current and past errors.		
714131	Medium	Provide work order search capability by a number of parameters including maintenance shop, status (open, closed, cancelled), date range, work order type, fleet/equipment type, make, model, etc.		

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Section: PL-Fleet Management, Work Orders (53 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714132	Medium	Restrict work order search capability and access to work orders by agency, maintenance shop with an agency and by a user's roles/responsibilities.		
714133	Medium	Allow for partially complete repair orders that remain open through month and year end without starting new repair order.		
714134	Medium	Allow authorized users to credit repairs on an existing repair order without deleting when data entry mistakes are made.		
714135	Medium	Update employee time information in the ERP time and labor function based on the actual time reported by the employee on the work order. Total time for an employee for each day should be pre-populated on the time sheet based on the total time charged to work orders that day.		
714136	Medium	Update parts inventory in ERP inventory function based on parts used on a work order.		
714137	Medium	Update parts inventory in ERP inventory function based on any parts credited in a work order (returned to inventory).		
714138	Medium	Track maintenance against the warranty associated with each piece of equipment and/or components.		
714139	Medium	Capture cost avoidance information associated with maintenance against the warranty work performed on each vehicle and each piece of equipment and/or components.		
714140	Medium	Print warranty tracking and labels at time of repair.		
714141	Medium	Update equipment costs with recovered warranty dollars.		
714142	Medium	Integrate with ERP accounts payable function to support payment for completed work orders via procurement card or warrant for external repairs and intergovernmental billing for repairs performed by one State agency for another agency.		
714143	Medium	Integrate with ERP general ledger function to support intergovernmental billing for repairs performed by one State agency for another agency.		

Section: PL-Fleet Management, Time and Labor Integration (2 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714144	Medium	Integrate with the ERP time and labor function to update employee time information in the ERP time and labor function based on the actual time reported by the employee on the work order. Total time for an employee for each day will be pre-populated on the time sheet based on the total time charged to work orders that day.		
714145	Medium	Integrate with the ERP time and labor function to capture vehicle usage reported by an employee on their time sheet and update the fleet inventory information with mileage to date as appropriate.		

Section: PL-Fleet Management, Facilities and Operations Management Integration (3 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714146	Medium	Integrate with the ERP operations management function to obtain vehicle and equipment usage information entered by maintenance forces on the Daily Activity Report or on a specific work order and update the vehicle inventory information with the mileage or hours utilized as appropriate.		
714147	Medium	Integrate with the ERP facilities management function to obtain vehicle and equipment usage information entered by facilities staff on work orders and update the vehicle inventory information with the mileage or hours utilized as appropriate.		

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Section: PL-Fleet Management, Facilities and Operations Management Integration (3 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714148	Medium	Provide capability to view history of work orders on which a fleet/equipment unit has been utilized and to drill down to see the details associated with this work order.		

Section: PL-Fleet Management, Parts Inventory (37 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714149	Medium	Integrate with the ERP inventory function to maintain an inventory of an unlimited number of parts.		
714150	Medium	Allow for an agency specific parts inventory with part types unique to each individual agency.		
714151	Medium	Support set-up of multiple stock rooms or warehouse locations per agency.		
714152	Medium	Provide the capability to integrate with bar code scanners to receive, transfer, adjust and charge out parts inventory.		
714153	Medium	Store part type code.		
714154	Medium	Store part number.		
714155	Medium	Store manufacturer.		
714156	Medium	Store manufacturer part number.		
714157	Medium	Store serial number.		
714158	Medium	Store alternate part number.		
714159	Medium	Store description.		
714160	Medium	Store part usage codes (multiple).		
714161	Medium	Store part reference fields (multiple).		
714162	Medium	Store cross reference fields (multiple).		
714163	Medium	Track information on the annual part usage, the type of usage, and the piece of equipment that the part is normally issued to.		
714164	Medium	Support warranty tracking including agency specific warranty types, cycle (hours, days, years, miles) and length of cycle in time and/or miles.		
714165	Medium	Track the issuance of all stocked and non-stocked parts to a specific fleet unit or piece of equipment.		
714166	Medium	Allow for issuance of parts without having to charge it to a work order; instead parts must be charged to an active chart of account code, grant or project. Provide an audit trail and exception report of these situations.		
714167	Medium	Maintain inventory history including transfers and adjustments.		
714168	Medium	Track and record part transfers between shops or locations. Implement appropriate controls to ensure that transfers of parts are acknowledged by the sender and receiver and an exception report is provided for transfers not acknowledged and for any variance in quantities.		
714169	Medium	Maintain year to date and life to date history.		
714170	Medium	Provide a full range of audit tracking capabilities including any adjustment to unit cost, count, return to inventory, return to vendor, transfers, from one storeroom to another, by operator, and date/time.		

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Section: PL-Fleet Management, Parts Inventory (37 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714171	Medium	Provide for an agency specific mark-up percent by part type and/or part number.		
714172	Medium	Provide on-line search capabilities of all parts by part type, agency part number, manufacturer's part number, alternate part number, and a user-defined alpha/numeric reference field. The search screen must also display minimum and maximum stocking levels and quantity on hand.		
714173	Medium	Integrate with ERP purchasing and accounts payable functions to track part inventory purchases by vendor, vendor location, purchase order number, vendor invoice or procurement card transaction number.		
714174	Medium	Display/report purchases and receipts by vendor for all parts, one or more types of parts or a specific part for the fiscal year or other user-defined time period.		
714175	Medium	Provide ability to change a part number and have that change be reflected for all historical data.		
714176	Medium	Allow merging of up to 20 part numbers into one part number while retaining historical data.		
714177	Medium	Track activity on non-stocked parts to include frequency of issue and fiscal year-to-date information.		
714178	Medium	Price parts issued to work orders at a moving average.		
714179	Medium	Generate a surplus parts reports which can track lack of activity for user-defined periods of time.		
714180	Medium	Print bin labels on request.		
714181	Medium	Generate a parts reorder list by vendor, part type, part number, or storeroom.		
714182	Medium	Provide for ABC classification of parts where A represents the 10% of parts inventory with the highest dollar value; B represents the next 20% of the highest dollar value; C represents the 70% of parts inventory comprised of lower cost items.		
714183	Medium	Provide for user-defined inventory cycles.		
714184	Medium	Generate work lists to assist in inventory counts and automatically generate a variance report when the physical count is entered.		
714185	Medium	Support capability to track performance on a parts contract (actual cost per part vs. the contracted cost per part).		

Section: PL-Fleet Management, Repair History (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714186	Medium	Maintain repair histories for both internal agency and vendor repairs.		
714187	Medium	Track and report costs (work and parts) for scheduled, unscheduled, road calls and accident maintenance.		
714188	Medium	Provide ability to quickly reference complete equipment repair history without generating a report.		
714189	Medium	Provide ability to search and query repair history by a number of user-defined parameters including fleet class, fleet type, manufacturer, fleet unit number, maintenance shop, repair date range, etc.		
714190	Medium	Allow for transfer of fleet/equipment unit between agencies, while retaining repair, fuel and preventive maintenance histories for a user definable time period at the enterprise or agency level.		

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Section: PL-Fleet Management, Fuel (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714191	High	Provide for individual agencies to manage fuel inventory, sale and distribution.		
714192	Medium	Integrate with ERP accounts payable, purchasing and inventory functions to manage internal fuel distribution function.		
714193	Medium	Track fueling stations.		
714194	Medium	Track tank inventory.		
714195	Medium	Track pump inventory.		
714196	Medium	Track fuel delivered to or used from a tank.		
714197	Medium	Track fuel delivered to or used from individual pumps.		
714198	High	Track fuel used from external purchases.		
714199	Medium	Track in-house, agency and vendor fuel purchases.		
714200	Medium	Track location (i.e. vendor, city, address, etc.) where fuel was purchased.		
714201	Medium	Calculate required state fuel taxes.		
714202	Medium	Calculate federal fuel taxes.		
714203	Medium	Track fuel usage by vehicle.		
714204	Medium	Update the odometer reading and date fuel purchased on fleet/equipment master record.		
714205	Medium	Maintain fueling history for each fleet/equipment unit with date, fuel tank and pump (if internal) or external provider and location and fuel usage.		
714206	Medium	Provide capability to integrate with a third party automated fueling system to obtain fuel usage.		
714207	Medium	Capture fuel ticket transactions for State-owned gas pumps not part of an automated fuel management system (for example a number of WVDOT maintenance shops where a fuel management system may not be implemented).		
714208	Medium	Integrate with and upload transactions from a fleet card system.		
714209	High	Integrate with ERP inventory function and/or third party fuel management system or the Oil Price Information Service (OPIS) to obtain fuel costs.		
714210	Medium	Provide for multiple agency specific mark-ups on fuel costs by agency subunit, fleet/equipment type, internal or external customer and other parameters.		
714211	Medium	Integrate with ERP accounts receivable and general ledger functions to generate intergovernmental billings for fuel purchases by one state agency from another state agency.		
714212	Medium	Integrate with ERP accounts receivable and billing functions to bill external customers for fuel purchases. External customers include local political subdivisions such as county sheriffs, etc.		
714213	Low	Alert the fleet/equipment unit operator and fleet class/fleet type owner by email of various transactions outside user-defined ranges (fuel type, fuel mileage, etc.).		
714214	Medium	Provide report of fuel usage outside established business rules by fleet/equipment type.		

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Section: PL-Fleet Management, Fuel (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714215	Medium	Calculate fuel economy (e.g. MPG) for current month, year-to-date, life-to-date and last year by agency, agency unit, maintenance shop, fleet class, fleet type, manufacturer, model and individual fleet/equipment unit.		
714216	Medium	Calculate cost of fuel usage for current month, year-to-date, life-to-date and last year for agency, agency unit, maintenance shop, fleet class, fleet type, manufacturer, model, fleet/equipment unit.		
714217	Medium	Calculate updates to vehicle cost per mile based on fueling entries.		
714218	Medium	Provide ability for an authorized user with proper documentation and approvals based on business rules to adjust fuel purchases charged to one fleet unit which was really for other equipment (fuel for a chain saw bought with the fleet card assigned to the employees vehicle, etc.); provide exception report for all adjustments made.		
714219	Medium	Establish and maintain an audit trail for all fuel disbursements and adjustments.		

Section: PL-Fleet Management, Tires (6 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714220	Low	Support comparison of tire makes and models.		
714221	Low	Allow classification of tires by type (i.e., recap, airless, solid, etc.).		
714222	Low	Track tread wear by type.		
714223	Low	Track tire performance by type.		
714224	Low	Track tire costs by type.		
714225	Low	Track tire location by type including unit, position, scrap and staging.		

Section: PL-Fleet Management, Labor (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714226	Medium	Provide the capability to view on-line work in progress, as well as all work completed that day by mechanic and location.		
714227	Medium	Track both direct and indirect labor for each fleet/equipment unit.		
714228	Medium	Capture all labor transactions real-time as the mechanic logs on and off of repairs.		
714229	Medium	Produce labor averages by repair type and individual mechanic for a maintenance shop, set of maintenance shops or for the entire agency.		
714230	Medium	Prepare efficiency reports which measure how a mechanic's performance compares with one or more user-defined standards. Reports must be able to be generated for the entire agency, a set of maintenance shops, a maintenance shop or for one or more mechanics for a user defined set of repair types and date range.		

Section: PL-Fleet Management, Availability, Usage and Downtime (18 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714231	Medium	Provide an optional downtime calendar to be set up by user-defined parameters for each fleet class, fleet type and/or individual fleet/equipment unit. Downtime parameter codes should include hours of service for day, week, month, weekends, and holidays by fleet/equipment unit.		

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Section: PL-Fleet Management, Availability, Usage and Downtime (18 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714232	Medium	Record downtime, showing user defined reason for downtime (down for maintenance, down for parts, absence of a certified operator, etc.).		
714233	Medium	Provide for tracking of downtime from the time the vehicle is delivered for repair until the time the operator is notified of completion of the repair/maintenance.		
714234	Medium	Provide means to stop and re-start downtime if a vehicle is worked on, then released, then brought back into the shop and worked on again on the same work order.		
714235	Medium	Calculate downtime by fleet class, fleet type, manufacturer, make, model and individual fleet/equipment unit based on user-established parameters.		
714236	Medium	Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by Fleet class.		
714237	Medium	Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by fleet type.		
714238	Medium	Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by manufacturer.		
714239	Medium	Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by model type.		
714240	Medium	Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by agency.		
714241	Medium	Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by agency unit.		
714242	Medium	Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by internal or external maintenance.		
714243	Medium	Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by maintenance shop.		
714244	Medium	Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by work order type.		
714245	Medium	Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by work order unit.		
714246	Medium	Provide downtime analysis by user defined downtime reasons, including or excluding non-working hours, weekends, and holidays on work total and averages by major component.		
714247	Medium	Provide agency specific downtime analysis including total and averages by fleet class, fleet type, agency unit, maintenance shop, manufacturer, make or model using user defined downtime reasons. Downtime may include or exclude non-working hours, weekends, and holidays.		
714248	Medium	Allow comparison of downtime and availability for different manufacturers, makes and models within a fleet type for life-to-date or another user defined date range.		

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Section: PL-Fleet Management, Motor Pool (25 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714249	Medium	Provide capability to manage an enterprise-wide and/or one or more agency or agency unit specific motor pools.		
714250	Medium	Allow definition and set-up of an unlimited number of motor pools.		
714251	Medium	Store for each motor pool: unique motor pool identifier.		
714252	Medium	Store for each motor pool: operating agency.		
714253	Medium	Store for each motor pool: operating agency unit.		
714254	Medium	Store for each motor pool: motor pool manager.		
714255	Medium	Store for each motor pool: pool location.		
714256	Medium	Define for each motor pool the employee units or groups of employee units which are eligible to reserve the fleet/equipment units in each motor pool.		
714257	Medium	Allow fleet units/equipment to be defined as a pool vehicle which can be reserved for use.		
714258	Medium	Assign each pooled fleet /equipment unit to a specific motor pool.		
714259	Medium	Allow authorized users to view vehicle/equipment availability by fleet class, fleet type, time in and time out and by rental location.		
714260	Medium	Allow vehicles to be reserved for future periods based on user defined rules with proper security authorization.		
714261	Medium	Capture reservation information including agency; agency unit; an active/valid chart of account codes, grant or project to charge rental to; person requesting reservation; destination; employee operator name and driver license number; dispatched information; fleet unit number; rental charges; and pick-up site location.		
714262	Medium	Allow override of vehicle reservations with proper security authorization.		
714263	Medium	Generate reservation with a PIN# for key control purposes.		
714264	Medium	Integrate with ERP personnel administration function to obtain employee driver license number at time of reservation.		
714265	Medium	Integrate with DMV Driver License system to perform a record check and verify employee's driver license is active at time of reservation.		
714266	Medium	Support user defined rental rate structure by fleet class and fleet type for hourly, daily, weekly, monthly and annual rentals.		
714267	Medium	Provide a rental rate structure which allows free miles or unlimited miles for each type of rental.		
714268	Medium	Capture and track all costs associated with each rental.		
714269	Medium	Allow additional costs to be added to each rental.		
714270	Medium	Provide the ability to define how the rental costs will be calculated to meet individual agency or motor pool specific needs, i.e., rental rate and CPM for excessive miles or rental rate of CPM for total miles, whichever is greater.		
714271	Medium	Support scheduling of an assigned pool vehicle/equipment unit for preventive maintenance.		
714272	Medium	Integrate with ERP accounts receivable and general ledger to support intergovernmental billing for use of an enterprise-wide motor pool or for use by one agency of another agency's motor pool function.		
714273	Medium	Support billing for all rental charges, maintenance and operations costs on a single invoice.		

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Section: PL-Fleet Management, Acquisition, Replacement and Surplus (30 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714274	Medium	Allow for identification of replacement criteria by fleet class and fleet type at either the enterprise or agency level.		
714275	Medium	Provide the ability to automate equipment replacement scheduling based on time period, mileage and hours utilized and historical repair costs.		
714276	Medium	Identify and report on fleet/equipment units meeting replacement criteria by agency or agency unit.		
714277	Medium	Provide the ability to view current depreciated value to determine surplus timing as it relates to life-to-date maintenance expenditures. .		
714278	Medium	Support multiple surplus property inventories for fleet/equipment units (Division of Purchasing, WV DOT, other agencies as appropriate, etc.).		
714279	Medium	Allow for transfer of fleet/equipment unit into surplus inventory.		
714280	Medium	Integrate with ERP asset management and purchasing function to support sale of surplus property.		
714281	Medium	Record sale of surplus property.		
714282	Medium	Generate a transaction based on completion of sale and integrate with ERP General Ledger to support posting of receipt for user agency share of revenue from surplus property sale.		
714283	Medium	Integrate with BRIM to remove fleet/equipment unit from the State inventory for insurance purposes if sold to an external entity.		
714284	Medium	Integrate with BRIM to transfer surplus property from one State agency to another State agency if fleet/equipment unit is sold to another State agency.		
714285	Medium	Transfer repair history from one state agency to another if vehicle is transferred/sold to another State agency.		
714286	Medium	Allow former State agency owner or former State user agency access to history data on a vehicle after vehicle disposal (sell/salvage).		
714287	Medium	Provide ability for an authorized user to submit a fleet/equipment vehicle acquisition or replacement request.		
714288	Medium	Capture the following information for a acquisition/replacement request: requestor.		
714289	Medium	Capture the following information for a acquisition/replacement request: date requested.		
714290	Medium	Capture the following information for a acquisition/replacement request: agency.		
714291	Medium	Capture the following information for a acquisition/replacement request: agency unit or program area.		
714292	Medium	Capture the following information for a acquisition/replacement request: authorized agency approver.		
714293	Medium	Capture the following information for a acquisition/replacement request: date approved.		
714294	Medium	Capture the following information for a acquisition/replacement request: requested fleet type.		
714295	Medium	Capture the following information for a acquisition/replacement request: justification/reason for replacement.		
714296	Medium	Capture the following information for a acquisition/replacement request: requested manufacturer/make/model (if one) with a justification.		
714297	Medium	Capture the following information for a acquisition/replacement request: location where fleet/equipment unit will be assigned.		

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Section: PL-Fleet Management, Acquisition, Replacement and Surplus (30 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714298	Medium	Capture the following information for a acquisition/replacement request: anticipated cost allocation to active chart of accounts codes, grants or projects.		
714299	Medium	Capture the following information for a acquisition/replacement request: date fleet/equipment required by.		
714300	Medium	Calculate estimated replacement cost based on purchase price, estimated salvage value, estimated sale price and depreciation.		
714301	Medium	Route approval of an acquisition/replacement request based on fleet class, fleet type, agency, agency unit, estimated cost and other user defined business rules.		
714302	Medium	Provide approval routing for both internal agency approvals and any required external agency approvals.		
714303	Medium	Integrate with ERP purchasing function to automatically generate a requisition for an approved fleet/equipment unit pre-populating with available information from the fleet/equipment request form.		

Section: PL-Fleet Management, Cost and Billing (18 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714304	Medium	Create various cost pools at the enterprise, group of agency, agency and agency unit levels.		
714305	Medium	Assign fleet/equipment units to various cost allocation pools.		
714306	Medium	Integrate with ERP cost allocation function to allocate indirect costs associated with fleet management to fleet/equipment units based on various parameters.		
714307	Medium	Allocate indirect costs associated with fleet management to fleet/equipment units based on number of fleet/equipment units in allocation pool.		
714308	Medium	Allocate indirect costs associated with fleet management to fleet/equipment units based on total hours fleet/equipment unit is utilized.		
714309	Medium	Allocate indirect costs associated with fleet management to fleet/equipment units based on total mileage fleet/equipment units is driven.		
714310	Medium	Allocate indirect costs associated with fleet management to fleet/equipment units based on other user defined variables.		
714311	Medium	Support allocation of vehicle operating cost to projects, grants and agency or agency unit overhead accounts.		
714312	Medium	Provide for the billing period to be user definable at the individual fleet/equipment unit level.		
714313	Medium	Allow the method of billing to be defined at the individual fleet/equipment unit level.		
714314	Medium	Support billing based on a number of parameters including flat rate; usage rate; actual cost of labor, parts, fuel and/or insurance; and any variance of fixed and actual cost.		
714315	Medium	Support billing for a fixed monthly cost such as equipment replacement cost.		
714316	Medium	Allow parts be billed at cost or at an agency specific mark-up percent.		
714317	Medium	Allow the method of parts billing to be defined at the individual fleet/equipment unit level.		

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Section: PL-Fleet Management, Cost and Billing (18 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714318	Medium	Provide ability to generate a detailed statement for each billing period showing the agency or agency unit cost by fleet/equipment unit; report must be able to be requested by various user defined criteria such as agency unit, fleet type, maintenance shop, fleet/equipment unit owner, etc.		
714319	Medium	Track and report revenue by agency, agency unit and maintenance shop.		
714320	Medium	Provide a separate statement billing for accident and driver abuse repairs.		
714321	Medium	Integrate with ERP accounts receivable function to support billing for accident/driver abuse repairs.		

Section: PL-Fleet Management, Reporting (35 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714322	Medium	Provide extensive standard management reports covering fleet classes, fleet types, fleet/equipment units, work orders, parts, operations cost, exception reports (utilization and CPA), and fleet/equipment replacement. These reports must be available with user defined options that will allow them to be tailored to meet operation needs.		
714323	Medium	Provide a user-friendly ad-hoc reporting capability allowing for access to fleet/equipment unit inventory, work orders, preventive maintenance, repair history, fuel and other information within the ERP fleet function.		
714324	Medium	Provide ability for authorized users to execute pre-defined reports at the enterprise level, agency, units within agency and other user defined criteria.		
714325	Medium	Provide optional report selection criteria to restrict the data by agency, fleet class, fleet type, whether fleet unit is active or has been transferred/retired/sent to surplus, shop/location, repair code (or any combination of these factors).		
714326	Medium	Produce a listing/inventory of fleet/equipment unit assignments by agency or unit or program area within an agency.		
714327	Medium	Produce a listing/inventory of fleet/equipment unit assignments by fleet/equipment unit location by multiple agency specific organizational parameters (for example regions, districts, counties, maintenance shop, parks, forests, etc.).		
714328	Medium	Produce a listing/inventory of fleet/equipment unit assignments by fleet/equipment owner (individual or business unit for a pooled fleet/equipment unit).		
714329	Medium	Produce a listing/inventory of fleet/equipment unit assignments for fleet/equipment units which are on temporary loan including the owner of the fleet/equipment unit and the individual or business unit to whom the equipment is on loan to.		
714330	Medium	Produce a listing/inventory of fleet/equipment unit assignments by assigned maintenance facilities.		
714331	Medium	Produce a listing/inventory of fleet/equipment unit assignments which are externally maintained.		
714332	Medium	Provide for a replacement unit report including fleet and equipment units by type over certain time (hours) and/or mileage limits, used for budget forecasting.		
714333	Medium	Provide an automated fueling system report, showing equipment information, refueling setting, fuel type, other cost and mileage.		
714334	Medium	Provide a fuel card report, matching card and assigned vehicle.		
714335	Medium	Prepare fleet/equipment unit report by various user defined parameters including- by class, by department, broken out by make, model, year, fuel type, GVW, engine type/size, transmission type, radio type or any other attribute of vehicle.		
714336	Medium	Report on fleet/equipment unit status by active, salvaged, retained, reserved, etc.		

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Section: PL-Fleet Management, Reporting (35 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714337	Medium	Provide a list of fleet/equipment units by location where assigned or loaned.		
714338	Medium	Provide a fleet/equipment usage report showing vehicles driven a certain number of miles as defined by the user with no preventive maintenance.		
714339	Medium	Provide a fleet/equipment usage report showing equipment utilized more than a certain number of hours as defined by the user with no preventive maintenance.		
714340	Medium	Prepare a component usage report showing components operated over a certain number of hours as defined by the user with no preventive maintenance.		
714341	Medium	Provide a report of fleet/equipment units with no activity/usage within a given time period.		
714342	Medium	Prepare labor reports for any combination of the following: employee or work units for any given time period; repair/activity reason such as preventive maintenance, road call, breakdown, etc.; subassembly such as brakes, transmission, cooling system, etc; and repair type.		
714343	Medium	Prepare preventive maintenance reports for any combination of type and interval (monthly, quarterly, etc.).		
714344	Medium	Report number of preventive maintenance operations performed in a given time period by fleet or equipment type.		
714345	Medium	Prepare a repair history report by component and by vendor supplying component.		
714346	Medium	Prepare a report showing the number of scheduled and unscheduled work orders for a user defined time period.		
714347	Medium	Prepare a report showing the number of work orders by reason, subassembly and/or repair type for a user defined time period.		
714348	Medium	Prepare a report of open work orders by status, type and/or shop (pending, waiting parts, etc.).		
714349	Medium	Prepare a report showing repeat work orders on the same unit for the last 30, 60 or 90 days.		
714350	Medium	Provide fleet down type report by summary or detail for user defined time periods for location; fleet class; fleet type; preventive maintenance code; and down time reason.		
714351	Low	Provide a report of tire repair activity.		
714352	Low	Prepare oil and fluid report by summary or detail for user defined time periods by location; assigned maintenance facilities; fleet class/type; manufacturer, model and make; and preventative maintenance code.		
714353	Medium	Generate warranty usage report including savings associated with warranty work.		
714354	Medium	Provide life-to-date operational cost report per vehicle including by category including repair cost, operational cost, fuel cost, maintenance cost (labor and parts) and administrative cost.		
714355	Medium	Provide cumulative fleet/equipment costs (current, year-to-date, life-to-date, last year cost figures).		
714356	Medium	Prepare an accountability report that details all direct and indirect work by a mechanic and location for any user defined period.		

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Section: PL-Inventory Management, General (114 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714357	High	Integrated with all relevant modules including: General Ledger.		
714358	High	Integrated with all relevant modules including: Accounts Payable.		
714359	High	Integrated with all relevant modules including: Purchasing.		
714360	High	Integrated with all relevant modules including: Cost Allocation.		
714361	High	Integrated with all relevant modules including: Accounts Receivable.		
714362	High	Integrated with all relevant modules including: Project/Grant Accounting.		
714363	High	Integrated with all relevant modules including: Asset Management.		
714364	High	Integrated with all relevant modules including: Fleet Management.		
714365	High	Integrated with all relevant modules including: Facilities Management.		
714366	High	Integrated with all relevant modules including: Project Systems.		
714367	High	Integrate with ERP purchasing and accounts payable functions to track part inventory purchases by vendor, vendor location, purchase order number, vendor invoice or procurement card transaction number.		
714368	High	Establish, maintain, adjust, archive and delete inventory stock item records in real-time based on user security.		
714369	High	Update stock item data and maintain all the specific data for: Returns.		
714370	High	Update stock item data and maintain all the specific data for: Adjustments.		
714371	High	Update stock item data and maintain all the specific data for: Transfers.		
714372	High	Update stock item data and maintain all the specific data for: Receipts/Additions.		
714373	High	Update stock item data and maintain all the specific data for: Requisitions.		
714374	High	Update stock item data and maintain all the specific data for: Issuance of inventory.		
714375	High	Update stock item data and maintain all the specific data for: Recalls.		
714376	High	Update stock item data and maintain all the specific data for: Disposals.		
714377	High	Update stock item data and maintain all the specific data for: Refurbish.		
714378	High	Supports the use of bar-coding technology as follows: Provide a pre-defined interface to accept and interpret bar-coded data from receiving documents, cycle counts, transfers, adjustments, and shipments.		
714379	High	Supports the use of bar-coding technology as follows: Recognize SKU and multiple commodity codes via bar-code technology.		
714380	High	Supports the use of bar-coding technology as follows: Capture product information during inventory picking.		
714381	High	Supports the use of bar-coding technology as follows: Ability to capture product information when performing cycle counts.		
714382	Medium	Supports the use of bar-coding technology as follows: Support Radio Frequency ID (RFID).		
714383	High	Allows inventory to be classified by purchasing commodity code number.		

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Section: PL-Inventory Management, General (114 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714384	High	Accommodate standard commodity codes and groupings (e.g., NIGP, UNPSC).		
714385	High	Record status of items (e.g., spoilage, cancellation, quarantined, damaged, etc.).		
714386	High	Indicate items approved for use as substitutes for the original item.		
714387	Medium	Search cross-referenced list of approved substitutes.		
714388	High	Provide on-line search capabilities of all parts by: Part type.		
714389	High	Provide on-line search capabilities of all parts by: Agency part number.		
714390	High	Provide on-line search capabilities of all parts by: Manufacturer's part number.		
714391	High	Provide on-line search capabilities of all parts by: Alternate part number.		
714392	High	Provide on-line search capabilities of all parts by: User defined alpha/numeric reference number.		
714393	High	Provide on-line search capabilities of all parts by: Wildcard search functionality.		
714394	High	The search screen must also display minimum and maximum stocking levels and quantity on hand.		
714395	Medium	Provide ability to define a security role to maintain inventory items by item type such as statewide inventory item versus agency defined inventory item.		
714396	Medium	Provide the ability to automatically assign a sequential number, with or without a user-defined prefix and/or suffix, to each type of inventory item.		
714397	Medium	Provide the ability for the inventory item numbering system to be user defined (alpha-numeric) with increment, format, prefix and suffix configurable and updateable. Increment and format can differ for an individual agency or organization.		
714398	High	System can be configured so that default values for transactions can be inferred from transaction type, certain data entered, etc.		
714399	High	Keeps usage statistics (receipts, issues, equipment, etc.) on inventory items.		
714400	High	Track information on the piece of equipment that a part is normally issued for maintenance.		
714401	High	Provide forecasting functionality for use in analyzing item usage and projecting future usage.		
714402	High	Provide the ability to reserve inventory for a planned usage. The reservation will freeze the item from other's usage.		
714403	High	Maintain a table of master descriptions to ensure common descriptions are used throughout the procurement and inventory process.		
714404	High	Provide the ability to create and route electronic forms for electronic approval (e.g., approval notification and reporting for write-off of damaged, non-moving, obsolete inventory; requisitions; adjustments; transfers; receipting; etc.).		
714405	High	Provide an extensive item master and item history capable of managing materials items and cataloged services including multiple numbering nomenclature schemes (NIGP, UNPSC, UPC, SKU) for items and services via bar code.		
714406	High	Allow for an agency specific parts inventory with part types unique to each individual agency.		
714407	High	Track expiration/spoil date by specific stock items.		
714408	High	Provide the following fields for each inventory item: Statewide material, part or item code.		

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Appendix M: Functional and System-wide Requirements**

Section: PL-Inventory Management, General (114 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714409	High	Provide the following fields for each inventory item: Agency material, part or item code.		
714410	High	Provide the following fields for each inventory item: Part type code.		
714411	High	Provide the following fields for each inventory item: Part number.		
714412	High	Provide the following fields for each inventory item: Serial number.		
714413	High	Provide the following fields for each inventory item: Manufacturer's part number.		
714414	High	Provide the following fields for each inventory item: Manufacturer name.		
714415	High	Provide the following fields for each inventory item: Internal part number (a minimum of 8 alphanumeric characters).		
714416	High	Provide the following fields for each inventory item: Item name.		
714417	High	Provide the following fields for each inventory item: Item description (short).		
714418	High	Provide the following fields for each inventory item: Item description (long).		
714419	High	Provide the following fields for each inventory item: Alternate part number.		
714420	High	Provide the following fields for each inventory item: Order Unit of Measure.		
714421	High	Provide the following fields for each inventory item: Issuance Unit of Measure.		
714422	High	Provide the following fields for each inventory item: Reorder level.		
714423	High	Provide the following fields for each inventory item: Hazardous Material flag.		
714424	High	Provide the following fields for each inventory item: Stocking location.		
714425	High	Provide the following fields for each inventory item: Special handling (free form field).		
714426	High	Provide the following fields for each inventory item: Shelf life.		
714427	High	Provide the following fields for each inventory item: Default Chart of Account fields.		
714428	High	Provide the following fields for each inventory item: Reorder quantity.		
714429	High	Provide the following fields for each inventory item: Order Unit of Measure and Price.		
714430	High	Provide the following fields for each inventory item: Issuance Unit of Measure and Price.		
714431	High	Provide the following fields for each inventory item: Part usage codes (multiple).		
714432	High	Provide the following fields for each inventory item: Part reference fields (multiple).		
714433	High	Provide the following fields for each inventory item: Cross reference fields (multiple).		
714434	High	Provide the following fields for each inventory item: Warranty information.		
714435	High	Provide the following fields for each inventory item: Date of last physical count.		
714436	High	Provide the following fields for each inventory item: Minimum Price.		

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<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714437	High	Provide the following fields for each inventory item: Maximum Price.		
714438	High	Provide the following fields for each inventory item: Minimum Quantity.		
714439	High	Provide the following fields for each inventory item: Maximum Quantity.		
714440	High	Provide the following fields for each inventory item: On-Hand.		
714441	High	Provide the following fields for each inventory item: On-Order.		
714442	High	Maintain a history of part number if the manufacturer's part number changes.		
714443	Medium	Track and produce a hard copy stock tag.		
714444	High	Produce a bar-code item tag.		
714445	High	Accommodate items with zero dollar value and/or zero quantity.		
714446	Medium	Accommodate items with negative dollar value and/or negative quantity.		
714447	Medium	Provide the ability to send a notification of items with negative value and negative quantity.		
714448	Medium	Provide a variable length field to contain requirements for maintaining or servicing an item.		
714449	High	Allows for electronic approval for receipts, issues, and other related inventory functions.		
714450	High	Provide quantity unit of measure conversions (conversion formula to calculate number of units from number of order quantities, e.g., 4 boxes = 48 units, conversion of pounds of 12 gauge insulated copper wire into feet of wire, etc.).		
714451	High	The ability to cross-reference and track an internal part number with a manufacturer's part number or distributor's part number.		
714452	High	Support capability to track performance on a parts contract (actual cost per part vs. the contracted cost per part).		
714453	High	The ability to automatically carry an item code forward from an electronic catalog to a transaction being initiated by a user.		
714454	Medium	Provide a variable-length, free-form character field available for describing special handling requirements, including but not limited to: hazardous material classification, storage requirements, special clothing requirements, special instructions for handling and disposal, spill response, and notification requirements.		
714455	High	Retain detailed transaction (i.e., receipt, issuance, adjustments, transfers, etc.) history for all items.		
714456	High	Must be table-driven (i.e., configurable and no hard-coded rules).		
714457	High	Provide the ability to assign a reason code and to provide comments for stock adjustments (i.e., Inventory Adjustment, Defective, etc.).		
714458	High	Provide the ability to maintain user id, date, and time for all inventory functions.		
714459	High	Provide the ability to maintain audit history based on user-defined criteria.		
714460	High	Provide a full range of audit tracking capabilities including any adjustment to unit cost, count, return to inventory, return to vendor, transfers, from one storeroom to another, by operator, and date/time.		
714461	Low	Provide the ability to have an option to change a part number and have the option that the change be reflected for all historical data.		

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Section: PL-Inventory Management, General (114 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714462	Medium	Allow merging of up to 20 part numbers into one part number while retaining historical data.		
714463	High	Print bin labels on request.		
714464	Medium	Provide for ABC classification of parts where A represents the 10% of parts inventory with the highest dollar value; B represents the next 20% of the highest dollar value; C represents the 70% of parts inventory comprised of lower cost items.		
714465	High	Provide the ability to maintain a store inventory (warehouse) system, including but not limited to stock receipting, transfers, ordering, recovering, withdrawals, defective items, returns and all inventory functions - with online capabilities and automatic real-time posting.		
714466	High	Provide ability to track status of inventory items that are manufactured at a state facility the same as those being ordered from a vendor. For example, "orders" for traffic signs to be stocked at the Central Sign Shop (which are in turn ordered by other agency organizations) are placed with the Central Sign Shop via "work orders". The signs are then manufactured and brought into inventory. .		
714467	High	Track the status of the work orders by item.		
714468	High	Include items on the work but not yet brought into inventory as part of the calculation of the "effective inventory" .		
714469	High	System should provide a tool(s) used to calculate the per unit cost of manufacturing items that are manufactured at state facilities (ex: traffic signs) based on raw material costs, labor costs, delivery costs, facility costs (lease, utilities, etc....), equipment costs, etc...		
714470	High	For items stocked at a central location, provide "effective inventory" quantity calculated by taking the current quantity on hand, adding in the quantity on order (but not yet received and brought into inventory), and subtracting the total quantity on order from other organizations but not yet transferred. This should not require the qty on order from another organization to be placed on "reserve".		

Section: PL-Inventory Management, Inventory Accounting (62 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714471	High	Supports General Ledger accounting for inventory by "purchase" method.		
714472	High	Supports General Ledger accounting for inventory by "consumption" method.		
714473	High	Supports the ability to define by organizational unit the accounting method used (purchase or consumption).		
714474	Medium	Provide the ability to override the defined accounting method (purchase versus consumption) on a procurement transaction with appropriate security. (In or out of inventory asset).		
714475	High	System automatically reverses accounting and inventory transactions when an order is cancelled and goods have not been received from a vendor.		
714476	High	Provide the ability to assign user-defined expenditure accounts, by default, to transactions based on commodity code, account code, and transaction type (with override capability only with appropriate security).		
714477	Medium	Provide for inventory control accounts (or central stock accounts) as defined by users.		
714478	High	Provide a multi-level location structure, to include: Warehouse (for example - central supply).		
714479	High	Provide a multi-level location structure, to include: Storage area (for example - 2nd floor NW quadrant).		

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Section: PL-Inventory Management, Inventory Accounting (62 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714480	High	Provide a multi-level location structure, to include: Aisle.		
714481	High	Provide a multi-level location structure, to include: Bin.		
714482	High	Provide a multi-level location structure, to include: Shelf.		
714483	High	Provide a multi-level location structure, to include: Rack.		
714484	High	Provide a multi-level location structure, to include: Cart.		
714485	High	Provide a multi-level location structure, to include: Required environmental conditions for the specific location.		
714486	High	Provide a multi-level location structure, to include: Other fields as defined by users.		
714487	High	Allow transfers of stock items from project to project, between cost centers, among divisions, and among warehouses with corresponding addition and depletion figures, with the proper authorization/approval.		
714488	High	Provide the ability to allocate purchases and stock to various divisions, warehouses, section of warehouse, cost center, multiple ship-to addresses, etc. (i.e., drop shipping).		
714489	High	Provide capability to buy an item in one unit but receive and track the item in another unit with conversion factors between the two units.		
714490	High	Provide the ability to maintain an unlimited number of separate storerooms or warehouses for each individual organization.		
714491	High	Provide the ability for primary and multiple secondary locations of stocked items.		
714492	High	Provide the ability to indicate stock on hand by each location or multiple locations.		
714493	High	Provide the ability to indicate stock on order by each location or multiple locations.		
714494	High	Provide the ability to perform lot expiration tracking.		
714495	High	Provide the ability to flag inventory due to manufacture recall, defect, or discontinuation.		
714496	High	Provide the ability to define default warehouse views for users (i.e., users are restricted to using certain warehouses based on region, etc.).		
714497	High	Provide the ability which allows users to specify a mark-up or overhead cost for each individual commodity code, commodity code grouping or item.		
714498	High	Provide the ability to allocate the cost of inventory, based on markup if applicable, back to the requesting entity and reverse the accounting transactions if items are returned to the warehouse.		
714499	High	Provide the ability to automatically calculate a mark-up cost for each individual commodity code or item.		
714500	High	Provide the ability to automatically calculate an overhead cost for each individual commodity code or item.		
714501	High	Provide the following inventory costing methods: Actual Cost.		
714502	High	Provide the following inventory costing methods: LIFO.		
714503	High	Provide the following inventory costing methods: FIFO.		
714504	High	Provide the following inventory costing methods: Average cost.		

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Section: PL-Inventory Management, Inventory Accounting (62 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714505	High	Provide the following inventory costing methods: Replacement cost.		
714506	High	Provide the following inventory costing methods: User-defined costing methods.		
714507	High	Provide the ability to automatically adjust item costs in the inventory system based upon adjustments made in accounts payable system.		
714508	High	Provide the ability to calculate and store the average cost of an item held in inventory.		
714509	High	Provide the ability to submit purchase requisitions for inventory items electronically and update inventory on-order quantities automatically.		
714510	High	Provide the ability to record issues and receipts for inventory.		
714511	High	Provide the ability to track inventory consumed for purpose of determining cost drivers for cost allocations.		
714512	High	Provide the ability to receive purchases into inventory and expense as used.		
714513	High	Provide the ability for store room personnel to receive inventory items electronically.		
714514	High	Provide the ability to have an inventory labeling method that will withstand various environments.		
714515	High	Provide the ability to bar code inventory and the ability to opt out of this functionality.		
714516	High	Provide the ability for authorized users to make additions to the Master Inventory List.		
714517	High	Provide the ability to summarize inventory transactions and transfer associated charge-back cost information to accounts.		
714518	High	Provide the ability to transfer material inventory and associated costs between locations, departments or agencies and within agency.		
714519	High	Provide the ability to check status of inventory transfers on line.		
714520	High	Provide the ability to enter requisitioning document for an item at the lowest level (area) and flow up to higher level (district) and automatically create a PO in the purchasing system if the item is not available.		
714521	High	Provide the ability to acknowledge items or property donated or transferred to/from other agencies.		
714522	High	Provide the ability to cross-reference Manufacturers' part numbers to the inventory commodity code structure with ability for agency specific code.		
714523	High	Provide the ability to maintain warranty information (regular and/or extended) on the inventory record for the following: Cycle (hours, days, years, miles).		
714524	High	Provide the ability to maintain warranty information (regular and/or extended) on the inventory record for the following: Length of cycle in time and/or miles.		
714525	High	Provide the ability to maintain warranty information (regular and/or extended) on the inventory record.		
714526	High	Provide the ability to establish sales price for manufactured goods (including overhead and markup).		
714527	High	Provide the ability to establish sales price for manufactured goods based upon size. For example, a sign made for a certain size has established sales price.		
714528	High	Provide the ability to accommodate cyclical ordering.		

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Section: PL-Inventory Management, Inventory Accounting (62 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714529	High	Provide the ability to create a requisitioning document to order inventory items off of State contract.		
714530	High	Provide the ability to differentiate between raw materials inventory and consumable inventory.		
714531	High	Provide for the transfer of assembled units to a finished goods inventory.		
714532	High	System provides for receipt, partial or complete, by line item as well as the entire purchase order.		

Section: PL-Inventory Management, Goods Receipt (13 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714533	High	Provide the ability to have multiple receipts against each line item.		
714534	High	Provide the ability to close out an item not completely received, with appropriate authority.		
714535	High	Supports receiving over-shipments with the over-shipment amount subject to a user-defined tolerance setting (e.g., a percentage or/and or dollar amount) and subject to user-defined approvals.		
714536	High	Provide the ability for returns to vendor can be automatically generated for items that do not pass inspection.		
714537	Medium	Provide the ability to record Return Merchandize Authorization (RMA) number and instructions.		
714538	Medium	Provide the ability to associate RMA # to credit in Accounts Payable module.		
714539	High	Provide the ability to reverse a receipt entry with appropriate authority.		
714540	Medium	Provide the ability to populate the receiving information with appropriate data (to reduce data entry) after the receiver references the purchase order.		
714541	High	Update open purchase order status and balances at time of receipt into inventory.		
714542	High	Update inventory on-hand quantities and on-order quantities when items are received for inventory items.		
714543	Medium	Provide the ability to capture the manufacturer's stock item description or distributor's number for each detail line on the receiver documents with the ability to edit.		
714544	High	Provide the ability to perform an edit check for receipt transactions against purchase order, location and unit of measure.		
714545	High	Provide the ability for approval in receipting process.		

Section: PL-Inventory Management, Stock Issuance / Return To Stock / Backorder (26 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714546	High	Create pick tickets automatically, based on electronic supply requisitions.		
714547	Medium	Provide the ability to generate pick tickets at prescheduled times.		
714548	High	Provide the ability to bundle items into "carts". A cart consists of items which are always ordered together. Each cart is assigned a tracking number.		
714549	Medium	Provide the ability to place a cap on the quantity and dollar amount of an item that can be issued to a requestor during a specified time period.		

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Section: PL-Inventory Management, Stock Issuance / Return To Stock / Backorder (26 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714550	Medium	Provide the ability to over ride the a cap on the quantity and dollar amount of an item that can be issued to a requestor during a specified time period.		
714551	High	Allow for the issuance of inventory items directly to other chart of account elements without having to charge it to a work order with proper approval.		
714552	Medium	Print a "ship to" address on pick tickets from requisition information with the ability to edit.		
714553	High	Provide the ability to issue items at a certain cost and credit the item back (if returned) at the issue cost. This feature should be the default regardless of inventory costing method used (i.e., average cost, LIFO, FIFO, etc.).		
714554	High	Provide the ability to create a receipt for items returned to stock.		
714555	High	Provide the ability to issue items for checkout to locations internal to the warehouse such as a module or floor location.		
714556	High	Provide the ability to track and differentiate between warehouse order quantities (i.e., case) and inventory issue quantities (i.e., box, when there are 12 boxes in a case).		
714557	High	Differentiate between supply items and logistic items. (Cost of logistic items issued to organizational units are not charged to units. Logistics costs remain centralized but must be tracked to units.). An example of this would be street barricades in which the barricades are lent out and their issue location is tracked, but their costs remain centralized.		
714558	High	Retain requisition information as to what is ordered from warehouses by user-defined organizational unit.		
714559	High	Process emergency issues (i.e., deduct anything shipped from on-hand stock immediately and print a receipt for shipment to the requestor).		
714560	Medium	Ability for individual organization units to create material request orders to be filled by a central material supply organization.		
714561	Medium	Ability for central material organization unit to track status of individual orders with the ability to place individual items on back-order status.		
714562	Medium	Ability to generate reports summarizing all outstanding orders fro a particular organization unit by individual item.		
714563	Medium	Provide the ability to compare stock items received to open requests for stock items to determine which requests (i.e., backorders) may be filled.		
714564	High	Provide back-order information on-line.		
714565	High	Maintain the number of times orders are placed on back-order.		
714566	High	Provide a comment field attached to back-order information.		
714567	High	Provide the ability to record anticipated delivery date for back-ordered items and notify users when delivery date is imminent.		
714568	High	Provide back-order history.		
714569	Medium	Provide back-order processing with manual or automatic release or cancellations, and notification sent to requestor.		
714570	High	Provide the ability to show current quantity available to issue. Current quantity available is defined as on-hand less end-user requested but not issued.		
714571	Medium	Produce a return-to-stock ticket which will contain a reference to issuance document.		

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Section: PL-Inventory Management, Reordering (20 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714572	Medium	Provide an option for an automatic reorder process for stock items, including electronic request and approval.		
714573	High	Provide reorder-point calculation.		
714574	Medium	Track item usage and has the option to generate reorders automatically based on item usage and/or defined ordering schedules with an approval.		
714575	High	Supports a different reorder point by location or by agency.		
714576	High	Reorder point calculation includes consideration of reservation amounts and pending orders.		
714577	High	Route reorder list by workflow for review and approval by user defined business rules.		
714578	Medium	Provide the ability to have automatic notification of re-order points.		
714579	Medium	Provide the ability to define, by item, the variables used in determining reorder points and reorder quantities.		
714580	Medium	Provide the ability for an option to generate requisitions for specific commodities or items by user-defined re-order levels.		
714581	High	Support reordering process taking into account on-hand and on-order amounts along with receipts.		
714582	High	Support reordering process taking into account shelf-life.		
714583	High	Provide the ability to generate an online list of commodities to reorder and be able to select items from this list to process into one of the following documents: Requisition.		
714584	High	Provide the ability to generate an online list of commodities to reorder and be able to select items from this list to process into one of the following documents: Blanket Purchase Order Release.		
714585	High	Provide the ability to generate an online list of commodities to reorder and be able to select items from this list to process into one of the following documents: Direct Purchase Order.		
714586	High	Provide the ability to generate an online list of commodities to reorder and be able to select items from this list to process into one of the following documents: Transfer from internal central warehouse.		
714587	High	Allow for manual overrides of reorder points and reorder quantities.		
714588	High	Provide the ability to automatically update inventory on-order information at the time that a requisition is created.		
714589	Medium	Provide the ability to automatically notify the appropriate person at user-defined number of days prior to an upcoming expiration.		
714590	High	Allow each warehouse location to automatically generate a reorder either to procurement or the central warehouse on item-by-item basis.		
714591	High	Provide the ability if an asset status (disposed, added, etc.) is changed, the associated inventory is flagged and notification is given that associated inventory re-order quantity should be reviewed.		

Section: PL-Inventory Management, Transaction Processing (44 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714592	Medium	Support the processing of the following inventory transactions: Stock purchases.		
714593	Medium	Support the processing of the following inventory transactions: Stock receipts.		

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Section: PL-Inventory Management, Transaction Processing (44 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714594	Medium	Support the processing of the following inventory transactions: Inventory issues.		
714595	Medium	Support the processing of the following inventory transactions: Inventory returns to stock.		
714596	Medium	Support the processing of the following inventory transactions: Inventory returns to supplier (including recalls).		
714597	Medium	Support the processing of the following inventory transactions: Inventory transfers (no cost transferred).		
714598	Medium	Support the processing of the following inventory transactions: Redirect orders to other warehouses.		
714599	Medium	Support the processing of the following inventory transactions: Material reservations.		
714600	Medium	Support the processing of the following inventory transactions: Inventory adjustments.		
714601	Medium	Support the processing of the following inventory transactions: Inventory disposals (bid, sales, surplus, scrap).		
714602	Medium	Support the processing of the following inventory transactions: Inventory donations (to/from).		
714603	Medium	Support the processing of the following inventory transactions: Refurbish.		
714604	Medium	Provide the ability to reverse, cancel, or reject any stock requisition.		
714605	High	Provide the ability to enter transactions on-line at multiple sites.		
714606	Medium	Provide on-line inventory adjustment capabilities with proper approval levels.		
714607	Medium	Supports automatic updates to inventory balances and order status at the time of transaction entry.		
714608	Medium	Utilize inventory information to: Compare materials needed for scheduling materials on-hand.		
714609	Medium	Utilize inventory information to: Cost work orders and daily work accomplishments.		
714610	Medium	Utilize inventory information to: Reorder materials when stock levels reach reorder points.		
714611	High	Track the issuance of all stocked and non-stocked inventory items to a specific asset or set of assets.		
714612	Medium	Provide the ability to adjust the following balances online for all types of inventory transactions, with proper approvals: Number of units.		
714613	Medium	Provide the ability to adjust the following balances online for all types of inventory transactions, with proper approvals: Unit cost.		
714614	Medium	Provide the ability to adjust the following balances online for all types of inventory transactions, with proper approvals: Inventory dollar balance.		
714615	High	Maintain an audit trail for inventory transactions including: User ID.		
714616	High	Maintain an audit trail for inventory transactions including: Facility.		
714617	High	Maintain an audit trail for inventory transactions including: Item number.		
714618	High	Maintain an audit trail for inventory transactions including: Quantity.		
714619	High	Maintain an audit trail for inventory transactions including: Unit of Measure.		
714620	Medium	Maintain an audit trail for inventory transactions including: Name item was issued to.		

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Section: PL-Inventory Management, Transaction Processing (44 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714621	High	Maintain an audit trail for inventory transactions including: Location.		
714622	High	Maintain an audit trail for inventory transactions including: Transaction type.		
714623	High	Maintain an audit trail for inventory transactions including: Date.		
714624	High	Maintain an audit trail for inventory transactions including: Time.		
714625	High	Maintain an audit trail for inventory transactions including: Document number.		
714626	Medium	Maintain an audit trail for inventory transactions including: Other fields as defined by users.		
714627	High	Maintain an audit trail for inventory transactions including: Chart of accounts.		
714628	High	Maintain an audit trail for inventory transactions including: Unit Cost.		
714629	Medium	Provide the ability to automatically update inventory on-order information at the time a purchase order is released.		
714630	Medium	Provide the ability to automatically update allocated inventory when stock request is received.		
714631	Medium	Provide the ability to issue an item and identify it to a specific grant, program, project, contract, fund, etc.		
714632	Low	Provide the ability to charge restocking fee to the requesting agency for all items returned to inventory.		
714633	Medium	Accommodate Work in Process inventory cost. (Inventory is issued to a job and labor is applied to the job. The finished job is transferred back into inventory as a stock item).		
714634	Medium	Provide the ability to generate an online notification any time a transaction reduces inventory on hand to a point at or below the minimum reorder point and/or safety stock level or would create a backorder situation.		
714635	Medium	Provide the ability to generate an e-mail notification any time a transaction reduces inventory on hand to a point at or below the minimum reorder point and/or safety stock level or would create a backorder situation.		

Section: PL-Inventory Management, Cycle Counting (28 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714636	Medium	Provide automatic cycle count scheduling.		
714637	Medium	Provide the ability to select and sequence physical inventory and cycle count documents.		
714638	Medium	Provide cycle counts by items not counted.		
714639	Medium	Provide the ability to do cycle counting on demand by: Item.		
714640	Medium	Provide the ability to do cycle counting on demand by: Group.		
714641	Medium	Provide the ability to do cycle counting on demand by: Class.		
714642	Medium	Provide the ability to do cycle counting on demand by: Location.		
714643	Medium	Provide the ability to generate random item numbers for performing random cycle counts.		
714644	Medium	Enter cycle count data online with proper security and approvals.		

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Section: PL-Inventory Management, Cycle Counting (28 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714645	Medium	Provide the ability to separate the inventory count and reconciliation process to prevent the same user from counting and reconciling inventory.		
714646	Medium	Provide the ability to "freeze" the perpetual balances of an item at the time the item is selected for cycle counting or physical inventory.		
714647	Medium	Provide the ability to "freeze" the item selected for count by location including row in a warehouse.		
714648	Medium	Provide the ability to calculate deviation between "frozen" and counted quantities.		
714649	Medium	Provide the ability to make appropriate adjusting entries for deviations between "frozen" inventory and counted quantities.		
714650	High	Provide the ability to enter physical count data from count sheets and the system will calculate variances.		
714651	Medium	Create physical inventory reports, including the following: Exception report of quantity variances.		
714652	Medium	Create physical inventory reports, including the following: Inventory value with value variance.		
714653	Medium	Create physical inventory reports, including the following: Inventory list by item by location including quantity and dollar amount at a user-specified time period (i.e., year-end, June 30).		
714654	Medium	Calculate automatically the next cycle count date for each commodity based on user defined cycles.		
714655	Medium	Provide the ability to generate a book-to-physical adjustment transaction once cycle, period-end and year-end physical inventory counts are determined.		
714656	Medium	Provide the ability to generate and print cycle count worksheets including: Item number.		
714657	Medium	Provide the ability to generate and print cycle count worksheets including: Manufacturer's part number.		
714658	Medium	Provide the ability to generate and print cycle count worksheets including: Distributor's number.		
714659	Medium	Provide the ability to generate and print cycle count worksheets including: Description.		
714660	Medium	Provide the ability to generate and print cycle count worksheets including: Location (at all levels).		
714661	Medium	Provide the ability to generate and print cycle count worksheets including: Unit of Measure.		
714662	Medium	Provide the ability to generate and print cycle count worksheets including: Bar Code.		
714663	Medium	Perform the physical count and reconciliation process on demand.		

Section: PL-Inventory Management, Reporting (16 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714664	Medium	Maintain an inventory and generate reports based on user-defined criteria.		
714665	Medium	Provide the ability to have reports based on transaction type (i.e., issuance, receipt, transfer, etc.).		
714666	Medium	Generate reports of required spare inventory parts and cross reference substitute parts and equipment.		
714667	Medium	Generate a cycle count/physical inventory worksheet to be sorted by user defined criteria.		

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Section: PL-Inventory Management, Reporting (16 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714668	Medium	Display/report purchases and receipts by vendor for all parts, one or more types of parts or a specific part for the fiscal year or other user-defined time period.		
714669	Medium	Track activity on non-stocked parts to include frequency of issue and fiscal year-to-date information.		
714670	Medium	Generate a parts reorder list by vendor, part type, part number, or storeroom.		
714671	Medium	Generate a surplus parts reports which can track lack of activity for user-defined periods of time.		
714672	Medium	Generate reports on warranties.		
714673	Medium	Generate hoc reports on active/inactive inventory records based on user-defined criteria.		
714674	Medium	Generate a report on inventory value and/or chart of account fields for user-defined time periods.		
714675	Medium	Track and report on inventory by federal aid type.		
714676	Medium	Provide the ability for a report of inventory items affected by new or disposed assets for a user-defined time period.		
714677	Medium	Provide excess or non-moving inventory and obsolete item analysis and reporting.		
714678	Medium	Generate a report of inventory which have not been counted for a user-defined period of time.		
714679	Medium	Provide the ability for a report based on user-defined criteria to help detect fraud. For example, issuance of a printer cartridge to a copier; issuance of tires to a weed-eater; issuance of multiple oil-filters in one week for the same vehicle.		

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Section: PL-Pavement Management, General (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714680	High	Support the AASHTO Pavement Guide and other best practices.		
714681	High	Maintain a record of pavement characteristics, pavement conditions, and maintenance and improvement actions, as well as associated costs. The information should be sufficient for estimating and updating lifecycle costs and deterioration models.		
714682	High	Provide a set of deterioration and optimization models which utilize the pavement inventory and condition data to project future conditions and recommend candidate projects based on various user-defined priorities and parameters.		
714683	High	Integrate as required with the other transportation asset management functions within the ERP system including transportation asset inventory, highway maintenance management, bridge management and safety management.		
714684	High	Integrate as required with other ERP functions including project management.		

Section: PL-Pavement Management, Pavement Inventory (63 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714685	High	Manage, store, view and uniquely identify pavement asset attributes and associated data for through lanes.		
714686	High	Manage, store, view and uniquely identify pavement asset attributes and associated data for auxiliary lanes.		
714687	High	Manage, store, view and uniquely identify pavement asset attributes and associated data for shoulders.		
714688	High	Manage, store, view and uniquely identify pavement asset attributes and associated data for ramps.		
714689	High	Manage, store, view and uniquely identify pavement asset attributes and associated data for loops.		
714690	High	Manage, store, view and uniquely identify pavement asset attributes and associated data for pull outs.		
714691	High	Manage, store, view and uniquely identify pavement asset attributes and associated data for parking lots.		
714692	High	Manage, store, view and uniquely identify pavement asset attributes and associated data for motorist service facilities (e.g. rest areas, weight stations, tourist information).		
714693	Low	Manage, store, view and uniquely identify pavement asset attributes and associated data for airport runways and other airport pavements.		
714694	High	Store data for bituminous pavement types.		
714695	High	Store data for composite pavement types.		
714696	High	Store data for continuously reinforced concrete.		
714697	High	Store data for surface treatments (chip seal, etc.).		
714698	High	Store data for jointed concrete .		
714699	High	Locate all pavements assets based upon the WVDOT GIS-based linear referencing system and the transportation asset inventory function.		
714700	High	Store pavement asset attributes for a minimum of every 0.01 mile segment.		
714701	High	Store pavement segment data in user definable segments.		

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Section: PL-Pavement Management, Pavement Inventory (63 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714702	High	Allow users to manually edit pavement segment boundaries including the ability to split an existing section and the ability to join two or more existing sections into one.		
714703	Medium	Store layer data and treatment history data by lane for a given section.		
714704	Medium	Store paved shoulder location, condition and work history data separately for left and right shoulders.		
714705	Medium	Allow shoulder information to utilize different segmentation than pavement asset or condition information.		
714706	High	Store and/or access pavement attribute information in the transportation asset inventory for reporting and analysis.		
714707	High	Store and/or access county.		
714708	High	Store and/or access route number.		
714709	High	Store and/or access from/to mile points.		
714710	High	Store and/or access latitude from/to.		
714711	High	Store and/or access longitude from/to.		
714712	Medium	Store and/or access elevation.		
714713	High	Store and/or access class (Interstate, Primary, Secondary, Expressway, Trunk line, Feeder).		
714714	High	Store and/or access Federal-Aid designator.		
714715	High	Store and/or access APD corridor designator.		
714716	High	Store and/or access heavy truck route indicator.		
714717	High	Store and/or access number of lanes.		
714718	High	Store and/or access location of lanes from centerline in direction of travel.		
714719	High	Store and/or access segment length.		
714720	High	Store and/or access pavement type classification.		
714721	High	Store and/or access pavement surface type.		
714722	Medium	Store and/or access mix design.		
714723	High	Store and/or access base type.		
714724	High	Store and/or access base materials.		
714725	High	Store and/or access layer thickness.		
714726	High	Store and/or access sub grade characteristics.		
714727	High	Store and/or access California Bearing Ration (CBR) for subgrade.		
714728	High	Store and/or access R-value and date.		
714729	High	Store and/or access moisture and date.		

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Section: PL-Pavement Management, Pavement Inventory (63 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714730	High	Store and/or access pH/Resistivity.		
714731	High	Store and/or access soil classification.		
714732	High	Store and/or access existing ballast.		
714733	High	Store and/or access subsurface material.		
714734	High	Store and/or access aggregate size.		
714735	High	Store and/or access asphalt grade.		
714736	High	Store and/or access traveled surface width.		
714737	High	Store and/or access direction of travel.		
714738	High	Store and/or access divided/undivided.		
714739	High	Store and/or access terrain type.		
714740	High	Store and/or access grade width.		
714741	High	Store and/or access median type.		
714742	High	Store and/or access median width.		
714743	High	Store and/or access shoulder types.		
714744	High	Store and/or access shoulder width.		
714745	Medium	Store and/or access presence of curb and gutter.		
714746	High	Store and/or access right of way width.		
714747	High	Store and/or access date of last inventory update.		

Section: PL-Pavement Management, Pavement Condition (21 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714748	High	Capture, store, view, retrieve and utilize in analyses various pavement condition information.		
714749	High	Capture, store, view, retrieve and utilize in analyses roughness index (RI).		
714750	High	Capture, store, view, retrieve and utilize in analyses cracking index (CI).		
714751	High	Capture, store, view, retrieve and utilize in analyses rutting depth.		
714752	High	Capture, store, view, retrieve and utilize in analyses environmental cracking.		
714753	High	Capture, store, view, retrieve and utilize in analyses joint condition.		
714754	High	Capture, store, view, retrieve and utilize in analyses distress type.		
714755	High	Capture, store, view, retrieve and utilize in analyses crack severity.		

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Section: PL-Pavement Management, Pavement Condition (21 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714756	High	Capture, store, view, retrieve and utilize in analyses crack extent.		
714757	High	Store and/or access a history of pavement condition data for each unique pavement section in the transportation asset inventory for reporting and analysis.		
714758	High	Store and/or access pavement section as identified by county, route, milepost and lane of travel.		
714759	High	Store and/or access date of inspection/survey.		
714760	High	Store and/or access severity for multiple distress types.		
714761	High	Store and/or access number of potholes.		
714762	High	Store and/or access patching area.		
714763	High	Store and/or access delaminations area.		
714764	High	Store and/or access rut depth.		
714765	High	Store and/or access roughness index (IRI).		
714766	High	Store and/or access distress indices.		
714767	High	Provide capacity to maintain a minimum of 40 years of pavement history.		
714768	High	Allow for update of pavement condition online by authorized users based on visual observation and defined business rules and adjust the pavement condition rating accordingly.		

Section: PL-Pavement Management, RoadWare Integration (27 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714769	Medium	Integrate with RoadWare to allow linkage to and display of video images and attribute data obtained from video logs.		
714770	High	Capture, store, view, and utilize in analyses data collected via RoadWare.		
714771	High	Capture, store, view, and utilize date of inspection/survey in RoadWare.		
714772	High	Capture, store, view, and utilize in analyses the IRI left wheel path from RoadWare.		
714773	High	Capture, store, view, and utilize in analyses the IRI right wheel path from RoadWare.		
714774	High	Capture, store, view, and utilize in analyses the IRI average from RoadWare.		
714775	Medium	Capture, store, view, and utilize in analyses the half car roughness from RoadWare.		
714776	Medium	Capture, store, view, and utilize in analyses the legacy 3 point rutting from RoadWare.		
714777	High	Capture, store, view, and utilize in analyses average rut depth from RoadWare.		
714778	Medium	Capture, store, view, and utilize in analyses the transverse profile (1280 points across the lane) from RoadWare.		
714779	Medium	Capture, store, view, and utilize in analyses the left wheel path rutting from RoadWare.		
714780	Medium	Capture, store, view, and utilize in analyses the right wheel path rutting from RoadWare.		

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Section: PL-Pavement Management, RoadWare Integration (27 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714781	High	Capture, store, view, and utilize in analyses the faulting from RoadWare.		
714782	Medium	Capture, store, view, and utilize in analyses the mega texture left wheel path from RoadWare.		
714783	Medium	Capture, store, view, and utilize in analyses the mega texture right wheel path from RoadWare.		
714784	Medium	Capture, store, view, and utilize in analysis the mega texture center of the lane from RoadWare.		
714785	Medium	Capture, store, view, and utilize in analyses the macro texture (ASTM E 1845) from RoadWare.		
714786	High	Capture, store, view, and utilize in analyses the percent grade from RoadWare.		
714787	High	Capture, store, view, and utilize in analyses cross slope from RoadWare.		
714788	High	Capture, store, view, and utilize in analysis horizontal curvature from RoadWare.		
714789	High	Capture, store, view, and utilize in analyses vertical curvature from RoadWare.		
714790	Medium	Provide ability to link to and retrieve digital images of the perspective view of the pavement from RoadWare.		
714791	Medium	Provide ability to link to and retrieve digital images of the perspective view of the right shoulder of the pavement in RoadWare.		
714792	Medium	Provide ability to link to and retrieve digital images of the perspective view of the pavement surface in RoadWare.		
714793	Medium	Provide ability to link to and retrieve 360 degree digital images in RoadWare.		
714794	Medium	Provide ability to link to and retrieve digital images of the perspective view of the distance between mileposts in RoadWare.		
714795	Medium	Provide ability to link to and retrieve digital images of the perspective view of the offset in RoadWare.		

Section: PL-Pavement Management, Drainage (7 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714796	High	Integrate with transportation asset Inventory to capture, store, view and retrieve all existing drainage structures including their size, length, material type, condition, estimated remaining life before replacement and any existing problems.		
714797	High	Integrate with transportation asset inventory to capture, store, view and retrieve drainage observation information.		
714798	High	Store/view/display evidence of poor drainage.		
714799	High	Store/view/display erosion.		
714800	High	Store/view/display frost heaves.		
714801	High	Store/view/display inlets.		
714802	High	Store/view/display reason for poor drainage and inlets.		

Section: PL-Pavement Management, Climate Data (1 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714803	Medium	Capture, store, view, retrieve and utilize in analyses climate factors including but not limited to temperature and precipitation.		

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Section: PL-Pavement Management, Structural Conditions (7 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714804	Medium	Import, store, view, edit and utilize in analyses skid tests results.		
714805	High	Import, store and view smoothness test data on new pavement.		
714806	Medium	Capture, store and allow viewing/editing of core sample results.		
714807	Medium	Capture, store, view and utilize in analyses falling weight deflectometer (FWD) data. Data to include but not be limited to: resilient modulus, date of test.		
714808	Medium	Capture, store, view and utilize in analyses surface friction/skid Data. Data to include but not be limited to: date tested, friction number, test direction, test speed, air temperature, surface temperature, wind speed, cloud cover.		
714809	Medium	Capture, store, view and utilize in analysis rolling wheel deflectometer data.		
714810	Medium	Import, store, view, edit and utilize in analyses construction pavement layer type and thickness data from Ground Penetrating Radar (GPR).		

Section: PL-Pavement Management, Traffic (24 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714811	High	Capture, store, view, and utilize traffic characteristic information from the transportation asset inventory and safety management functions.		
714812	High	Capture, store, view, and utilize speed limit including posted speed limit as well as actual documented speeds.		
714813	High	Capture, store, view, and utilize design speed.		
714814	Medium	Capture, store, view, and utilize RPM.		
714815	Medium	Capture, store, view, and utilize guardrail including class of guardrail and type of end treatments.		
714816	Medium	Capture, store, view, and utilize other controls.		
714817	Medium	Capture, store, view, and utilize grade separated interchanges.		
714818	High	Capture, store, view, and utilize railroad crossings.		
714819	High	Capture, store, view, and utilize access control.		
714820	High	Capture, store, view, and utilize stopping distance.		
714821	Medium	Capture, store, view, and utilize sight distance > 1,500 feet.		
714822	Medium	Capture, store, view, and utilize: parking width.		
714823	High	Retrieve from the transportation asset inventory and safety management functions or calculate and derive traffic information based on the traffic data values stored in these functions.		
714824	High	Retrieve, store or calculate annual average daily traffic (ADT).		
714825	High	Retrieve, store or calculate Annual commercial daily average traffic.		
714826	Medium	Retrieve, store or calculate Design hour volumes.		

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Section: PL-Pavement Management, Traffic (24 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714827	Medium	Retrieve, store or calculate Daily vehicle miles traveled .		
714828	Medium	Retrieve, store or calculate annual vehicle miles traveled.		
714829	Medium	Retrieve, store or calculate commercial daily vehicle miles traveled.		
714830	Medium	Retrieve, store or calculate commercial average vehicle miles traveled.		
714831	Medium	Retrieve, store or calculate commercial design hour volumes.		
714832	High	Calculate, store, view, retrieve and utilize in analyses Equivalent Single Axle Load (ESAL). Calculation method needs to be consistent with Mechanistic-Empirical Pavement Design Guide. Data to support calculation includes: Highway classification, average daily % of trucks, number of vehicle types, classes of trucks and design hour volume.		
714833	Low	Store, access, view and retrieve Load Spectra data. Calculation method needs to be consistent with Mechanistic-Empirical Pavement Design Guide.		
714834	Medium	Capture, store, view, and utilize the location of in the pavement loops for traffic signals.		

Section: PL-Pavement Management, Crash History (4 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714835	Medium	Capture, store, view and retrieve from the transportation asset inventory and safety management function and the Crash Reporting system crash history associated with individual pavement segments including crash types, severity, weather conditions, driver impairments and severity/extent of driver injuries.		
714836	Medium	Capture, store, view and retrieve from the transportation asset inventory and safety management function and the Crash Reporting system high accident location data including rank; location in terms of county, route, starting and ending milepost, direction of travel and length; frequency rank; severity rank; rate multiplier rank.		
714837	Medium	Integrate crash history with pavement condition to determine pavement conditions that contribute most to crashes.		
714838	Medium	Integrate pavement condition with crash reports to determine distress type which may contribute to a greater number of crashes.		

Section: PL-Pavement Management, Bridge (1 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714839	High	Integrate with the transportation asset inventory and the WVDOT BridgeInspect TM database to store, view, retrieve and utilize in analyses bridge information including bridge location, bridge surface type, weight limits and bridge surface condition.		

Section: PL-Pavement Management, Construction History (1 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714840	High	Integrate with ERP project management, the WVDOT Construction Management System (SiteManagerTM or PRS) and WVDOT AASHTO Trns*portTM BAMS to view, retrieve and utilize in analyses treatment and other construction history for an asset. Construction information will include but not be limited to: pavement width, pavement depth, length of project, lane miles, shoulders, guardrail, drainage features, etc.		

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Section: PL-Pavement Management, Current or Proposed Construction Projects (1 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714841	High	Integrate with the ERP project management function, WVDOT Primavera application and WVDOT Construction Management application (SiteManagerTM or PRS) to obtain and display information and utilize information in analyses about current or planned construction projects. Information should include construction limits, project scope, year in program and estimated cost.		

Section: PL-Pavement Management, Maintenance History (1 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714842	High	Integrate with the highway maintenance management function and the transportation asset inventory function to view, retrieve and utilize in analysis maintenance activities performed for an asset. Information will include activity performed, location, date of activity and fully loaded cost including labor, equipment and materials. Information will include both internally performed activities and contract maintenance work.		

Section: PL-Pavement Management, Other Event History (1 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714843	Medium	Integrate with the transportation asset inventory function to view, retrieve and utilize in analysis other event history (for example flooding and landslides).		

Section: PL-Pavement Management, Document and Data Management (3 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714844	Medium	Integrate with EMC Application Xtender to support linking to, associating and retrieving documents associated with a pavement asset including: boring log and other information about test cores; geo-technical test results; and design plans and specifications.		
714845	Low	Integrate with the WVDOT CAD environment to support linking to, associating and retrieving design files.		
714846	Low	Provide the capability to import and store test and research pavement sections from Federal Highway Administration (Long Term Pavement Performance) research databases.		

Section: PL-Pavement Management, Analytics (22 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714847	High	Support analytical functionality at the statewide, highway system, pavement type, ADT/EASL, mix design, district, county and project level.		
714848	High	Maintain user-defined key performance indicators (KPI's) by statewide, highway system, pavement type, mix design, ADT/EASL, district, county.		
714849	High	Allow users to view performance indicators based on their role and responsibilities in a dashboard/graphical format look and feel.		
714850	High	Calculate user definable performance indices based on pavement condition.		
714851	High	Calculate user definable pavement performance using deterministic, probabilistic or hybrid models.		
714852	High	Calculate pavement performance based on "families of performance curves" of pavement with similar characteristics as well as performance curves for individual pavement segments.		
714853	High	Calculate predicted pavement performance (deterioration) for different treatment strategies such as preventive maintenance, rehabilitation and reconstruction.		

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Section: PL-Pavement Management, Analytics (22 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714854	Medium	Calculate predicted pavement performance (deterioration) for different mix designs.		
714855	High	Identify candidate sections for categories of treatments based on business rules such as pre-defined condition thresholds and "triggers".		
714856	High	Recommend one or more treatment strategies to a candidate section based on business rules including predefined condition thresholds and "triggers".		
714857	High	Analyze pavement preventive maintenance or repair strategies by one or a combination of factors including statewide, highway system, pavement type, ADT/EASL, mix design, district, county, and route.		
714858	Medium	Allow dividing of congruent candidate sections into a grouping of a minimum user defined length for candidate projects.		
714859	High	Calculate annual changes in measured distresses over time.		
714860	High	Calculate the service life and the associated treatment costs of projects using alternative pavement strategies.		
714861	High	Calculate the remaining service life of the pavement.		
714862	High	Support life-cycle cost analysis of candidate pavement projects based on user defined criteria.		
714863	High	Support querying, sorting, and filtering of candidate sections, treatments, and costs for specific classes of treatments and pavement types.		
714864	High	Calculate current asset value based on replacement costs and depreciated value due to deterioration.		
714865	High	Calculate user definable performance indices based on pavement deflection data.		
714866	Medium	Support projection of the future condition of paved shoulders.		
714867	Medium	Recommend a treatment strategy for paved shoulders based on inventory and condition attribute values.		
714868	High	Assign a priority value to each potential project based on user defined parameters.		

Section: PL-Pavement Management, Optimization (26 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714869	High	Provide an optimization process that manages the analysis at various levels including statewide, highway system, Federal Aid, APB, functional classification, pavement type, ADT/EASL, district, county, route and project.		
714870	High	Recommend a treatment strategy (or treatment cost category) to the candidate section based on a selected optimization method.		
714871	High	Perform "what if" analysis of different funding scenarios and project priorities to optimize projects for various groupings including statewide, a specific highway system, a specific funding source (Federal Aid, APB, State only, etc.) or specific district.		
714872	High	Predict future pavement performance given a specific budget.		
714873	High	Establish project priority lists that optimize funding scenarios for one-year, five-year and ten-year plans based on user defined objective functions for statewide, a highway system, a specific funding source or a specific district.		
714874	High	Allow an authorized user to override the system's treatment recommendation and assign a different treatment.		
714875	High	Store results of multiple scenarios and compare recommended treatments, budgets, funding sources and performance results across scenarios.		

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Section: PL-Pavement Management, Optimization (26 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714876	High	Prioritize candidate projects based upon user defined criteria which can vary by highway system, districts, ADT/ESL, mix design or other factors. User defined criteria should include at a minimum: remaining service life (RSL) of the pavement; existing pavement condition; cost; life cycle cost; truck annual average daily traffic (TADDT); equivalent single axle load (ESAL); and user override.		
714877	High	Provide the capability to prioritize /optimize candidate projects based on funding levels.		
714878	High	Calculate historical project costs for definable segments of highway.		
714879	High	Calculate future project costs for definable segments of highway.		
714880	Low	Allow for incorporation of user costs into the optimization process.		
714881	Low	Support calculation of user cost including consideration of incremental cost of crashes which may occur, excess travel time, and motor vehicle operating costs among other factors.		
714882	Medium	Incorporate user-specified inflation rates that can vary by year in treatment cost estimates for labor, equipment and materials.		
714883	Medium	Support utilizing multiple sets of cost data to be stored by treatment type and district and applied in a given scenario run.		
714884	Medium	Utilize historical costs and user-defined engineering factors in calculation of the cost of various alternatives.		
714885	Medium	Maintain a history of cost estimates for candidate projects.		
714886	Medium	Log reasons for changes to cost estimates for candidate projects over time (inflation, scope change, introduction of new technology, enhanced estimating models, etc.).		
714887	Medium	Support the ability to download information to an Excel-based or third party cost estimating model.		
714888	Medium	Support the ability to upload and store cost estimate information from an Excel-based or third party cost estimating model.		
714889	High	Allow the system administrator or other authorized user to revise parameters and formulas for running the analytical models through a table-driven online function.		
714890	High	Allow input and update of budget constraints for each budget period over the planning horizon.		
714891	Low	Integrate with Primavera and the ERP projects and budget functions to obtain budget information.		
714892	Medium	Support the use of other constraints in modeling such as federal funding limitations, matching ratios, level-of-service criteria, or minimum allocations of funds to each district.		
714893	High	Incorporate updated project level treatment strategy and cost information into the proposed network level list of planned/programmed projects under the scenario being modeled.		
714894	Medium	Integrate with Primavera and the ERP projects module to provide information about potential candidate projects based on user initiated request in Primavera.		

Section: PL-Pavement Management, Model Evaluation (1 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714895	High	Compare actual pavement performance to predicted pavement performance for purposes of calibrating the pavement performance models.		

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Section: PL-Pavement Management, Queries and Reports (28 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714896	High	Provide an ad-hoc query capability for pavement inventory, condition, construction history and treatment recommendation information, with selections of fields, filters and sort criteria.		
714897	Medium	Include capability to define calculated fields in ad-hoc queries incorporating standard statistical functions including weighted averages.		
714898	High	Generate a report showing pavement distress and condition attributes over annual periods, for a selected portion of the network.		
714899	High	Generate a pavement history report for a user-specified section or portion of the network. Report should identify construction history, treatments and other maintenance history and the results of condition assessments/inspections.		
714900	High	Generate summaries showing pavement condition across and among all of the following categories: WV DOT districts (with state total); WV DOT counties (with state and district totals); pavement type; ADT/EASL; mix design; functional class; miles (center line and main line travelled); County, route and post miles.		
714901	High	Generate a report of sections recommended for treatment in a selected district, containing section identification, estimated cost, and recommended treatment type.		
714902	High	Generate a list of candidate sections by strategy (preventive maintenance, rehabilitation or reconstruction).		
714903	High	Create a list of proposed preservation, maintenance, and rehabilitation projects.		
714904	High	Prepare a list of prioritized candidate projects recommended for funding.		
714905	High	Generate projected condition after treatment for a user-defined list of projects.		
714906	Medium	Prepare an estimate of remaining service life for segments sorted by districts, county and routes.		
714907	Medium	Produce time-series reports within a user defined time horizon for a specific highway section (district, county, route, begin post mile to end post mile) including dominant distress (individual Pavement Condition Index), IRI and other condition measures, priority compared to other projects and PCI reporting.		
714908	Medium	Provide an ad-hoc graphing capability for pavement inventory, condition, construction history and treatment recommendation information-with selections of fields, filters and sort criteria. This function must include the capability to define calculated fields incorporating weighted average statistics.		
714909	Medium	Provide the capability to generate bar charts showing the pavement condition roughness or distress index values) or percent deficient (below a user-defined threshold), by user-defined ranges for user defined segments of the network (e.g. by highway system, district, pavement type, and mix design).		
714910	Medium	Generate bar charts comparing the current pavement condition to the predicted condition for different funding scenarios.		
714911	Medium	Generate graphs of current pavement distress, roughness, and rutting information for user selected locations (route, from mile-post to milepost).		
714912	Medium	Generate graphs showing changes in pavement distress and condition attributes over time for a user-selected location.		
714913	Medium	Display pavement type, treatment recommendations, treatment history and scheduled projects on a straight line diagram.		
714914	Medium	Generate automatically graphical longitudinal and cross-section displays of existing pavement layer materials, thicknesses and placement dates by section.		

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Section: PL-Pavement Management, Queries and Reports (28 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714915	Low	Display paved shoulder repair needs for statewide, type, highway system, ADT/EASL, district or county based on user-defined business rules.		
714916	High	Produce a report of pavement condition for the Highway Performance Monitoring System (HPMS).		
714917	Low	Provide reporting capability using aggregate functions (e.g., mathematical, statistical).		
714918	Medium	Display the results from the ad-hoc query tool or predefined reports in a tabular screen format or on a printed report or display the results in the GIS viewer.		
714919	Medium	Allow a user from a tabular results display to select a pavement section and drill down from the results of the ad-hoc query or predefined report to the detailed information screens for the selected pavement section to view inventory and condition information.		
714920	Medium	Allow a user to save for later execution a pre-defined report or ad-hoc query with a set of specific selection criteria. The user must be prompted to provide a descriptive name for this saved report.		
714921	Medium	Provide users with a personalized report menu which provides a list of saved reports by the user-defined descriptive name for user selection and execution.		
714922	Medium	Allow a user to authorize one or more additional users to have access to a saved predefined report or ad-hoc query.		
714923	Medium	Display any saved predefined reports or ad-hoc queries authorized by one user for use by a second user on the second user's personalized reports menu.		

Section: PL-Pavement Management, GIS Integration (10 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714924	High	Provide a full featured GIS viewer within the pavement management function which integrates with WVDOT's existing ESRI ArcGIS environment.		
714925	High	Provide the capability to map pavement type and condition, treatment recommendations, treatment history and scheduled projects.		
714926	High	Produce maps using the GIS viewer within the pavement management function which shows pavement condition/performance based on user defined criteria.		
714927	High	Provide capability to print as a map any results which are spatially displayed by the GIS viewer from within the pavement management function.		
714928	Medium	Provide the capability to spatially map a specific pavement asset or set of pavement assets meeting a specific set of criteria from within the pavement management function. While looking at a list of pavement sections or detailed information about an individual pavement segment within the pavement management function, the user must be able to select "map the asset" and see the location of the pavement section or sections displayed spatially by the GIS viewer within the pavement management function.		
714929	Medium	Provide the capability to spatially map a set of pavement sections meeting a specific set of selection criteria from within the pavement management function. The user must be able to enter a set of search criteria in the pavement management function and obtain a tabular list of pavement sections meeting that criterion. The user must then be able to select "map assets" and see these pavement sections displayed spatially by the GIS viewer within the pavement management function.		

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Section: PL-Pavement Management, GIS Integration (10 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714930	Medium	Provide the capability to enter a set of selection criteria for an ad-hoc query of pavement management data and request that the results be displayed spatially by the GIS viewer within the pavement management function.		
714931	Medium	Provide the ability to drill down from a pavement section or set of pavement sections displayed in the GIS viewer to see the detailed information about the specific pavement section or sections within the pavement management application.		
714932	Medium	Provide the ability for a user to select an area of interest from within WVDOT's GIS application and request that all pavement sections in that area or all pavement sections in that area meeting certain user defined criteria stored in the transportation asset inventory and/or pavement management function be spatially displayed on a map within WVDOT's GIS.		
714933	Medium	Provide the ability to select one or more pavement sections from a map of pavement sections within an area displayed in the WVDOT GIS application and drill down to see the detailed information about the specific pavement section or sections within the pavement management application.		

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Section: PL-Procurement, General (160 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714934	High	Supports the following methods of procurement for both State agencies exempt and non exempt from procurement rules: RFQ - Official sealed bids.		
714935	High	Supports the following methods of procurement for both State agencies exempt and non exempt from procurement rules: Multiple levels of agency delegated procurements.		
714936	High	Supports the following methods of procurement for both State agencies exempt and non exempt from procurement rules: Emergency procurements.		
714937	High	Supports the following methods of procurement for both State agencies exempt and non exempt from procurement rules: Proprietary or sole source procurements.		
714938	Medium	Supports the following methods of procurement for both State agencies exempt and non exempt from procurement rules: Informal competitive bids.		
714939	High	Supports the following methods of procurement for both State agencies exempt and non exempt from procurement rules: Requests for Proposals (RFP).		
714940	High	Supports the following methods of procurement for both State agencies exempt and non exempt from procurement rules: Requests for Information (RFI).		
714941	High	Supports the following methods of procurement for both State agencies exempt and non exempt from procurement rules: Inter/Intra-governmental Procurements.		
714942	High	Supports the following methods of procurement for both State agencies exempt and non exempt from procurement rules: Expression of Interest (EOI).		
714943	Medium	Supports the following methods of procurement for both State agencies exempt and non exempt from procurement rules: Reverse auctions.		
714944	High	Supports the following methods of procurement for both State agencies exempt and non exempt from procurement rules: Multiple award procurements-Split Award Pre-qualifies for Second Procurement.		
714945	High	Supports the following methods of procurement for both State agencies exempt and non exempt from procurement rules: Multiple award procurements-for Identical items in order to meet demand or for some alternative reason such as location.		
714946	High	Supports the following methods of procurement for both State agencies exempt and non exempt from procurement rules: Special (Set-asides) purchases (Handicapped, Corrections, etc.).		
714947	High	Supports the following methods of procurement for both State agencies exempt and non exempt from procurement rules: Cooperative (Piggyback) Purchasing (State Agency contract with preapproved authority for other State agencies to release against).		
714948	High	Supports the following methods of procurement for both State agencies exempt and non exempt from procurement rules: Cooperative (Piggyback) Purchasing (External Public Entity contract which State Agencies can release against with the appropriate approval).		
714949	High	Supports the following methods of procurement for both State agencies exempt and non exempt from procurement rules: Joint purchase with other Entity.		
714950	High	Supports the following methods of procurement for both State agencies exempt and non exempt from procurement rules: Design Build Construction.		

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Section: PL-Procurement, General (160 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714951	High	Supports the following methods of procurement for both State agencies exempt and non exempt from procurement rules: Design Bid Build Construction.		
714952	Medium	Provide an option to override exceptions to procurement rules for authorized individuals.		
714953	Medium	Provide notification of overridden exceptions.		
714954	High	Provide for integration / interfacing between modules, including but not limited to: General Ledger.		
714955	High	Provide for integration / interfacing between modules, including but not limited to: Account Payable.		
714956	High	Provide for integration / interfacing between modules, including but not limited to: Facilities Management.		
714957	High	Provide for integration / interfacing between modules, including but not limited to: Project Systems.		
714958	High	Provide for integration / interfacing between modules, including but not limited to: Asset Management.		
714959	High	Provide for integration / interfacing between modules, including but not limited to: Fleet.		
714960	High	Provide for integration / interfacing between modules, including but not limited to: Grants.		
714961	High	Provide for integration / interfacing between modules, including but not limited to: Inventory.		
714962	High	Provide the ability to prevent redundant data entry by providing full integration between all application components. Transaction creation, replacement, update or deletion of any common data element occurs only once, and is carried forward and reflected through all related tables. (e.g., data entered on requisition is carried forward to the solicitation, PO, etc).		
714963	High	Provide the ability to treat each State agency as a separate entity (e.g., restrict agencies from posting to other agencies and viewing data, etc. without authorization) but also provides statewide, consolidated querying/reporting from a data repository.		
714964	High	Processes the following types of purchasing documents in accordance with State policy: Requisitions.		
714965	High	Processes the following types of purchasing documents in accordance with State policy: Prior Authorizations.		
714966	High	Processes the following types of purchasing documents in accordance with State policy: Statewide Contract - Mandatory.		
714967	High	Processes the following types of purchasing documents in accordance with State policy: Statewide Sole Source Contract.		
714968	High	Processes the following types of purchasing documents in accordance with State policy: Statewide Contract - State Use.		
714969	High	Processes the following types of purchasing documents in accordance with State policy: Cooperative (Piggyback) Purchasing (State Agency contract with preapproved authority for other State agencies to release against).		
714970	High	Processes the following types of purchasing documents in accordance with State policy: Cooperative (Piggyback) Purchasing (External Public Entity contract which State Agencies can release against with the appropriate approval).		
714971	High	Processes the following types of purchasing documents in accordance with State policy: Central Agency Specific Contract - Competitive.		
714972	High	Processes the following types of purchasing documents in accordance with State policy: Central Agency Specific Contract - Non-Competitive.		
714973	High	Processes the following types of purchasing documents in accordance with State policy: Central Contract Release Order.		
714974	High	Processes the following types of purchasing documents in accordance with State policy: Local Agency Contract Competitive.		

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<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
714975	High	Processes the following types of purchasing documents in accordance with State policy: Local Agency Contract - Non-Competitive.		
714976	High	Processes the following types of purchasing documents in accordance with State policy: Agency Contract Release Order.		
714977	High	Processes the following types of purchasing documents in accordance with State policy: Agency Specialized.		
714978	High	Processes the following types of purchasing documents in accordance with State policy: Task Order Contract (Work Orders issued against).		
714979	High	Processes the following types of purchasing documents in accordance with State policy: Central Purchase Order.		
714980	High	Processes the following types of purchasing documents in accordance with State policy: Local Purchase Order.		
714981	High	Processes the following types of purchasing documents in accordance with State policy: Leases (equipment, not space).		
714982	High	Processes the following types of purchasing documents in accordance with State policy: Construction Project Orders.		
714983	High	Processes the following types of purchasing documents in accordance with State policy: Interagency Purchase Orders/MOU.		
714984	High	Processes the following types of purchasing documents in accordance with State policy: Issuing goods from Agency inventory.		
714985	High	Provide the ability to print and perform related print processes, included, but not limited to the following: Requisition (Central and Local).		
714986	High	Provide the ability to print and perform related print processes, included, but not limited to the following: Prior Authorization.		
714987	High	Provide the ability to print and perform related print processes, included, but not limited to the following: All Procurement documents.		
714988	High	Provide the ability to print on letter size paper for procurement documents and forms.		
714989	High	Provide the ability to create and maintain information relating to: Requisitions.		
714990	High	Provide the ability to create and maintain information relating to: Solicitations.		
714991	High	Provide the ability to create and maintain information relating to: Solicitation preparation.		
714992	High	Provide the ability to create and maintain information relating to: Vendor bid list creation and maintenance (including subset of qualified Small and Minority-owned/Other Targeted businesses subcontractors).		
714993	High	Provide the ability to create and maintain information relating to: Electronic posting and distribution (electronically by system).		
714994	High	Provide the ability to create and maintain information relating to: Electronic bid receipt (Formal and Informal).		
714995	High	Provide the ability to create and maintain information relating to: Response tabulation (fed by electronic receipt and manual entry).		
714996	High	Provide the ability to create and maintain information relating to: Award notification.		
714997	High	Provide the ability to create and maintain information relating to: PO / Contract.		
714998	High	Provide the ability to create and maintain information relating to: Requisition to solicitation to PO/Contract.		
714999	High	Provide the ability to create and maintain information relating to: Requisition to contract or PO.		

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Section: PL-Procurement, General (160 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715000	High	Provide the ability to create and maintain information relating to: Solicitation to contract or PO (no requisition --optional; subject to proper authorizations).		
715001	High	Provide the ability to create and maintain information relating to: PO to Contract (release against contract).		
715002	High	Provide the ability to create and maintain information relating to: PO or Contract (without requisition or solicitation).		
715003	High	Provide the ability to create and maintain information relating to: Auto generated PO from Sourced Contracts.		
715004	High	Provide the ability to create and maintain information relating to: Receipts.		
715005	High	Provide the ability to create and maintain information relating to: Goods receipt.		
715006	High	Provide the ability to create and maintain information relating to: Shipment Notification.		
715007	High	Provide the ability to create and maintain information relating to: Returns.		
715008	High	Provide the ability to create and maintain information relating to: Quarantines.		
715009	High	Provide the ability to create and maintain information relating to: Vendor performance.		
715010	High	Provide the ability to create and maintain information relating to: Invoice receipt.		
715011	Medium	Provide the ability to create and maintain information relating to: Standardized Request to utilize a third party Piggyback contract.		
715012	Medium	Provide the ability to create and maintain information relating to: Standardized Waiver form For example, correctional industries and statewide contracts.		
715013	High	Provide the ability to create and maintain information relating to: Linkage to imaged supporting documentation maintained in State document management system e.g. bid bonds, performance bonds etc.		
715014	High	Provide an audit trail from requisition to payment with forward and backward tracking.		
715015	High	Supports different methods of payment approval which can be set up by purchase, by purchase type or by agency. It should be possible to restrict administration of purchase type choice to authorized personnel. Methods include: Four way matching of purchase order, contracts, receiving report and invoice.		
715016	High	Supports different methods of payment approval which can be set up by purchase, by purchase type or by agency. It should be possible to restrict administration of purchase type choice to authorized personnel. Methods include: Three way matching of purchase order, receiving report and invoice.		
715017	High	Supports different methods of payment approval which can be set up by purchase, by purchase type or by agency. It should be possible to restrict administration of purchase type choice to authorized personnel. Methods include: Two way matching of purchase order and invoice.		
715018	High	Allow for procurement approvals to be determined by: Dollar Threshold.		
715019	High	Allow for procurement approvals to be determined by: Commodity.		
715020	High	Allow for procurement approvals to be determined by: Procurement Type.		
715021	High	Allow for procurement approvals to be determined by: Agency.		
715022	High	Allow for procurement approvals to be determined by: Combination of dollar, type, commodity, etc.		

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<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715023	High	Allow the buyers to have the ability to cover for each other in case of absence with the proper authorization.		
715024	High	Allow the buyers' supervisors the ability to access transactions processes by their subordinates with proper authorization.		
715025	High	Provide the ability for a user set an automatic renewal reminder flag for recurring purchase orders and contracts.		
715026	High	Provide the ability for a user set an automatic renewal reminder flag for recurring contracts to link the renewal to a new contract number, and turn off the reminder.		
715027	High	Provide the ability to prompt for automatic renewal requisitions for blanket orders at a user defined time.		
715028	High	Provide the ability to prompt a purchasing agent of contract expirations at a user defined time prior to contract expiration.		
715029	High	Provide the ability to copy one or multiple lines of field values to the next/subsequent line(s) and change one or more field value elements when using input screens for all purchasing documents.		
715030	High	Provide the ability to create a new purchasing document (e.g., requisition, PO, etc.) from a previously created purchasing document.		
715031	High	Provide the ability to establish repetitive transactions and transaction templates (e.g., requisitions, solicitations, purchase orders, etc.).		
715032	Medium	Provide the ability to save and flag (or hold) incomplete and/or complete purchasing documents so that it can prevent the flagged document from inadvertently being released for approval at any stage (e.g., solicitation, award, tabulation, contract, order, receipt, invoice, payment, etc.).		
715033	High	Provide for upload and download capabilities for solicitations and PO/contract documents.		
715034	Medium	Provide the ability for purchasing agents to view workload in a single view.		
715035	Medium	Provide the ability to store user defined data on measures and indicators of Buyer activities.		
715036	Medium	Provide the ability for the Buyer to view workload, including the details of a procurement and the estimated required processing time, or any similar pre-defined performance metric.		
715037	Medium	Provide the ability to show contract and spend data for the buyer's commodities or contracts.		
715038	Medium	Track goods purchased with recycled materials.		
715039	High	Provide the ability to display a calendar that includes weekends and holidays (State and National), which can be used for scheduling purposes. Warnings should appear if documents specify dates which are on weekends or holidays. For example, the system should provide a warning if a purchasing agent attempts to set the close date of a solicitation for a weekend or holiday.		
715040	Medium	Provide the ability to block the processing of specified types of procurement documents (e.g., requisitions, purchase orders, solicitations, etc.) after a user-defined date, within a given fiscal year.		
715041	High	System is compatible with and supports the use of an industry-standard commodity code structure such as NIGP, UNPSC.		
715042	High	Provides a mechanism to map the industry-standard commodity code to FHWA expenditure (commodity) codes.		
715043	High	Stores commodity-specifications data with the following features: Is viewable by all authorized users.		
715044	High	Stores commodity-specifications data with the following features: Allows authorized users to add, change, or delete specifications.		

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<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715045	High	Stores commodity-specifications data with the following features: Retains the exact bid specifications and any addenda (changes) to specifications that are distributed to vendors.		
715046	High	Stores commodity-specifications data with the following features: Prevents changes to bid specifications after a user-defined point in time. Thereafter, changes can only be made by certain authorized users.		
715047	Medium	Stores commodity-specifications data with the following features: Provides the ability to develop and store product-comparison charts (specifications) that present different specifications side by side.		
715048	Medium	Provide the ability for unlimited standard and free form comments/messages at the header, line-item, and footer level for all purchasing documents.		
715049	Medium	Provide the ability for users to enter notes on any type of purchasing transaction (e.g., requisition, solicitation, PO, etc.). Notes functionality includes the following: Security can be set so that only the creator of the note or a system administrator can change the note.		
715050	Medium	Provide the ability for users to enter notes on any type of purchasing transaction (e.g., requisition, solicitation, PO, etc.). Notes functionality includes the following: Each note is date and time stamped and the creator/editor is stored.		
715051	Medium	Provide the ability for users to enter notes on any type of purchasing transaction (e.g., requisition, solicitation, PO, etc.). Notes functionality includes the following: Notes can be sorted in chronological order.		
715052	Medium	Provide the ability for users to enter notes on any type of purchasing transaction (e.g., requisition, solicitation, PO, etc.). Notes functionality includes the following: Notes can be printed on-demand on any printer to which the user has access (local or networked).		
715053	Medium	Provide the ability for users to enter notes on any type of purchasing transaction (e.g., requisition, solicitation, PO, etc.). Notes functionality includes the following: Printing can be for all of a transaction's notes or for any selected note or notes.		
715054	High	Provide the ability to attach and retrieve multiple files, regardless of file type, to all purchasing documents and carry forward files to subsequent purchasing documents: Image Files.		
715055	High	Provide the ability to attach and retrieve multiple files, regardless of file type, to all purchasing documents and carry forward files to subsequent purchasing documents: PDF files.		
715056	High	Provide the ability to attach and retrieve multiple files, regardless of file type, to all purchasing documents and carry forward files to subsequent purchasing documents: Word processing documents.		
715057	High	Provide the ability to attach and retrieve multiple files, regardless of file type, to all purchasing documents and carry forward files to subsequent purchasing documents: Spreadsheets.		
715058	High	Provide the ability to attach and retrieve multiple files, regardless of file type, to all purchasing documents and carry forward files to subsequent purchasing documents: CAD.		
715059	Medium	Provide the ability to attach and retrieve multiple files, regardless of file type, to all purchasing documents and carry forward files to subsequent purchasing documents: URL Link.		
715060	Medium	Provide the ability to attach and retrieve multiple files, regardless of file type, to all purchasing documents and carry forward files to subsequent purchasing documents: Sound Files.		
715061	Medium	Provide the ability to attach and retrieve multiple files, regardless of file type, to all purchasing documents and carry forward files to subsequent purchasing documents: Video Files.		

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Appendix M: Functional and System-wide Requirements

Section: PL-Procurement, General (160 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715062	High	Provide the ability for all applications/modules to reside on a shared database. If more than one database is maintained, the databases should be kept in sync on a near real-time basis.		
715063	Medium	Supports the ability for a non-State entity to buy off of statewide contracts.		
715064	Medium	Allows the tracking of volume of non-State entities purchases off of statewide contracts.		
715065	High	Provide the ability to differentiate between field locations within an agency (e.g. Hospitals, Correctional Institutions, etc.).		
715066	High	Provide ability to accommodate centralized and decentralized purchasing functions within an agency and track procurements accordingly.		
715067	High	Provide the ability to procure using purchasing division's rules and agency's rules where exemptions exist.		
715068	High	Provide the ability to automatically assign a sequential number, with or without a user-defined prefix and/or suffix, to each type of procurement transaction.		
715069	Medium	Provide the ability for the purchase transaction numbering system to be user defined (alpha-numeric) with increment, format, prefix and suffix configurable and updateable. Increment and format can differ for an individual agency or organization.		
715070	High	Provide purchase transaction numbering system that provides a method to track and easily link multiple awards for one contract e.g. ####a, ####b, ####c.		
715071	High	Provide the ability to maintain a detailed history of all purchasing activity including, but not limited to, requisitions, solicitations and responses, purchase orders, PO change notices, notes screens, contracts, retainage, and, receiver information, by vendor, by commodity, by procurement method, by procurement status and by agency. Every purchase transaction includes date, user, and time.		
715072	Medium	Provide the ability for purchasing history to be available both online and in hard copy, as required.		
715073	Medium	Provide the ability to default vendor data from the vendor master file based on vendor identification number when a vendor is selected for any purchasing documents in a transaction. System permits certain fields to be overwritten based on administrator-defined settings.		
715074	Medium	Provide the ability for certain fields to be overwritten based on administrator-defined settings.		
715075	High	Provide the ability for self-service vendor registration and data maintenance functionality that is fully integrated with the system.		
715076	Medium	Provide the ability for vendor collaboration through the bidding, order, receipt and invoice process.		
715077	High	Provide the ability to support a shared vendor file across all modules including but not limited to General Ledger, Accounts Payable, Procurement, Inventory and Asset Management.		
715078	High	Provide the ability to provide ticklers that are automatically generated and re-generated when follow up is necessary from key system events.		
715079	Medium	Provide the ability to make tickler information accessible on-line by date, responsible person and type of tickler.		
715080	Medium	Provide the ability to access on-line administration manuals (policies, procedure, ordinances) related to procurement activities.		
715081	Medium	Provide the ability to easily access the life cycle costing information.		

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Section: PL-Procurement, General (160 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715082	Medium	Provide the ability to validate the tax status of a vendor with the Department of Revenue's Tax Clearance system (i.e., hyperlink from ERP to Tax Clearance system, data upload from Tax Clearance system to ERP) at a user-defined period of time throughout the procurement process.		
715083	Medium	Provide the ability to validate the insurance status of a vendor with the Department of Insurance's Vendor Insurance Information system (i.e., hyperlink from ERP to Vendor Insurance Information system, data upload from Vendor Insurance Information system to ERP) at a user-defined period of time throughout the procurement process.		
715084	Medium	Provide the ability to validate the status of a vendor with the Secretary of State's (SOS) Vendor Information system (i.e., hyperlink from ERP to Vendor Information system, data upload from Vendor Information system to ERP) at a user-defined period of time throughout the procurement process.		
715085	Medium	Provide the ability to validate the tax status of a vendor with the West Virginia Workforce's Unemployment Insurance Vendor system (i.e., hyperlink from ERP to Unemployment Insurance system, data upload from Unemployment Insurance system to ERP) at a user-defined period of time throughout the procurement process.		
715086	Medium	Provide a mechanism to allow an override to Vendor status exceptions for the four previous interfaces limited to authorized individuals.		
715087	Medium	Provide notification of override vendor status exceptions for the four interfaces (Tax, Insurance, SOS and Workforce).		
715088	Medium	Interface with AASHTO SiteManager to create Purchase Orders and contract balances for commitments approved in SiteManager for WVDOT highway construction projects.		
715089	Medium	Interface with AASHTO SiteManager to create PO change orders, contract amendments and adjust contract balances based on change orders processed and approved in SiteManager for WVDOT highway construction projects.		
715090	Medium	Interface with AASHTO SiteManager to create invoices based on transactions processed and approved in SiteManager for WVDOT highway construction projects.		
715091	Medium	Provide a mechanism to override accounting distributions interfaced on invoices from AASHTO SiteManager as needed.		
715092	High	Integrate all purchasing documents (requisitions, Purchase Orders, Goods Receipts) with the inventory module.		
715093	High	Support integration of all pre-encumbrance, encumbrances, goods receipt and invoice payments to budgetary control in project systems.		

Section: PL-Procurement, Workflow (53 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715094	High	Provide the ability to allow for the creation of workflow for all types of purchasing transactions: Purchase Requisitions.		
715095	High	Provide the ability to allow for the creation of workflow for all types of purchasing transactions: Solicitations and addendums.		
715096	High	Provide the ability to allow for the creation of workflow for all types of purchasing transactions: Purchase Orders/PO change notices.		
715097	High	Provide the ability to allow for the creation of workflow for all types of purchasing transactions: Contracts/Work Orders and Contract Amendments.		
715098	High	Provide the ability to allow for the creation of workflow for all types of purchasing transactions: Receiving Documents.		

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Section: PL-Procurement, Workflow (53 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715099	High	Provide the ability to allow for the creation of workflow for all types of purchasing transactions: Invoices.		
715100	High	Provide the ability to allow for the creation of workflow for all types of purchasing transactions: Prior Authorizations.		
715101	High	Provide the ability to allow for the creation of workflow for all types of purchasing transactions: Voucher Requests.		
715102	High	Provide the ability for administrators to create workflow rules based on any combination of the following: Dollar thresholds.		
715103	High	Provide the ability for administrators to create workflow rules based on any combination of the following: Transaction types.		
715104	High	Provide the ability for administrators to create workflow rules based on any combination of the following: Commodity code or commodity code group.		
715105	High	Provide the ability for administrators to create workflow rules based on any combination of the following: Chart of Accounts (any component).		
715106	High	Provide the ability for administrators to create workflow rules based on any combination of the following: Organization structure.		
715107	High	Provide the ability for administrators to create workflow rules based on any combination of the following: Vendor.		
715108	High	Provide the ability for administrators to create workflow rules based on any combination of the following: Agency-specific business rules.		
715109	High	Provide the ability for administrators to create workflow rules based on any combination of the following: Combination of dollar, type, commodity, etc.		
715110	High	Provide the ability to specify approval paths for the following special approval types, including but not limited to: Obtain additional approvals when dollar limitations have been exceeded.		
715111	High	Provide the ability to specify approval paths for the following special approval types, including but not limited to: Obtain approval on Trade-in items from Surplus Property.		
715112	High	Provide the ability to specify approval paths for the following special approval types, including but not limited to: High Tech purchases.		
715113	High	Provide the ability to specify approval paths for the following special approval types, including but not limited to: Sole source purchases.		
715114	High	Provide the ability to specify approval paths for the following special approval types, including but not limited to: Acceptance of sole bids.		
715115	High	Provide the ability to specify approval paths for the following special approval types, including but not limited to: Delegated Purchasing Authority from bid.		
715116	High	Provide the ability to specify approval paths for the following special approval types, including but not limited to: Used equipment.		
715117	High	Provide the ability to specify approval paths for the following special approval types, including but not limited to: Price increases.		
715118	High	Provide the ability to specify approval paths for the following special approval types, including but not limited to: Amendments.		
715119	High	Provide the ability to specify approval paths for the following special approval types, including but not limited to: Communication equipment purchases.		

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Section: PL-Procurement, Workflow (53 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715120	High	Provide the ability to specify approval paths for the following special approval types, including but not limited to: Multi-step bidding process (multi-step: RFI to RFO or RFQ).		
715121	High	Provide the ability to specify approval paths for the following special approval types, including but not limited to: Bid errors (including overages or lack of funds).		
715122	High	Provide the ability to specify approval paths for the following special approval types, including but not limited to: Exceptions to standard terms and conditions.		
715123	High	Provide the ability to specify approval paths for the following special approval types, including but not limited to: Advertising Requirement Waiver.		
715124	High	Provide the ability to specify approval paths for the following special approval types, including but not limited to: Professional Service Agreements.		
715125	High	Provide the ability to specify approval paths for the following special approval types, including but not limited to: Sunshine Act Agreements.		
715126	High	Provide the ability to specify approval paths for the following special approval types, including but not limited to: Print and Print Related Materials.		
715127	High	Provide the ability to specify approval paths for the following special approval types, including but not limited to: Vehicle purchases.		
715128	High	Provide the ability to specify approval paths for the following special approval types, including but not limited to: Insurance Statutory Authority.		
715129	High	Provide the ability to specify approval paths for the following special approval types, including but not limited to: Land purchase statutory.		
715130	Medium	Provide the ability to have user-defined events trigger notifications to the purchasing agent, the routing of forms to be completed, and/or the sending of electronic internal notices. Examples include: Notification to the purchasing agent when the status of a contract changes with the ability to define individuals to receive notices.		
715131	Medium	Provide the ability to have user-defined events trigger notifications to the purchasing agent, the routing of forms to be completed, and/or the sending of electronic internal notices. Examples include: Letters to notify vendors that their registration attempts were successful or unsuccessful.		
715132	Medium	Provide the ability to have user-defined events trigger notifications to the purchasing agent, the routing of forms to be completed, and/or the sending of electronic internal notices. Examples include: A letter to a vendor is generated and an internal notice is sent when an invalid email address is detected when correspondence is sent to a vendor via email.		
715133	Medium	Provide the ability to make changes to certain types of purchasing documents that result in new approval paths (e.g., changing the type of procurement) without losing the relevant approvals that have already been granted. Transaction must still conform to purchasing policies.		
715134	High	Provide the ability via workflow to reject documents in full or in part, and return the rejected items to the originator for resubmittal.		
715135	Medium	Provide the ability for an email notification to be generated to the individual receiving the goods when an invoice is entered and a receipt has not been entered.		
715136	High	Provide the ability for purchasing agents or end users to add ad hoc approvals.		

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Section: PL-Procurement, Workflow (53 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715137	High	Provide the ability to log date, time and approver for each level of approval as it occurs.		
715138	High	Provide the ability to notify approvers when a transaction is waiting for approval.		
715139	Medium	Provide the ability to receive notification of approval task by email with a courtesy hyperlink to ERP system access. .		
715140	Medium	Provide the ability for the end user to turn off the email approval functionality and work only within the ERP.		
715141	High	Provide the ability for approval notification to the creator as approvals are applied.		
715142	High	Provide the ability for the creator to reroute the approval notification to an administrator.		
715143	High	Provide the ability for approval notification to the creator when final approval is received.		
715144	High	Provide the ability to limit the amount of time approvals can remain in pending status, before automatic notification is sent to the approver's alternates and the purchasing agent.		
715145	High	Supports the ability to set up alternate approvers when needed.		
715146	High	Provide the ability for sequential and/or parallel approvals.		

Section: PL-Procurement, Purchase Requisitions (34 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715147	High	Provide the ability for agencies to define requestors (staff that may initiate a request to purchase goods and/or services).		
715148	High	Provide the ability for authorized requestors to initiate a purchase requisition for goods and services online via a Web browser, and to query on the status of such requisitions.		
715149	Medium	Provide the ability to restrict/control the items requestors can see and order.		
715150	Medium	Provide the ability for users to see the available balance on contracts (PO, encumbrance) as they are creating a requisition to order from the contracts.		
715151	High	Provide the ability for assignment of a unique purchase requisition number through system-generated means.		
715152	High	Provide the ability to support selection of a commodity through a variety of means including key words on commodity title and multiple item descriptions or coding commodity number directly (3,5,11 digit).		
715153	High	Provide the ability to support user creation of a requisition by copying an existing (including canceled) requisition, editing and saving with a new requisition ID. The existing requisition can be from different agency.		
715154	High	Provide the ability to support the establishment of requisition templates for frequently requested items.		
715155	High	Provide the ability to automatically generate a requisition to renew a contract based on a user-specified number of days before the contract expires.		
715156	High	Provide the ability for electronic notifications to be sent to the respective purchasing agent informing him/her that the requisition has been generated and is pending his/her action.		
715157	High	Provide the ability for a requestor to cancel a requisition or individual requisition line items prior to approvals and system generates appropriate accounting entries.		

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Section: PL-Procurement, Purchase Requisitions (34 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715158	Medium	Provide the ability for authorized purchasing agents to cancel requisitions subsequent to final approval and system generates appropriate accounting entries.		
715159	High	Provide the ability to specify that certain required information be entered for certain types of requisitions (e.g., notification that a sole-source justification is required, work orders attached to print requisitions).		
715160	High	Provide the ability to perform the following functions online for all types of purchase requests, with appropriate authority: inquiry, add, change, and cancel (at the line and document level).		
715161	High	Provide the ability for comment fields (multiple) at the header and line level, with an indicator designating internal or external comments (e.g. internal - only seen by authorized users; external - printed on PO to be seen by Vendor).		
715162	High	Provide the ability to attach files in various formats to the entire requisition or individual line items. Formats include, but not limited to the following: Image Files.		
715163	High	Provide the ability to attach files in various formats to the entire requisition or individual line items. Formats include, but not limited to the following: PDF files.		
715164	High	Provide the ability to attach files in various formats to the entire requisition or individual line items. Formats include, but not limited to the following: Word processing documents.		
715165	High	Provide the ability to attach files in various formats to the entire requisition or individual line items. Formats include, but not limited to the following: Spreadsheets.		
715166	High	Provide the ability to attach files in various formats to the entire requisition or individual line items. Formats include, but not limited to the following: CAD.		
715167	Low	Provide the ability to attach files in various formats to the entire requisition or individual line items. Formats include, but not limited to the following: URL Link.		
715168	Low	Provide the ability to attach files in various formats to the entire requisition or individual line items. Formats include, but not limited to the following: Sound Files.		
715169	Low	Provide the ability to attach files in various formats to the entire requisition or individual line items. Formats include, but not limited to the following: Video Files.		
715170	High	Provide the ability for viewing online or generating a hard-copy of the purchase requisition at any time to a local printer or a networked printer.		
715171	Medium	Provide the ability for the automatic assignment of requisitions to purchasing agents based on user-defined criteria (e.g., commodity, department etc.) and captures routing date and time.		
715172	High	Provide the ability to manually assign/reassign requisitions to purchasing agents.		
715173	Medium	Provide the ability to maintain a schedule that can cause an electronic notification to be sent to a purchasing agent's supervisor if the purchasing agent does not complete processing within the processing time assigned to the requisition.		
715174	Medium	Provide the ability to accommodate zero and negative unit price values.		
715175	Medium	Provide the ability to enable users to override defined sourcing rules with appropriate authorizations.		
715176	High	Provide the ability for cross-referencing of purchase requisitions to the corresponding invitation to bid, purchase order, contract, asset, receiving report, order number, and invoice.		

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Section: PL-Procurement, Purchase Requisitions (34 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715177	High	Provide the ability for notification on expiring contracts and creation of a requisition directly from expiring contract documents.		
715178	Medium	Provide the ability to pre-encumber.		
715179	High	Provide clause library capabilities.		
715180	High	Provide the ability to order in fractional quantities or dollars.		

Section: PL-Procurement, Requisition-Header Elements (21 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715181	Medium	Provide for input per individual requisition including, but not limited to, the following data elements: Requisition Number.		
715182	Medium	Provide for input per individual requisition including, but not limited to, the following data elements: Requisition date.		
715183	Medium	Provide for input per individual requisition including, but not limited to, the following data elements: Requestor (Creating requisition).		
715184	Medium	Provide for input per individual requisition including, but not limited to, the following data elements: Requestor phone number.		
715185	Medium	Provide for input per individual requisition including, but not limited to, the following data elements: Purchasing agent (optional).		
715186	Medium	Provide for input per individual requisition including, but not limited to, the following data elements: Purchasing agent's phone number (optional).		
715187	Medium	Provide for input per individual requisition including, but not limited to, the following data elements: Multiple suggested FEIN or vendor number(s).		
715188	High	Provide for input per individual requisition including, but not limited to, the following data elements: Suggested vendor name (Suggested Vendor info. passed to Solicitation) (unlimited # of vendors can be input).		
715189	High	Provide for input per individual requisition including, but not limited to, the following data elements: Suggested vendor address.		
715190	Medium	Provide for input per individual requisition including, but not limited to, the following data elements: Contact Name.		
715191	Medium	Provide for input per individual requisition including, but not limited to, the following data elements: Contact phone number (multiple).		
715192	Medium	Provide for input per individual requisition including, but not limited to, the following data elements: Contact email address.		
715193	Medium	Provide for input per individual requisition including, but not limited to, the following data elements: Contact mailing address.		
715194	High	Provide for input per individual requisition including, but not limited to, the following data elements: Need by Date or Service Start and End dates.		
715195	High	Provide for input per individual requisition including, but not limited to, the following data elements: Estimated Cost.		
715196	High	Provide for input per individual requisition including, but not limited to, the following data elements: Maximum Budget Amount.		
715197	Medium	Provide for input per individual requisition including, but not limited to, the following data elements: Priority Code (emergency or normal handling).		
715198	Medium	Provide for input per individual requisition including, but not limited to, the following data elements: Justification / Comments.		

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Section: PL-Procurement, Requisition-Header Elements (21 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715199	Medium	Provide for input per individual requisition including, but not limited to, the following data elements: Confirming order indicator.		
715200	Medium	Provide for input per individual requisition including, but not limited to, the following data elements: Comment fields (multiple) with indicator designating internal or external comments (i.e., internal - only seen by agency personnel; external - carried forward and printed on PO to be seen by Vendor).		
715201	Medium	Provide for input per individual requisition including, but not limited to, the following data elements: Total requisition cost.		

Section: PL-Procurement, Requisition-Commodity Lines (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715202	High	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: Line item number (be sequential and accommodate up to 99,999 lines items per requisition).		
715203	High	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: Quantity.		
715204	High	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: Unit of measure.		
715205	High	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: Commodity.		
715206	Medium	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: Warehouse stock number.		
715207	High	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: Commodity Location.		
715208	High	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: Short description.		
715209	High	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: Long description.		
715210	High	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: Custom description - used to provide additional information beyond what is available in the commodity code table. (Does not update commodity table).		
715211	High	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: Special instructions.		
715212	High	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: Shipping instructions.		
715213	High	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: Estimated unit cost (allow zero and negative dollar values).		
715214	High	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: Estimated total line item cost.		

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Section: PL-Procurement, Requisition-Commodity Lines (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715215	High	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: End user (user needing good or service).		
715216	High	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: End user phone number.		
715217	High	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: Delivery address.		
715218	High	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: Requested delivery date.		
715219	High	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: Freight terms.		
715220	Medium	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: Delivery contact title.		
715221	High	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: Comments.		
715222	Medium	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: Recycled goods indicator.		
715223	High	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: Emergency justifications.		
715224	High	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: Sole source / proprietary justification.		
715225	High	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: Inventory Indicator.		
715226	High	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: Fixed Asset Indicator (new, replacement, or enhancement; if replacement or enhancement, need existing tag number).		
715227	High	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: System administrator-defined indicators/fields for reporting needs (at least 5 fields).		
715228	High	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: Suggested vendor number.		
715229	High	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: Suggested vendor name (Suggested Vendor info. passed to Solicitation) (unlimited #).		
715230	High	Provide the ability for commodity line items to contain the following data items, including but not limited to, the following data elements: Suggested vendor address.		

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Section: PL-Procurement, Requisition-Accounting (14 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715231	High	Provide the ability to allow the initiation of requisitions prior to new year which cannot be pre-encumbered until availability of new year's funds.		
715232	Medium	Provide the ability for requisitions to be entered without posting a pre-encumbrance based on organization-defined parameters.		
715233	High	Provide the ability for purchase requisition to allow the entry of multiple account codes for allocation of expenditure.		
715234	High	Provide the ability for purchase requisition to allow the entry to multiple agencies for allocation of expenditure.		
715235	High	Provide the ability to allocate expenditures by percent of total purchase requisition.		
715236	High	Provide the ability to allocate expenditures by dollar amount.		
715237	Medium	Provide the ability to allocate expenditures by purchase. requisition line item.		
715238	Medium	Provide the ability to define auto-distribution rules and apply to the requisition using standard, user-defined distribution code.		
715239	High	Provide the ability to automatically close a requisition line when all commodities/services are received and the final invoice is paid and/or when the PO is closed.		
715240	High	Provide the ability to optionally liquidate remaining/outstanding pre-encumbrance.		
715241	High	Provide the ability to setup standard auto-close parameters, based on dollar amount remaining and last activity.		
715242	High	Provide the ability to set a notification that the auto-close is to occur. Notice to be sent at a specified time period.		
715243	High	Provide the ability to carryover open purchase requisitions to the following fiscal year.		
715244	High	Provide the ability to reopen a requisition if the requisition was closed in error (with appropriate security procedures).		

Section: PL-Procurement, Solicitations-General (28 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715245	High	Provide the ability to process solicitation transactions through the following stages: Creation of solicitation and addendums by an approved purchase requisition (although some solicitations may be created without requisitions).		
715246	High	Provide the ability to process solicitation transactions through the following stages: Posting of the solicitation on the State's Website or Agency Specific Website when required.		
715247	High	Provide the ability to process solicitation transactions through the following stages: Notification sent to registered vendors via fax and/or e-mail, based on commodity and/or appropriate dollar threshold.		
715248	High	Provide the ability to process solicitation transactions through the following stages: Receipt of vendor responses electronically (with receipt time and date).		
715249	High	Provide the ability to process solicitation transactions through the following stages: Tabulation of solicitations, including reciprocity and/or other targeted businesses.		
715250	High	Provide the ability to process solicitation transactions through the following stages: Award, including notification of award via email and Web site posting.		
715251	High	Provide the ability to process solicitation transactions through the following stages: Initiation of purchase order.		
715252	High	Provide the ability to process solicitation transactions through the following stages: Transfer / Entry to contract module.		

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Section: PL-Procurement, Solicitations-General (28 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715253	High	Provide the ability to cross-reference requisitions, solicitations, and award documents (entire document as well as line items).		
715254	High	Provide the ability to document vendor's Certification of Non Conflict to Compete.		
715255	High	Provide the ability to amend or cancel solicitations.		
715256	High	Provide the ability to support the following types of solicitations (but not limited to): Informal - Telephone / Fax / Non-Sealed Response.		
715257	High	Provide the ability to support the following types of solicitations (but not limited to): Formal Sealed Bids.		
715258	High	Provide the ability to support the following types of solicitations (but not limited to): RFQ.		
715259	Medium	Provide the ability to support the following types of solicitations (but not limited to): IFB.		
715260	High	Provide the ability to support the following types of solicitations (but not limited to): RFP.		
715261	High	Provide the ability to support the following types of solicitations (but not limited to): RFI.		
715262	Medium	Provide the ability to support the following types of solicitations (but not limited to): Reverse auctions.		
715263	High	Provide the ability to capture/recognize statutory advertising requirements.		
715264	High	Provide the ability to allow for inquiry into entire solicitation or solicitation commodity by vendor name or number, solicitation number, purchasing agent, or commodity number, or status.		
715265	High	Provide the ability to create a new solicitation transaction by copying from a previous solicitation transactions (all or part).		
715266	High	Provide the ability for comment fields (multiple) at the header and line level, with an indicator designating internal or external comments (e.g., internal - only seen by authorized users; external - printed on solicitation to be seen by Vendor).		
715267	Medium	Provide the ability for a user in a different agency the ability to view and copy an existing (not necessarily active) solicitation.		
715268	High	Provide the ability to receive electronically solicitation responses from vendors, in industry standard formats, as well as via a portal.		
715269	High	Provide the ability to archive solicitation information including the audit trail.		
715270	High	Provide the ability to group responses based on a single number for evaluation purposes.		
715271	High	Provide the ability to differentiate between the use of standard terms and conditions and non-standard terms and conditions for additional workflow, if necessary.		
715272	High	Provide the ability to produce a list of potential vendors (e.g., during bid preparations) from the vendor registration file or other sources.		

Section: PL-Procurement, Solicitations-Creation (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715273	High	System supports the creation of all types of solicitations, both formal and informal.		
715274	High	Provide the ability to develop models/templates to be used in the development of solicitations. Users' modifications to the templates should be highlighted and version-control maintained throughout the approval process.		

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Section: PL-Procurement, Solicitations-Creation (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715275	High	Provide the ability for all elements of the requisition to be carried over to the solicitation; but be editable by an approved user without affecting the original requisition.		
715276	High	Provide the ability to separate individual line items from requisitions to create solicitations.		
715277	High	Provide the ability to combine like items from multiple requisitions into one solicitation.		
715278	Medium	Provide the ability to combine like items from multiple requisitions from multiple agencies into one solicitation. This accommodates the State's scheduled purchase process, which coordinates the requests of multiple agencies into a single solicitation.		
715279	High	Provide the ability to produce documents to be sent to potential vendors/bidders (e.g., bid documents, addenda, attachments).		
715280	High	Provide the ability to allow agency-defined thresholds to dictate number and type of solicitation responses required per transaction (either a warning or a hard-edit).		
715281	High	Provide the ability to input an agency-specific alphanumeric reference number and the ability to search on the agency-specific reference number.		
715282	High	Provide the ability to perform wild-card searches on all searchable fields.		
715283	High	Provide the ability for designating a point of contact to be displayed on the solicitation without affecting the one entered on the original requisition.		
715284	High	Provide the ability to override commodity information in the solicitation that is carried forward from purchase requisition.		
715285	High	Provide the ability to attach both internal (not issued with solicitation) and external (issued with solicitation) files to the solicitation documents including, but not limited to: Image Files.		
715286	High	Provide the ability to attach both internal (not issued with solicitation) and external (issued with solicitation) files to the solicitation documents including, but not limited to: PDF files.		
715287	High	Provide the ability to attach both internal (not issued with solicitation) and external (issued with solicitation) files to the solicitation documents including, but not limited to: Word processing documents.		
715288	High	Provide the ability to attach both internal (not issued with solicitation) and external (issued with solicitation) files to the solicitation documents including, but not limited to: Spreadsheets.		
715289	High	Provide the ability to attach both internal (not issued with solicitation) and external (issued with solicitation) files to the solicitation documents including, but not limited to: CAD.		
715290	Low	Provide the ability to attach both internal (not issued with solicitation) and external (issued with solicitation) files to the solicitation documents including, but not limited to: URL Link.		
715291	Low	Provide the ability to attach both internal (not issued with solicitation) and external (issued with solicitation) files to the solicitation documents including, but not limited to: Sound Files.		
715292	Low	Provide the ability to attach both internal (not issued with solicitation) and external (issued with solicitation) files to the solicitation documents including, but not limited to: Video Files.		
715293	High	Provide the ability to secure select solicitation data prior to award.		

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Section: PL-Procurement, Solicitations-Creation (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715294	High	Provide the ability for a purchasing agent to select standard terms and conditions from a repository within the system for inclusion in the solicitation.		
715295	High	Provide the ability to modify standard terms and conditions on the solicitation by an authorized user (Attorney General only). Pre-solicitation draft review modifications are highlighted on the screen as well as on printed output.		
715296	High	Provide the ability to dynamically build the solicitation document based on the purchasing agent selecting attributes to be included in the solicitation invitation. The purchasing agent should be able to identify mandatory and optional attributes within the solicitation.		
715297	Medium	Provide the ability to convert solicitations into reverse auctions.		
715298	High	Provide the ability to request responses by region or geographic area.		
715299	High	Provide the ability for a purchasing agent to define bid response criteria such as geographic region, minimum order, etc., that must be answered before the bid response can be submitted electronically.		
715300	High	Provide the ability to warn the vendor when all fields are not entered in the bid response.		
715301	High	Provide the ability to route solicitations for approval via role-based workflow.		

Section: PL-Procurement, Vendor Selection (26 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715302	High	Provide the ability to select vendors to receive the solicitation taking into consideration each of the following (but not limited to): Vendor registration information.		
715303	High	Provide the ability to select vendors to receive the solicitation taking into consideration each of the following (but not limited to): Vendor identified as supporting the requested commodity class/subclass per vendor file.		
715304	Medium	Provide the ability to select vendors to receive the solicitation taking into consideration each of the following (but not limited to): Vendor's geographic area.		
715305	High	Provide the ability to select vendors to receive the solicitation taking into consideration each of the following (but not limited to): Vendor identified as suggested source by agency on purchase requisition.		
715306	Medium	Provide the ability to select vendors to receive the solicitation taking into consideration each of the following (but not limited to): Vendor has previous history of responding on a specific commodity (even if no longer registered).		
715307	High	Provide the ability to select vendors to receive the solicitation taking into consideration each of the following (but not limited to): For re-procurements, select all vendors that previously bid on the most recent version of the procurement, by commodity.		
715308	High	Provide the ability to select vendors to receive the solicitation taking into consideration each of the following (but not limited to): Vendor status (e.g., ineligible, suspended, etc.).		
715309	Medium	Provide the ability to select vendors to receive the solicitation taking into consideration each of the following (but not limited to): Vendor performance.		
715310	High	Provide the ability to select vendors to receive the solicitation taking into consideration each of the following (but not limited to): Small and Minority-owned Business /West Virginia Business/Other Targeted Businesses status identified as supporting commodity requested per vendor file.		

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Section: PL-Procurement, Vendor Selection (26 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715311	Medium	Provide the ability to select vendors to receive the solicitation taking into consideration each of the following (but not limited to): Maximum or minimum number of vendors to be selected.		
715312	Medium	Provide the ability to select vendors to receive the solicitation taking into consideration each of the following (but not limited to): Other user-defined criteria.		
715313	Medium	Provide the ability for the purchasing agent to edit the solicitation list of registered vendors, including ability to add/supplement, select/deselect vendors from the solicitation list with appropriate approval. History of updates and changes to the solicitation list will be maintained.		
715314	High	Secure Proprietary information submitted by vendors.		
715315	High	Provide the ability to display during the vendor/bidder selection process: Vendor Name.		
715316	High	Provide the ability to display during the vendor/bidder selection process: Vendor address (city and state).		
715317	High	Provide the ability to display during the vendor/bidder selection process: Telephone number.		
715318	High	Provide the ability to display during the vendor/bidder selection process: Vendor contact person.		
715319	High	Provide the ability to display during the vendor/bidder selection process: Vendor contact phone number.		
715320	High	Provide the ability to display during the vendor/bidder selection process: Vendor contact email address.		
715321	High	Provide the ability to display during the vendor/bidder selection process: Vendor status (e.g. active, inactive, ineligible, etc.).		
715322	High	Provide the ability to display during the vendor/bidder selection process: Vendor Tax Identification number.		
715323	High	Provide the ability to display during the vendor/bidder selection process: Vendor ID number.		
715324	High	Provide the ability to display during the vendor/bidder selection process: DUNS number.		
715325	Medium	Provide the ability to display during the vendor/bidder selection process: Vendor fax number.		
715326	Medium	Provide the ability to display during the vendor/bidder selection process: Vendor web address.		
715327	High	Provide the ability to capture vendors selected for a solicitation (who solicitation was sent to). Captured data includes vendor characteristics such as small/minority-owned/other targeted business designations.		

Section: PL-Procurement, Release, Posting, and Notification (34 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715328	High	Provide the ability to route solicitations for approval via role-based workflow.		
715329	High	Provide the ability for final version to be clean of all prior work-flow edits prior to release.		
715330	High	Provide the ability to post a solicitation to the State's Website if the amount of the solicitation is more than a specified amount.		
715331	High	Provide the ability to optionally allow only registered vendors to view and download entire solicitation.		
715332	High	Provide the ability to automatically add vendors that download a solicitation to that solicitation's bidders' list to include in communications of future changes.		
715333	High	Provide the ability to track and report which solicitations are sent to or downloaded by which vendors.		

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Section: PL-Procurement, Release, Posting, and Notification (34 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715334	High	Provide the ability to automatically send (generate email or print letter if no email address is present) addendums to solicitations to those on a solicitation's bid list.		
715335	High	Provide the ability to notify the State if an email address is returned as no longer valid.		
715336	High	Provide the ability for registered vendors to view and search/sort (at least two sort criteria) solicitation documents (bid opportunities) via the Internet, based on any or all of the following criteria: Solicitation number.		
715337	High	Provide the ability for registered vendors to view and search/sort (at least two sort criteria) solicitation documents (bid opportunities) via the Internet, based on any or all of the following criteria: Solicitation title/description.		
715338	Medium	Provide the ability for registered vendors to view and search/sort (at least two sort criteria) solicitation documents (bid opportunities) via the Internet, based on any or all of the following criteria: Mailing/Opening date.		
715339	Medium	Provide the ability for registered vendors to view and search/sort (at least two sort criteria) solicitation documents (bid opportunities) via the Internet, based on any or all of the following criteria: Actual Award date.		
715340	High	Provide the ability for registered vendors to view and search/sort (at least two sort criteria) solicitation documents (bid opportunities) via the Internet, based on any or all of the following criteria: Status (e.g. Award, Under Evaluation, Cancel).		
715341	High	Provide the ability for registered vendors to view and search/sort (at least two sort criteria) solicitation documents (bid opportunities) via the Internet, based on any or all of the following criteria: Commodity.		
715342	High	Provide the ability for registered vendors to view and search/sort (at least two sort criteria) solicitation documents (bid opportunities) via the Internet, based on any or all of the following criteria: Agency.		
715343	High	Provide the ability for registered vendors to view and search/sort (at least two sort criteria) solicitation documents (bid opportunities) via the Internet, based on any or all of the following criteria: Closing date.		
715344	Medium	Provide the ability for registered vendors to view and search/sort (at least two sort criteria) solicitation documents (bid opportunities) via the Internet, based on any or all of the following criteria: Purchasing Agent.		
715345	High	Provide the ability for registered vendors to view and search/sort (at least two sort criteria) solicitation documents (bid opportunities) via the Internet, based on any or all of the following criteria: Wild-card search.		
715346	High	Provide the ability for prequalified vendors to view and search/sort (at least two sort criteria) solicitation documents (bid opportunities) via the Internet, based on any or all of the following criteria: Solicitation number.		
715347	High	Provide the ability for prequalified vendors to view and search/sort (at least two sort criteria) solicitation documents (bid opportunities) via the Internet, based on any or all of the following criteria: Solicitation title/description.		
715348	Medium	Provide the ability for prequalified vendors to view and search/sort (at least two sort criteria) solicitation documents (bid opportunities) via the Internet, based on any or all of the following criteria: Mailing/Opening date.		
715349	Medium	Provide the ability for prequalified vendors to view and search/sort (at least two sort criteria) solicitation documents (bid opportunities) via the Internet, based on any or all of the following criteria: Actual Award date.		
715350	High	Provide the ability for prequalified vendors to view and search/sort (at least two sort criteria) solicitation documents (bid opportunities) via the Internet, based on any or all of the following criteria: Status (e.g. Award, Under Evaluation, Cancel).		
715351	High	Provide the ability for prequalified vendors to view and search/sort (at least two sort criteria) solicitation documents (bid opportunities) via the Internet, based on any or all of the following criteria: Commodity.		

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Section: PL-Procurement, Release, Posting, and Notification (34 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715352	High	Provide the ability for prequalified vendors to view and search/sort (at least two sort criteria) solicitation documents (bid opportunities) via the Internet, based on any or all of the following criteria: Agency.		
715353	High	Provide the ability for prequalified vendors to view and search/sort (at least two sort criteria) solicitation documents (bid opportunities) via the Internet, based on any or all of the following criteria: Closing date.		
715354	Medium	Provide the ability for prequalified vendors to view and search/sort (at least two sort criteria) solicitation documents (bid opportunities) via the Internet, based on any or all of the following criteria: Purchasing Agent.		
715355	High	Provide the ability for prequalified vendors to view and search/sort (at least two sort criteria) solicitation documents (bid opportunities) via the Internet, based on any or all of the following criteria: Wild-card search.		
715356	High	Provide the ability to identify vendors that have email capability, and based on the commodities for which they have registered, electronically send them (including attachments): Solicitation documents.		
715357	High	Provide the ability to identify vendors that have email capability, and based on the commodities for which they have registered, electronically send them (including attachments): Addendums.		
715358	High	Provide the ability to identify vendors that have email capability, and based on the commodities for which they have registered, electronically send them (including attachments): Notifications of solicitations with a brief description of each commodity being purchased and provide a hyperlink that will take the vendor to the solicitation download page.		
715359	High	Provide the ability to identify vendors that have email capability, and based on the commodities for which they have registered, electronically send them (including attachments): Notifications of pre-bid conferences and attachments.		
715360	High	Provide the ability to identify vendors that have email capability, and based on the commodities for which they have registered, electronically send them (including attachments): Awards and notifications of award.		
715361	Medium	Provide ability for internet capability for pre bid conference retaining record of the meeting.		

Section: PL-Procurement, Solicitation Amendment Process (6 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715362	High	Provide the ability to amend solicitations to include add / delete or change line items or data fields, add attachments, generating the appropriate notification of amendment to vendors and agencies, and posting to the State's Website and Agency Specific Website, if appropriate.		
715363	High	Provide the ability for version-control functionality for controlling the content of solicitation documents, amendments, etc. as they are routed via the system's workflow functionality to obtain approvals.		
715364	High	Provide the ability to post answers to vendors' questions to the website as well as distribute responses to the bid list.		
715365	High	Provide the ability to create multiple amendments to a solicitation with version control.		
715366	Medium	Provide the ability for a revision history on the document with a summary of revisions.		
715367	High	Provide the ability for comment fields (multiple) about the amendment both with internal or external comments (e.g., internal - only seen by authorized users; external - printed on solicitation to be seen by Vendor).		

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Section: PL-Procurement, Vendor Response (55 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715368	High	Provide the ability to select how responses will be accepted (e.g., all or none, by line item, etc.) by the following methods: Electronically submitted by vendor.		
715369	High	Provide the ability to select how responses will be accepted (e.g., all or none, by line item, etc.) by the following methods: Manually recorded by purchasing agent.		
715370	High	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Solicitation number.		
715371	High	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: License / Certification Type (permit or registration).		
715372	High	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: License / Certification Number.		
715373	Medium	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Workers Compensation Compliance.		
715374	Medium	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Unemployment Insurance Compliance.		
715375	Medium	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Drug free Workplace affidavit.		
715376	Medium	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Bid Bond.		
715377	Medium	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Liability insurance.		
715378	High	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Vendor ID.		
715379	High	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Vendor name.		
715380	High	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Vendor order address.		
715381	High	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Vendor invoice address.		
715382	High	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Vendor remit-to address.		
715383	Low	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Vendor Tax Contact name.		
715384	Low	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Vendor Tax Contact address.		
715385	Low	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Vendor Tax Contact phone.		

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Section: PL-Procurement, Vendor Response (55 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715386	Low	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Vendor Tax Contact fax number.		
715387	Low	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Vendor Tax Contact e-mail.		
715388	Low	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Vendor Tax Contact web address.		
715389	Low	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Permanent office staffed in State (yes/no).		
715390	High	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Vendor contact person.		
715391	High	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Vendor phone number.		
715392	High	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Vendor fax number.		
715393	High	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Vendor e-mail address.		
715394	Low	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Vendor web address.		
715395	High	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Small/Minority-owned status (ethnicity and gender)/Other Targeted businesses.		
715396	Medium	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Small/Minority-owned subcontracting (yes/no).		
715397	Medium	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: If yes, what percent.		
715398	Medium	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Contacted by (informal quotes).		
715399	Medium	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Contact date (informal quotes).		
715400	High	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Unit price.		
715401	High	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Unit of measure/packaging.		
715402	High	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Dollar Amount (zero and negative dollars are permitted).		
715403	High	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Availability date.		

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Section: PL-Procurement, Vendor Response (55 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715404	High	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Delivery/completion date.		
715405	High	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Identified exceptions by line item.		
715406	High	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Comment (text) field (at line and header level).		
715407	High	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Minimum order amount.		
715408	High	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Bid Receipt Date and Time.		
715409	High	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Political Subdivisions Participation (yes/no).		
715410	High	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: Discount Term.		
715411	High	Provide the ability to record solicitation responses for each solicitation. Responses include but are not limited to the following data elements: P-card Acceptance (yes/no).		
715412	High	Provide the ability for the vendor to attach files to their response.		
715413	High	Provide the ability for the vendor to include manufacturer and part number being bid.		
715414	High	Provide the ability to support receipt of solicitation responses through electronic means.		
715415	Medium	Provide the ability for the purchasing agent to determine if electronic solicitation responses are allowed for each unique purchase.		
715416	High	Provide the ability, if solicitation opening date and time has expired, to prohibit the acceptance of a solicitation through electronic means. In such cases, an electronic message should be sent to the vendor indicating solicitation time has closed. The late solicitation is recorded as a late bid in the vendor's solicitation-response statistics.		
715417	Medium	Provide the ability to track and report/display solicitations sent to the vendor and the vendor's solicitation response: solicitation / no solicitation / late solicitation.		
715418	Medium	Provide the ability to track when a bidder was added to the bid list.		
715419	High	Provide the ability for the vendor to receive an automatically generated confirmation number upon submittal of the solicitation response.		
715420	Medium	Provide the ability for buyer to receive an email notification when a bid is received but not the ability to access the bid until the official opening day and time, if set on the solicitation.		
715421	High	Provide the ability for a vendor to withdraw and resubmit a bid up to the bid opening time, with an audit trail.		
715422	High	Provide the ability to accept alternate and/or multiple bids for individual line items.		

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Appendix M: Functional and System-wide Requirements**

Section: PL-Procurement, Tabulation / Evaluation (21 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715423	High	Provide the ability to keep all responses secure until user-defined opening/closing date and time (except for reverse auctions and informal bids).		
715424	High	Provide the ability to download solicitation responses in industry standard file formats for evaluation and then be able to upload back to the system.		
715425	High	Provide the ability to properly calculate unit costs based on vendor responses and on user-defined formulas. Values for certain variables can be entered at the time of evaluation. Applicable to life cycle costing.		
715426	High	Provide the ability to tabulate and award entire bid packages, selected line item(s), or pre-grouped line items (Market Basket / Core List).		
715427	High	Provide the ability for unit of measure conversions and/or ability to define specific conversion factors.		
715428	High	Provide the ability to establish evaluation criteria, assign weights to those criteria, and then tabulate/evaluate responses by those criteria.		
715429	High	Provide the ability to specify a percentage by which to adjust the bid price based on certain criteria.		
715430	High	Provide the ability to convert bid responses to enable "apples-to-apples" tabulation comparisons (e.g., different units of measure, different packaging/bundling, etc.).		
715431	High	Provide the ability to prevent changes to the original bid submittal.		
715432	High	Provide the ability for purchasing agents to view responses and vendor comments by line item or by total response.		
715433	High	Provide the ability to route bid responses for review via role-based workflow.		
715434	High	Provide the ability for comparison and summary of multiple vendors and to automatically identify the lowest bid (overall and by line item) once all bids have been entered in the bid tabulation file.		
715435	Medium	Provide the ability for purchasing agents to add purchaser comments to a response.		
715436	High	Provide the ability for authorized users to record any exceptions to specifications and terms and conditions on the bid tabulation.		
715437	High	Provide the ability to enter the justification for not selecting the lowest-price bid (best value criteria).		
715438	High	Provide the ability for Counter proposals / Best And Final Offers (alternates, multiples or other means).		
715439	High	Provide the ability to carry forward pertinent solicitation information to the bid tabulation file to reduce data entry.		
715440	High	Provide the ability to post the bid tabulation to the State's Website for public view.		
715441	High	Provide the ability via security to allow only the purchasing agent or specified Purchasing staff to view all associated information that is under evaluation prior to award.		
715442	High	Provide the ability to score, weight, and rank non-price evaluation criteria for use when scoring bids, EIO, RFPs etc.		
715443	High	Provide the ability to download, upload and print solicitation tabulations.		

Section: PL-Procurement, Award and Notification (15 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715444	High	Provide the ability to facilitate award of purchase orders/contracts: Single vendor award.		

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Section: PL-Procurement, Award and Notification (15 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715445	High	Provide the ability to facilitate award of purchase orders/contracts: Multiple listings to multiple vendors (e.g. one item to many vendors or multiple items to many vendors) with capability to modify.		
715446	High	Provide the ability, at the time of award, to: Automatically create the appropriate encumbrance.		
715447	High	Provide the ability, at the time of award, to: Automatically liquidate any pre-encumbrance.		
715448	High	Provide the ability, at the time of award, to: Immediately print the purchase order at any printer available to the purchasing agents (local printer or on the network).		
715449	High	Provide the ability, at the time of award, to: Send the purchase order via fax, email, XML, PDF, or EDI (optional).		
715450	High	Provide the ability, at the time of award, to: Automatically generate user-defined award notification.		
715451	High	Provide the ability to allow a purchasing agent to designate bid award vendor(s) in the bid tabulation file based on total bid, by line item, or a combination thereof.		
715452	High	Provide the ability for an efficient method to award all line items to a vendor without having to click on each line item individually (e.g., "award all" button on the screen and an undo button).		
715453	High	Provide the ability to generate an email notification to the party receiving an award and notification of rejection to all others.		
715454	High	Provide the ability to specify a date on which to notify the awarded vendor.		
715455	Medium	Provide the ability to specify a date on which to notify bidders that they were rejected or allows the purchasing agent to specify a number of days after notifying the awarded vendor to automatically notify those that were not selected of their status.		
715456	High	Provide the ability to cancel an award and/or re-award line items or entire award from the original solicitation.		
715457	High	Provide the ability to track vendor protests from inception to conclusion and to suspend the procurement until the protest is resolved, with override capabilities based on security.		
715458	Medium	Provide the ability for vendors to view, via the Internet, posted information regarding awards (e.g., solicitation, tabulation, etc.) made within a user-defined period of time (e.g., within the past six months). Vendor should have the ability to view/search a listing of solicitation numbers and brief descriptions, then drill-down to view the entire award.		

Section: PL-Procurement, Create Purchase Order / Contract (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715459	High	Provide the ability to initiate a PO process or award a contract from the solicitation process at the purchasing agent's discretion (e.g., transfer information from the requisition and/or solicitation to create a PO/contract). Elements from the solicitation and vendor response that carry over to the PO/contract, where applicable, include but are not limited to: The commodity code item number with system-generated description and additional descriptions, or description from the solicitation.		
715460	High	Provide the ability to initiate a PO process or award a contract from the solicitation process at the purchasing agent's discretion (e.g., transfer information from the requisition and/or solicitation to create a PO/contract). Elements from the solicitation and vendor response that carry over to the PO/contract, where applicable, include but are not limited to: Unit price quoted by the vendor or updated calculation per the purchasing agent.		

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Section: PL-Procurement, Create Purchase Order / Contract (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715461	High	Provide the ability to initiate a PO process or award a contract from the solicitation process at the purchasing agent's discretion (e.g., transfer information from the requisition and/or solicitation to create a PO/contract). Elements from the solicitation and vendor response that carry over to the PO/contract, where applicable, include but are not limited to: Quantity (should be open-ended).		
715462	High	Provide the ability to initiate a PO process or award a contract from the solicitation process at the purchasing agent's discretion (e.g., transfer information from the requisition and/or solicitation to create a PO/contract). Elements from the solicitation and vendor response that carry over to the PO/contract, where applicable, include but are not limited to: Line item extension/total.		
715463	High	Provide the ability to initiate a PO process or award a contract from the solicitation process at the purchasing agent's discretion (e.g., transfer information from the requisition and/or solicitation to create a PO/contract). Elements from the solicitation and vendor response that carry over to the PO/contract, where applicable, include but are not limited to: Accounting line information from the solicitation (or requisition, if originating from a requisition).		
715464	High	Provide the ability to initiate a PO process or award a contract from the solicitation process at the purchasing agent's discretion (e.g., transfer information from the requisition and/or solicitation to create a PO/contract). Elements from the solicitation and vendor response that carry over to the PO/contract, where applicable, include but are not limited to: Requisition # (if originating from a requisition).		
715465	High	Provide the ability to initiate a PO process or award a contract from the solicitation process at the purchasing agent's discretion (e.g., transfer information from the requisition and/or solicitation to create a PO/contract). Elements from the solicitation and vendor response that carry over to the PO/contract, where applicable, include but are not limited to: Solicitation #.		
715466	High	Provide the ability to initiate a PO process or award a contract from the solicitation process at the purchasing agent's discretion (e.g., transfer information from the requisition and/or solicitation to create a PO/contract). Elements from the solicitation and vendor response that carry over to the PO/contract, where applicable, include but are not limited to: Document date.		
715467	High	Provide the ability to initiate a PO process or award a contract from the solicitation process at the purchasing agent's discretion (e.g., transfer information from the requisition and/or solicitation to create a PO/contract). Elements from the solicitation and vendor response that carry over to the PO/contract, where applicable, include but are not limited to: Delivery Date(s).		
715468	High	Provide the ability to initiate a PO process or award a contract from the solicitation process at the purchasing agent's discretion (e.g., transfer information from the requisition and/or solicitation to create a PO/contract). Elements from the solicitation and vendor response that carry over to the PO/contract, where applicable, include but are not limited to: Delivery location(s).		
715469	High	Provide the ability to initiate a PO process or award a contract from the solicitation process at the purchasing agent's discretion (e.g., transfer information from the requisition and/or solicitation to create a PO/contract). Elements from the solicitation and vendor response that carry over to the PO/contract, where applicable, include but are not limited to: FOB Terms (Ownership of goods).		
715470	High	Provide the ability to initiate a PO process or award a contract from the solicitation process at the purchasing agent's discretion (e.g., transfer information from the requisition and/or solicitation to create a PO/contract). Elements from the solicitation and vendor response that carry over to the PO/contract, where applicable, include but are not limited to: Retainage / Performance (Monetary) guarantees.		
715471	High	Provide the ability to initiate a PO process or award a contract from the solicitation process at the purchasing agent's discretion (e.g., transfer information from the requisition and/or solicitation to create a PO/contract). Elements from the solicitation and vendor response that carry over to the PO/contract, where applicable, include but are not limited to: Freight Terms.		

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Section: PL-Procurement, Create Purchase Order / Contract (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715472	High	Provide the ability to initiate a PO process or award a contract from the solicitation process at the purchasing agent's discretion (e.g., transfer information from the requisition and/or solicitation to create a PO/contract). Elements from the solicitation and vendor response that carry over to the PO/contract, where applicable, include but are not limited to: Payment terms.		
715473	High	Provide the ability to initiate a PO process or award a contract from the solicitation process at the purchasing agent's discretion (e.g., transfer information from the requisition and/or solicitation to create a PO/contract). Elements from the solicitation and vendor response that carry over to the PO/contract, where applicable, include but are not limited to: Bill To information.		
715474	High	Provide the ability to initiate a PO process or award a contract from the solicitation process at the purchasing agent's discretion (e.g., transfer information from the requisition and/or solicitation to create a PO/contract). Elements from the solicitation and vendor response that carry over to the PO/contract, where applicable, include but are not limited to: Purchasing agent point of contact information.		
715475	High	Provide the ability to initiate a PO process or award a contract from the solicitation process at the purchasing agent's discretion (e.g., transfer information from the requisition and/or solicitation to create a PO/contract). Elements from the solicitation and vendor response that carry over to the PO/contract, where applicable, include but are not limited to: Vendor name.		
715476	High	Provide the ability to initiate a PO process or award a contract from the solicitation process at the purchasing agent's discretion (e.g., transfer information from the requisition and/or solicitation to create a PO/contract). Elements from the solicitation and vendor response that carry over to the PO/contract, where applicable, include but are not limited to: Vendor number.		
715477	High	Provide the ability to initiate a PO process or award a contract from the solicitation process at the purchasing agent's discretion (e.g., transfer information from the requisition and/or solicitation to create a PO/contract). Elements from the solicitation and vendor response that carry over to the PO/contract, where applicable, include but are not limited to: Vendor point-of-contact information, pulled from the vendor response.		
715478	High	Provide the ability to initiate a PO process or award a contract from the solicitation process at the purchasing agent's discretion (e.g., transfer information from the requisition and/or solicitation to create a PO/contract). Elements from the solicitation and vendor response that carry over to the PO/contract, where applicable, include but are not limited to: Manufacturer and part number input by vendor.		
715479	High	Provide the ability to initiate a PO process or award a contract from the solicitation process at the purchasing agent's discretion (e.g., transfer information from the requisition and/or solicitation to create a PO/contract). Elements from the solicitation and vendor response that carry over to the PO/contract, where applicable, include but are not limited to: Agency-specific reference number.		
715480	High	Provide the ability to initiate a PO process or award a contract from the solicitation process at the purchasing agent's discretion (e.g., transfer information from the requisition and/or solicitation to create a PO/contract). Elements from the solicitation and vendor response that carry over to the PO/contract, where applicable, include but are not limited to: Minimum purchase order amount.		
715481	High	Provide the ability for the Purchasing agent to: Insert vendor quoted delivery date or start and end of service dates by line item.		
715482	High	Provide the ability for the Purchasing agent to: Insert "best and final" price, if different from offered price.		
715483	High	Provide the ability for the Purchasing agent to: Refine text from solicitation that does not apply to the PO/Contract.		
715484	High	Provide the ability for the Purchasing agent to: Select PO/Contract clauses.		
715485	High	Provide the ability for the Purchasing agent to: Attach files.		
715486	High	Provide the ability to add line items not listed on the solicitation.		

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Section: PL-Procurement, Create Purchase Order / Contract (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715487	High	Provide the ability to process a solicitation to the point of award (but not make the award) during one fiscal year, then make the award the next fiscal year.		

Section: PL-Procurement, Contract Administration (72 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715488	High	Provide the ability to convert awarded solicitations to approved contracts, following approval of the award decision.		
715489	High	Provide the ability to track the number of contract renewals (total, exercised, remaining).		
715490	Medium	Provide the ability to track the number of contract extensions (total, exercised, remaining).		
715491	Medium	Provide the ability to automatically generate user-defined contract releases (based on dates, dollar amounts, and quantities) with appropriate approval.		
715492	High	Provide the ability to optionally encumber contracts or contract releases per line item and also assign accounting data.		
715493	High	Provide the ability to track multiple encumbrances, receipts, and payments against a single contract at the line item level.		
715494	High	Provide the ability to track multiple releases against a single encumbrance or contract.		
715495	High	Provide the ability to have variations of combinations on contracts, including, but not limited to the following: Allow multiple contracts per vendor.		
715496	High	Provide the ability to have variations of combinations on contracts, including, but not limited to the following: Allow multiple commodities or services per contract.		
715497	High	Provide the ability to have variations of combinations on contracts, including, but not limited to the following: Allow multiple dates or option years/periods.		
715498	High	Provide the ability to have variations of combinations on contracts, including, but not limited to the following: Allow multiple vendors per contract.		
715499	High	Provide the ability to drill-down on the contract/agreement to see the detail of the line items included in the contract/agreement and to view the specifics of each item.		
715500	Medium	Provide the ability for targeted value and quantity contracts with a user-defined trigger that notifies the purchasing agent when those targets are exceeded or close to being exceeded.		
715501	High	Provide the ability to attach electronic documents to a contract.		
715502	High	Provide the ability for users to review and print contract text and all attachments from within the application.		
715503	High	Provide clause library capabilities.		
715504	High	Provide the ability to allow for contract tracking by: Contract number.		
715505	High	Provide the ability to allow for contract tracking by: Vendor.		
715506	High	Provide the ability to allow for contract tracking by: Date (starting, ending, and order).		
715507	High	Provide the ability to allow for contract tracking by: Quantity (authorized, used, and available) by calendar/fiscal year by line item.		
715508	High	Provide the ability to allow for contract tracking by: Dollars (authorized, used, and available) by calendar/fiscal year by line item.		

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Section: PL-Procurement, Contract Administration (72 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715509	High	Provide the ability to allow for contract tracking by: Contract status.		
715510	High	Provide the ability to allow for contract tracking by: Commodity codes.		
715511	High	Provide the ability to allow for contract tracking by: Class and Item based on commodities.		
715512	High	Provide the ability to allow for contract tracking by: Chart of Accounts (any component) at the sub line level.		
715513	High	Provide the ability to allow for contract tracking by: Renewals (authorized, used, and available).		
715514	High	Provide the ability to allow for contract tracking by: Cancellations.		
715515	High	Provide the ability to allow for contract tracking by: Extensions (authorized, used, and available).		
715516	High	Provide the ability to allow for contract tracking by: Change order.		
715517	Medium	Provide the ability to allow for contract tracking by: Add/change.		
715518	High	Provide the ability to allow for contract tracking by: Contract type (e.g. interagency, etc.).		
715519	Medium	Provide the ability to allow for contract tracking by: Contingency amounts by percent of contract or flat dollar amount (DOT construction).		
715520	High	Provide the ability to allow for contract tracking by: Small and Minority-owned Business/West Virginia Business/Other Targeted Businesses status, including subcontractor details.		
715521	Medium	Provide the ability to allow for contract tracking by: Recycled goods indicator.		
715522	Medium	Provide the ability to allow for contract tracking by: Recycled goods percentage.		
715523	Medium	Provide the ability to allow for contract tracking by: Justification / Comments.		
715524	Medium	Provide the ability to allow for contract tracking by: Contract Administrator's name, phone, fax numbers and email.		
715525	Medium	Provide the ability to allow for contract tracking by: Comment field with internal and external indicator.		
715526	Medium	Provide the ability to allow for contract tracking by: Unit of Measure.		
715527	Medium	Provide the ability to allow for contract tracking by: Political Subdivision Availability.		
715528	Medium	Provide the ability to allow for contract tracking by: Admin Fees.		
715529	High	Provide the ability to allow for contract tracking by: P-Card Acceptance.		
715530	Medium	Provide the ability to allow for contract tracking by: User-defined fields (multiple).		
715531	High	Provide the ability to contain a flag field indicating that insurance certificates and performance and payment bonds are on file for each contract line item.		
715532	High	Provide the ability to track and monitor contractor insurance certificates, flag insurance expiration dates for each contract line item, and automatically notify the appropriate purchasing agent.		
715533	High	Provide the ability to block the release of all line items if all items (e.g., insurance) are not in place.		

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Section: PL-Procurement, Contract Administration (72 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715534	High	Provide the ability to limit contracts (whole contract or specific line items) at multiple levels (e.g., agency level, individual user level, etc.).		
715535	High	Provide the ability to track all purchase orders, receipts, adjustments, invoices, or other reference documents within a single contract.		
715536	High	Provide the ability, based on commodities and vendors selected, to provide prompts to requestors and purchasing agents regarding purchases that may be covered by existing contracts.		
715537	High	Provide the ability to support various contract periods, including multiple year contracts (e.g., those that span fiscal and/or calendar years).		
715538	High	Provide the ability to have a repository of contract models, clauses, specifications, State-specific specifications, standard contract terms and conditions, solicitation templates, evaluation methods, etc. for both service and commodity contracts.		
715539	Medium	Provide the ability to have a user populated repository of contract models, clauses, specifications, State-specific specifications, standard contract terms and conditions, solicitation templates, evaluation methods, etc. for both service and commodity contracts.		
715540	High	Provide the ability for "key word" search functionality on standardized contract clauses (such as "indemnification") that are stored in the repository.		
715541	Medium	Provide the ability for specified users to be notified when certain types of new contracts are created and to be able to provide feedback/comments regarding the contract (e.g., the next time a similar contract is drafted, add certain verbiage). The contract's content is accessible by the following: Viewed in public-forum.		
715542	Medium	Provide the ability for specified users to be notified when certain types of new contracts are created and to be able to provide feedback/comments regarding the contract (e.g., the next time a similar contract is drafted, add certain verbiage). The contract's content is accessible by the following: Viewed based on user-defined security.		
715543	Medium	Provide the ability to track and report expenditures for each individual contract, including budget to actual comparisons by user-defined period (e.g., monthly, quarterly, daily, contract year, fiscal year, contract term, by vendor, etc.).		
715544	Medium	Provide the ability to print a Blanket Contract/Notice of Award document. The Blanket Contract/Notice of Award document references solicitation terms, conditions, specifications, and pricing. Blanket Contract/Notice of Award documents do not obligate purchases (or require encumbrances) but specify that released POs are dispatched to the contractor for authorization to ship specified quantity of goods or services to designated delivery addresses. This is applicable to contracts with secondary bid processes.		
715545	Medium	Provide the ability to support detailed contract performance analysis and generate performance reports, based on the following criteria: Contract compliance (based on compliance criteria as defined by users).		
715546	Medium	Provide the ability to support detailed contract performance analysis and generate performance reports, based on the following criteria: Work completed to date.		
715547	Medium	Provide the ability to support detailed contract performance analysis and generate performance reports, based on the following criteria: Timelines/deadline dates.		
715548	Medium	Provide the ability to support detailed contract performance analysis and generate performance reports, based on the following criteria: Contractor performance for vendor contracts.		
715549	Medium	Provide the ability to support detailed contract performance analysis and generate performance reports, based on the following criteria: User-defined milestones and thresholds.		

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Section: PL-Procurement, Contract Administration (72 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715550	Medium	Provide the ability to support detailed contract performance analysis and generate performance reports, based on the following criteria: Vendor complaint.		
715551	Medium	Provide the ability to support detailed contract performance analysis and generate performance reports, based on the following criteria: Retainage / Performance (Monetary) guarantees.		
715552	Medium	Provide the ability to support detailed contract performance analysis and generate performance reports, based on the following criteria: Liquidated damages.		
715553	High	Provide the ability to access contract information on-line and in real-time for central and remote users with appropriate security.		
715554	Medium	Provide the ability to attach "comments" to each contract. Comments could be free-form or standard user-defined (i.e., selected from a menu or drop-down list).		
715555	High	Provide the ability to generate new requisition or solicitation detail from the contract detail, with ability to update/modify the information (e.g., copy contract information into requisition or solicitation document when the contract needs to be re-bid).		
715556	Medium	Provide the ability to convert awarded contract detail to the eProcurement catalog format (i.e., make awarded contracts available for purchasing from a catalog). Catalogs should also contain the general contract information.		
715557	High	Provide the ability for contracts and purchase orders to contain "Free on Board" terms (FOB -Destination, Origin, Not Required).		
715558	High	Provide the ability for contracts and purchase orders to contain Shipping/Freight terms (e.g., Collect, Prepaid and Add, Prepaid and Allow., Special Instructions, Blank).		
715559	High	Provide the ability to enter and process net and discount payment terms for contracts and purchase orders.		

Section: PL-Procurement, Contract Amendments (4 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715560	High	Provide the ability for authorized users to enter/track contract amendments and revisions.		
715561	High	System supports contract versioning if amendments occur.		
715562	High	Provide the ability for workflow approvals based on business rules when contract amendments occur (e.g., targeted value increases to require additional workflow).		
715563	High	Provide the ability for an event notification be sent to end users when contract amendments occur (e.g., Purchasing agents listed on the purchase orders receive notifications of new contract changes).		

Section: PL-Procurement, Catalog Management (52 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715564	High	Provide the ability to support internal catalogs for warehouse/inventory items or catalogs for contracted items, and round trip or punch out capabilities where the vendor hosts the catalog.		
715565	High	Provide ability to upload vendor catalog data in various formats via the Internet using a secure, structured process and subject to the appropriate approvals.		
715566	High	Provide the ability for large data loads via file transfers and provides a spreadsheet-based input for small data loads.		
715567	High	Provide the ability to employ XML-messaging technology for retrieving catalog information.		

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Section: PL-Procurement, Catalog Management (52 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715568	Medium	Provide the ability for a catalog management tool for transforming and cleansing data, importing and exporting content in a variety of formats, translating various XML formats, etc.		
715569	High	Provide the ability to support punch out/round trip and catalog functionality.		
715570	High	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Contract number.		
715571	High	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Contract start date.		
715572	High	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Contract end date.		
715573	High	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Vendor item number, as applicable.		
715574	High	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Renewal options.		
715575	High	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Volume discount price break for each item.		
715576	High	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Distributor name and number.		
715577	High	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Item specifications (could be a URL link); support pictures.		
715578	Medium	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Recycled content percentage.		
715579	Medium	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Recycled content type.		
715580	High	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Manufacturer name.		
715581	High	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Manufacturer part number.		
715582	Medium	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Manufacturer URL.		
715583	High	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Unit of measure.		
715584	Medium	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Alternate unit of measure.		
715585	High	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Minimum order quantity (by unit, by total).		
715586	High	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Quantity.		
715587	Medium	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Geographic designation (County, State Highway District, Zone, other).		
715588	High	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Lead time for delivery.		
715589	High	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Shipping and handling requirements.		
715590	Medium	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Packaging information.		
715591	High	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Commodity codes.		

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Section: PL-Procurement, Catalog Management (52 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715592	Medium	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: UPC code.		
715593	High	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Item code.		
715594	Medium	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Long description (at least 8,000 alphanumeric characters) per line item.		
715595	High	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Short description (at least 255 alphanumeric characters) per line item.		
715596	High	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Price and effective dates.		
715597	Medium	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Historical price information (e.g., YTD average price).		
715598	Medium	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Accumulators for dollar amount purchased for the month, quarter, fiscal year-to-date, prior fiscal year (by item, user or vendor).		
715599	Medium	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Accumulators for quantity purchased for the month, quarter, fiscal year-to-date, prior fiscal year (by item, user or vendor).		
715600	Medium	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Substitute/Alternate items with contract administrator approval.		
715601	Medium	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: Agency.		
715602	High	Provide the ability for contracts/catalogs to contain the following items, including but not limited to: MSDS (Material Safety Data Sheet) information.		
715603	High	Provide the ability to update catalog content, including prices, descriptions, terms and conditions, etc.		
715604	High	Provide the ability to calculate price discounts for catalog items.		
715605	Medium	Provide the ability to accommodate tiered pricing for catalog and contract items.		
715606	High	Provide the ability to calculate discounts based on the weight or volume of items being purchased.		
715607	Medium	Provide the ability to incorporate pricing rules (e.g., increase prices by 3% for a certain vendor with a \$10 cap, on a certain date; production over / under runs).		
715608	High	Provide the ability for mass price updates by a percentage or by dollar with the ability for the purchasing agent to schedule the price adjustments based on the contract terms with approval.		
715609	Medium	Provide the ability to allow for promotional pricing within a catalog where end users are provided a promotional code to enter when placing the order from the contract/catalog.		
715610	High	Provide the ability to attach and view vendor terms for catalog items (e.g., minimum order quantity).		
715611	High	Provide the ability for users to search catalogs for items using search agents with various types of logic (e.g. fuzzy, sounds like, wild-card, etc.).		
715612	Medium	Provide the ability to search across catalogs for the commodity.		
715613	Medium	Provide the ability to attach files in industry standard formats to commodity records (e.g., gif, jpg, xls, doc, PDF, URL link, etc.).		

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Section: PL-Procurement, Catalog Management (52 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715614	High	Provide an online interface for vendors to update and maintain catalog data/content with appropriate approval and effective dates.		
715615	High	Provide the ability to maintain standard clauses/wording for specific catalog items that can be modified by authorized users.		

Section: PL-Procurement, Purchase Orders-General (26 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715616	High	Provide the ability for authorized purchasing agents to initiate a PO for goods and services online.		
715617	High	Provide the ability for authorized purchasing agents to query on the status of POs.		
715618	Medium	Provide the ability for assignment of a unique PO number through system-generated means.		
715619	High	Provide the ability for the manual assignment of a unique PO number.		
715620	High	Provide the ability to differentiate between service procurement transactions and commodity/supplies procurement transactions.		
715621	High	Provide the ability to allow for the retrieval of default vendor information when creating new purchase orders.		
715622	High	Provide the ability to capture and maintain purchasing agent user ID and displays purchasing agent activity with dates.		
715623	High	Provide an audit trail of purchase orders to the corresponding purchase requisitions, solicitation, contracts, asset, inventory items, receipts, invoices, and vouchers with forward and backward tracking and accessible via online queries.		
715624	High	Provide the ability to establish and maintain purchase lead-time standards.		
715625	Medium	Provide the ability to capture receiving instructions and to carry instructions forward to the receipt (e.g., inspection required, quarantine, etc.).		
715626	High	Provide the ability to update supply inventory records for quantity on order if purchase order line item is an inventory item.		
715627	High	Provide a fixed asset indicator (asset determination based on dollar amount and expenditure object code).		
715628	Medium	Provide a fixed asset indicator user-defined at an agency level.		
715629	High	Provide the ability to issue PO change orders online and optionally transmit the new/changed PO to the vendor / initiating agency in the same process as the original PO.		
715630	High	Provide the ability to use workflow for approvals of purchase orders and purchase order change orders at user-defined levels.		
715631	High	Provide the ability to maintain original and revised promised ship dates, prices, open quantities and ship via information (change order process).		
715632	High	Provide the ability to maintain an audit trail of all purchase order changes, including the operator and date, time stamp who initiates the change.		
715633	High	Provide the ability to flag critical deliveries for follow up and subsequently record vendor 's performance.		
715634	High	Provide the ability to flag/denote high priority purchases.		
715635	High	Provide the ability to account for multiple taxes (federal, state and local), sales tax, and excise tax, on the purchase order and/or payment.		
715636	High	Provide the ability to calculate tax by line item.		

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Section: PL-Procurement, Purchase Orders-General (26 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715637	Medium	Provide the ability to mix taxable and non-taxable line items on same purchase order.		
715638	High	Provide the ability to generate and route an automatic confirmation to the originator of a purchase requisition when a purchase order is created.		
715639	High	Provide the ability to budget check before a procurement request is approved (e.g., compare previously issued procurement requests, purchase orders, and expenditures against budgetary authority).		
715640	Medium	Provide the ability to print tax rate of purchase order calculation on purchase orders.		
715641	Medium	Provide the ability to generate reminder notices to vendors for shipments due based on user defined thresholds.		

Section: PL-Procurement, Source of Supply Determination (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715642	High	Provide the ability to automatically search for a source of supply either on contract in inventory, or within a catalog from the requisition or purchase order.		
715643	Medium	Provide the ability, if determined by purchasing, to automatically identify the source of supply based on the commodity selected and automatically generate a purchase order and issue to the supplier following proper requisition approvals.		
715644	High	Provide the ability to stop an end user from overriding price, item description, preferred vendor if identified by purchasing as the source of supply (e.g. sourced contracts, catalog contracts).		
715645	High	Provide the ability to view multiple sources of supply if multiple contracts exist for the commodity. End user requests source of supply with the purchasing agent determining the final vendor when creating the PO.		
715646	Medium	Provide the ability for an end user to select a contract or non-contracted items (free text) from a preferred vendor and workflow the requisition to a purchasing agent to process.		

Section: PL-Procurement, PO-Header Elements (38 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715647	High	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): PO number.		
715648	High	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): PO Change Order number.		
715649	High	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): PO award date.		
715650	High	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Purchasing Agent.		
715651	Medium	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Purchasing Agent contact information (Phone #, Fax #, Email Address).		
715652	Medium	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Requested by.		

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Section: PL-Procurement, PO-Header Elements (38 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715653	Medium	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Origin of procurement request (Org. code and contact info).		
715654	High	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Date encumbered.		
715655	Medium	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Requestor contact information (Phone # and Email Address).		
715656	Medium	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Confirming PO (yes/no).		
715657	Medium	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Confirming Order Date.		
715658	Medium	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Requested/scheduled delivery date's (if consistent across lines).		
715659	Medium	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Type of procurement transaction.		
715660	High	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Shipping Address (if consistent across lines).		
715661	Medium	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Delivery instructions (if consistent across lines).		
715662	High	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Invoice/Billing address (if consistent across lines).		
715663	Medium	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Payment terms.		
715664	High	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Requisition Number (if consistent across lines).		
715665	Medium	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Solicitation or Bid Number (if applicable).		
715666	High	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Vendor Name and Address.		
715667	High	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Vendor Number.		
715668	High	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Vendor Tax Information (FEIN, sales tax, etc.).		
715669	Medium	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Small/Minority-owned Status (ethnicity and gender).		

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Section: PL-Procurement, PO-Header Elements (38 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715670	Medium	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Multiple user-defined "Approved By" fields, including but not limited to, "Budget approved by", "Order approved by", and "Received by", along with electronic signature and date time stamp.		
715671	Medium	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Comment fields (multiple) with indicator designating internal or external comments (i.e., internal - only seen by purchasing agents; external - printed on PO to be seen by Vendor).		
715672	Medium	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Fiscal Year.		
715673	Medium	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): Print Date .		
715674	High	Provide the ability to maintain the following header level data elements in respect to procurement transactions (accessible from the header, but whether to print on the PO is optional): PO Version.		
715675	High	Provide the ability for standard comments to be selected and included on the PO: Reference field.		
715676	High	Provide the ability for standard comments to be selected and included on the PO: Contract Number.		
715677	High	Provide the ability for standard comments to be selected and included on the PO: PO total.		
715678	High	Provide the ability for standard comments to be selected and included on the PO: General Terms.		
715679	Medium	Provide the ability for standard comments to be selected and included on the PO: Vendor Acknowledgement required (yes/no).		
715680	High	Provide the ability for standard comments to be selected and included on the PO: Purchase Order Terms and Conditions (may be different based on the agency).		
715681	Medium	Provide the ability for standard comments to be selected and included on the PO: Cancel flag (including user who canceled).		
715682	High	Provide the ability for standard comments to be selected and included on the PO: PO Status Indicator.		
715683	High	Provide the ability for standard comments to be selected and included on the PO: PO Print Date.		
715684	Medium	Provide the ability for standard comments to be selected and included on the PO: Fiscal Year.		

Section: PL-Procurement, PO-Commodity Lines (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715685	High	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Line number (be sequential and accommodate up to 99,999 lines items per PO).		
715686	High	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Quantity Ordered.		
715687	Medium	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Text field (to record reason for any difference between quantity requested and quantity ordered).		
715688	High	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Unit of measure.		

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Section: PL-Procurement, PO-Commodity Lines (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715689	High	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Unit price.		
715690	High	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Total Line amount.		
715691	High	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Item description.		
715692	High	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Commodity code validated against commodity master.		
715693	Medium	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Manufacturer's name.		
715694	Medium	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Manufacturer's part number.		
715695	Medium	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Conversion factor (e.g., cases to boxes).		
715696	High	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): FOB Terms.		
715697	High	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Freight/Shipping charges.		
715698	High	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Tax.		
715699	High	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Accounting data elements at a sub line-item level.		
715700	High	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Ability to split line charges to multiple cost-centers/distributions.		
715701	High	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Requisition number (carried forward from the Requisition).		
715702	Medium	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Solicitation and Bid Number (if applicable; carried forward from the Solicitation).		
715703	High	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Invoice/Billing address (if entered at header level, value default to lines).		
715704	High	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Shipping address (if entered at header level, value default to lines).		
715705	High	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Delivery instructions (if entered at header level, value default to lines).		
715706	High	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Contract number.		

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Section: PL-Procurement, PO-Commodity Lines (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715707	High	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Retainage.		
715708	Medium	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Recycled goods indicator.		
715709	Medium	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Recycled goods percentage.		
715710	High	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Hazardous material indicator.		
715711	High	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Comment fields (multiple) with indicator designating internal or external comments (i.e., internal - only seen by purchasing agents; external - printed on PO to be seen by Vendor).		
715712	Medium	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Payment terms.		
715713	Medium	Provide the ability to maintain the following line item data elements (accessible from the line item, but whether to print on the PO is optional): Additional user defined fields (e.g. Gov waiver).		

Section: PL-Procurement, Create Purchase Order (46 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715714	High	Provide the ability to have multiple line items per purchase order with capability for one / multiple delivery schedules per line printed on purchase order.		
715715	High	Provide the ability to create purchase orders from requisitions, solicitations, and contracts. Information from documents carries forward to the PO.		
715716	High	Provide the ability to support user creation of PO by copying an existing requisition, editing and saving with a new PO ID.		
715717	High	Provide the ability for a point and click interface to select the requisition lines to carry forward to the PO being generated.		
715718	High	Provide the ability to: Create a single purchase order with line items from a single purchase requisition/solicitation.		
715719	Medium	Provide the ability to: Create a single purchase order with line items from multiple purchase requisitions/solicitation.		
715720	High	Provide the ability to: Create multiple purchase orders with line items from a single purchase requisition/solicitation.		
715721	Medium	Provide the ability to: Create multiple purchase orders with line items from multiple purchase requisitions/solicitation.		
715722	High	Provide the ability to add supplemental lines to an existing PO.		
715723	Medium	Provide the ability, based on supplemental line information, to trigger required workflow of approvals, if necessary.		
715724	Medium	Provide the ability to generate a purchase order (on an exception basis) without first processing a purchase requisition based on agency business rules for authorized users.		
715725	High	Provide the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional): The commodity code item number with system generated description and additional description.		

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Section: PL-Procurement, Create Purchase Order (46 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715726	High	Provide the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional): Requisition number.		
715727	High	Provide the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional): Solicitation number.		
715728	High	Provide the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional): Unit price quoted by the vendor.		
715729	High	Provide the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional): Unit of measure.		
715730	High	Provide the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional): Quantity.		
715731	High	Provide the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional): Accounting information from the requisition or solicitation.		
715732	High	Provide the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional): Delivery location(s).		
715733	High	Provide the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional): Delivery instructions.		
715734	High	Provide the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional): Bill to information.		
715735	High	Provide the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional): Purchasing Agent point of contact information and number (assigned by each agency).		
715736	Medium	Provide the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional): Receiving Agent point of contact information and number.		
715737	Medium	Provide the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional): Vendor point of contact information pulled from the vendor master.		
715738	Medium	Provide the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional): Manufacturer and part number input by vendor.		
715739	High	Provide the ability to carry forward any data maintained in the purchase requisition and solicitation to the purchase order in order to reduce data entry. Data to carry forward at a minimum (accessible, but whether to print is optional): Agency specific reference number.		
715740	Medium	Provide the ability, when the user secures bids, to enter the percent and type (from a standard drop-down list) of recycled content for each PO line item for the commodities for which recycled content information is required.		

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Section: PL-Procurement, Create Purchase Order (46 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715741	High	Provide the ability for agency defined and maintained edit checks and validations at the order level including, but not limited to, the following: Valid account coding distribution.		
715742	High	Provide the ability for agency defined and maintained edit checks and validations at the order level including, but not limited to, the following: Valid commodity code.		
715743	High	Provide the ability for agency defined and maintained edit checks and validations at the order level including, but not limited to, the following: Proper levels of approval.		
715744	High	Provide the ability for agency defined and maintained edit checks and validations at the order level including, but not limited to, the following: Invalid or incomplete required fields.		
715745	High	Provide the ability for agency defined and maintained edit checks and validations at the order level including, but not limited to, the following: Budget availability check.		
715746	High	Provide the ability to allow entry of payment terms other than the vendor standard on the purchase order.		
715747	High	Provide the ability to determine volume discounts from a contract or agreement (at line item and/or total level).		
715748	High	Provide the ability to change purchase order commodity ordered -- description, part, class, quantity, unit of measure, dollars, vendor, account, with proper authority.		
715749	High	Provide the ability to post the purchase order award (full and partial) to the State's Website if over a specified dollar amount. Posting to be linked to the solicitation number (if applicable).		
715750	High	Provide the ability for purchasing agents to: Insert vendors quoted delivery date or service start and end dates.		
715751	High	Provide the ability for purchasing agents to: Insert best and final price if different from offered price.		
715752	Medium	Provide the ability for purchasing agents to: Refine text from solicitation that does not affect propriety of award.		
715753	High	Provide the ability for purchasing agents to: Add/Select PO clauses and carry forward clauses from the requisition or solicitation.		
715754	High	Provide the ability for purchasing agents to: Attach files.		
715755	High	Provide the ability for purchasing agents to: Designate attached files as internal (agency use only) or external (distributed to the vendor upon PO issuance).		
715756	High	Provide the ability for purchasing agents to: Look-up PO by searchable fields (e.g., Purchasing agent, contract number, chart of accounts, voucher number, requisitioner, requisition number, solicitation number, PO number, agency, department, user, vendor name vendor ID, commodity code, stock number, etc.).		
715757	High	Provide the ability for purchasing agents to: Cancel PO for re-source (resource from original solicitation).		
715758	High	Provide the ability for purchasing agents to: Designate as being a payment/credit card payment.		
715759	High	Provide the ability to cancel a PO and liquidate the commitment.		

Section: PL-Procurement, Change Order to PO (11 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715760	High	Provide the ability to issue a change order to a purchase order following issuance to the vendor: Add an additional line item.		

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Section: PL-Procurement, Change Order to PO (11 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715761	High	Provide the ability to issue a change order to a purchase order following issuance to the vendor: Route change order through workflow based on business rules (e.g. pricing threshold changes, addition of special material workflow, etc.).		
715762	High	Provide the ability to issue a change order to a purchase order following issuance to the vendor: Cancel an existing line item.		
715763	High	Provide the ability to issue a change order to a purchase order following issuance to the vendor: Change an existing line item (price, quantity, or commodity).		
715764	High	Provide the ability to issue a change order to a purchase order following issuance to the vendor: Route line change through workflow based on business rules (e.g. pricing threshold changes, addition of special material workflow, etc.).		
715765	High	Provide the ability to issue a change order to a purchase order following issuance to the vendor: Change an existing line item (accounting information), route through workflow based on business rules if applicable.		
715766	High	Provide the ability to issue a change order to a purchase order following issuance to the vendor: Change internal and external text.		
715767	High	Provide the ability to issue a change order to a purchase order following issuance to the vendor: Change delivery locations.		
715768	Medium	Provide the ability to issue a change order to a purchase order following issuance to the vendor: Provide the ability to issue the purchase order following each change with only the changed information highlighted with the date printed on the purchase order.		
715769	High	Provide the ability to issue a change order to a purchase order following issuance to the vendor: Provides the ability to track changes and identify changes clearly on the PO document.		
715770	High	Provide the ability to issue a change order to a purchase order following issuance to the vendor: Provides the ability to compare change versions.		

Section: PL-Procurement, Purchase Order Issuance (11 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715771	Medium	Issue a purchase order via the following : EDI.		
715772	High	Issue a purchase order via the following : Hard copy.		
715773	Medium	Issue a purchase order via the following : Facsimile.		
715774	High	Issue a purchase order via the following : Email.		
715775	High	Issue a purchase order via the following : Direct supplier interface via XML.		
715776	High	Issue a purchase order via the following : Self service supplier portal.		
715777	High	Provide the ability to allow user defined on-line and batch printing of purchase orders.		
715778	High	Provide the ability to print multiple POs at various locations.		
715779	High	Provide the ability to view and print a draft PO and reprint hard copy of purchase orders and change orders when required.		
715780	High	Provide the ability to print "Original" on the original PO, then "Duplicate" on reprints with the appropriate security.		
715781	High	Provide the ability for users to print all or selected attachments from within the application.		

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Section: PL-Procurement, Purchase Order-Accounting (14 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715782	Medium	Provide the ability to define auto-distribution rules and apply to the PO, using standard, user-defined distribution code by accounting line item.		
715783	Medium	Provide the ability to create and process individual POs under an existing encumbrance.		
715784	High	Provide the ability to generate the appropriate accounting entries based on the PO change notice, including but not limited to increasing or decreasing the encumbrance.		
715785	High	Provide the ability to set up standard auto-close parameters, based on dollar amount remaining and last activity.		
715786	Medium	Provide the ability to automatically close a purchase order when all commodities/services are received and the final invoice is paid.		
715787	High	Provide the ability for an option to liquidate remaining/outstanding encumbrance, if applicable.		
715788	Medium	Provide the ability for a warning based on user defined criteria.		
715789	High	Provide the ability to carryover open purchase orders to the next fiscal year.		
715790	High	Provide the ability to close or adjust a purchase order without receiving merchandise.		
715791	High	Provide the ability to allow a PO to be charged to an accounting area other than that of the associated requisition, with proper authority. Requisition liquidations to be based on the original pre-encumbrance.		
715792	High	Provide the ability to adjust or cancel a purchase order and generate appropriate corrections to the agency's financial management system for the financial impact (e.g., returns).		
715793	Medium	Provide the ability to establish user-defined tolerances by order type (e.g., a percentage or a specified dollar amount) whereby a purchase order amount may exceed or be below the purchase requisition and still be processed, provided sufficient spending authority exists; the tolerance functionality is optional.		
715794	High	Provide the ability to reopen a purchase order if the purchase order was closed in error (with appropriate security procedures).		
715795	High	Provide the ability to have a one to many or many to one relationships for PO line and accounting code information.		

Section: PL-Procurement, Goods and/or Services Receipt (51 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715796	High	System allows for decentralized recording of the receipt of goods and services, and provides for the receipt of goods and services to be recorded online in an electronic receiving report by authorized personnel, resulting in an immediate update of the purchase order status to reflect the receipt of goods.		
715797	High	Provide the ability to accept, process, and report/inquire on over and under receipts.		
715798	High	Provide the ability to capture the following receipt information, including, but not limited to, the following: Receiving Report Number (system-generated).		
715799	High	Provide the ability to capture the following receipt information, including, but not limited to, the following: Receiving Report Date.		
715800	High	Provide the ability to capture the following receipt information, including, but not limited to, the following: Date Item was Received.		
715801	High	Provide the ability to capture the following receipt information, including, but not limited to, the following: Receiver User-ID.		

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Section: PL-Procurement, Goods and/or Services Receipt (51 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715802	High	Provide the ability to capture the following receipt information, including, but not limited to, the following: Receiver Name.		
715803	Medium	Provide the ability to capture the following receipt information, including, but not limited to, the following: Receiver phone number.		
715804	Medium	Provide the ability to capture the following receipt information, including, but not limited to, the following: Receiver email address.		
715805	High	Provide the ability to capture the following receipt information, including, but not limited to, the following: Purchase order number.		
715806	High	Provide the ability to capture the following receipt information, including, but not limited to, the following: Requisition number.		
715807	High	Provide the ability to capture the following receipt information, including, but not limited to, the following: Vendor ID.		
715808	High	Provide the ability to capture the following receipt information, including, but not limited to, the following: Vender name.		
715809	Medium	Provide the ability to capture the following receipt information, including, but not limited to, the following: Vendor address and telephone.		
715810	Low	Provide the ability to capture the following receipt information, including, but not limited to, the following: Small/Minority-owned Status (ethnicity and gender)/other targeted businesses.		
715811	High	Provide the ability to capture the following receipt information, including, but not limited to, the following: PO line number.		
715812	High	Provide the ability to capture the following receipt information, including, but not limited to, the following: PO line quantity.		
715813	High	Provide the ability to capture the following receipt information, including, but not limited to, the following: PO Unit of measure.		
715814	High	Provide the ability to capture the following receipt information, including, but not limited to, the following: Commodity code of item or service.		
715815	High	Provide the ability to capture the following receipt information, including, but not limited to, the following: Line description.		
715816	Medium	Provide the ability to capture the following receipt information, including, but not limited to, the following: Accounting/funding information (no update capabilities).		
715817	High	Provide the ability to capture the following receipt information, including, but not limited to, the following: Quantity received / Remaining Balance.		
715818	High	Provide the ability to capture the following receipt information, including, but not limited to, the following: Quantity rejected.		
715819	High	Provide the ability to capture the following receipt information, including, but not limited to, the following: Reason for rejection.		
715820	High	Provide the ability to capture the following receipt information, including, but not limited to, the following: Quantity accepted.		
715821	High	Provide the ability to capture the following receipt information, including, but not limited to, the following: Quantity backordered.		
715822	High	Provide the ability to capture the following receipt information, including, but not limited to, the following: Condition.		
715823	High	Provide the ability to capture the following receipt information, including, but not limited to, the following: Receiver comments.		
715824	High	Provide the ability to capture the following receipt information, including, but not limited to, the following: Partial Delivery.		
715825	High	Provide the ability to capture the following receipt information, including, but not limited to, the following: Location.		
715826	High	Provide the ability to capture the following receipt information, including, but not limited to, the following: Stock number.		

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Section: PL-Procurement, Goods and/or Services Receipt (51 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715827	Medium	Provide the ability to receive advanced shipment notices from the vendors electronically and route to receiving agent.		
715828	Medium	Provide the ability to receive packing slip information electronically from vendor, and have the information fed into the receiving document in the ERP.		
715829	High	Provide the ability to carry forward specified data captured on the purchase requisition and purchase order to the receiving report to reduce data entry, but also provide the ability to require receivers to key certain data items (e.g., physical count) from the receiving ticket.		
715830	High	Provide the ability to record multiple receipts against one PO or PO line.		
715831	High	Provide the ability to reverse a receipt transaction and reverse all other actions triggered by the original receipt with proper authorization.		
715832	High	Provide the ability to capture items such as lot number, serial number, asset tag number, and expiration date at time of receipt.		
715833	Medium	Provide the ability to trigger Accounts Payable process based upon receipt of receiving report information.		
715834	High	Provide the ability to perform unit of measure conversion from purchased unit of measure to stocked / delivered unit of measure.		
715835	High	Provide the ability for receivers to select outstanding purchase orders, by vendor enabling the selection of the correct PO for receipt.		
715836	High	Provide the ability to flag purchases for fixed asset upon receipt of good.		
715837	Medium	Provide the ability for receivers to view receiving instructions on receipt (e.g., inspections required, quarantine, etc.).		
715838	High	Provide the ability to audit receiving data by user ID, date, time, etc. including: Compliance with delivery requirements.		
715839	High	Provide the ability to audit receiving data by user ID, date, time, etc. including: Condition of goods.		
715840	High	Provide the ability to audit receiving data by user ID, date, time, etc. including: Rejection of goods.		
715841	High	Provide the ability to audit receiving data by user ID, date, time, etc. including: Over and under shipments.		
715842	High	Provide the ability to audit receiving data by user ID, date, time, etc. including: Commodity substitutions with approval.		
715843	High	Provide the ability to support bar-code or RFID technology to be used to capture receipt information. System would need to provide the ability to cross-reference the State's commodity-coding structure to UPC codes or user defined codes.		
715844	Medium	Provide the ability to set price and quantity tolerances for automated matching of goods received.		
715845	High	Provide the ability to process a return goods authorization (electronic or hard copy) for materials to be returned.		
715846	Low	Provide the ability for vendors (via self service) to generate an invoice based on the purchase order and the quantity/amount received (e.g. "PO Flips").		

Section: PL-Procurement, Matching Process (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715847	Medium	System supports an optional automated matching process, and flexibility to determine by order type whether a two-way, three-way, or four-way match is required and the documents required to be processed: Purchase order, contract, invoice and receiving report.		

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Section: PL-Procurement, Matching Process (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715848	High	System supports an optional automated matching process, and flexibility to determine by order type whether a two-way, three-way, or four-way match is required and the documents required to be processed: Purchase order, invoice and receiving report.		
715849	High	System supports an optional automated matching process, and flexibility to determine by order type whether a two-way, three-way, or four-way match is required and the documents required to be processed: Purchase order and invoice.		
715850	High	Provide the ability for a successful match, if all match criteria are met, to generate a transaction to the General Ledger module to liquidate the encumbrance and establish a voucher payable.		
715851	Medium	Provide the ability for establishing optional user-defined tolerances (percent and dollar), controlled by line item, total amount, commodity and/or by order type, whereby an invoice amount may differ from the purchase order and still be processed provided sufficient budget availability and approval authority exists; the tolerance functionality is optional.		

Section: PL-Procurement, Payment Request Information (9 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715852	High	Provide the ability to allow for the release of payment request information to Accounts Payable module.		
715853	Medium	Provide the ability to establish edits to ensure that descriptive/legal text is entered.		
715854	High	Provide the ability to automatically calculate payment discounts based on vendor invoice terms and pay date.		
715855	High	Provide the ability to capture due date and discount date.		
715856	Medium	Provide the ability to enter and process net and discount payment terms (user defined).		
715857	High	Provide the ability for edits to ensure duplicate invoices are not processed from the same vendor (i.e., invoice amount, unique vendor ID, invoice number, invoice line number, invoice date combination) with the ability to override.		
715858	High	Provide the ability to allow agencies to enter the invoice to one vendor and make the payment to another vendor with proper security and approvals.		
715859	High	Provide the ability to allow payment to be charged to an accounting area other than that of the associated PO with proper authority. PO liquidations are to be based on the original encumbrance.		
715860	Medium	Provide the ability to allow standard comments to be entered into payment requests from list box with ability to add/change the comment.		

Section: PL-Procurement, Procurement Card (Payment Card) Processing (31 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715861	High	Support entry of P-card as a form of payment for items ordered via the eProcurement system (e.g., catalogs, spot purchases, etc.) and be able to control amounts and usage by agency, commodity, and individual.		
715862	High	Provide the ability to support entry of P-card as a form of payment for items ordered via the Procurement module in ERP.		
715863	High	Provide the ability to capture key accounting classification data at time of order for subsequent matching to the statement billing file received from bank.		
715864	High	Provide the ability to track the P-card procurement vendor ID (tax ID , MPS ID, or DUNS) and small business/minority-owned/other targeted business status.		

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Section: PL-Procurement, Procurement Card (Payment Card) Processing (31 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715865	High	Provide the ability for the reconciliation of the P-card.		
715866	High	Provide the ability to set up / manage P-card master data with\card validity data, the card holder's information, dollar limits and approvers with appropriate security.		
715867	High	Provide the integration between P-card master setup/maintenance and the HR module, to verify employee information (employee id and/or position number) for status changes. Provide notification to P-Card coordinators to review P-Card authorization appropriateness for change in position.		
715868	High	Provide the integration between P-card master setup/maintenance and the HR modules, to verify employee leave information. Provide notification to pcard administrators and pcard coordinators for pcard holders who begin extended leave status.		
715869	High	Provide the integration between P-card master setup/maintenance and the HR modules to allow validation of required training completion for cardholders, pcard coordinators, and pcard administrators.		
715870	High	Provide the integration between P-card master setup/maintenance and the HR module, and send notification to pcard administrators and pcard coordinators when card holder terminates employment.		
715871	High	Support the ability to store 1099 information for transactions paid by P(payment) card.		
715872	High	Provide an audit trail for all user ids with a time and date stamp for all actions in the reconciliation and approval process to meet required signature requirements.		
715873	High	Support the ability to store transaction ID information for transactions paid by P(payment) card.		
715874	High	Support the ability to link to scanned images for transactions paid by P(payment) card.		
715875	High	Provide the ability to consolidate pcard transactions with non pcard transactions to report total spend by vendor, agency, item, commodity and all chart of accounts elements.		
715876	High	Provide the ability for workflow for card issuance approvals including but not limited to P-Card administrators.		
715877	High	Provide the ability to export contract vendors information to the bank card issuer, to facilitate authorization strategies.		
715878	High	Provide the ability to import bank statements, including transaction detail.		
715879	High	Provide the ability to distinguish card types from transactions received from bank such as travel, ghost cards or cardless accounts (agent number).		
715880	High	Provide the ability to workflow bank statements that require review and the ability to change chart of account elements information for the line item details (e.g. change cost center, project, fund).		
715881	High	Provide the ability to generate accounting documents, including the electronic funds transfer to pay the bank and the distribution to charge the account assignment.		
715882	High	Provide the ability to have users prepare online logs to include budgetary coding, approvals online.		
715883	High	Provide the ability to import DEF (Data Exchange File) from the bank (current processor is TSYS).		
715884	High	Secure access for each processor to transactions by organizational unit and authorization.		
715885	High	Supports DEF file hierarchy of seven levels each with five characters and supports a description field.		

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Section: PL-Procurement, Procurement Card (Payment Card) Processing (31 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715886	Medium	Support the ability to default expense type from DEF by card type (travel) and MCC (Merchant Category Code) with override capability at reconciliation time.		
715887	Medium	Support the ability to default the accounting distribution (string) from the DEF with override capability allowing multiple lines of accounting distributions at reconciliation time.		
715888	High	Supports the ability to send pcard transaction information to the travel system based upon card hierarchy or for Onecard expense type (travel indicator).		
715889	High	Supports the ability to send transaction detail to the travel system. Detail includes traveler ID, transaction Id, vendor, transaction date, amount, and accounting distribution.		
715890	High	Provide the ability to track purchasing card purchases and items received by vendor, item, agency, and commodity.		
715891	High	Provide the ability to capture P-card transactions in the system to record the reduction of funds (encumbrance/commitment).		

Section: PL-Procurement, Commodity Maintenance (24 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715892	High	Provide the ability to support the use of various commodity codes.		
715893	High	Provide the ability for authorized users to document additional commodity specifications and/or comments, and attach multiple levels.		
715894	High	Provide the ability for authorized users to add and associate key words in addition to the search strings within the commodity file. Key words added should subsequently be used in commodity searches. System automatically formulates a commodity search string by key word.		
715895	High	Provide the ability to select a commodity and display to the end user all vendors that have registered or are on contract for that commodity.		
715896	High	Provide the ability to select a commodity and display to the end user only vendors on contract for that commodity. The end user should have the ability to drill-down on the contracts for further item information.		
715897	High	Provide the ability to select a commodity and display to the end user vendor and price information from previous purchases if no contract is in existence for that commodity, for informational purposes only.		
715898	High	Provide the ability for the commodity code field to be a variable-length field that accommodates alphanumeric characters, with manual and automatic assignment capabilities.		
715899	High	Provide the ability for the commodity file to contain and search by, but not be limited to, the following data items: Commodity code.		
715900	Medium	Provide the ability for the commodity file to contain and search by, but not be limited to, the following data items: Cross-references to previous commodity codes.		
715901	High	Provide the ability for the commodity file to contain and search by, but not be limited to, the following data items: Key words.		
715902	Medium	Provide the ability for the commodity file to contain and search by, but not be limited to, the following data items: Long description.		
715903	High	Provide the ability for the commodity file to contain and search by, but not be limited to, the following data items: Short description.		

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Section: PL-Procurement, Commodity Maintenance (24 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715904	Medium	Provide the ability for the commodity file to contain and search by, but not be limited to, the following data items: Comments field.		
715905	Medium	Provide the ability for the commodity file to contain and search by, but not be limited to, the following data items: Source indicator (e.g., contract, specific inventory).		
715906	Medium	Provide the ability for the commodity file to contain and search by, but not be limited to, the following data items: Commodity status.		
715907	High	Provide the ability for the commodity file to contain and search by, but not be limited to, the following data items: Hazardous item (yes/no).		
715908	High	Provide the ability for the commodity file to contain and search by, but not be limited to, the following data items: Vendors registered for commodity.		
715909	High	Provide the ability for the commodity file to contain and search by, but not be limited to, the following data items: Unit of Measure.		
715910	High	Provide the ability for the commodity file to contain and search by, but not be limited to, the following data items: Inventoried Item, location, SKU #, etc.		
715911	High	Provide the ability for the commodity file to contain and search by, but not be limited to, the following data items: Shelf-life indicator.		
715912	High	Provide the ability for users with authorized security to have the ability to add, change, deactivate commodity file records.		
715913	High	Provide the ability to maintain an on-line audit trail of changes to the commodity master file.		
715914	High	Provide the ability for a statewide shared commodity file.		
715915	High	Provide the ability to track, display, and/or print all purchase transactions for any commodity, by agency, for a specified date range, by vendor, showing dollar amounts, who purchased the commodity, unit of measure, etc.		

Section: PL-Procurement, Vendor Registration (23 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715916	High	Provide the ability for a self-service vendor registration function via the Internet that will allow the following: Central user-defined data-entry fields which can be specified as mandatory or optional including all required fields to create the vendor master.		
715917	High	Provide the ability for a self-service vendor registration function via the Internet that will allow the following: Registration functionality that is completely integrated with the rest of the ERP including vendor master creation.		
715918	High	Provide the ability for a self-service vendor registration function via the Internet that will allow the following: Ability for vendors to pay registration fees via a credit card, ACH.		
715919	High	Provide the ability for a self-service vendor registration function via the Internet that will allow the following: The registration will be placed in suspense until State approval is granted.		
715920	High	Provide the ability for a self-service vendor registration function via the Internet that will allow the following: Ability for vendors to provide additional information, as defined by the State, about the commodities for which they are registering.		
715921	High	Provide the ability for a self-service vendor registration function via the Internet that will allow the following: Ability for vendors to confirm compliance with State Business Requirements (e.g. Tax Clearance, Unemployment Insurance, Worker's Compensation, contractor license, Secretary of State Registration).		

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Section: PL-Procurement, Vendor Registration (23 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715922	High	Provide the ability for a self-service vendor registration function via the Internet that will allow the following: Vendor self-service portal is a secured environment with appropriate user security authentication.		
715923	High	Provide the ability to for additional security on certain fields such as Tax IDs, vendor name, or Social Security Numbers.		
715924	High	Provide workflow for approvals for the registration process.		
715925	High	Provide the ability for vendors to view registration instructions and to view, search and select commodity listings via the Internet.		
715926	High	Provide the ability for vendors to search to see if they are already registered and to provide information regarding their current status, as well as other specified information in their profile.		
715927	High	Provide the ability to waive vendor registration with appropriate approval.		
715928	High	Provide the ability to waive the registration fee for a type of procurement such as sole source with appropriate approval.		
715929	High	Provide the ability to waive the registration fee for a central user defined threshold amount with appropriate approval.		
715930	High	Provide the ability to waive vendor registration requirement and registration fee for purchase (payment) card and travel card vendors with approval.		
715931	High	Track by vendor registration method i.e. WV-1 process (pay fee), WV-1A process (waive fee) or a Manual abstract entry (paper bid).		
715932	High	Provide the ability to warn if a vendor is already registered. Provide the ability to check various fields to view duplication, including but not limited to: FEIN, Name, DBA, etc.		
715933	High	Provides the ability for a vendor to update their data with current information.		
715934	High	Provide the ability to automatically send a vendor a registration confirmation by email, or generate a confirmation letter if there is no email address or an invalid email address is in the vendor's profile. The confirmation would include the commodity code (s) for which the vendor has registered and all other pertinent information.		
715935	High	Provide the ability for vendors to submit requested documents electronically.		
715936	High	Provide the ability that if a vendor application is returned to the vendor for additional information, the system tracks the process: information needed, date the application was sent, date the application was returned, and date the application was accepted or other user-defined criteria.		
715937	High	Provide the ability to send notices to vendors based on a user-specified number of days prior to registration expiration and after expiration.		
715938	High	Provide the ability for a purchasing review of purchasing related registration information (e.g., commodity specific information, SOS registration) prior to acceptance into the vendor master record.		

Section: PL-Procurement, Vendor Maintenance (101 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715939	High	Provide the ability for the vendor file to include the following information, including but not limited to (access to information is based on security): Vendor number.		
715940	High	Provide the ability for the vendor file to include the following information, including but not limited to (access to information is based on security): Prior vendor name(s) and number(s).		

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Section: PL-Procurement, Vendor Maintenance (101 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715941	High	Provide the ability for the vendor file to include the following information, including but not limited to (access to information is based on security): Vendor name.		
715942	High	Provide the ability for the vendor file to include the following information, including but not limited to (access to information is based on security): Vendor status (active, inactive, on hold, ineligible, etc.).		
715943	High	Provide the ability for the vendor file to include the following information, including but not limited to (access to information is based on security): DBA Name.		
715944	Medium	Provide the ability for the vendor file to include the following information, including but not limited to (access to information is based on security): Prior DBA Name.		
715945	High	Provide the ability for the vendor file to include the following information, including but not limited to (access to information is based on security): Date ineligible.		
715946	High	Provide the ability for the vendor file to include the following information, including but not limited to (access to information is based on security): Date vendor eligible for reinstatement.		
715947	Medium	Provide the ability for the vendor file to include the following information, including but not limited to (access to information is based on security): Agencies for which vendor is ineligible (multiple).		
715948	Medium	Provide the ability for the vendor file to include the following information, including but not limited to (access to information is based on security): Departments for which the vendor is ineligible (multiple).		
715949	Medium	Provide the ability for the vendor file to include the following information, including but not limited to (access to information is based on security): Geographies in which the vendor is ineligible (multiple).		
715950	Medium	Provide the ability for the vendor file to include the following information, including but not limited to (access to information is based on security): Commodities for which vendor is ineligible (multiple).		
715951	High	Provide the ability for the vendor file to include the following information, including but not limited to (access to information is based on security): Registration valid date on.		
715952	High	Provide the ability for the vendor file to include the following information, including but not limited to (access to information is based on security): Registration valid date off.		
715953	High	Provide the ability for the vendor file to include the following information, including but not limited to (access to information is based on security): Registration reinstatement date.		
715954	High	Provide the ability for the vendor file to include the following information, including but not limited to (access to information is based on security): Federal tax ID number/Social Security Number/ITIN.		
715955	High	Provide the ability for the vendor file to include the following information, including but not limited to (access to information is based on security): Type of Number indicator (EIN, SS#, ITIN).		
715956	High	Provide the ability for the vendor file to include the following information, including but not limited to (access to information is based on security): DUNS Number.		
715957	High	Provide for the following vendor information: Contact name (multiple).		
715958	High	Provide for the following vendor information: Contact title.		
715959	Medium	Provide for the following vendor information: Contact designation (accounting, sales, etc.).		

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Section: PL-Procurement, Vendor Maintenance (101 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715960	High	Provide for the following vendor information: Contact email address.		
715961	High	Provide for the following vendor information: Multiple contact phone numbers (office, toll free, cell, fax).		
715962	High	Provide for the following vendor information: Comment.		
715963	Medium	Provide for the following vendor information: Alternative contact person identifier (optional when vendor registers).		
715964	Medium	Provide for the following vendor information: Alternative contact phone number (office, cell, fax).		
715965	High	Provide for the following vendor information: Address indicated for remittance.		
715966	High	Provide for the following vendor information: Address indicated for ordering.		
715967	High	Provide for the following vendor information: Address indicated for tax/1099).		
715968	High	Provide for the following vendor information: Address indicator for headquarters versus branch.		
715969	High	Provide for the following vendor information: Multiple physical addresses.		
715970	High	Provide for the following vendor information: Multiple mailing addresses (handles PO and foreign addresses).		
715971	High	Support the following address specific fields: Address (2 lines).		
715972	High	Support the following address specific fields: City.		
715973	High	Support the following address specific fields: County.		
715974	High	Support the following address specific fields: State.		
715975	High	Support the following address specific fields: Country.		
715976	High	Support the following address specific fields: ZIP + 4.		
715977	High	Provide for the following vendor information: State where vendor's headquarter is located.		
715978	Medium	Provide for the following vendor information: Permanent staffed office in State (yes/no).		
715979	High	Provide for the following vendor information: E-mail address (multiple).		
715980	Medium	Provide for the following vendor information: Website address.		
715981	High	Provide for the following vendor information: Bank Transit Code (ABA/Routing number) (multiple).		
715982	High	Provide for the following vendor information: Bank Account Number (multiple).		
715983	High	Provide for the following vendor information: Bank Name (multiple).		
715984	High	Provide for the following vendor information: Direct Deposit Status/EFT Status (multiple).		
715985	High	Provide for the following vendor information: Credit card acceptance flag (yes/no).		
715986	High	Provide for the following vendor information: Hold Reason and Hold Source (agency level).		
715987	High	Provide for the following vendor information: Business Description (validated list).		

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Section: PL-Procurement, Vendor Maintenance (101 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
715988	High	Provide for the following vendor information: Ownership Type/Business Structure/Governmental Organization (e.g., S-corp, C-corp, federal agency).		
715989	High	Provide for the following vendor information: Small and Minority-owned/Other Targeted Businesses indicator status.		
715990	High	Provide for the following vendor information: 1099 Reporting Vendor Name.		
715991	Medium	Provide for the following vendor information: International Corporation Information and numbers.		
715992	High	Provide for the following vendor information: Small/Minority/Other Status and Certification Types (MBE, WBE, DBE, Veteran, Work Center, etc.).		
715993	Medium	Provide for the following vendor information: Municipality Code.		
715994	Medium	Provide for the following vendor information: Geographic Designation (County, State Highway District, Zone, Region, Legislative/Congressional District, other).		
715995	Medium	Provide for the following vendor information: Central user-defined vendor type fields - for future reporting needs.		
715996	High	Provide for the following vendor information: Payment terms -- default to State standard with the ability to override with the proper authority.		
715997	High	Provide for the following vendor information: Vendor 1099 indicator (yes/no).		
715998	High	Provide for the following vendor information: Vendor backup withholding status.		
715999	High	Provide for the following vendor information: Source of record/file (if provided by other public entity).		
716000	High	Provide for the following vendor information: W9 received (yes/no).		
716001	High	Provide for the following vendor information: Date W9 received.		
716002	Medium	Provide for the following vendor information: User-defined fields (multiple).		
716003	Medium	Provide the following Insurance Information (multiple occurrences): Type.		
716004	Medium	Provide the following Insurance Information (multiple occurrences): Amount.		
716005	Medium	Provide the following Insurance Information (multiple occurrences): Coverage Start Date.		
716006	Medium	Provide the following Insurance Information (multiple occurrences): Coverage End (Expiration) Date.		
716007	High	Provide the ability to attach documents to vendor records.		
716008	High	Provide the ability to secure confidential vendor information (e.g., Social Security Number, banking information, etc.).		
716009	High	Provide the ability when a change to a vendor address or email have been made (either by vendor self service or centrally input) for a notification to be sent to both old and new address to provide a method to validate the change.		
716010	High	Provide the ability to lock certain fields from vendor self service maintenance.		
716011	High	Systems provides the ability for one Vendor database with two views of the data, with posting and inquiry capabilities controlled by security: (1) the Purchasing view, and (2) the Accounts Payable view.		

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Section: PL-Procurement, Vendor Maintenance (101 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716012	Medium	Provide the ability to search (dynamic search functionality, fuzzy logic, sound like, etc.) for a vendor using multiple search criteria such as commodity code, commodity code number or description, Small/Minority/Other Targeted Business status, vendor name, vendor number, and DBA name, etc.		
716013	High	Provide the ability to identify a vendor as confidential so that no one can view or report on that vendor's information except individuals with proper security.		
716014	High	Provide the ability to default vendor information from the vendor master file when choosing a vendor on a purchasing document (e.g., requisitions, solicitations, purchase orders, payments, etc.).		
716015	High	Provide the ability to permit certain fields to be overwritten based on user-defined settings with appropriate security.		
716016	High	Provide the ability to automatically carry forward vendor information to the next transaction (i.e., requisition to contract to PO and PO to payment). Carry forward should be optional on requisition. Vendor should be able to be changed on subsequent documents, except payment with proper security.		
716017	High	Provide the ability to track vendor history, to include date added or inactivated and reason.		
716018	High	Provide the ability for vendor numbers (numeric and alphanumeric) to be system generated or assigned manually based on system administrator-defined parameters.		
716019	High	Provide the ability to search vendor files from within purchasing processes (e.g., requisition, purchase order, payment, etc.).		
716020	High	Provide the ability for users with authorized security to have the ability to add, change or deactivate vendor master file records.		
716021	High	Provide the ability to maintain an on-line audit trail of changes to the vendor master file including date, time, and user.		
716022	Medium	Provide the ability to track invalid registrations and vendor re-registrations.		
716023	High	Provide the ability to track vendor name changes and cross-reference to history.		
716024	High	Provide the ability to track changes in vendor numbers and retain cross-reference history.		
716025	High	Provide the ability to maintain an online history of individual vendor activities (successful and unsuccessful) by month, quarter, fiscal and calendar year, inception to date, contract, bid number, agency, commodity code, etc.		
716026	Medium	Provide the ability for a new vendor to be added or maintenance to be performed without leaving a related process (e.g., accounts payable), with proper authority.		
716027	High	Provide the ability to block purchasing transactions to vendors based on user-defined parameters (e.g., ineligible, inactivity, etc.) for: All commodities or specified commodities.		
716028	High	Provide the ability to block purchasing transactions to vendors based on user-defined parameters (e.g., ineligible, inactivity, etc.) for: All agencies/departments or specified agencies/departments.		
716029	High	Provide the ability to block purchasing transactions to vendors based on user-defined parameters (e.g., ineligible, inactivity, etc.) for: All geographies or specified geographies.		
716030	High	Provide the ability to block purchasing transactions to vendors based on user-defined parameters (e.g., ineligible, inactivity, etc.) for: A specified period of time -- an electronic notification can be sent when the period has ended.		
716031	High	Provide the ability to block purchasing transactions to vendors based on user-defined parameters (e.g., ineligible, inactivity, etc.) for: By contract.		

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Section: PL-Procurement, Vendor Maintenance (101 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716032	High	Provide the ability to allow the selective archiving (purge) of vendors by central user-defined criteria.		
716033	High	Provide the ability to handle and report long term and "one-time" vendors.		
716034	High	Provide the ability to access vendor data from a central vendor file.		
716035	High	Provide the ability to support edit checking that reinforces the use of established statewide standards for entering vendor information.		
716036	High	Provide the ability for each agency to have a unique subset of the vendor file for their own use, while retaining the ability to access and use the central vendor file.		
716037	High	Provide the ability to allow changes to a payment address at any time during the payment process with appropriate security and audit trail.		
716038	High	Provide the ability to verify that a vendor is eligible to receive federal and or state dollars and to indicate a vendor's status on their file (Federal Debarment List).		
716039	High	Provide the ability to attach a user's security/access only to vendors the user is authorized to access.		

Section: PL-Procurement, Vendor Performance (12 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716040	High	Provide the ability to track contacts with problem vendors (e.g., phone calls, written contacts regarding problem orders/delivery of goods and services), viewable with proper security.		
716041	High	Provide the ability for an online, complaint-tracking process that includes: Description of the problem/complaint.		
716042	High	Provide the ability for an online, complaint-tracking process that includes: History (including content) of all related correspondence.		
716043	High	Provide the ability for an online, complaint-tracking process that includes: System-generated email message or form letter (if no email address or invalid email address) to be sent to vendor and copy to the agency that submitted the complaint. Follow-up letters will be automatically generated if a response from the vendor is not received within a user-specified number of working days.		
716044	High	Provide the ability for an online, complaint-tracking process that includes: Workflow.		
716045	High	Provide the ability for an online, complaint-tracking process that includes: Vendor response.		
716046	High	Provide the ability for an online, complaint-tracking process that includes: Resolution (electronically notify vendor and agency).		
716047	High	Provide the ability for an online, complaint-tracking process that includes: Actual delivery date gets compared to contractual delivery date and vendor-performance statistics are updated accordingly.		
716048	High	Provide the ability for an online, complaint-tracking process that includes: Ability to attach files.		
716049	Medium	Provide the ability for an online, complaint-tracking process that includes: Track late bid responses.		
716050	High	Provide the ability for an online, complaint-tracking process that includes: Comments (text).		

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Section: PL-Procurement, Vendor Performance (12 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716051	High	Provide the ability to automatically track and report/inquire on vendor performance, including but not limited to delivery, returns, fill rate, price adjustments, disputed invoices, payment history, complaints and resolution, and specific solicitations downloaded (assuming only registered vendors will be able to download solicitations).		

Section: PL-Procurement, Reporting (with proper security / approval) (17 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716052	High	Provide the ability to drill down on reports using any chart of account field to see detailed transactions within the purchasing system.		
716053	High	Provide the ability to generate a report listing procurement requests/purchase orders by any segment of the account code structure upon request.		
716054	High	Provide the ability to support Ad Hoc reporting.		
716055	High	Provide the ability to download to Excel and Access for reporting.		
716056	High	Provide the ability to view all purchasing information online (i.e.: PO's, requisitions, receipts, vouchers).		
716057	High	Provide the ability to display and print all reports and screens.		
716058	High	Provide the ability to view outstanding purchase orders.		
716059	High	Provide the ability to produce an aging report for purchases (i.e.: items not yet received and date ordered).		
716060	High	Provide the ability to detect and measure early / late and over / under delivery.		
716061	High	Provide the ability to print bids, purchase orders, receivers and pick ticket discrepancies immediately.		
716062	High	Provide the ability to provide reports to User and Management on requisition status, conversion to PO, contract, returned to department canceled or other action taken and buyer backlog.		
716063	High	Provide the ability to inquire into entire bid or bid item by vendor name or number, bid number, purchasing agent or item number.		
716064	High	Provide the ability to report on total dollars spent / saved per budget(s) / account(s) / item(s) / purchasing agents / commodity(s) / user-defined.		
716065	High	Provide the ability to track purchasing volume by vendor.		
716066	Medium	Provide the ability to maintain discrepancy file by vendor, stock number, item, dates, control number, purchase order number.		
716067	High	Provide the ability to track vendor bid list by vendor history, past awards, bid responses and new vendors.		
716068	High	Provide the ability to track Bid by awards, dollar amounts, vendor responses, buyer, commodity.		

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Section: PL-Real Estate Management, General (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716069	High	Provide a tool for identifying/documenting facility and other space needs of agencies and documenting various alternatives for meeting these needs.		
716070	High	Support/track property acquisition process.		
716071	High	Integrate with ERP project management to support project management of site development and facility construction and renovation projects.		
716072	High	Integrate with ERP facilities management to populate and maintain an inventory of State facilities .		
716073	High	Support management of leased facilities.		
716074	High	Support property management functions.		
716075	High	Integrate with the ERP asset management and procurement functions to support the sale, transfer and disposal of property.		
716076	High	Integrate real estate management functions with other relevant ERP functions, including but not limited to: accounts payable, accounts receivable, general ledger, grants, project management, purchasing and time and labor.		

Section: PL-Real Estate Management, System Set-up (4 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716077	High	Allow system administrator or other authorized user to define various facility type codes and facility use codes.		
716078	High	Allow system administrator or other authorized user to define the types of facilities for which the Real Estate Division leads the acquisition process and those types of facilities for which agencies have the lead in the acquisition process. This coding will then be utilized to route work flows for space requests.		
716079	High	Allow system administrator or other authorized user to define approval hierarchies for space requests, purchase approvals and lease approvals at the enterprise level, for an agency or a group of agencies.		
716080	High	Allow an authorized user to define approval hierarchies for their own specific agency while being restricted from updating approval hierarchies for other agencies.		

Section: PL-Real Estate Management, Identification of Facility Requirements (21 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716081	High	Provide ability for agency to define facility and other space requirements.		
716082	High	Store/track requesting agency.		
716083	High	Store/track requesting agency unit or program area.		
716084	High	Store/track target location (city/town, area of city/town, etc.) for facility.		
716085	High	Store/track date space/facility is required.		
716086	High	Store/track requestor.		
716087	High	Store/track requestor contact information.		
716088	High	Store/track authorized agency approver.		

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Section: PL-Real Estate Management, Identification of Facility Requirements (21 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716089	High	Store/track facility type.		
716090	High	Store/track number of staff to be accommodated.		
716091	High	Store/track estimated square footage required.		
716092	High	Store/track period of time space is required for.		
716093	High	Store/track anticipated available budget.		
716094	Medium	Store/track potential budget sources; system must provide for documenting a number of possible sources which can either be active chart of account codes, grants or projects or proposed funding sources which are being sought.		
716095	High	Store/track primary intended uses of space.		
716096	Medium	Store/track anticipated degree of citizen/public access (free form text).		
716097	Medium	Store/track special considerations (free form text).		
716098	High	Allow for work flow driven approval process of facility/space request within an agency based on agency defined business rules.		
716099	High	Transmit space request to Real Estate Division for review and analysis based on facility type and user defined business rules.		
716100	High	Transmit space request to designated agency staff for review and analysis based on facility type and user defined business rules (for facility acquisitions for which an agency has lead responsibility).		
716101	High	Allow for tracking of status of facility/space needs request throughout the process.		

Section: PL-Real Estate Management, Alternatives Analysis (19 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716102	High	Document alternative approaches for meeting agency space requirement including purchase, renovation or expansion of existing space, new construction or lease (statutory requirements).		
716103	High	Document estimated cost for each identified alternative including cost to build and operate.		
716104	Medium	Support documenting of a number of cost factors for each alternative.		
716105	High	Store/track estimated construction costs.		
716106	High	Store/track estimated purchase/acquisition costs.		
716107	High	Store/track estimated lease costs.		
716108	High	Store/track estimated renovation costs.		
716109	High	Store/track estimated furnishing costs.		
716110	High	Store/track estimated utility costs.		
716111	High	Store/track estimated facility maintenance costs (snow removal, grass cutting, hazardous waste removal), exterminator, janitorial, window cleaning.		
716112	Medium	Store/track estimated security.		

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Section: PL-Real Estate Management, Alternatives Analysis (19 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716113	Medium	Store/track other estimated operating costs.		
716114	Medium	Document potential benefits associated with each alternative.		
716115	Medium	Document development risks and operational risks associated with each alternative .		
716116	Medium	Provide ability to execute and store pro-forma financial analysis for various options (upload from Excel).		
716117	Medium	Document recommended approach including specific recommendation and rationale for recommendation.		
716118	Medium	Provide work flow based review and approval of recommendation within Real Estate Division and user agency.		
716119	Medium	Track status of review of recommendation.		
716120	High	Document final sign-off on recommendation.		

Section: PL-Real Estate Management, Property Acquisition (64 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716121	Medium	Allow the system administrator or other authorized user to specify the required attributes which must be captured for various types of property acquisition requests (lease, land purchase, building purchase, etc.).		
716122	Medium	Provide templates for authorized users to utilize to complete a property acquisition request based on the request type.		
716123	Medium	Establish property acquisition request linking to original agency facilities/space need request.		
716124	Medium	Define property acquisition requirements.		
716125	Medium	Store/track acquisition type (land, building, other).		
716126	Medium	Store/track acceptable acquisition methods (purchase, lease or both).		
716127	Medium	Store/track target City/Town.		
716128	Medium	Store/track target area within city/town.		
716129	Medium	Store/track acquisition budget.		
716130	Medium	Store/track lease budget.		
716131	Medium	Store/track desired lease term.		
716132	Medium	Store/track required closing or availability date.		
716133	Medium	Assign an acquisition agent to the property acquisition request.		
716134	Medium	Document estimated effort (hours) required to acquire property.		
716135	High	Maintain an inventory of candidate properties for each acquisition request.		
716136	Medium	Allow the system administrator or other authorized user to specify the required attributes which must be captured for each candidate property for the various types of property acquisitions (lease, land purchase, building purchase, etc.).		
716137	Medium	Provide templates by acquisition type for authorized users to document a candidate property.		

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Section: PL-Real Estate Management, Property Acquisition (64 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716138	High	Document available candidate properties.		
716139	High	Store/track multiple Listing # or other unique identifier.		
716140	Medium	Store/track property address including street, suite #, city, etc.		
716141	Medium	Store/track acreage.		
716142	Medium	Store/track square footage.		
716143	High	Store/track asking price for a purchase.		
716144	High	Store/track appraised value.		
716145	High	Store/track date of appraisal.		
716146	Medium	Store/track appraiser.		
716147	High	Store/track rental rate per square foot.		
716148	Medium	Store/track lease terms.		
716149	Medium	Store/track anticipated owner improvements.		
716150	Medium	Store/track estimated upfit costs.		
716151	High	Store/track a summary of environmental studies.		
716152	Medium	Document environmental issues.		
716153	High	Document surveys conducted and dates (history).		
716154	Medium	Store/track date of title search.		
716155	Medium	Store/track results of title search.		
716156	Medium	Store/track liens.		
716157	Medium	Document whether there are utility easements and a description of the easement.		
716158	Medium	Document disposition of mineral rights.		
716159	Medium	Document fire service fees.		
716160	Medium	Document any other miscellaneous fees.		
716161	Medium	Store/track vendor code for owner if already on vendor file.		
716162	Medium	Store/track owner name.		
716163	Medium	Store/track owner address.		
716164	Medium	Store/track broker name.		
716165	Medium	Store/track broker contact information.		

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Section: PL-Real Estate Management, Property Acquisition (64 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716166	High	Integrate with multiple document management systems utilized by various agencies to allow for storing and linking of specific documents and diagrams for each candidate property.		
716167	Medium	Allow for access/viewing of related stored documents associated with a candidate property from within the real estate module.		
716168	Medium	Integrate with CAD tools to allow users to link to the CAD tool for editing and viewing space designs of candidate properties.		
716169	Medium	Provide capability to integrate with multiple State agency GIS environments to allow for display of candidate properties.		
716170	Medium	Provide capability to display candidate properties within the GIS viewer in the real estate function.		
716171	Medium	Allow authorized user to designate recommended property and terms.		
716172	Medium	Store/track proposed purchase price.		
716173	Medium	Store/track proposed rental rate per square foot.		
716174	Medium	Store/track recommended lease terms.		
716175	Medium	Document estimated closing date for purchase.		
716176	Medium	Document estimated move-in date.		
716177	Medium	Provide work flow based review and approval of acquisition recommendation within Real Estate Division and user agencies based on pre-defined business rules.		
716178	Medium	Integrate with ERP procurement function to add lessor or property owner(s) of selected property to the vendor master file (if not already on the vendor master file).		
716179	Medium	Integrate with ERP accounts payable function to generate payment request and create warrant required for closing.		
716180	High	Record property closing date.		
716181	High	Trigger automatic update of property inventory based on closing date or lease start date.		
716182	Medium	Trigger automatic interface with Board of Risk and Insurance Management (BRIM) based on closing date or lease start date.		
716183	Medium	Integrate with ERP procurement function to establish blanket purchase order for lease populating lease terms as appropriate from the real estate function.		
716184	Medium	Integrate with ERP accounts payable function to generate payment request and create warrant required for initial lease payments.		

Section: PL-Real Estate Management, Construction or Renovation Project (44 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716185	Medium	Integrate with ERP project management function to establish construction or renovation project.		
716186	Medium	Establish templates for each major type of project (construction, renovation, facility uplift, etc.).		
716187	Medium	Link project with original agency facilities request and property acquisition information.		
716188	Medium	Store/track unique project number assigned by ERP system or unique project number as defined by user.		
716189	Medium	Store/track project name.		

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Section: PL-Real Estate Management, Construction or Renovation Project (44 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716190	Medium	Store/track project description.		
716191	Medium	Store/track project type (new construction, renovation, build out, other user defined types).		
716192	Medium	Store/track project status (Active, On-hold, Complete, Closed or other user defined status codes).		
716193	Medium	Store/track location (city/town, area of city/town, etc.).		
716194	Medium	Store/track Congressional district.		
716195	Medium	Store/track Senate district.		
716196	Medium	Store/track House of Delegate district.		
716197	Medium	Store/track Facility number/ identifier.		
716198	Medium	Store/track Lease number.		
716199	Medium	Document estimated project budget (based on estimates in earlier business case analysis and adjustable by authorized user).		
716200	Medium	Store approved project budget based on a roll-up from the approved project budget for each phase.		
716201	Medium	Store approved project budget by funding source based on a roll-up from the approved project budget for each phase.		
716202	Medium	Store total actual costs to date based on a roll-up by project phase.		
716203	Medium	Store total actual costs to date by funding source based on a roll-up by project phase.		
716204	Medium	Calculate, store and display current actual budget variances (positive/negative) for total budget and each funding source based on a roll-up by project phase.		
716205	Medium	Calculate, store and display total estimated cost to complete the project and the total estimated cost to complete the project by funding source based on a roll-up by phase.		
716206	Medium	Calculate, store and display estimated budget variances for the project at completion (positive/negative) for total budget and each funding source based on actual to date and estimate to complete rolled-up by phase.		
716207	Medium	Support the definition of one or more phases for each project.		
716208	Medium	Store phase type (planning, design, construction, etc.).		
716209	Medium	Document estimated budget for each phase.		
716210	Medium	Store multiple funding sources for each phase which must be an active chart of accounts code and/or active grants.		
716211	Medium	Store percentage cost allocation for each phase by funding source.		
716212	Medium	Calculate, store and display total actual phase costs to date.		
716213	Medium	Calculate, store and display total actual costs phase costs to date by funding source.		
716214	Medium	Calculate, store and display actual current budget variances for the phase (positive/negative) for total budget and each funding source.		
716215	Medium	Document and display total estimated cost to complete the phase.		

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Section: PL-Real Estate Management, Construction or Renovation Project (44 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716216	Medium	Calculate, display and store total estimated cost to complete the phase by funding source based on allocation percentages.		
716217	Medium	Calculate, store and display estimated budget variances for the phase at completion (positive/negative) for total budget and each funding source based on actual to date and estimate to complete.		
716218	Medium	Document key milestones for each phase (unlimited).		
716219	Medium	Document planned start and stop dates for each milestone.		
716220	Medium	Store and display actual start and stop dates for each milestone.		
716221	Medium	Store and display phase status (Active, On-hold, Complete, Closed or other user defined status codes).		
716222	Medium	Document estimated resource requirements for each phase including project manager, architect, engineers and other user defined resource types.		
716223	Medium	Allow users to enter time worked on specific projects through ERP time and labor function.		
716224	Medium	Allow vendor invoice costs to be captured and charged to projects through ERP procurement, accounts payable and project management functions.		
716225	Medium	Integrate with ERP project management function to capture project costs.		
716226	Medium	Integrate with Primavera to manage a project to obtain milestone dates (if project scheduled is being managed in Primavera)..		
716227	Medium	Allow user to enter milestone dates for projects not being scheduled in Primavera.		
716228	Medium	Assign staff to meet required skills in each project phase including percentage of time, start and stop dates.		

Section: PL-Real Estate Management, Property Inventory (82 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716229	Medium	Allow for creation and maintenance of templates for entering and maintaining information for State owned and leased property.		
716230	Medium	Maintain an inventory of properties owned by the State.		
716231	Medium	Link record in inventory of State owned properties to original agency facilities request and property information gathered during the acquisition process and automatically carry forward information as appropriate.		
716232	Medium	Store unique facility number generated by system or entered by authorized user as an override for each State owned property.		
716233	Medium	Store owner agency for each State owned property.		
716234	Medium	Store owner agency unit for each State owned property.		
716235	Medium	Store primary agency contact for each State owned property.		
716236	Medium	Store primary agency contact information for each State owned property.		
716237	Medium	Store agency/agency unit responsible for building maintenance for each State owned property.		
716238	Medium	Store maintenance manager for each State owned property.		
716239	Medium	Store contact information for the maintenance manager for each State owned property.		

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Section: PL-Real Estate Management, Property Inventory (82 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716240	Medium	Store property address including street, suite #, city, etc. for each State owned property.		
716241	Medium	Store vendor code and name for prior owner (if applicable) for each State owned property.		
716242	Medium	Store address of prior owner (if applicable) for each State owned property.		
716243	Medium	Store acreage for each State owned property.		
716244	Medium	Store square footage for each State owned property.		
716245	Medium	Store purchase price for each State owned property.		
716246	Medium	Store latest appraised value for each State owned property.		
716247	Medium	Store date of appraisal for each State owned property.		
716248	Medium	Store appraiser performing latest appraisal for each State owned property.		
716249	Medium	Store appraisal history including date and appraised value for each State owned property.		
716250	Medium	Store actual building costs based on roll-up from ERP project management function for each State owned property.		
716251	Medium	Store actual renovation or uplift costs based on roll-up from ERP project management function for each State owned property.		
716252	Medium	Store projects associated with facility for each State owned property.		
716253	Medium	Store estimated current market value for each State owned property.		
716254	Medium	Store active leases by lease number (State agencies or external lessees) for each State owned property.		
716255	Medium	Store lease history (closed or inactive leases) by lease number for each State owned property.		
716256	Medium	Store prior State agency owners (if applicable) and dates of ownership for each State owned property.		
716257	Medium	Maintain an inventory of leased properties.		
716258	Medium	Link record in inventory of leased properties to original agency facilities request and property information gathered during the acquisition process and automatically carry forward information as appropriate.		
716259	Medium	Store unique lease number which can be generated by the system or entered by an authorized user as an override of the system generated number.		
716260	Medium	Store unique facility # for each leased facility which can be generated by the system or entered by an authorized user as an override of the system generated number.		
716261	Medium	Store agency for each leased facility.		
716262	Medium	Store agency unit for each leased facility.		
716263	Medium	Store primary agency contact for property for each leased facility.		
716264	Medium	Store primary agency contact information for each leased facility.		
716265	Medium	Store property address including street, suite #, city, etc. for each leased facility.		
716266	Medium	Store square footage for each leased facility.		

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Section: PL-Real Estate Management, Property Inventory (82 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716267	Medium	Store rental rate per square foot for each leased facility.		
716268	Medium	Store lease start date for each leased facility.		
716269	Medium	Store lease end date for each leased facility.		
716270	Medium	Store rent due date for each leased facility.		
716271	Medium	Store other lease terms for each leased facility.		
716272	Medium	Store lease status (Active, On-Hold, Completed, and other user defined codes) for each leased facility.		
716273	Medium	Store authorized funding sources (active chart of account codes, projects or grants) for each leased facility.		
716274	Medium	Store cost allocation rules by funding source for each leased facility.		
716275	Medium	Store anticipated owner improvements for each leased facility.		
716276	Medium	Store estimated renovation costs for each leased facility.		
716277	Medium	Integrate with ERP project management to store and display projects associated with each leased facility.		
716278	Medium	Store, calculate and display actual uplift costs from projects associated with a lease for each leased facility.		
716279	Medium	Store vendor code for owner for each leased facility.		
716280	Medium	Store owner name for each leased facility.		
716281	Medium	Store owner address for each leased facility.		
716282	Medium	Store broker name for each leased facility.		
716283	Medium	Store broker contact information for each leased facility.		
716284	Medium	Store previous leases for each leased facility including agency, agency unit, lease numbers, lease start date and lease end date.		
716285	Medium	Allow each owned or lease facility to be divided into additional sub facilities for purposes of leasing or tracking occupants.		
716286	Medium	Provide one or more templates to capture information required for defining sub facility; this should include templates at least for subleases and multiple agency units using same facility but not in a formal sublease.		
716287	Medium	Store original or parent facility number for each sub facility.		
716288	Medium	Store unique sub facility number generated by the system with override by authorized user for each sub facility.		
716289	Medium	Store additional location information that defines or describes the sub facility (suite number, floor number, room number, etc.).		
716290	Medium	Store the agency or third party using each sub facility.		
716291	Medium	Store the agency unit or program area using each sub facility.		
716292	Medium	Store the contact person for using agency for each sub facility.		
716293	Medium	Store contact information for each sub facility.		
716294	Medium	Store square footage for each sub facility.		

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Section: PL-Real Estate Management, Property Inventory (82 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716295	Medium	Store rental rate per square foot for each sub facility.		
716296	Medium	Store rental period for each sub facility.		
716297	Medium	Store total rent for each sub facility.		
716298	Medium	Store lease start date for each sub facility.		
716299	Medium	Store lease end date for each sub facility.		
716300	Medium	Store rent due date for each sub facility.		
716301	Medium	Store other attributes captured in the inventory of leased properties for each sub facility.		
716302	Medium	Associate projects with each facility allowing drill down into project and project phase information.		
716303	Medium	Associate projects with each lease number allowing drill down into project and project phase information.		
716304	Medium	Associate previous lease history with each leased facility where appropriate allowing drill down into prior lease information.		
716305	Medium	Integrate with multiple document management systems utilized by various agencies to allow for storing and linking of specific documents and diagrams related to each property in the inventory.		
716306	Medium	Integrate with CAD tools to allow users to view space designs and other schematics of each property in the inventory.		
716307	Medium	Integrate with WV DOT GIS to support spatial mapping of facility locations.		
716308	Medium	Provide capability to integrate with other State GIS systems and applications.		
716309	Low	Provide a GIS viewer within the real estate management function.		
716310	Medium	Integrate with BRIM to automatically provide updates/changes to property inventory.		

Section: PL-Real Estate Management, Lease Management (6 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716311	Medium	Integrate with ERP accounts payable for external lessors to automatically generate payment request and create warrant for lease payment based on specified lease terms.		
716312	Medium	Allocate costs associated with lease payment based on cost allocation terms documented in the lease inventory.		
716313	Medium	Allow authorized user to request a hold on lease payment.		
716314	Medium	Submit any on-hold lease payments to an authorized user for approval through an automated work flow and generate payment request and create warrant or intergovernmental billing following user approval.		
716315	Medium	Generate notification to Real Estate Division and/or agencies based on user defined business rules where lease is expiring.		
716316	Medium	Generate a report of facilities where lease is expiring with time period based on user defined business rules.		

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Section: PL-Real Estate Management, Property Management (31 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716317	Medium	Maintain an inventory of leases where another State agency other than the owning agency or a third party is leasing State owned property.		
716318	Medium	Allow for one State agency to lease space from another agency but ensure that the physical facilities are uniquely identified and not double counted in any reporting.		
716319	Medium	Store unique facility identifier for each lease.		
716320	Medium	Store sub facility identifier for each lease.		
716321	Medium	Store unique State lease number generated by the system or entered by an authorized user as an override.		
716322	Medium	Store lessee customer number as maintained in ERP customer file for each lease.		
716323	Medium	Store lessee name for each lease.		
716324	Medium	Store type of lessee (state agency, political subdivision or private entity) for each lease.		
716325	Medium	Store lessee contact name for each lease.		
716326	Medium	Store lessee contact address for each lease.		
716327	Medium	Store lease start date for each lease.		
716328	Medium	Store lease end date for each lease.		
716329	Medium	Store textual description of facility being leased.		
716330	Medium	Store lessor agency contact and contact information for each lease.		
716331	Medium	Store rental rate per square foot for each lease.		
716332	Medium	Store square footage for each lease.		
716333	Medium	Store total rent for each lease.		
716334	Medium	Store rent period (year, quarter, month) for each lease.		
716335	Medium	Store rent due date for each lease.		
716336	Medium	Store a description of any owner provided improvements for each lease.		
716337	Medium	Store total cost of improvements based on roll-up from associated projects.		
716338	Medium	Store projects associated with each lease.		
716339	Medium	Provide ability to note leases as mineral lease, property lease, etc.		
716340	Medium	Integrate with document management system to allow for storing and linking of specific lease documentation.		
716341	Medium	Integrate with ERP accounts receivable to perform lease set-up including addition of a new lessee to ERP customer file.		
716342	Medium	Integrate with ERP accounts receivable function to automatically generate rent bills on due dates for external lessees.		
716343	Medium	Integrate with ERP accounts receivable and general ledger function to automatically generate intergovernmental billing request where lessee is a state agency.		

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Section: PL-Real Estate Management, Property Management (31 Req)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716344	Medium	Record receipt of rent payments in system through ERP accounts receivable and carry the rent payment history as part of the lease record.		
716345	Medium	Prepare account statements for leased properties.		
716346	Medium	Generate alerts via email to assigned property manager if rent payments are late by a certain length of time to be defined in the system. For example, an alert may be required if the last payment received on a property was two months ago, when a monthly payment is required.		
716347	Medium	Produce aging report by agency or agency unit of rent payments due by days overdue, amount overdue, location and other similar selection criteria.		

Section: PL-Real Estate Management, Property Disposal (12 Req)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716348	Medium	Document interest from citizens in acquiring state owned property including name, date of inquiry and other information provided by the potential buyer.		
716349	Medium	Provide ability to designate any limitations on how the property can be disposed of based on how the property was acquired and how long ago was the property acquired, and other applicable factors.		
716350	Medium	Provide ability to designate a property or portion of a property for sale including establishing a unique property identifier.		
716351	Medium	Document proposed list price of property.		
716352	Medium	Record appraisal on property including appraised value, date of appraisal and person performing appraisal.		
716353	Medium	Document advertising expenses and other related expenses for property disposal or management related activities.		
716354	Medium	Provide work flow based review and approval of property disposition recommendation within Real Estate Division and user agencies based on pre-defined business rules.		
716355	Medium	Integrate with ERP procurement function to support bid process including recording of bids received, etc.		
716356	Medium	Indicate disposal of property in system, record selling price and update property inventory.		
716357	Medium	Designate funds to which proceeds of sale should be applied.		
716358	Medium	Integrate automatically with BRIM to update insurance records to reflect property disposition.		
716359	Medium	Generate required accounting transactions to support treatment of property disposal under Government Accounting Standards Board (GASB) requirements.		

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Section: PL-Right-of-Way and Utilities, General (6 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716360	High	Support management and tracking of the full lifecycle of the WVDOT right-of-way acquisition process including project set-up; parcel identification and set-up; management of acquisition activities; appraisals; negotiation; condemnation; relocation and property management.		
716361	High	Support management and tracking of the WVDOT right-of-way acquisition process according to the WVDOT right-of-way acquisition procedures manual and the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.		
716362	High	Support various types of right-of-way acquisitions including but not limited to: fee-simple, permanent easement, temporary easement, functional replacement, Federal Land transfer, cost of cure for property damages during construction, etc.		
716363	High	Support management and tracking of utility relocation activities required for transportation projects according to the WVDOT utility relocation manual.		
716364	High	Support management and tracking of railroad agreements.		
716365	High	Integrate the ERP right-of-way and utility relocation function with other relevant ERP functions, including but not limited to: transportation asset inventory, accounts payable, general ledger, personnel administration, procurement and project management.		

Section: PL-Right-of-Way and Utilities, Workflow (18 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716366	High	Support the definition of workflows to manage electronic review and approval of title information, appraisals, acquisitions, negotiations, relocation of displacees, utility relocation, etc. These workflows will define and electronically route the user through the steps for completing the work activities and obtaining the necessary approvals for the various right-of-way acquisition and utility relocation business processes.		
716367	High	Define and generate work flows for each of the steps in a business process based on user defined business rules.		
716368	High	Utilize a project specific distribution list to manage the required electronic review and approval for each project.		
716369	Medium	Report/display the status of a workflow process (how many steps approved, who needs to review next, etc.) in a summary/dashboard format. For example, a team lead or other manager may need to review the overall process status. This may also be used for performance monitoring.		
716370	Medium	Assign a priority number to a workflow approval request at the individual level (1-low, 10-high) to allow resources to prioritize their work, and ensure that high priority projects (major projects, emergency projects) are completed first. A priority of 5 should be selected by default if a priority is not specified.		
716371	Medium	Trigger a workflow based on user defined business events including completion of activities in the system or the uploading of various documents (for example uploading an appraisal file to the system).		
716372	Medium	Allow comments to be added to the workflow at each approval step for internal use. These comments should propagate with the workflow to the next approver, and identify the person making the comment. This will allow the reviewers to put any questions/comments that will be relevant to the overall approval process into the system as well as provide this information to the next approver in the workflow.		

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Section: PL-Right-of-Way and Utilities, Workflow (18 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716373	Medium	Support customizing the workflow for each project with varying workflow steps. The custom workflow shall be able to be created by an authorized WVDOT user. For example, different workflows may be required for appraisal, acquisition and relocation processes for the same project and the workflow may be different for a project on which work is performed by internal staff or by consultants.		
716374	Medium	Assign WVDOT staff members or consultants working on a project to a workflow individually or in groups for each project and for specific workflows.		
716375	Medium	Allow authorized users to define the target time for completing a specific work flow step and the entire work flow process. As an example, WVDOT may want to establish a target that all appraisal reviews are completed within a certain number of days of the appraisal being uploaded to the system.		
716376	Medium	Notify users regarding the designated "approve by" date upon their being assigned a work flow step to complete.		
716377	Medium	Display total elapsed time from the start to end of a work flow process.		
716378	Medium	Display for the user the time remaining to action a work flow step and complete the entire work flow process based on the user defined timelines for the individual process step and the entire process work flow.		
716379	Medium	Alert an individual assigned to a work flow step when an "approve by" date associated with completion of the work flow step has passed or is within a user defined targeted time for completion. The method of alert will include both an email and a notification within the ERP system.		
716380	Medium	Allow an authorized user to obtain a report of pending work flow steps or work flows which have not been completed within the targeted timeline. This report should have the ability to be filtered by process area (appraisal, negotiation, displacee relocation, utility relocation, etc.) and by project.		
716381	Medium	Create a monthly management report with summary statistics concerning performance against target milestones for completing work steps and work flow processes for the month and fiscal year to date. This report should have the ability to be filtered by process area (appraisal, negotiation, displacee relocation, utility relocation, etc.) and by project.		
716382	Medium	Generate a report of all missed dates and delayed approvals for the month or fiscal year to date. This report should have the ability to be filtered by process area (appraisal, negotiation, displacee relocation, utility relocation, etc.) and by project.		
716383	Medium	Allow for electronic signatures to approve all system actions and the generation of all required notification letters. This electronic signature should be based on the user authenticating themselves to the system through their login information.		

Section: PL-Right-of-Way and Utilities, Application Security (2 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716384	High	Restrict access to project information based on a user's role and whether they are assigned to a specific project. For example, a consultant appraiser assigned to a specific project will be able to access only the screens/reports in the appraisal sub function for the project they are assigned to, but not the acquisition process or property management sub functions for that project. They would also not be able to access appraisal information for a project which they are not explicitly assigned to as a member of the project team.		
716385	Medium	Support access to specific projects and specific functions within a project via a virtual private network for consultants performing right-of-way acquisition or utility relocation functions on behalf of WVDOT.		

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Section: PL-Right-of-Way and Utilities, GIS Integration (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716386	Medium	Provide a full featured GIS viewer within the right-of-way and utilities function which integrates with WVDOT's existing ESRI ArcGIS environment.		
716387	Medium	Provide the ability to display one or more parcels or required utility relocations on a project meeting specific user defined criteria on a map from within the GIS viewer in the ERP right-of-way and utilities function.		
716388	Medium	Provide the capability to spatially map a specific parcel or utility relocation or set of parcels or utility relocations meeting a user defined set of criteria from within the right-of-way and utilities function. While looking at a list of parcels or utility relocations or detailed information about an individual parcel or utility relocation, the user must be able to select "map" and see the location of the parcel or utility relocation displayed spatially by the GIS viewer within the ERP right-of-way and utilities function.		
716389	Medium	Provide the capability to enter a set of selection criteria for any pre-defined report and request that the results be displayed spatially by the GIS viewer within the right-of-way and utilities function.		
716390	Medium	Provide the capability to enter a set of selection criteria for an ad-hoc query of parcel or utility relocation information and request that the results be displayed spatially by the GIS viewer within the right-of-way and utilities function.		
716391	Medium	Provide the ability to select a parcel or utility relocation from a map in the GIS viewer within the ERP right-of-way and utilities function and drill down to see detailed information about the parcel or utility relocation within the ERP right-of-way and utilities function.		
716392	Medium	Provide the ability for a user to select an area of interest from within WVDOT's GIS application and request that all parcels or utility relocations in that area meeting certain user defined criteria stored in the ERP right-of-way and utilities function be spatially displayed on a map within WVDOT's GIS.		
716393	Medium	Provide the ability to select one or more parcels or utility relocations from a map within an area displayed in the WVDOT GIS application and drill down to see the detailed information about the specific parcel or parcels within the ERP right-of-way and utilities function.		

Section: PL-Right-of-Way and Utilities, Document Management Integration (1 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716394	High	Integrate with WVDOT EMC Application Xtender to link to, store and display various types of documents related to the acquisition of a parcel or a utility relocation for transportation projects.		

Section: PL-Right-of-Way and Utilities, Forms Management (4 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716395	High	Provide the capability to define and store templates for various forms and letter templates which are used in the right-of-way acquisition and utility relocation processes in the system and populate these forms and letters based on user-specified parameters (e.g. project name, parcel, property owner, utility company, utility company contact etc.).		
716396	High	Create various WVDOT forms and notification letters based on user-defined triggers or business events.		
716397	Medium	Generate letters with the appropriate letterhead/logo and contact information based on the location of the assigned appraiser and/or right-of-way agent. Depending on the assigned team member, this could be the central office, a district office or a consultant.		
716398	Medium	Store the date each letter or form was requested and generated by the system and the various parameters included in the letter to allow re-generation of a copy of the letter if required.		

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Section: PL-Right-of-Way and Utilities, Project Information (14 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716399	High	Integrate with ERP project management and the WVDOT Primavera Program and Project Management application to establish/open the right-of-way and utilities phase of a construction project in the ERP.		
716400	High	Integrate with the ERP project management function and the Primavera Program and Project Management application to import, store and display all existing project information relevant to the right-of-way acquisition and utility relocation processes.		
716401	Medium	Allow multiple projects to be associated or linked to a lead project number.		
716402	Medium	Update project information in the ERP right-of-way and utilities function automatically when information is updated in the ERP project management function, the WVDOT program and project management system or other ERP functions.		
716403	Medium	Allow for update based on user-defined business rules of certain right-of-way and utilities related project information in the ERP right-of-way and utilities function, while restricting the ability to update most project information.		
716404	Medium	Capture right-of-way acquisition cost estimates for a project. These cost estimates should be able to be entered at the project level or based on the roll-up of cost estimates for individual parcels.		
716405	Medium	Maintain a history of right-of-way cost estimates for a project. All changes should be displayed below the current cost estimate, such that details can be viewed by clicking on/selecting the old estimates. Restrict access to this information based on project and user role and responsibility.		
716406	Medium	Track actual acquisition costs for a project based on acquisition activity.		
716407	Medium	Display a comparison of actual right-of-way acquisition costs versus the budget for the right-of-way acquisition phase and the current estimated acquisition cost at complete (actual acquisition and relocation cost for parcels that have been acquired and estimated cost for those parcels where acquisition is still pending).		
716408	Medium	Export project status updates from the ERP right-of-way and utilities function into ERP project management and the WVDOT Primavera Program and Project Management application to update any project information which is added or modified within the right-of-way acquisition function.		
716409	Medium	Export information from the ERP right-of-way and utilities function to the ERP project management function and Primavera Program and Project Management application to update milestone dates based on any changes to dates for individual parcels, etc. which are impacting the overall dates for the right-of-way phase.		
716410	Medium	Define and maintain multiple distribution lists of project participants. These distribution lists will include names, email addresses, and agency unit or organization information (WVDOT HQ/District, company name for consultants, etc). These distribution lists will be specific for each project.		
716411	Medium	Integrate with the ERP personnel administration function to support creation and maintenance of a project specific distribution list.		
716412	Medium	Allow non-employee resources such as consultant appraisers and right-of-way agents to be added to a project specific distribution list.		

Section: PL-Right-of-Way and Utilities, Parcel Information (27 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716413	High	Define, store and display multiple potential parcels for acquisition on each project.		
716414	High	Store/display legal description of the parcel and other supplemental description information.		
716415	High	Store/display parcel location information.		

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Section: PL-Right-of-Way and Utilities, Parcel Information (27 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716416	High	Provide ability to locate parcel using multiple coordinate systems (address, geospatial coordinates, etc.).		
716417	High	Store/display parcel ownership information including owner names, spouses of owners, address, daytime and evening phone numbers, email and name in which taxes are assessed.		
716418	High	Allow for the identification of multiple ownership interests in a parcel (for example mineral rights, etc.).		
716419	High	Store/display liens including deeds of trust, vendor liens, judgment liens, etc.		
716420	High	Enter and store title research reports in the system.		
716421	Medium	Integrate with EMC Application Xtender to link to, store and display title research reports.		
716422	High	Store and display other parcel information including type of property (residential/commercial); types of utilities; and whether there are cemetery burial sites, underground storage or septic systems on the property and a description of these if they are on the property.		
716423	High	Store and display information about oil, gas or coal leases including contact information for the lessee and the date of the expiration of the lease.		
716424	High	Store/display parcel tenant information including name and contact information, whether there is a lease, the beginning and ending dates of the lease, whether there is an option to renew, whether there are any tenant owned improvements and a description of these improvements.		
716425	High	Store the method by which ownership of the property was obtained by the current owner.		
716426	High	Capture the grantor; grantee; date of deed; deed book and page; declaration of value; magisterial district; tax map and parcel if the property was obtained by the current owner by deed.		
716427	High	Capture from whom the property was inherited; the will book and page; the executor of the estate; the executor's contact information; the previous deed including deed book and page and date the deed was transferred for property which was inherited and for which there was a valid will.		
716428	High	Document decedent's date and place of death and a list of heirs and contact information in cases where the property was inherited and there is no valid will.		
716429	High	Store/display potential parcel displacee (relocation) information.		
716430	Medium	Store display other free-form descriptive information about the parcel.		
716431	Medium	Integrate with the WVDOT CAD environment when a parcel is initially set-up to import the ownership index, right-of-way plan sheets, right-of-way map data and construction plan sheets and store and link this data to the appropriate parcel.		
716432	Medium	Integrate with the WVDOT CAD environment to support automatic update of parcel data based on any changes to the right-of-way map, right-of-way map data and construction plans after the parcel has been defined in the ERP right-of-way and utilities function.		
716433	Low	Integrate with the WVDOT CAD environment to allow linking to and displaying source data files associated with a parcel within the WVDOT CAD environment.		
716434	High	Provide the capability to search for any parcel based on various user defined criteria such as project, parcel location, owner, displacees, assigned WVDOT staff, etc.		

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Section: PL-Right-of-Way and Utilities, Parcel Information (27 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716435	Medium	Allow for splitting a parcel into multiple sub-parcels to define the property interests being acquired and record tenant owned interests to the parcel. For example, a parcel may have a restaurant, a mall, and an office building on it, requiring relocation payments to various tenants.		
716436	High	Identify sub-parcel information for each project along with the type of interest being acquired (e.g. full ownership, temporary construction servitude, permanent drainage servitude, permanent ROW servitude, etc.). This should also identify and link to parcel tenants interest (e.g. lease hold interest).		
716437	High	Assign responsibility for each parcel or various functions for each parcel (for example appraisal and negotiation) to specific team members from the list of team members working on a particular project.		
716438	High	Enter and track cost estimates for the acquisition of a parcel including all types of costs (acquisition, relocation, etc.). This includes the ability to modify an existing cost estimate and save the original version. All changes should be displayed below the current cost estimate, such that details can be viewed by clicking on/selecting the old estimates. Restrict access to this information based on project and user role and responsibility.		
716439	High	Specify a parcel valuation (just compensation) as a compensation estimate (waiver valuation) if required (e.g. for parcels less than \$10,000 in value).		

Section: PL-Right-of-Way and Utilities, Appraisal (18 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716440	High	Assign the appraisal of a parcel to a WV DOT staff member or consultant.		
716441	High	Assign a WV DOT staff member or consultant review appraiser to a parcel.		
716442	High	Notify the assigned staff member or consultant of the appraisal assignment through a notification in the ERP system and an email.		
716443	High	Store, update, and retrieve appraisal information in the system. This includes all information tied to an appraisal, including parcel, appraisal date, appraiser, valuation, basis for valuation, review appraisers report, etc.		
716444	High	Store a history of appraisals performed on a parcel.		
716445	High	Document any changes underlying second and subsequent appraisals (change to size of parcel, etc.).		
716446	High	Support flagging a parcel or part of a parcel as a potential uneconomic remnant.		
716447	High	Support storing and display appraisal prepared and submitted by a property owner.		
716448	Medium	Integrate with Application Xtender to support storing, linking and displaying all documents associated with an appraisal.		
716449	Medium	Notify the assigned appraisal reviewer electronically through a work flow when the appraisal information has been entered into the system.		
716450	High	Document the review appraisal including the approval or disapproval of the appraisal and any comments.		
716451	High	Return the appraisal to the original appraiser electronically if required to address any issues identified by the review appraiser.		
716452	High	Document review appraiser sign-off on the appraisal.		
716453	High	Store recommendation for just compensation in the system along with all applicable information regarding the review (e.g. review sheet, reviewer).		

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Section: PL-Right-of-Way and Utilities, Appraisal (18 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716454	Medium	Provide online approval capability for authorized users to electronically review and approve just compensation used for initial offer or revised offers.		
716455	Medium	Flag parcel based on appraisal approval as ready for negotiation and send an electronic notification by email and within the system to the assigned negotiator for a parcel.		
716456	Medium	Report on the status of appraisals by project (for example appraisal pending, appraisal prepared, appraisal approved, appraisal waiting for resubmission, on hold, etc.).		
716457	Medium	Generate automatically an appraisal summary information sheet based on all appraisal information entered in the system.		

Section: PL-Right-of-Way and Utilities, Negotiation and Acquisition (45 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716458	High	Assign a right-of-way agent negotiator to each parcel.		
716459	Medium	Notify right-of-way agent/negotiator in the system and via email of the parcel assignment.		
716460	High	Generate 90-day notification letter to property owner based on request by an authorized user and document the date of the letter in the system. This letter is typically sent by a WVDOT district right-of-way agent.		
716461	High	Generate 30-day notification letter documenting requirement for property owner to vacate the property based on a request by an authorized user and document the date of the letter in the system. This letter is normally sent by a district right-of-way agent.		
716462	High	Provide ability to display or print the WVDOT right-of-way questionnaire which provides in a one page format information about the parcel including location, owners, mineral rights/leases, tenants and deeds, etc.		
716463	High	Document acquisition and negotiation activities/ log. This includes ability for parcel negotiator to enter all acquisition and negotiation information in the system, including times of contact with owner, offers/promises made, acceptance/rejection or counter offer by owner, location of the conversation, in-person, mail, phone, etc.		
716464	High	Document the sex and ethnicity of the owner for statistical reporting purposes (minority, non-minority and/or female).		
716465	High	Store approved valuation for negotiation.		
716466	High	Store approved valuation for negotiation if owner retains structures.		
716467	High	Document each negotiating session including the date, time, place and individuals present.		
716468	High	Document a brief summary of the explanation provided about the WVDOT's acquisition process.		
716469	High	Document a brief summary of the explanation of the full effect of the take.		
716470	High	Document offer made for land and improvements.		
716471	High	Document offer made to allow owner to retain improvements and appurtenances.		
716472	High	Document counter offers if any.		
716473	Medium	Document person right-of-way pamphlet was delivered to and the date provided.		
716474	Medium	Document person relocation brochure was delivered to and the date provided.		
716475	Medium	Document to whom the copy of the option was delivered to and the date provided.		

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Section: PL-Right-of-Way and Utilities, Negotiation and Acquisition (45 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716476	Medium	Document who the statement of compensation was delivered to and the date provided.		
716477	Medium	Document replacement housing amount and to whom this amount was given to and the date provided.		
716478	High	Document any reasons a settlement cannot be reached.		
716479	High	Document the owner's comments or those of the owner's representative.		
716480	Medium	Document other relevant information from the negotiations.		
716481	High	Document property owner's acceptance or rejection of the offer.		
716482	High	Generate negotiator's certification based on property owners acceptance of the offer and a request by assigned right-of-way agent.		
716483	High	Document amount of administrative settlement if any (amount of offer agreed to in excess of documented just compensation).		
716484	High	Route administrative settlement for approval via work flow based on user defined business rules.		
716485	High	Support electronic review and approval of administrative settlements by FHWA West Virginia Division office.		
716486	High	Document assignment of closing attorney.		
716487	High	Document scheduled closing date.		
716488	High	Integrate with ERP accounts payable function to initiate payment request for accepted offer. This should include pre-encumbrance for acquisition amount against project and project phase. This must include capability to generate multiple warrant requests if property has multiple property owners, trusts, amounts due on mortgage to bank, etc.		
716489	Medium	Calculate and document property owner claim for pro-rata share of taxes paid by the property owner on portion of property acquired by WVDOT.		
716490	Medium	Integrate with ERP accounts payable to initiate payment request to reimburse property owner for their pro-rata share of taxes paid on property acquired by WVDOT. This includes creating the appropriate pre-encumbrance on the project and project phase.		
716491	Medium	Generate negotiator's progress report for a specific month or other user defined period. This report will document assigned parcels by project and parcel number, whether it is a central office or district project and the status of each parcel including date of deed/option; amount of deed/option; targeted or actual closing date; date of request for condemnation; amount deposited in court; and date of right of entry.		
716492	Medium	Provide an alert via email and a notice in the system to the assigned WVDOT project manager and the district right-of-way manager and other users based on business rules to flag when parcel acquisition dates are slipping from plan by more than a user defined set of days or a certain user defined % of parcels are not acquired.		
716493	High	Document completion of closing process.		
716494	High	Document date on which possession is taken of the property.		
716495	Medium	Document collection of keys to structures, the date collected and by whom.		
716496	Medium	Document ordering and completion of required asbestos inspection.		
716497	Medium	Document scheduled demolition date and firm performing demolition.		

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Section: PL-Right-of-Way and Utilities, Negotiation and Acquisition (45 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716498	Medium	Document date of completion of demolition.		
716499	Medium	Integrate with BRIM where required to add property to the BRIM database for insurance purposes. This applies in cases of non highway use/uneconomic remnant or if a structure is remaining for some period of time.		
716500	Medium	Integrate with the ERP real estate function to add all parcels acquired to the inventory of State real estate and facilities pre-populating the inventory with all available information.		
716501	Medium	Integrate with the ERP transportation asset inventory function to add all parcels acquired to the transportation asset inventory pre-populating the inventory with all available information.		
716502	High	Support cost of cure ensuring that these damages payments to a property owner are not subject to taxes.		

Section: PL-Right-of-Way and Utilities, Relocation (26 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716503	High	Support business and residential relocation for property owners and tenants.		
716504	High	Support review and calculation of eligible relocation costs for displacees under various relocation alternatives.		
716505	Medium	Pre-populate relocation work sheets and questionnaires with any information about displacees obtained during the acquisition process.		
716506	High	Confirm list of displacees associated with each parcel being acquired and update information about these individuals.		
716507	High	Store demographics on displacees (minority, non-minority and sex) for use in statistical reporting.		
716508	High	Prepare replacement housing appraisal. This will be triggered by completion of appraisal.		
716509	High	Document initial and subsequent meetings with displacee and information and explanations provided.		
716510	Medium	Document residential relocation questionnaire which captures information on all current occupants, the cost of current housing and preferences for relocation location.		
716511	Medium	Document non-residential relocation questionnaire which includes the name of the business; the owner of the business; demographic information on the owner; the nature/type of business; current lease terms; plans for relocating or discontinuing operations; desired relocation location and other business specific attributes.		
716512	Medium	Generate statement of rent and income for execution by residential displacee pre-populating where information is available in the system (owner name, spouse name, address, etc.).		
716513	Medium	Store information on statement of rent and income including occupant name; spouse name; address; length of time at the address; date moved in; monthly rent; utility costs; how rent was verified (cancelled checks, rent receipts, verification with landlord, etc.); and monthly income and how income was verified (pay stub, tax return, etc.).		
716514	High	Calculate eligible relocation payments for residential displacees and store within the ERP system.		
716515	High	Calculate eligible relocation payments for business displacees and store within the ERP system.		
716516	High	Document types of relocation payments being offered (since some relocation payment types are taxable and others are not this is needed to support 1099 generation).		
716517	Medium	Integrate with various Excel-based relocation calculators and link and store the calculation worksheets within the ERP system.		

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Section: PL-Right-of-Way and Utilities, Relocation (26 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716518	Medium	Document available replacement housing including location, date available, asking price or rent price, a detailed description of the property, various attributes about the property and whether the property has been inspected and by whom.		
716519	Low	Provide capability to link to the Multiple Listing Service (MLS) for the appropriate area.		
716520	Low	Provide capability to link to Digital Courthouse for tax information.		
716521	Medium	Provide an automated workflow to review/approve relocation payments with review steps based on user defined business rules.		
716522	Medium	Integrate with ERP accounts payable function to initiate payment request for relocation. This should include pre-encumbrance for relocation amount against project and project phase.		
716523	Medium	Integrate with ERP accounts payable function to record warrant numbers and date payments were made by the State.		
716524	Medium	Generate relocation claim form for execution by residential displacee.		
716525	Medium	Generate relocation claim form for execution by business displacee.		
716526	Medium	Document final contact with displacee following relocation including new address and contact information and information about the replacement dwelling.		
716527	Medium	Compute whether displacees are eligible to make claims based on occupancy or displacement dates.		
716528	Medium	Generate alerts within the system and a letter to displacees a user defined number of days/months (12 months, 18 months, etc.) before displacee's eligibility to enter a relocation expense claim is set to expire.		

Section: PL-Right-of-Way and Utilities, Condemnation (13 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716529	High	Generate request to institute condemnation proceedings based on initiation by an authorized user. This letter will document the last offer to the property owner; amount asked by property owner if the property owner has disclosed a price; number of negotiations attempt with the property owner or their authorized representative; and reasons for recommending condemnation.		
716530	High	Document in the condemnation request the last offer to the property owner; amount asked by property owner if the property owner has disclosed a price; number of negotiations attempt with the property owner or their authorized representative; and reasons for recommending condemnation.		
716531	High	Route electronically the condemnation request to authorized reviewers and approvers based on user defined business rules.		
716532	High	Initiate condemnation proceedings based on approval of the condemnation request by authorized reviewers in the system.		
716533	Medium	Generate 5 day letter (notice of condemnation) to the owner.		
716534	Medium	Integrate with ERP accounts payable to generate request for warrant to compensate process server including appropriate pre-encumbrance against the project and project phase.		
716535	High	Store dates relevant to condemnation (e.g. date condemnation packet received, date to legal, date filed, scheduled trial date, etc.).		
716536	High	Document outcome of court proceedings and amount of court award.		
716537	Medium	Integrate with ERP accounts payable to generate request for warrant payable to Court Clerk for amount of court award including appropriate pre-encumbrance against the project and project phase.		

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Section: PL-Right-of-Way and Utilities, Condemnation (13 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716538	High	Ensure that a 1099 is not generated for the amount of a condemnation award (since condemnation award is payable to the Court which is responsible for any 1099 reporting to property owners upon making payment).		
716539	High	Document a legal settlements prior to condemnation and capture settlement amount and other settlement information in system.		
716540	Medium	Integrate with ERP accounts payable function to initiate payment request for settlement amount. This should include pre-encumbrance for acquisition amount against project and project phase.		
716541	Medium	Track the condemnation rate by different parameters (e.g. fiscal year, urban/rural areas, state project, federal project, etc.).		

Section: PL-Right-of-Way and Utilities, Acquisition and Relocation Payments (18 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716542	High	Integrate with the ERP accounts payable function as required to support the payment processing requirements of the right-of-way and utilities process.		
716543	High	Support payment for property acquisition and relocation to property owners and displacees who are not already in the State's vendor master (through use of a one time vendor or similar function).		
716544	Medium	Integrate with ERP accounts payable function to initiate payment request for accepted offer. This should include pre-encumbrance for acquisition amount against project and project phase.		
716545	High	Provide capability to generate multiple warrant requests (for example if the property has multiple property owners who want individual checks, payments to trusts, payments to one or more banks for mortgage balances, etc.		
716546	High	Support multiple payees (warrants made out to multiple individuals) by percentage share due to each individual ensuring that the State will not pay more than 100% of the agreed to acquisition amount.		
716547	Medium	Display the fund balances on a project/project phase when a payment request is generated in the system.		
716548	Medium	Generate alerts when the available funds on a project or project phase fall below a threshold value. This includes the ability to specify the threshold value in the system.		
716549	Medium	Generate an alert when the project end date or project financial end date is within a certain user defined time period.		
716550	High	Support electronic review and approval of acquisition and relocation payment requests by authorized users based on project number and payment amount through a work flow driven approval process.		
716551	High	Support review and approval of payments by WVDOT Business Manager for payments over a user-defined threshold.		
716552	High	Allow scheduling of closing following receipt of all required payment approvals.		
716553	High	Initiate payment request based on obtaining all required approvals.		
716554	High	Record expenditure against project, project phase and funding source and adjust encumbrance as appropriate.		
716555	High	Generate payment for property acquisition by warrant.		
716556	High	Generate payment for relocation by warrant or EFT with approval of an authorized user.		
716557	High	Produce 1099 tax form for taxable acquisition and relocation payments.		

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Section: PL-Right-of-Way and Utilities, Acquisition and Relocation Payments (18 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716558	High	Support withholding of State of West Virginia income taxes from out of state property owners. For out of state property owners, the State income tax due should be deducted and remitted to the West Virginia State Tax Department. This will be accomplished by integrating with the ERP general ledger function to process an intergovernmental transaction and then transmitting the individual taxpayer information to the State Tax Department electronically.		
716559	Medium	Allow authorized users to track status of acquisition and relocation payment requests excluding personally identifying information.		

Section: PL-Right-of-Way and Utilities, Payment Processing (1 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716560	Medium	Provide ability to cancel checks as required. For example, once the negotiations are complete, the parcel owner may withdraw their acceptance of the offer and the check may need to be canceled.		

Section: PL-Right-of-Way and Utilities, Contract Management (15 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716561	Medium	Integrate with the ERP procurement function to access and maintain a list of contract appraisers, attorneys, right-of-way services firms and firms performing disinterment and reinterment services. Information available for review should exclude any personally identifying information.		
716562	Medium	Provide the ability to search a list of real estate specific capabilities and specifications which a consultant is authorized to perform.		
716563	Medium	Integrate with the ERP procurement function to maintain a list of key staff members at each appraisal or right-of-way services firm. This should include vendor identification number, company name, employee name, phone number, fax number, email address, physical address, functional role if applicable (e.g. project manager, appraiser, right-of-way agent, etc.) and any licenses and certifications which the individual holds.		
716564	High	Integrate with the ERP contracts management function to support the consultant selection process for appraisal and other right-of-way acquisition services.		
716565	Medium	Define a proposed consultant scope of work including a description and the items of work to be performed.		
716566	Medium	Record WVDOT estimate of cost of performing services and create pre-encumbrance for this amount against appropriate project, project phase and funding source.		
716567	Medium	Record consultant responses to WVDOT issued scopes of work.		
716568	Medium	Document WVDOT selection of consultant including selection team scoring and comments.		
716569	High	Integrate with ERP purchasing to create purchase order for selected consultant and encumber funds against appropriate project, project phase and funding sources.		
716570	High	Integrate with the ERP contracts management function to support the creation, maintenance and tracking of contracts for any contracted services such as appraisals, etc.		
716571	High	Track contract number, contract amount, contract effective date, contract expiration date, vendor contacts for the contract and other contract attributes.		
716572	Medium	Support creation and modification of consultant contract templates in system as required.		
716573	Medium	Generate consultants contracts in the system using contract templates as required, based on a set of parameters.		

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Section: PL-Right-of-Way and Utilities, Contract Management (15 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716574	Medium	Support creation, review, approval and execution of contract change orders.		
716575	Low	Record consultant performance ratings on a specific scope of work.		

Section: PL-Right-of-Way and Utilities, Contractor Payments (11 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716576	High	Integrate with the ERP accounts payable function as required to support contractor payments for individuals and firms performing contracted services in support of the right-of-way acquisition process and for utilities or railroads performing work under utility relocation agreements.		
716577	High	Record consultant, contractor, utility company or railroad invoice in the ERP system.		
716578	High	Support electronic review and approval of a consultant, contractor, utility company or railroad invoice by authorized users based on project number through a work flow driven approval process.		
716579	Medium	Display the fund balances on a project/project phase when a payment request is generated in the system.		
716580	Medium	Generate an alerts when the available funds on a project or project phase fall below a threshold value. This includes the ability to specify the threshold value in the system.		
716581	High	Initiate payment request based on approvals of invoice by authorized users.		
716582	High	Record expenditure against project, project phase and funding source and adjust encumbrance as appropriate.		
716583	High	Allow authorized WV DOT staff to track the status of an invoice payment. Information available for review should exclude any personally identifying information.		
716584	Medium	Allow WV DOT staff to review payment history for a right-of-way services contract and the associated % of work complete on the contract.		
716585	Medium	Allow authorized right-of-way consultant, contractor staff or utility company and railroad staff to track status of invoice payments through vendor self service capabilities.		
716586	Medium	Generate payment to consulting firms, contractor, railroad or utility company by procurement card, electronic funds transfer (EFT) or warrant based on a payment option established for each contract.		

Section: PL-Right-of-Way and Utilities, Utility Relocation (28 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716587	High	Document each utility or railroad asset requiring relocation for a project.		
716588	Medium	Integrate with the ERP transportation asset inventory function to pre-populate any available information about the utility or railroad assets which must be relocated.		
716589	Medium	Integrate with the WV DOT CAD environment when a utility or railroad relocation is initially set-up to import information from the design plan sheets.		
716590	Medium	Integrate with the WV DOT CAD environment to support automatic update of utility and railroad relocation data based on any changes to the design plans.		

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Section: PL-Right-of-Way and Utilities, Utility Relocation (28 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716591	Medium	Integrate with the WVDOT CAD environment to allow linking to and displaying source data files associated with a utility or railroad relocation within the WVDOT CAD environment.		
716592	High	Store name of utility or railroad.		
716593	High	Store location of utility or railroad by multiple location references including physical street address, geospatial reference, construction station, etc.		
716594	High	Store type of utility or railroad asset to be relocated.		
716595	High	Store description of utility or railroad asset to be relocated.		
716596	High	Store contact information for utility or railroad representative.		
716597	High	Store WVDOT staff member responsible for managing relocation activity for the project.		
716598	High	Document party responsible for completing relocation (State, utility, railroad or other).		
716599	High	Document party responsible for cost associated with relocation (State, utility, railroad or other).		
716600	High	Document estimated cost of relocation for each individual utility or railroad asset.		
716601	High	Document estimated cost of relocation for the entire project either as a summary cost or as a roll-up from the individual cost estimates for each identified relocation activity.		
716602	Medium	Store a history of cost estimates for each relocation with the date of the estimate and a description of changes since the last cost estimate.		
716603	High	Document each discussion with the utility or railroad concerning the relocation including date, time, location of discussion, individuals from WVDOT and the utility/railroad participating and a summary of the discussion.		
716604	Medium	Document in narrative format agreed to approach for completing the relocation.		
716605	High	Document detailed utility or railroad relocation agreement.		
716606	Medium	Integrate with WVDOT CAD environment or EMC Application Xtender to store design files if provided by utility or railroad.		
716607	Medium	Provide an automated workflow to review/approve relocation agreement with review steps based on user defined business rules.		
716608	High	Document a target date for completion of relocation.		
716609	High	Document date relocation is completed.		
716610	Medium	Integrate with the ERP transportation asset inventory function to update the transportation asset inventory with the new location of the utilities within the right-of-way or the railroad asset.		
716611	Medium	Integrate with WVDOT CAD environment or EMC Application Xtender to store as built plan files if provided by utility or railroad.		
716612	High	Provide a notification to the project manager and WVDOT staff member responsible for managing the specific relocation when the relocation is within a user defined number of days of the target completion date and has not yet been completed.		
716613	Medium	Export information from the ERP right-of-way and utilities function to the ERP project management function and Primavera Program and Project Management application to update milestone dates based on any changes to dates for individual relocation activities, etc. which are impacting the overall dates for the right-of-way and utilities phase.		

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Appendix M: Functional and System-wide Requirements**

Section: PL-Right-of-Way and Utilities, Utility Relocation (28 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716614	Medium	Integrate with ERP accounts payable function to initiate payment request for any utility or railroad relocation cost to be reimbursed by the State. This should include pre-encumbrance for relocation amount against project and project phase.		

Section: PL-Right-of-Way and Utilities, Management Reports (3 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716615	High	Create the Title VI Civil Rights Review Quarterly report including the project number, parcel number and name of owners, whether it was an acquisition or relocation and whether the impacted parties are a minority and/or a female head of household.		
716616	High	Provide a dashboard for WVDOT management which summarizes the status of right-of-way acquisition activities for each project in a red, yellow, green format based on user defined variables for budget and schedule. Provide the capability to drill down within each project to see the status of each parcel in the same format and then allow the user to drill down further into the specific detailed information for any parcel. This report should be able to be filtered by district.		
716617	High	Provide a dashboard for WVDOT management which summarizes the status of utility relocation activities for each project in a red, yellow, green format based on user defined variables for budget and schedule. Provide the capability to drill down within each project to see the status of each parcel in the same format and then allow the user to drill down further into the specific detailed information for any parcel. This report should be able to be filtered by district.		

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Section: PL-Safety Management, General (10 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716618	High	Integrate as required with the other transportation asset management functions within the ERP system including transportation asset inventory, transportation operations management, bridge management and pavement management.		
716619	High	Integrate as required with other ERP functions to support safety management including but not limited to grants management, accounts payable, procurement and time and labor.		
716620	High	Capture, store, report and analyze data collected by law enforcement agencies at a crash scene and recorded directly onto the crash report.		
716621	High	Capture, store, report and analyze data derived or generated from other crash data.		
716622	High	Capture, store, report and analyze data generated when crash data is linked to other data sets including driver history, vehicle registration, roadway inventory or injury databases.		
716623	High	Support tracking and capture of data recommended by national guidelines and best practices including the Model Minimum Uniform Crash Criteria (MMUC), Model Inventory of Roadway Elements (MIRE) and National Emergency Management Information System (NEMSIS).		
716624	High	Support advertising, application processing, selection, management and evaluation of various safety grants programs.		
716625	High	Support identification of candidate safety projects, the establishment of target outcomes and the ongoing measurement and evaluation of actual outcomes of completed safety projects.		
716626	High	Provide layered security based on a user's role, responsibility and organizational unit to ensure that users only access safety information appropriate to their specific business purpose.		
716627	High	Provide access to statistical and demographic information, while limiting storage of and restricting access to any personally identifiable information.		

Section: PL-Safety Management, Crash History (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716628	High	Maintain an inventory of crashes on the highway network.		
716629	High	Store, display and make available for analysis all of the information captured on the State of West Virginia Uniform Traffic Crash Report.		
716630	High	Integrate with the Crash Reporting System to obtain crash history information.		
716631	High	Allow an authorized user to enter or edit crash data online within the safety management function.		
716632	High	Allow an authorized user to inquire on, display and view crash history information.		

Section: PL-Safety Management, Crash Location (21 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716633	High	Integrate with the WVDOT GIS and the route network functionality within the transportation asset inventory function to capture the location of each crash on the highway network.		
716634	High	Store the location by multiple location referencing methods including county, route, milepost and geospatial reference.		
716635	High	Allow an authorized user to edit or modify the crash location online through the safety management function.		

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Section: PL-Safety Management, Crash Location (21 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716636	High	Allow an authorized user to edit or modify the crash location by locating the crash within the WVDOT GIS and then carrying this location back to and storing it within the safety management function.		
716637	High	Store, display and utilize in analysis for each crash a range of location information.		
716638	High	Store, display and utilize county.		
716639	High	Store, display and utilize latitude.		
716640	High	Store, display and utilize longitude.		
716641	High	Store, display and utilize highway class.		
716642	High	Store, display and utilize route.		
716643	High	Store, display and utilize sub route.		
716644	High	Store, display and utilize supplemental designation.		
716645	High	Store, display and utilize milepost.		
716646	High	Store, display and utilize ramp.		
716647	High	Store, display and utilize street/road name.		
716648	High	Store, display and utilize intersecting street.		
716649	High	Store, display and utilize other description of location.		
716650	High	Store, display and utilize relation to junction.		
716651	High	Store, display and utilize non-Interchange junction type.		
716652	High	Store, display and utilize interchange junction type.		
716653	High	Store, display and utilize intersection type.		

Section: PL-Safety Management, General Crash Information (11 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716654	High	Store, display and utilize in analysis general crash information from the crash report for each crash.		
716655	High	Store, display and utilize reporting agency record number.		
716656	High	Store, display and utilize number of vehicles involved.		
716657	High	Store, display and utilize number of non-motorists involved.		
716658	High	Store, display and utilize number of fatal injuries.		
716659	High	Store, display and utilize number of A B or C injuries.		
716660	High	Store, display and utilize crash date.		
716661	High	Store, display and utilize crash time.		

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Section: PL-Safety Management, General Crash Information (11 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716662	High	Store, display and utilize date crash reported to law enforcement.		
716663	High	Store, display and utilize time reported to law enforcement.		
716664	High	Store, display and utilize time of law enforcement arrival.		

Section: PL-Safety Management, Crash Conditions and Circumstances (28 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716665	High	Store, display and utilize in analysis information about crash circumstances and conditions from the crash report.		
716666	High	Store, display and utilize manner of collision.		
716667	High	Store, display and utilize environmental contributing circumstances (multiple).		
716668	High	Store, display and utilize whether there was an animal in the roadway and the type of animal.		
716669	High	Store, display and utilize weather conditions (multiple).		
716670	High	Store, display and utilize lighting conditions (multiple).		
716671	High	Store, display and utilize roadway surface condition.		
716672	High	Store, display and utilize roadway surface type.		
716673	High	Store, display and utilize location of first harmful event.		
716674	High	Store, display and utilize first harmful event.		
716675	High	Store, display and utilize road contributing circumstances (multiple).		
716676	High	Store, display and utilize shoulder condition.		
716677	High	Store, display and utilize any problems with traffic control devices.		
716678	High	Store, display and utilize whether there was a work zone.		
716679	High	Store, display and utilize type of work zone (construction, maintenance or utility).		
716680	High	Store, display and utilize whether there was non-highway work occurring.		
716681	High	Store, display and utilize whether there was any other contributing circumstance.		
716682	High	Store, display and utilize whether the crash involved a school bus directly or indirectly.		
716683	High	Store, display and utilize whether the crash was school zone related.		
716684	High	Store, display and utilize type of school zone sign.		
716685	High	Store, display and utilize whether there were school zone flashers.		
716686	High	Store, display and utilize speed limit in the school zone.		
716687	High	Store, display and utilize whether the crash was work zone related.		

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Section: PL-Safety Management, Crash Conditions and Circumstances (28 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716688	High	Store, display and utilize whether workers were present in the work zone at the time of the crash.		
716689	High	Store, display and utilize work zone speed limit.		
716690	High	Store, display and utilize the location of the crash in the work zone.		
716691	High	Store, display and utilize type of work zone.		
716692	High	Store, display and utilize narrative description of the crash.		

Section: PL-Safety Management, Crash Reporting Information (10 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716693	High	Store, display and utilize in analysis information about the crash report itself captured on the crash report.		
716694	High	Store, display and utilize type of law enforcement agency completing report.		
716695	High	Store, display and utilize whether photos of the crash were taken and by whom.		
716696	High	Store, display and utilize whether video was taken of the crash and by whom.		
716697	High	Store, display and utilize investigating officer's name.		
716698	High	Store, display and utilize investigating officer's number.		
716699	High	Store, display and utilize agency ORI number.		
716700	High	Store, display and utilize agency name.		
716701	High	Store, display and utilize names of assisting officers (multiple).		
716702	High	Store, display and utilize whether the accident was reconstructed and by whom.		

Section: PL-Safety Management, Crash Report Vehicle Data (47 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716703	High	Store, display and utilize in analysis the following information for each vehicle documented on the crash report.		
716704	High	Store, display and utilize unique vehicle sequence number on the crash report.		
716705	High	Store, display and utilize vehicle identification number.		
716706	High	Store, display and utilize vehicle type.		
716707	High	Store, display and utilize whether the vehicle was a hit and run.		
716708	High	Store, display and utilize whether the driver was present at the time of the crash.		
716709	High	Store, display and utilize make.		
716710	High	Store, display and utilize model.		
716711	High	Store, display and utilize model year.		

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Section: PL-Safety Management, Crash Report Vehicle Data (47 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716712	High	Store, display and utilize body type.		
716713	High	Store, display and utilize color.		
716714	High	Store, display and utilize plate class.		
716715	High	Store, display and utilize license plate number.		
716716	High	Store, display and utilize state of registration.		
716717	High	Store, display and utilize registration year.		
716718	High	Store, display and utilize registration status.		
716719	High	Store, display and utilize whether there was proof of liability insurance.		
716720	High	Store, display and utilize any special function of the vehicle such as school bus, police vehicle, ambulance, courtesy patrol, etc.		
716721	High	Store, display and utilize whether it was an emergency vehicle.		
716722	High	Store, display and utilize whether the vehicle was used as a bus and if so the type of bus.		
716723	High	Store, display and utilize vehicle impact role.		
716724	High	Store, display and utilize direction of travel before crash.		
716725	High	Store, display and utilize vehicle travel speed at time of crash.		
716726	High	Store, display and utilize documentation of override/underride.		
716727	High	Store, display and utilize extent of damage to vehicle.		
716728	High	Store, display and utilize vehicle maneuver/action.		
716729	High	Store, display and utilize crash avoidance maneuver.		
716730	High	Store, display and utilize contributing circumstances related to motor vehicle (multiple).		
716731	High	Store, display and utilize gross vehicle weight rating (GVWR) or gross combination weight rating (GCWR).		
716732	High	Store, display and utilize number of axles.		
716733	High	Store, display and utilize total number of occupants.		
716734	High	Store, display and utilize maximum number of occupants.		
716735	High	Store, display and utilize whether the vehicle was displaying a HazMat placard.		
716736	High	Store, display and utilize whether there was an occurrence of fire.		
716737	High	Store, display and utilize whether it was a modified vehicle.		
716738	High	Store, display and utilize whether the vehicle is used for transporting goods, property or people for commerce.		
716739	High	Store, display and utilize the manner in which vehicle was removed from the scene.		

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Section: PL-Safety Management, Crash Report Vehicle Data (47 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716740	High	Store, display and utilize sequence of crash events (multiple).		
716741	High	Store, display and utilize most harmful event.		
716742	High	Store, display and utilize identification of damaged areas on the vehicle.		
716743	High	Store, display and utilize area of initial impact.		
716744	High	Store, display and utilize most damaged area.		
716745	High	Store, display and utilize property damage other than vehicles (multiple).		
716746	High	Store, display and utilize damaged property owners (multiple).		
716747	High	Store, display and utilize damaged property locations (multiple).		
716748	High	Store, display and utilize number of trailing units.		
716749	High	Store, display and utilize description of trailing units including VIN, plate class, state, license plate number, license plate year, make, model, model year, body type.		

Section: PL-Safety Management, Crash Report Roadway Attributes (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716750	High	Store, display and make available for analysis roadway attributes captured on the crash report.		
716751	High	Store, display and utilize posted speed limit.		
716752	High	Store, display and utilize roadway description.		
716753	High	Store, display and utilize total number of lanes.		
716754	High	Store, display and utilize traffic control device type.		
716755	High	Store, display and utilize whether traffic control was functioning properly.		
716756	High	Store, display and utilize horizontal alignment.		
716757	High	Store, display and utilize vertical alignment.		

Section: PL-Safety Management, Crash Report Driver Information (24 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716758	High	Store, display and utilize in analysis information from the crash report for each driver involved in the crash.		
716759	High	Store, display and utilize unique driver identifier # within crash report.		
716760	High	Store, display and utilize license type.		
716761	High	Store, display and utilize license class.		
716762	High	Store, display and utilize issuing state.		
716763	High	Store, display and utilize license number.		

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Section: PL-Safety Management, Crash Report Driver Information (24 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716764	High	Store, display and utilize license restrictions (multiple).		
716765	High	Store, display and utilize license endorsements (multiple).		
716766	High	Store, display and utilize license status.		
716767	High	Store, display and utilize driver condition at the time of the crash.		
716768	High	Store, display and utilize actions of driver that contributed to the crash (multiple).		
716769	High	Store, display and utilize whether alcohol use was suspected.		
716770	High	Store, display and utilize whether alcohol test was given.		
716771	High	Store, display and utilize type of alcohol test given.		
716772	High	Store, display and utilize preliminary breath test (PBT) results.		
716773	High	Store, display and utilize blood alcohol content (BAC) results.		
716774	High	Store, display and utilize whether use of drugs was suspected by the driver.		
716775	High	Store, display and utilize whether a drug test was given.		
716776	High	Store, display and utilize type of drug test given.		
716777	High	Store, display and utilize drug test results (multiple).		
716778	High	Store, display and utilize driver distractions (multiple).		
716779	High	Store, display and utilize known or suspected violations by driver (multiple).		
716780	High	Store, display and utilize citations issued to the driver including citation number, charge and whether it was a warning.		
716781	High	Store, display and utilize narrative statement of driver.		

Section: PL-Safety Management, Driver and Vehicle Passenger Data (12 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716782	High	Store, display and utilize in analysis driver and vehicle passenger data from the crash report.		
716783	High	Store, display and utilize age and gender of the driver and all passengers.		
716784	High	Store, display and utilize type of injuries sustained by each vehicle occupant.		
716785	High	Store, display and utilize seating position of each vehicle occupant.		
716786	High	Store, display and utilize occupant protection system used by each occupant and whether it was used properly.		
716787	High	Store, display and utilize whether a DOT approved helmet was used by each occupant.		
716788	High	Store, display and utilize whether an airbag was deployed for each occupant.		
716789	High	Store, display and utilize whether each occupant was trapped/extricated or ejected and the ejection path.		

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Section: PL-Safety Management, Driver and Vehicle Passenger Data (12 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716790	High	Store, display and utilize whether each occupant was transported to a medical facility and if so by whom.		
716791	High	Store, display and utilize EMS agency id and EMS run number for each occupant.		
716792	High	Store, display and utilize receiving medical facility and date/time of arrival for each occupant.		
716793	High	Store, display and utilize the date, time and place of death if an occupant is killed as a result of the crash.		

Section: PL-Safety Management, Crash Report Statements (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716794	Medium	Store, display and utilize in analysis statements from various parties documented in the crash report.		
716795	Medium	Store, display and utilize statements of each involved driver.		
716796	Medium	Store, display and utilize statements of each involved passengers.		
716797	Medium	Store, display and utilize statements of each involved non-motorist.		
716798	Medium	Store, display and utilize statements of each uninvolved witness.		

Section: PL-Safety Management, Non Motorist Data (27 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716799	High	Store, display and utilize in analysis non motorist data from the crash report.		
716800	High	Store, display and utilize unique individual # from the crash report for each involved non motorist.		
716801	High	Store, display and utilize non motorist type (for example pedestrian, bicyclist, etc.) for each involved non motorist.		
716802	High	Store, display and utilize age and gender for each involved non motorist.		
716803	High	Store, display and utilize nature of injuries for each involved non motorist.		
716804	High	Store, display and utilize vehicle number striking each non motorist.		
716805	High	Store, display and utilize non motorist action for each non motorist prior to the crash.		
716806	High	Store, display and utilize non motorist location for each non motorist prior to the crash.		
716807	High	Store, display and utilize any contributing actions by each non-motorist (multiple).		
716808	High	Store, display and utilize safety equipment used by each non motorist (multiple).		
716809	High	Store, display and utilize each non motorist's traffic control device (multiple).		
716810	High	Store, display and utilize whether each non motorist was transported to a medical facility and if so by whom.		
716811	High	Store, display and utilize EMS agency id and EMS run number for each non motorist.		
716812	High	Store, display and utilize receiving medical facility and date/time of arrival for each non motorist.		
716813	High	Store, display and utilize date, time and place of death if a non motorist is killed as a result of the crash.		

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Section: PL-Safety Management, Non Motorist Data (27 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716814	High	Store, display and utilize whether alcohol use was suspected by each non motorist.		
716815	High	Store, display and utilize whether an alcohol test was given to each non motorist.		
716816	High	Store, display and utilize the type of alcohol test given to each non motorist.		
716817	High	Store, display and utilize preliminary breath test (PBT) results for each non motorist.		
716818	High	Store, display and utilize blood alcohol content (BAC) results for each non motorist.		
716819	High	Store, display and utilize whether drug use was suspected by each non motorist.		
716820	High	Store, display and utilize whether a drug test was given to each non motorist.		
716821	High	Store, display and utilize type of drug test given to each non motorist (multiple).		
716822	High	Store, display and utilize drug test results for non motorist (multiple).		
716823	High	Store, display and utilize driver distractions for each non motorist (multiple).		
716824	High	Store, display and utilize known or suspected violations by each non motorist (multiple).		
716825	High	Store, display and utilize citations issued to each non motorist including citation number, charge and whether it was a warning.		

Section: PL-Safety Management, Commercial Motor Vehicle Data (16 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716826	High	Store, display and utilize in analysis the commercial motor vehicle (CMV) data in the crash report for each commercial vehicle involved in the crash.		
716827	High	Store, display and utilize the unique vehicle number on the crash report for each CMV.		
716828	High	Store, display and utilize the carrier classification for each CMV.		
716829	High	Store, display and utilize the carrier information source for each CMV.		
716830	High	Store, display and utilize whether hazardous materials were released from the cargo compartment of each CMV.		
716831	High	Store, display and utilize whether the crash occurred on a CRTS route.		
716832	High	Store, display and utilize commercial vehicle configuration for each CMV.		
716833	High	Store, display and utilize commercial cargo body type for each CMV.		
716834	High	Store, display and utilize gross vehicle weight rating (GVWR) of power unit for each CMV.		
716835	High	Store, display and utilize gross combination weight rating (GCWR) of all units for each CMV.		
716836	High	Store, display and utilize last known commodity being carried for each CMV.		
716837	High	Store, display and utilize whether the cargo compartment was full or empty at the time of the crash for each CMV.		
716838	High	Store, display and utilize the number of passengers in each CMV.		
716839	High	Store, display and utilize whether passengers were travelling with permission of the carrier in each CMV.		

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Section: PL-Safety Management, Commercial Motor Vehicle Data (16 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716840	High	Store, display and utilize whether each CMV was self-insured.		
716841	High	Store, display and utilize whether there was proof of self-insurance for each CMV.		

Section: PL-Safety Management, Transportation Asset Inventory (23 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716842	Medium	Integrate with the transportation asset inventory function to obtain information about and support analysis related to roadway and other transportation inventory features at or adjacent to a crash site.		
716843	Medium	Provide information about and support analysis using a range of transportation asset inventory information.		
716844	Medium	Display and utilize in analysis roadway classification information.		
716845	Medium	Display and utilize in analysis paved surface characteristics.		
716846	Medium	Display and utilize in analysis the number and type of travel lanes.		
716847	Medium	Display and utilize in analysis characteristics of the shoulders and medians.		
716848	Medium	Display and utilize in analysis access control information.		
716849	Medium	Display and utilize in analysis bike lane information.		
716850	Medium	Display and utilize in analysis bike/pedestrian path characteristics.		
716851	Medium	Display and utilize in analysis runaway truck ramp characteristics.		
716852	Medium	Display and utilize in analysis truck pull-off area information.		
716853	Medium	Display and utilize in analysis other roadside features such as landscaping/plantings, mowable areas, non-mowable areas, right-of-way fencing and stabilized slopes.		
716854	Medium	Display and utilize in analysis curve and grade information.		
716855	Medium	Display and utilize in analysis traffic control devices.		
716856	Medium	Display and utilize in analysis any posted advisory speeds.		
716857	Medium	Display and utilize in analysis intersection features.		
716858	Medium	Display and utilize in analysis interchanges and ramps.		
716859	Medium	Display and utilize in analysis bridge and other structures information.		
716860	Medium	Display and utilize in analysis tunnel information.		
716861	Medium	Display and utilize in analysis rail grade crossing information.		
716862	Medium	Display and utilize in analysis traffic volumes.		
716863	Medium	Provide ability to link to Application Xtender or WVDOT CAD environment to view as-built plans.		
716864	Medium	Provide ability to link to and view aerial photography from within the safety management function.		

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Section: PL-Safety Management, Asset Conditions (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716865	High	Provide information about and support analysis using condition information for various elements on the transportation network at or adjacent to the crash site.		
716866	High	Integrate with the ERP transportation asset inventory function and the ERP pavement management function to obtain pavement condition data at the crash site at time of a crash.		
716867	High	Integrate with the ERP transportation asset inventory function and the ERP pavement management function to obtain the available history of pavement conditions at the crash site.		
716868	Medium	Integrate with the ERP transportation asset inventory function to obtain available condition assessment data at the time of the crash for other roadway inventory features at the crash site.		
716869	Medium	Integrate with the ERP transportation asset inventory function to obtain a history of condition assessment data for other roadway inventory features at the crash site.		
716870	Medium	Integrate with the ERP transportation asset inventory function to obtain available condition assessment data at the time of the crash for roadside features at or in the proximity of the crash site.		
716871	Medium	Integrate with the ERP transportation asset inventory function to obtain a history of condition assessment data for other roadside features at or in the proximity of the crash site.		
716872	Medium	Integrate with the RoadWare application to allow a user to view available video and associated data of crash site from within the safety management function.		

Section: PL-Safety Management, Maintenance History (3 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716873	Medium	Integrate with the ERP transportation asset inventory and transportation operations management function to obtain and display a history of maintenance activity at or in the proximity of the crash site.		
716874	Medium	Identify maintenance activities in progress at the time of a particular crash event.		
716875	Medium	Identify maintenance activities required as the result of a particular crash event including the cost of clean-up and repair (labor, equipment, materials).		

Section: PL-Safety Management, Construction History (1 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716876	Medium	Integrate with the ERP transportation asset inventory function, ERP project management function and WVDOT Construction Management application (SiteManager or other) to obtain and display construction history for the road segment or major asset features (for example the structure).		

Section: PL-Safety Management, Current or Proposed Construction Projects (2 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716877	Medium	Integrate with the ERP project management function, WVDOT Primavera application and WVDOT Construction Management application (SiteManager or other) to obtain and display information about current or in progress construction projects.		
716878	Medium	Identify any construction projects in progress at the time of a crash event.		

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Section: PL-Safety Management, Driver History (15 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716879	High	Provide information about and support analysis using driver history information for drivers involved in a crash event.		
716880	High	Integrate with West Virginia DMV drivers license system to obtain and store in the safety management function additional demographic and statistical information about West Virginia licensed drivers involved in a crash.		
716881	High	Store, display and utilize driver license class.		
716882	High	Store, display and utilize endorsements.		
716883	High	Store, display and utilize driver license status at the time of the crash.		
716884	High	Store, display and utilize current driver license status.		
716885	High	Store, display and utilize driver license restrictions at the time of the crash.		
716886	High	Store, display and utilize current driver license restrictions.		
716887	High	Store, display and utilize number of convictions previous five years.		
716888	High	Store, display and utilize a list of prior convictions with ability to drill down to more detailed information.		
716889	High	Display a list of a driver's previous crashes from the crash history data.		
716890	High	Allow a user to select a crash event and drill down to review detailed crash information.		
716891	High	Display a list of a driver's previous citations from the citation history data.		
716892	High	Allow a user to select a citation issued to the driver and drill down to review detailed crash information.		
716893	Medium	Allow authorized users to make adjustments to driver history information within the ERP safety management function to support required data corrections.		

Section: PL-Safety Management, Vehicle History (6 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716894	High	Provide information about and support analysis using vehicle history information for vehicles involved in a crash event.		
716895	High	Integrate with the West Virginia DMV vehicle registration system and the R.L. Polk Vehicle Identification Number Analysis software to obtain vehicle specific data.		
716896	High	Store, display and utilize vehicle manufacturer, make, model.		
716897	High	Store, display and utilize year manufactured.		
716898	High	Store, display and utilize motor vehicle body type.		
716899	Medium	Allow authorized users to make adjustments to vehicle history information within the ERP safety management function to support required data corrections.		

Section: PL-Safety Management, EMS Data (14 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716900	Medium	Provide information about and support analysis using EMS run reports for crash events.		

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Section: PL-Safety Management, EMS Data (14 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716901	Medium	Provide an open interface to allow for capture and storing of EMS run reports provided in electronically in a standardized format.		
716902	Medium	Allow an authorized user to enter/modify EMS run reports or correct data in an interfaced EMS run report online in the safety management function.		
716903	Medium	Store, display and utilize crash report number.		
716904	Medium	Store, display and utilize EMS agency identification number.		
716905	Medium	Store, display and utilize EMS run number.		
716906	Medium	Store, display and utilize time dispatched.		
716907	Medium	Store, display and utilize time arrived at scene.		
716908	Medium	Store, display and utilize distance traveled to scene.		
716909	Medium	Store, display and utilize number of individuals transported.		
716910	Medium	Store, display and utilize driver license number or other identifier for individuals transported.		
716911	Medium	Store, display and utilize location transported to.		
716912	Medium	Store, display and utilize duration of trip (miles).		
716913	Medium	Store, display and utilize duration of trip (minutes).		

Section: PL-Safety Management, Injury Data (10 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716914	High	Provide information about and support analysis using injury data for crash events.		
716915	High	Integrate with the State Trauma Registry to obtain injury data from health/hospital agencies.		
716916	High	Allow an authorized user to enter/modify injury data or correct data in an interfaced injury report online in the ERP safety management function.		
716917	High	Store, display and utilize crash report number.		
716918	High	Store, display and utilize hospital reporting.		
716919	High	Store, display and utilize report date.		
716920	High	Store, display and utilize driver/passenger identifier.		
716921	High	Store, display and utilize injury types (multiple).		
716922	High	Store, display and utilize injury description.		
716923	High	Allow for designation of a fatal accident when fatal injuries are reported within 30 days to the minute of crash of hospitalization for a crash event.		

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Section: PL-Safety Management, Citation Data (45 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716924	High	Provide information about and support analysis using citation data for drivers involved in a crash event.		
716925	High	Integrate with the West Virginia Uniform Citation Database to allow for electronic transfer of citation data from law enforcement.		
716926	Medium	Allow an authorized user to enter and update citation data online in the ERP safety management function on an exception basis.		
716927	High	Store, display and utilize crash report number.		
716928	High	Store, display and utilize citation number.		
716929	High	Store, display and utilize offense type (traffic or criminal).		
716930	High	Store, display and utilize whether a warning was issued (Y/N).		
716931	High	Store, display and utilize day of week.		
716932	High	Store, display and utilize citation date and time.		
716933	High	Store, display and utilize license type.		
716934	High	Store, display and utilize license number.		
716935	High	Store, display and utilize license state.		
716936	High	Store, display and utilize driver license demographic information including date of birth, gender, weight, height and eye color for out of state drivers.		
716937	High	Store, display and utilize driver license class, license restrictions and endorsements for out of state drivers.		
716938	High	Store, display and utilize license plate number.		
716939	High	Store, display and utilize state of registration.		
716940	High	Store, display and utilize plate class.		
716941	High	Store, display and utilize vehicle identification number.		
716942	High	Store, display and utilize make as documented on citation.		
716943	High	Store, display and utilize model year as documented on citation.		
716944	High	Store, display and utilize color.		
716945	High	Store, display and utilize whether the driver is the same as the vehicle owner (Y/N).		
716946	High	Store, display and utilize fatal crash indicator.		
716947	High	Store, display and utilize commercial motor vehicle (CMV) indicator.		
716948	High	Store, display and utilize DOT carrier number.		
716949	High	Store, display and utilize bill of lading information.		
716950	High	Store, display and utilize shipper identification number.		
716951	High	Store, display and utilize Coal Resource Transportation System (CRTS) indicator (Y/N).		

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Section: PL-Safety Management, Citation Data (45 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716952	High	Store, display and utilize CRTS permit number.		
716953	High	Store, display and utilize county.		
716954	High	Store, display and utilize municipality.		
716955	High	Store, display and utilize highway class.		
716956	High	Store, display and utilize route.		
716957	High	Store, display and utilize sub route.		
716958	High	Store, display and utilize milepost.		
716959	High	Store, display and utilize direction of travel.		
716960	High	Store, display and utilize latitude.		
716961	High	Store, display and utilize longitude.		
716962	High	Store, display and utilize street/road name.		
716963	High	Store, display and utilize specific reference or landmark.		
716964	High	Store, display and utilize citation charge #1.		
716965	High	Store, display and utilize citation charge #2.		
716966	High	Store, display and utilize investigating agency ORI #.		
716967	High	Store, display and utilize Investigating agency name.		
716968	High	Store, display and utilize Investigating officer number and name.		

Section: PL-Safety Management, Conviction Data (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716969	Medium	Provide information about and support analysis using conviction data for drivers involved in a crash event.		
716970	Medium	Provide an open interface to allow for electronic transfer of conviction data from the DMV driver license system or court management systems.		
716971	Medium	Allow an authorized user to enter and update conviction data online in the SMS function.		
716972	Medium	Store, display and utilize crash report number.		
716973	Medium	Store, display and utilize citation number.		
716974	Medium	Store, display and utilize conviction date.		
716975	Medium	Store, display and utilize county/jurisdiction.		
716976	Medium	Store, display and utilize convictions (multiple).		

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Section: PL-Safety Management, Reports and Queries (10 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716977	Medium	Provide pre-defined listing reports for crash events using a variety of selection criteria including crash type and one or more additional attributes. Examples of additional attributes include: highway system (All, Interstate, NHS, etc); Statewide; district; county; route; from/to mile point; range of latitude and longitude; condition rating for an asset type in the form of a range of the converted letter grade for performance or physical condition; a date range for asset installation date, etc.		
716978	Medium	Allow a user to select a crash event and drill down from a list of the results of a predefined report displayed in tabular format online to the detailed information screens for the selected crash.		
716979	Medium	Allow users to build ad-hoc queries to report on any fields in the safety management and transportation asset inventory functions using one or a combination of different criteria. At a minimum, this ad-hoc query tool must allow a user to select based on crash type; severity; fatal accidents; highway system (all, Interstate, NHS, etc.); location as defined by Statewide, district, county, route; from/to mile point; condition rating for roadway or other assets, driver history, vehicle history, etc. This ad-hoc query function must also allow users to select the specific attributes to be displayed for crash events meeting the selected criteria from a list of all potential fields.		
716980	Medium	Display the results from the ad-hoc query tool in a tabular screen format or on a printed report or display the results in the GIS viewer.		
716981	Medium	Allow a user from a tabular results display to select a crash event and drill down from the results of the ad-hoc query to the detailed information screens for the selected crash.		
716982	Medium	Allow a user to save for later execution a pre-defined report or ad-hoc query with a set of specific selection criteria. The user must be prompted to provide a descriptive name for this saved report.		
716983	Medium	Provide users with a personalized report menu which provides a list of saved reports by the user-defined descriptive name for user selection and execution.		
716984	Medium	Allow a user to authorize one or more additional users to have access to a saved predefined report or ad-hoc query.		
716985	Medium	Display any saved predefined reports or ad-hoc queries authorized by one user for use by a second user on the second user's personalized reports menu.		
716986	Medium	Support export of query results to SAS or another user defined statistical analysis tool.		

Section: PL-Safety Management, Collision Diagramming (3 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716987	Medium	Provide collision diagramming capability within the ERP safety management function.		
716988	Medium	Provide the ability to display collision diagrams from the crash reports.		
716989	Medium	Provide the ability to export collision data from the crash report to a user defined collision diagramming tool (for example Intersection Magic).		

Section: PL-Safety Management, Analysis Tools (9 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716990	Medium	Support sliding scale analysis.		
716991	Medium	Provide cost/benefit analysis capabilities.		

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Section: PL-Safety Management, Analysis Tools (9 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716992	Medium	Allow for ranking of high crash locations for various breakouts/groupings including statewide, highway system, district, county, etc.		
716993	Medium	Calculate crash rates and critical crash rates for various breakouts/groupings including statewide, highway system, district, county, etc.		
716994	Medium	Calculate crash rates for homogenous intersections and highway sections.		
716995	Medium	Identify over-representation of crash types at intersections and for highway sections for various breakouts/groupings including statewide, highway system, district, county, etc.		
716996	Medium	Support pre and post improvement crash rate analyses for various breakouts/groupings including statewide, highway system, district, county, etc.		
716997	Medium	Provide the ability to export crash data to McTrans Highway Capacity software.		
716998	Medium	Provide the ability to export crash data to TrafficWare Syncro Studio 7 modeling software.		

Section: PL-Safety Management, Safety Grants (18 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
716999	Medium	Integrate with ERP grants management, procurement and accounts payable functions to provide full life cycle support for management of safety grants.		
717000	Medium	Support multiple safety grant programs including grants programs administered by WVDOT and the West Virginia State Police.		
717001	Medium	Publish grant opportunities to the Internet via the ERP self-service capabilities.		
717002	Medium	Support online collection of application data.		
717003	Medium	Capture anticipated grant objectives and performance measures.		
717004	Medium	Support online review of grant applications.		
717005	Medium	Provide ability to evaluate and rank grant proposals online.		
717006	Medium	Document datasets utilized to support evaluation of grant proposals.		
717007	Medium	Provide an electronic work flow for review and approval of grant results based on user-defined business rules.		
717008	Medium	Publish grant results to the Internet via the ERP self-service capabilities.		
717009	Medium	Integrate with ERP procurement and grants management function to establish grant agreement and purchase order.		
717010	Medium	Support online entry of required periodic grant reports through ERP self-service capability.		
717011	Medium	Support online submission of grant invoices.		
717012	Medium	Provide electronic workflow approval of grant invoices.		
717013	Medium	Integrate with ERP accounts payable to support payment of grant invoices.		
717014	Medium	Support grantee reporting of actual results against performance measures.		
717015	Medium	Allow authorized users to enter independent evaluation/results against performance measures.		

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Section: PL-Safety Management, Safety Grants (18 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717016	Medium	Document datasets utilized in evaluating grant outcomes.		

Section: PL-Safety Management, Safety Projects (13 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717017	High	Define and document each candidate safety project.		
717018	High	Create a unique identifier for each candidate project (fiscal year identified and unique sequence number) to allow for referencing of candidate projects.		
717019	High	Capture project description.		
717020	High	Store project location using county/route/milepost and geospatial referencing.		
717021	High	Document initial project cost estimate.		
717022	High	Maintain a history of project cost estimates including date of cost estimate, amount and reasons for any change in estimated cost.		
717023	High	Document key project elements and activities.		
717024	High	Document expected project outcomes in the form of improvements in various safety related metrics.		
717025	Medium	Provide the ability to extract and save before project snapshots of key safety related data and parameters to allow for evaluating and measuring outcomes of safety projects.		
717026	High	Store WVDOT project number(s) for projects which are approved and programmed.		
717027	Medium	Integrate with ERP project management and the WVDOT Primavera Program and Project Management application to obtain actual cost and schedule/duration information for projects.		
717028	High	Support documentation of project outcomes as measured by various safety related metrics.		
717029	Medium	Provide the ability to extract and save after project snapshots of key safety related data and parameters to allow for documenting, evaluating and measuring outcomes of safety projects.		

Section: PL-Safety Management, GIS Integration (7 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717030	High	Provide a full featured GIS viewer within the safety management function which integrates with WVDOT's existing ESRI ArcGIS environment.		
717031	Medium	Provide capability to print as a map any results which are spatially displayed by the GIS viewer from within the safety management function.		
717032	Medium	Provide the capability to spatially map a specific crash or set of crashes meeting a specific set of criteria from the safety management function. While looking at a list of crashes or detailed information about an individual crash within the safety management function, the user must be able to select "map the asset" and see the location of the crash or crashes displayed spatially by the GIS viewer within the safety management function.		

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Section: PL-Safety Management, GIS Integration (7 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717033	Medium	Provide the capability to spatially map a set of crashes meeting a specific set of selection criteria from the safety management function. The user must be able to enter a set of search criteria in the safety management function and obtain a tabular list of crashes meeting that criterion. The user must then be able to select "map crashes" and see these crashes displayed spatially by the GIS viewer within the safety management function.		
717034	Medium	Provide the capability to enter a set of selection criteria for an ad-hoc query of safety management data and request that the results be displayed spatially by the GIS viewer within the safety management function.		
717035	Medium	Provide the ability for a user to select an area of interest from within WVDOT's GIS application and request that all crashes in that area or all crashes in that area meeting certain user defined criteria stored in the safety management function be spatially displayed on a map within WVDOT's GIS.		
717036	Medium	Provide the ability to select one or more crashes from the map of crashes within an area displayed in the WVDOT GIS application and drill down to see the detailed information about the specific crash or crashes within the safety management application.		

Section: PL-Safety Management, Data Management (2 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717037	High	Provide the ability to flag and archive historical collision records based upon realignment or retirement information.		
717038	High	Allow inclusion or exclusion at user option for analysis purposes of crash information where the crash event occurred on road segments which have been re-aligned or retired since the crash event.		

Section: PL-Safety Management, Document Management (1 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717039	Medium	Support integration with EMC Application Xtender environment to allow storage and linking of documents related to crash history and other crash related information with data stored in the safety management function.		

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Section: PL-Transportation Asset Inventory, General (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717040	High	Provide a flexible/extensible asset data repository to support managing all types of assets on the transportation network.		
717041	High	Support all transportation modes including highways, tolled facilities, road and bridge infrastructure within State park facilities, rails, transit, ports and airports.		
717042	High	Support tracking of assets in which WV DOT is the owner/operator and assets in which WV DOT is a grantor or funding partner such as airports, ports and transit facilities.		
717043	High	Integrate as required with the other transportation asset management functions within ERP including bridge management, pavement management, transportation operations management and safety management.		
717044	High	Integrate as required with other ERP functions including but not limited to asset management, grants management, project management, facilities management, fleet management, real estate management and right-of-way and utilities.		

Section: PL-Transportation Asset Inventory, Asset Classes (4 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717045	High	Allow system administrator or other authorized user to define different asset classes.		
717046	High	Store full name of asset class (for example: Pavement).		
717047	High	Store an asset class code that users can utilize in selecting asset classes for reports and other system functions.		
717048	High	Store an authorized asset class owner who must be a valid user as defined in the ERP personnel administration and security functions.		

Section: PL-Transportation Asset Inventory, Asset Types (7 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717049	High	Provide capability for the system administrator or other authorized user to define different asset types.		
717050	High	Store full name of asset type (for example Rigid Pavement).		
717051	High	Store an asset type code that users can utilize in selecting asset types for reports and other system functions.		
717052	High	Allow system administrator or other authorized user to assign an asset type to a valid asset class.		
717053	High	Allow the system administrator or other authorized user to define the types of information to be stored in the system for each asset type, the size of the data field, the characteristics of this information (alphanumeric or numeric), and the valid values or range of valid values for each data field.		
717054	Medium	Provide the ability for an authorized user to create templates for each asset type to facilitate entry and maintenance of individual assets into the system.		
717055	Low	Provide ability to create fields with target dates established using user defined formulas.		

Section: PL-Transportation Asset Inventory, Codes Tables (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717056	High	Provide capability for system administrator to manage and update various codes tables which contain valid values for various types of data stored in the system.		

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Section: PL-Transportation Asset Inventory, Codes Tables (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717057	High	Provide a district number codes table.		
717058	High	Provide a county code table.		
717059	High	Provide a sub station or other maintenance shop code table.		
717060	High	Provide a functional classification code table.		
717061	High	Provide a national highway system code table.		
717062	High	Provide a municipality code table.		
717063	High	Provide the capability for various other user defined code tables.		

Section: PL-Transportation Asset Inventory, Route Network (42 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717064	High	Provide capability for system administrator or other authorized user to add and maintain route segments on the transportation route network .		
717065	High	Store county number.		
717066	High	Store municipal code.		
717067	High	Store route prefix (IS, US, WV, CO, HA, PF, NS etc.).		
717068	High	Store route number.		
717069	High	Store route suffix .		
717070	High	Store mainline type (Expressway, Trunk line, Feeder, SLS).		
717071	High	Store number of lanes.		
717072	High	Store direction of travel.		
717073	High	Store divided/undivided.		
717074	High	Store associated prefix.		
717075	High	Store exit Number.		
717076	High	Store ramp Number.		
717077	High	Maintain asset owner (A WVDOT district, Parkways Authority, State Rail Authority, Division of Natural Resources, an adjoining state, etc.).		
717078	High	Define organization responsible for maintaining asset (A WVDOT district, Parkways Authority, State Rail Authority, Division of Natural Resources, an adjoining state, etc.).		
717079	High	Store class (Interstate, Primary, Secondary, Expressway, Trunk line, Feeder).		
717080	High	Store National Highway System (NHS) Code.		
717081	High	Store legislatively designated name.		

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Section: PL-Transportation Asset Inventory, Route Network (42 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717082	High	Store local street name.		
717083	High	Store Federal-Aid designation.		
717084	High	Store Appalachian Development Highway (APD) Corridor indicator.		
717085	High	Store emergency route designation indicator.		
717086	High	Store school bus route indicator.		
717087	High	Store commercial route indicator.		
717088	High	Store Coal Resource Transportation System route indicator.		
717089	High	Store mail route indicator.		
717090	Medium	Store Federal Lands Highway indicator.		
717091	High	Store functional class.		
717092	High	Store sub station or other maintenance shop primarily responsible for maintaining the route.		
717093	High	Store beginning mile point within county.		
717094	High	Store ending mile point within county.		
717095	High	Store average daily traffic (ADT).		
717096	High	Store traveled surface width.		
717097	High	Store terrain type.		
717098	Medium	Store elevation.		
717099	Medium	Store grade width.		
717100	Medium	Store median type.		
717101	Medium	Store median width.		
717102	Medium	Store shoulder types.		
717103	Medium	Store shoulder width.		
717104	High	Store year constructed.		
717105	High	Integrate with WV DOT GIS and WV DOT linear referencing system to obtain updates to the route network.		

Section: PL-Transportation Asset Inventory, Asset Inventory - All Assets (2 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717106	High	Allow system to store an inventory of various unique assets of different asset types.		
717107	High	Identify the location of an asset on the transportation network through multiple location referencing schemes, including linear referencing and geo-referencing.		

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Section: PL-Transportation Asset Inventory, Asset Inventory - Linear Assets (22 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717108	High	Store county.		
717109	High	Store municipality.		
717110	High	Store route prefix.		
717111	High	Store route number.		
717112	High	Store route suffix.		
717113	High	Store mainline type.		
717114	High	Store direction.		
717115	High	Store associated prefix.		
717116	High	Store exit number or established exit name for routes with non-numbered interchanges.		
717117	High	Store ramp number.		
717118	High	Store route supplemental description (i.e. Toll, Alt, Spur).		
717119	High	Store asset owner (WVDOT district, Parkways Authority, State Rail Authority, Division of Natural Resources, an adjoining state, etc.).		
717120	High	Store organization responsible for maintaining asset (WVDOT district, Parkways Authority, State Rail Authority, Division of Natural Resources, an adjoining state, etc.).		
717121	High	Store route ID number.		
717122	High	Store sub station or other maintenance shop responsible for maintaining the asset.		
717123	High	Store beginning mile point (within the county).		
717124	High	Store ending mile point (within the county).		
717125	High	Store beginning latitude.		
717126	High	Store beginning longitude.		
717127	High	Store ending latitude.		
717128	High	Store ending longitude.		
717129	High	Store year constructed or installed.		

Section: PL-Transportation Asset Inventory, Asset Inventory - Point Assets (23 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717130	High	Store county.		
717131	High	Store municipality.		
717132	High	Store route prefix.		

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Section: PL-Transportation Asset Inventory, Asset Inventory - Point Assets (23 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717133	High	Store route number.		
717134	High	Store route suffix.		
717135	High	Store mainline type.		
717136	High	Store direction.		
717137	High	Store associated prefix.		
717138	High	Store exit number or established exit name for routes with non-numbered interchanges.		
717139	High	Store ramp number.		
717140	High	Store route ID number.		
717141	High	Store route supplemental description (i.e. Toll, Alt, Spur).		
717142	High	Store asset owner (WVDOT district, Parkways Authority, State Rail Authority, Division of Natural Resources, an adjoining state, etc.).		
717143	High	Store organization responsible for maintaining asset (WVDOT district, Parkways Authority, State Rail Authority, Division of Natural Resources, an adjoining state, etc.).		
717144	High	Store sub station or other maintenance shop responsible for maintaining the asset.		
717145	High	Store distance/direction from centerline (for example 15 feet left of the C/L).		
717146	High	Store lane indicator/designator (fast lane, slow lane, climbing lane, turning lane, etc.).		
717147	High	Store mile point (within county).		
717148	High	Store latitude.		
717149	High	Store longitude.		
717150	High	Store year constructed or installed.		
717151	High	Store next scheduled inspection date.		
717152	High	Store scheduled replacement date.		

Section: PL-Transportation Asset Inventory, ITS and Comm (14 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717153	High	Capture and track Intelligent Transportation System (ITS) and communication assets.		
717154	High	Maintain an inventory of sign systems including fog detection, speed limit, portable-CMS and other condition dependent signing.		
717155	High	Maintain an inventory of closed circuit cameras.		
717156	High	Maintain an inventory of dynamic message signs including type, size, manufacturer, color, access, mounting type, communication, model, project number implemented under, etc.		
717157	High	Maintain an inventory of radio towers.		

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Section: PL-Transportation Asset Inventory, ITS and Comm (14 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717158	High	Maintain an inventory of remote traffic microwave sensor (RTMS) detectors.		
717159	High	Maintain an inventory of roadway weather information systems (RWIS).		
717160	High	Maintain an inventory of RWIS cameras.		
717161	High	Maintain an inventory of RWIS sensors (location and type).		
717162	High	Maintain an inventory of weather stations.		
717163	High	Maintain an inventory of fiber optic cable (state owned or privately owned).		
717164	High	Maintain an inventory of Continuously Operating Reference Station (CORS) components.		
717165	High	Maintain an inventory of communication network components.		
717166	High	Maintain an inventory of traffic management centers (TMC) including equipment, portable CMS, portable CMS communication capability and closed circuit televisions.		

Section: PL-Transportation Asset Inventory, Drainage (19 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717167	High	Capture and track a range of drainage assets.		
717168	High	Store ditches.		
717169	High	Store edge drains.		
717170	Medium	Store head walls.		
717171	Medium	Store inlets.		
717172	Medium	Store catch basins.		
717173	Medium	Store manholes.		
717174	High	Store pipes.		
717175	Medium	Store ponds.		
717176	Medium	Store pump stations.		
717177	Medium	Store storm drains/outfalls.		
717178	Medium	Store storm water management risers.		
717179	Medium	Store trench drains.		
717180	Medium	Store under drains.		
717181	Medium	Store weirs.		
717182	Medium	Store wetlands.		
717183	Medium	Store other mitigation sites.		

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Section: PL-Transportation Asset Inventory, Drainage (19 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717184	Medium	Store other maintenance facility drainage systems.		
717185	Medium	Store other storm water management facilities.		

Section: PL-Transportation Asset Inventory, Lighting (7 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717186	High	Capture and track a range of lighting assets.		
717187	High	Store overhead sign lighting.		
717188	High	Store standard roadway lighting.		
717189	High	Store high mast lighting.		
717190	High	Store facility lighting.		
717191	Medium	Store navigation lighting.		
717192	Medium	Store streetscape and decorative lighting.		

Section: PL-Transportation Asset Inventory, Pavement (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717193	High	Manage, store, view and uniquely identify at a minimum pavement asset attributes and associated data for through lanes, auxiliary lanes, shoulders, ramps, loops, pull outs, parking lots and motorist service facilities (e.g. rest areas, weight stations, tourist information).		
717194	High	Capture and track cross-section geometry.		
717195	High	Capture and track curb and gutter.		
717196	High	Capture and track pavements - flexible.		
717197	High	Capture and track pavements - rigid.		
717198	Medium	Capture and track unpaved roads (surface treated, gravel or dirt).		
717199	High	Capture and track shoulders - paved.		
717200	Medium	Capture and track shoulders - unpaved.		
717201	High	Store pavement type classification.		
717202	High	Store pavement surface type.		
717203	Medium	Store mix design.		
717204	High	Store base type.		
717205	High	Store base materials.		
717206	High	Store layer thickness.		

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Section: PL-Transportation Asset Inventory, Pavement (29 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717207	High	Store sub grade characteristics.		
717208	High	Store and/or access R-value and date.		
717209	High	Store moisture and date.		
717210	High	Store pH/Resistivity.		
717211	High	Store soil classification.		
717212	High	Store existing ballast.		
717213	High	Store subsurface material.		
717214	High	Store California Bearing Ration (CBR) of subgrade.		
717215	High	Store aggregate size.		
717216	High	Store asphalt grade.		
717217	Medium	Store shoulder types.		
717218	Medium	Store shoulder width.		
717219	Medium	Store presence of curb and gutter.		
717220	High	Integrate with ERP pavement management and/or WV DOT Deighton PMS application to allow authorized user to drill down to more detailed information about pavement attributes and conditions for a particular segment.		
717221	Medium	Integrate with RoadWare to allow linkage to and display of video images and attribute data obtained from video logs.		

Section: PL-Transportation Asset Inventory, Pavement Markings (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717222	Medium	Capture and track pavement marking information.		
717223	Medium	Store legends and symbols (Paint, thermoplastic, etc.).		
717224	Medium	Store line striping (Paint, thermoplastic, etc.).		
717225	Medium	Store raised pavement markers.		
717226	Medium	Store depressed pavement markers.		
717227	Medium	Store passing lanes / CTL / E314.		
717228	Medium	Store rumble strips / stripes.		
717229	Medium	Store cross walks (Painted, thermoplastic, etc.).		

Section: PL-Transportation Asset Inventory, Roadside Features (17 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717230	Medium	Capture and track a range of roadside features.		

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Section: PL-Transportation Asset Inventory, Roadside Features (17 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717231	Medium	Maintain an inventory of controlled access.		
717232	Medium	Maintain an inventory of bike lanes.		
717233	Medium	Maintain an inventory of bike/pedestrian paths.		
717234	Medium	Store landscaping/plantings.		
717235	Medium	Store mowable areas.		
717236	Medium	Store right-of-way fencing.		
717237	Medium	Store right-of-way (non-mowable) area.		
717238	Medium	Store mandatory brake checkpoints.		
717239	Medium	Store runaway truck ramps.		
717240	Medium	Store truck pull-off areas.		
717241	Medium	Maintain an inventory of sidewalks.		
717242	Medium	Maintain an inventory of stabilized slopes.		
717243	Medium	Maintain an inventory of historical markers.		
717244	Medium	Maintain an inventory of mail boxes.		
717245	Medium	Maintain an inventory of known obstructions on the right of way such as fences, gates, cattle crossings, retaining walls, and buildings.		
717246	Medium	Support capture of all attributes defined in the NHTSA Model Minimum Inventory of Roadway Elements (MMIRE).		

Section: PL-Transportation Asset Inventory, Roadside Facilities (9 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717247	Medium	Capture and track a range of roadside facilities.		
717248	Medium	Maintain an inventory of park and ride facilities.		
717249	Medium	Maintain an inventory of rest areas.		
717250	Medium	Maintain an inventory of welcome centers.		
717251	Medium	Maintain an inventory of travel plazas.		
717252	Medium	Maintain an inventory of scenic overlooks.		
717253	Medium	Maintain an inventory of weigh stations.		
717254	Medium	Maintain an inventory of brake check areas.		
717255	Medium	Maintain an inventory of roadside parks.		

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Section: PL-Transportation Asset Inventory, Structures (10 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717256	High	Capture and track a range of structure assets.		
717257	High	Maintain an inventory of bridges (incl. movable and bike/ped. bridges).		
717258	High	Maintain an inventory of structures under 10 feet.		
717259	High	Maintain an inventory of structures between 10 feet and 20 feet.		
717260	High	Store roadway underpasses (rail road bridges, conveyor belts, pipes).		
717261	Medium	Maintain an inventory of culverts.		
717262	Medium	Store noise walls.		
717263	Medium	Store retaining walls.		
717264	High	Maintain an inventory of tunnels.		
717265	High	Integrate with ERP bridge management function and/or WV DOT BridgeInspect TM database to allow an authorized user to drill down to more detailed information about attributes, inspections and condition assessments for a particular bridge asset.		

Section: PL-Transportation Asset Inventory, Traffic Barriers (7 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717266	Medium	Provide support for a range of traffic barriers.		
717267	Medium	Store barricades including type, etc.		
717268	Medium	Store barrier walls including type, etc.		
717269	Medium	Store guardrails including type, etc.		
717270	Medium	Store impact attenuators including type, etc.		
717271	Medium	Store traffic calming devices including type, etc.		
717272	Medium	Store barrier gates including type, etc.		

Section: PL-Transportation Asset Inventory, Traffic Control (14 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717273	Medium	Provide support for a range of traffic control devices.		
717274	Medium	Store automatic traffic recorder (ATR) sites.		
717275	Medium	Store bridge signals.		
717276	Medium	Store delineators.		
717277	Medium	Store intersection control and other warning beacons.		
717278	Medium	Store intersection flashers.		
717279	Medium	Store reversible lane signals.		

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Section: PL-Transportation Asset Inventory, Traffic Control (14 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717280	Medium	Store roundabouts.		
717281	Medium	Store chevrons.		
717282	Medium	Store hazard paddles.		
717283	High	Store school warning beacons.		
717284	High	Store signal system components.		
717285	High	Store traffic control signals including pre-emption for bus, fire, railroad, etc.		
717286	High	Store video cameras (at signalized intersections).		

Section: PL-Transportation Asset Inventory, Signs (6 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717287	High	Maintain an inventory of signs.		
717288	High	Store ground mounted signs.		
717289	High	Store ground mounted overhead signs.		
717290	High	Store structure mounted overhead signs.		
717291	High	Provide ability to create and establish multiple additional fields of user defined information (i.e. MUTCD code, sheeting grade, sheeting manufacturer, sign substrate, etc...).		
717292	High	Provide ability to associate multiple individual signs assets with a common structure or supports (i.e. "assembly").		

Section: PL-Transportation Asset Inventory, Rail Signals (7 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717293	Medium	Provide support for railroad signals.		
717294	Medium	Store crossing number.		
717295	Medium	Store type and number of signaling device if present.		
717296	Medium	Store number of lanes of traffic.		
717297	Medium	Store surface type of crossing.		
717298	Medium	Store rail line owner.		
717299	Medium	Store rail line operator.		

Section: PL-Transportation Asset Inventory, Utilities in the Right-of-Way (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717300	High	Maintain an inventory of utilities in the right-of-way.		
717301	High	Store utility type.		

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Section: PL-Transportation Asset Inventory, Utilities in the Right-of-Way (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717302	High	Store utility owner/operator.		
717303	Medium	Store cables.		
717304	Medium	Store pipes.		
717305	Medium	Store poles.		
717306	Medium	Store towers.		
717307	Medium	Integrate with WV DOT CAD environment or EMC Application Xtender to store as built plan files if provided by utility.		

Section: PL-Transportation Asset Inventory, Outdoor Advertising (9 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717308	Medium	Maintain an inventory of outdoor advertising signs.		
717309	Medium	Store owner/licensee.		
717310	Medium	Store permit number.		
717311	Medium	Store sign type.		
717312	Medium	Store number of sign faces.		
717313	Medium	Store permit issued date.		
717314	Medium	Store permit expiration date.		
717315	Medium	Store location of sign in terms of left or right of centerline along with station number.		
717316	Medium	Integrate with ERP accounts receivable to manage billing and collection of required outdoor advertising licensing and permit fees.		

Section: PL-Transportation Asset Inventory, Salvage Yards (6 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717317	Medium	Maintain an inventory of salvage yards.		
717318	Medium	Store owner/licensee.		
717319	Medium	Store permit number.		
717320	Medium	Store permit issued date.		
717321	Medium	Store permit expiration date.		
717322	Medium	Integrate with ERP accounts receivable to manage billing and collection of required salvage yard licensing fees.		

Section: PL-Transportation Asset Inventory, Access Permits (15 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717323	Medium	Maintain an inventory of highway access permits.		

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Section: PL-Transportation Asset Inventory, Access Permits (15 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717324	Medium	Store permittee.		
717325	Medium	Store permit number.		
717326	Medium	Store permit type (driveway, encroachment, etc.).		
717327	Medium	Store detailed description of permit.		
717328	Medium	Store surety type (bond, cashiers check).		
717329	Medium	Store bonding agency and contact information.		
717330	Medium	Store amount of security.		
717331	Medium	Store storm water management required as part of the permit.		
717332	Medium	Store drawing or sketch of permitted area.		
717333	Medium	Store photos of permit location before and after work.		
717334	Medium	Store any design work provided for permit.		
717335	Medium	Store required sight distance and actual provided sight distance.		
717336	Medium	Integrate with EMC Application Xtender to link to, store and display development agreement and copies of any plans submitted by developer.		
717337	Medium	Provide ability to track access permits by county/route/milepost and geospatial references.		

Section: PL-Transportation Asset Inventory, Toll Plazas (4 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717338	Medium	Capture and track information about toll plazas/barriers.		
717339	Medium	Store number of total gates.		
717340	Medium	Store types of toll equipment.		
717341	Medium	Integrate with ERP facilities management function to link to additional facility specific attributes and condition assessments.		

Section: PL-Transportation Asset Inventory, Ports (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717342	Medium	Maintain and inventory of ports and port specific assets.		
717343	Medium	Store general port facility information including location, owner, operator, capabilities/services, capacity.		
717344	Medium	Store docks.		
717345	Medium	Store access roads to port facilities.		
717346	Medium	Integrate with ERP grants management function to provide a list of State grants provided to a port facility and allow drill down to obtain more detailed information about a specific grant.		

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Section: PL-Transportation Asset Inventory, Airports (26 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717347	Medium	Maintain an inventory of West Virginia commercial and general aviation airports.		
717348	Medium	Store airport name.		
717349	Medium	Store airport code.		
717350	Medium	Store description of location.		
717351	Medium	Store navigation information including latitude, longitude, elevation, VORTAC, NDB, VOR, VOR/DME and instrument approach instructions.		
717352	Medium	Store runway information for each runway including designation, length/width, surface and lights.		
717353	Medium	Store communication information including Common Traffic Advisory Frequency (CTAF); UNICOM frequency; Aviation Weather System (AWOS); Automated Surface Observing Systems (ASOS); Automatic Terminal Information Service (ATIS); approach control; tower frequency; ground frequency; clearance delivery and flight service station (FSS) location and contact information.		
717354	Medium	Store airport phone number.		
717355	Medium	Store airport manager name and contact information.		
717356	Medium	Store airport address.		
717357	Medium	Store fixed Base Operator (FBO) address and contact information.		
717358	Medium	Store days/hours airport is attended.		
717359	Medium	Store whether a public use phone is available.		
717360	Medium	Store whether restroom facilities are available.		
717361	Medium	Store types of mechanical services available including engine, airframe, fuel, hangar storage, tiedowns, etc.		
717362	Medium	Store whether there is a landing fee and amount.		
717363	Medium	Store ground transportation available and contact information.		
717364	Medium	Store a listing of local dining, lodging and attractions with distance from airport, hours and contact information.		
717365	Medium	Store a listing of significant local events and timing of these events.		
717366	Medium	Document whether there is regular snow removal.		
717367	Medium	Document whether there is commercial air service.		
717368	Medium	Store locations served by commercial air service and the carrier providing the service.		
717369	Medium	Document other notes and comments about the airport.		
717370	Medium	Integrate with EMC Application Xtender to link to, store and display pictures of the airport facility.		
717371	Medium	Integrate with ERP grants management function to provide a list of State grants provided to the airport and allow drill down to obtain more detailed information about a specific grant.		
717372	Medium	Publish from airport inventory the content required for West Virginia Airport Directory.		

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Section: PL-Transportation Asset Inventory, Transit (14 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717373	Medium	Capture and track a range of public and private transit assets within West Virginia.		
717374	Medium	Store intercity bus stations.		
717375	Medium	Store intercity bus routes including ridership data.		
717376	Medium	Store transit hubs and transit malls for local transit agencies.		
717377	Medium	Store other major transfer points for local transit agencies.		
717378	Medium	Store customer service centers for local transit agencies.		
717379	Medium	Store local transit agency bus stops and bus shelters.		
717380	Medium	Store local transit agency bus maintenance facilities.		
717381	Medium	Store local transit agency fixed bus routes including ridership data.		
717382	Medium	Store local transit agency temporary or emergency bus routes.		
717383	Medium	Store paratransit coverage areas.		
717384	Medium	Store dial-a-ride service areas.		
717385	Medium	Maintain a directory of transportation providers including coverage areas and services provided.		
717386	Medium	Integrate with the ERP grants management function to link to a list of State grants to an agency and/or to any grants associated with a specific asset or facility and allow drill down to obtain more detailed information about a specific grant.		

Section: PL-Transportation Asset Inventory, Rail (15 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717387	Medium	Capture and track rail assets owned and/or operated by the State Rail Authority and the Division of Natural Resources.		
717388	Medium	Store tracks.		
717389	Medium	Store railbed.		
717390	Medium	Store rail switches.		
717391	Medium	Store rail signals.		
717392	Medium	Store rail crossings/crossovers.		
717393	Medium	Store rail bridges.		
717394	Medium	Store rail tunnels.		
717395	Medium	Store stations.		
717396	Medium	Store rail banks.		
717397	Medium	Identify and store Class 1 operational routes including operator, service characteristics, freight volumes and types of freight carried.		

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Section: PL-Transportation Asset Inventory, Rail (15 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717398	Medium	Identify and store Class 2 operational routes including operator, service characteristics, freight volumes and types of freight carried.		
717399	Medium	Identify and store Class 3 operational routes including operator, service characteristics, freight volumes and types of freight carried.		
717400	Medium	Identify and store MARC passenger service route including service frequencies and ridership data.		
717401	Medium	Identify and store excursion routes owned and/or operated on track owned by the State Rail Authority (Durbin and Greenbrier Valley Scenic Railroad, Potomac Eagle Scenic Railroad) and the Division of Natural Resources (Cass Scenic Railroad) including service frequencies and ridership data.		

Section: PL-Transportation Asset Inventory, Utilities (6 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717402	Medium	Capture and track utility assets owned and/or operated by the Division of Natural Resources at Cass Scenic Railroad Park and other DNR facilities.		
717403	Medium	Store filtration systems.		
717404	Medium	Store pumping stations.		
717405	Medium	Store pipes.		
717406	Medium	Store valves.		
717407	Medium	Store pumps.		

Section: PL-Transportation Asset Inventory, Temporary Closures (1 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717408	Medium	Capture and track event temporary closures related to construction or major maintenance activities including location, date, time of day, project number, nature of work.		

Section: PL-Transportation Asset Inventory, Crash History (33 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717409	High	Integrate with and link to the ERP safety management function and the Crash Reporting System to obtain crash history information.		
717410	High	Allow an authorized user to inquire on, display and view crash history information related to an asset.		
717411	High	Store crash report number. Needed for integration with other data but must not be displayed to users.		
717412	High	Display crash date.		
717413	High	Display crash time.		
717414	High	Display county; however, statewide or systemwide selection must not be allowed on this variable.		
717415	High	Display route.		

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Section: PL-Transportation Asset Inventory, Crash History (33 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717416	High	Display milepost.		
717417	High	Display highway class; however, statewide or systemwide selection must not be allowed on this variable.		
717418	High	Display manner of collision.		
717419	High	Display whether or not there was a fatality.		
717420	High	Display weather conditions.		
717421	High	Display light conditions.		
717422	High	Display roadway conditions.		
717423	High	Display whether or not the crash was in a construction or work zone.		
717424	High	Display whether animals were involved and what animal.		
717425	High	Display direction of travel prior to the crash.		
717426	High	Display number of vehicles involved.		
717427	High	Display vehicle types involved (non specific, just plate class and body style).		
717428	High	Display number of occupants in each vehicle.		
717429	High	Display whether any of the vehicles was a commercial motor vehicle.		
717430	High	Driver and occupant injury severity.		
717431	High	Display number and type of non motorists involved and injury severity.		
717432	High	Display a summary of first harmful event, sequence of events and most harmful event in one field.		
717433	High	Display motor vehicle maneuver/action. (for each motor vehicle involved).		
717434	High	Display areas of impact (for each motor vehicle involved).		
717435	High	Display contributing roadway and environmental circumstances only (multiple).		
717436	High	Display traffic control device type if any.		
717437	High	Display any roadside features involved in the crash.		
717438	High	Display whether or not there was damage to an asset.		
717439	High	Display assets damaged in the crash (multiple).		
717440	High	Provide ability for an authorized user to link to and drill down to additional information about a crash available within the ERP safety management function and the Crash Reporting System.		
717441	Medium	Support tracking of DOT or public crashes in work zones linking DOT accidents to accident history in fleet management.		

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Section: PL-Transportation Asset Inventory, Incidents (2 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717442	Medium	Document and track incident reporting by WVDOT or Parkways courtesy patrols including date, time, location, type of incident or service provided and number of motorists assisted.		
717443	Medium	Capture and track location of dead animal pick-up including date, time, location and type of animal.		

Section: PL-Transportation Asset Inventory, Events (1 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717444	Medium	Capture and track other user defined event types and allow these events to be related to one or more assets on the transportation network. One example is hazardous spills.		

Section: PL-Transportation Asset Inventory, Construction Projects (2 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717445	Medium	Integrate with the ERP project management function and Primavera to capture and provide tracking of current and planned construction projects by location and impacted assets.		
717446	Medium	Provide ability to integrate with the WVDOT CAD environment to link to design plans where/when available.		

Section: PL-Transportation Asset Inventory, Construction History (3 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717447	Medium	Capture construction or installation date for each asset in the asset inventory.		
717448	Medium	Provide the capability to view construction history information in the asset inventory or provide the capability to view this data for a selected asset from the ERP Project Management function or SiteManager. This function must provide the following information: construction date; WVDOT project number; WVDOT contract number; WVDOT resident engineer; contractor; date work completed; type of work and description of work (initial construction or description of enhancement or modification).		
717449	Medium	Provide ability to integrate with the WVDOT CAD environment and/or EMC Application Xtender to link to electronic as-built plans.		

Section: PL-Transportation Asset Inventory, Maintenance History (2 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717450	Medium	Integrate with the ERP transportation operations management function to provide the capability to view a log of major maintenance activity for each asset in the asset inventory. This function must provide the following information: date maintenance was performed; maintenance shop and crew performing the work; crew leader; work order number; and type of work performed.		
717451	Medium	Integrate with ERP facilities management function to display work order history for facility maintenance activities.		

Section: PL-Transportation Asset Inventory, Maintenance Feature Inventory (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717452	High	Allow system to store an inventory of different maintenance feature types (cracking, rutting).		
717453	High	Capture and store the following information for each feature type: feature type code and feature description.		
717454	High	Allow authorized user to add, update or inactivate a maintenance feature.		

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Section: PL-Transportation Asset Inventory, Maintenance Feature Inventory (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717455	High	Associate one or more maintenance features to each asset type. For example, if the asset inventory is asphalt pavement, then there would be one or more associated maintenance features, such as potholes and cracking.		
717456	Medium	Allow system administrator to delete a maintenance feature if it is not associated with any asset type.		

Section: PL-Transportation Asset Inventory, Inventory Maintenance (18 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717457	High	Allow the asset owner for each asset class to define one or more other authorized users who can enter asset inventory and condition assessment data for asset types within a particular asset class.		
717458	High	Allow the asset owner or other authorized user to add individual assets or modify information for assets. The information for each asset must be edited based on the validation rules defined for the particular asset type and an error message describing the nature of the validation error displayed on-line. Individual asset inventory records which have validation errors must not be posted to the asset inventory.		
717459	High	Provide capability to capture and record asset inventory information on a GPS enabled PDA or other hand held device. The validation rules for an asset type must be enforced during the field collection process.		
717460	High	Perform required validations and edits specific to each asset type during data collection on the PDA or other handheld device.		
717461	High	Allow the asset owner or other authorized user to upload new asset inventory information or changes to asset inventory information for asset types from a PDA. During the upload process, the information for each asset must be edited against the validation rules defined for the particular asset type. Validation errors must be displayed on-line and be available for printing in a report format at user option. Individual asset inventory records which have validation errors must not be posted to the asset inventory.		
717462	High	Allow the asset owner or other authorized user to upload new asset inventory information or changes to asset inventory information from Microsoft Excel, Microsoft Access or other flat file formats. During the upload process, the information for each asset must be edited against the validation rules defined for the particular asset type. Validation errors must be displayed on-line and be available for printing in a report format at user option. Individual asset inventory records which have validation errors must not be posted to the asset inventory.		
717463	High	Allow asset owner or other authorized user to retire an asset through an online function. This function must capture the date of retirement and allow for the entry of free-form comments concerning the reasons the asset was retired.		
717464	Medium	Allow asset owner or other authorized user to retire an asset by recording the retirement on a PDA or other handheld device and then uploading it to the system. This function must capture the date of retirement and allow for the capture of free-form comments entered on the PDA concerning the reasons the asset was retired.		
717465	High	Provide capability to add, update or retire an asset through an open interface file format. The validation rules for an asset type must be enforced during transformation and loading of this open interface file.		
717466	Medium	Allow system administrator to delete an individual asset record and any associated information from the asset inventory. This function is intended to allow for error clean-up.		
717467	Medium	Maintain an audit trail of any assets deleted from the data warehouse.		
717468	High	Provide the ability to interface with one or more source management systems to obtain information for initially populating the asset inventory (for example Deighton Pavement Management System, Crash Records System, etc.). New assets must pass appropriate edit checks for the particular asset type prior to being loaded into the asset inventory.		

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Section: PL-Transportation Asset Inventory, Inventory Maintenance (18 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717469	High	Provide the ability for the ongoing update of asset inventory information when changes are made to the inventory in the source management system (such as the Deighton Pavement Management System and the Crash Records System). Interfaces must provide capability to add an asset; change information about an existing asset or retire an asset.		
717470	High	Provide the ability to execute interfaces with other management systems on a pre-defined schedule or on the request of an authorized user. During the interface process, the information for each asset must be edited against the validation rules defined for the particular asset type. Validation errors must be displayed on-line within a job history function or be available for printing in a report format at user option. Individual asset inventory records which have validation errors must not be posted to the asset inventory.		
717471	High	Provide internal controls to verify that documents or files received via interfaces contain summary totals that balance.		
717472	High	Generate an error report for any validation issues or other errors identified during execution of a data load or an interface program.		
717473	Medium	Place records not passing validation into suspense file.		
717474	Medium	Allow the system administrator, appropriate asset owner or other authorized users to browse suspense file.		

Section: PL-Transportation Asset Inventory, Data Integration (3 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717475	High	Store one or more cross references to a unique asset identified in existing management systems. For example, a Federal Bridge number, etc.		
717476	Medium	Integrate with the ERP real estate and facilities management function to access more detailed information about facilities that are on the transportation network; examples are travel centers, rest areas, train stations, bus stations, toll plazas, etc.		
717477	High	Allow for programmatic access by other ERP functions or other WV DOT applications to the asset inventory information for on-demand inquiry, validation and reporting.		

Section: PL-Transportation Asset Inventory, LOS Rating Scales (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717478	Medium	Provide capability to define a unique condition rating scale for each asset type or maintenance feature. The condition rating scale must define the type (numeric, alpha), range of acceptable values and the high and low end of the range. As an example, one asset type could have a numeric condition rating ranging from 0 (lowest) to 100 (highest), while another asset type could have an alphabetic rating scheme from F (lowest) to A (highest). This scale must be able to be established for each asset type for both the functional condition (performance of the asset in terms of its intended purpose) and the physical condition of the asset.		
717479	Medium	Provide for each asset type or maintenance feature condition rating scale the ability to establish thresholds for letter grades for numeric scales for purposes of creating management scorecards.		
717480	Medium	Provide the capability for a user to record a target level of service/target condition rating for an asset class at both the statewide and district levels. The target level of service must be in the form of a letter grade with valid values ranging from A to F, allowing for +/- grades within that scale.		
717481	Medium	Provide the capability for a user to record a target level of service/target condition rating for an asset type or maintenance feature at both the statewide and district levels. Target level of service must be in the form of a letter grade with valid values ranging from A to F, allowing for +/- grades within that scale.		

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Section: PL-Transportation Asset Inventory, LOS Rating Scales (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717482	Medium	Provide for each asset class the ability for an authorized user to define the weighting to be given to the converted or letter grade score for each asset type or maintenance feature within the asset class when generating a condition assessment rating for the entire asset class. As an example, the Pavement asset class might have five asset types: curb and gutter; rigid pavements; flexible pavements; paved musters and unpaved musters. An authorized user would be able to place a weighting value on each of these five categories of > 0 and < 1.0 such that the total weighting for all of the asset types in the asset class equals 1.0. The user must also enter an effective date for this weighting. The weighting will then be used to calculate the asset class condition rating or score in any reports or management scorecards or trend analysis as of the effective date entered by the user.		

Section: PL-Transportation Asset Inventory, Condition Assessments (23 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717483	Medium	Provide ability to define a condition assessment sample set. User must be able to enter start and stop date of sample period, location of sample period (Statewide, specific districts or counties) and asset types included in the sample. System will generate a unique sample identifier.		
717484	Medium	Store the results of a condition assessment for each asset based on the condition rating scale for that asset type. For each condition assessment, capture the following information: Condition assessment rating, date of assessment, person performing assessment, type of assessment (sample, full, spot assessment) and sample identifier.		
717485	Medium	Capture additional conditional assessment data specific to each asset type or maintenance feature as required to calculate the rating for each asset within an asset type.		
717486	Medium	Capture the condition assessment rating in the form of the actual score (potholes counted per lane mile, number of pieces of litter counted). The system must convert this to a letter rate for display, reporting and analysis using the threshold ranges established for each asset type/maintenance feature in Requirement TAI 104.0.		
717487	Medium	Validate the condition rating for the functional and physical condition of an asset or maintenance feature entered for a condition assessment against the condition rating scale (established in requirement TAI 104.0) for that asset type or maintenance feature.		
717488	Medium	Validate the sample identified based on the set of system generated sample identifiers (established in requirement TAI 103.0).		
717489	Medium	Store history of condition assessment for each asset. For each asset, there must be an unlimited number of condition assessment entries.		
717490	Medium	Allow authorized user to input condition assessment results online.		
717491	Medium	Provide the capability to perform condition assessments with proper editing and validation on a PDA or other handheld device by an authorized user.		
717492	Medium	Provide the capability to upload condition assessment data from a PDA or other handheld into the asset inventory. Condition assessment data must be validated before being posted to the asset inventory. Any condition assessments not passing validation must be placed in a suspense file for user review.		
717493	Medium	Provide internal controls to verify that all condition assessment data which is uploaded is accounted for (posted or put into suspense file for not passing one or more edits).		
717494	Medium	Generate an error report for any validation issues or other errors identified during upload from PDA or other handheld.		
717495	Medium	Place condition assessment records uploaded from the PDA which do not pass validation into a suspense file.		

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Section: PL-Transportation Asset Inventory, Condition Assessments (23 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717496	Medium	Allow the system administrator, appropriate asset owner or other authorized users to browse suspense file of condition assessment items uploaded from the PDA which were not posted.		
717497	Medium	Generate a work request based on the results of a condition assessment for review by an asset owner or other authorized user; creation of work request will be based on user defined business rules specific to the individual asset type and the condition rating observed/recorded.		
717498	Medium	Display most recent condition assessment as part of descriptive information about the asset.		
717499	Medium	Provide the ability to inquire on condition assessment history for every asset.		
717500	Medium	Allow user to display/report current condition assessment data for one or more asset types or maintenance features by actual score or converted letter grade. The user must be able to select the condition assessment for each asset based on various parameters such as sample identifier, most recent assessment, and average of all assessments over a date range. The user must also be able to select by highway system (All, Interstate, NHS, etc.) and location parameters including route, mile point to mile point, Statewide, district, county, or maintenance shop and indicate whether to report the functional condition, physical condition or both.		
717501	Medium	Allow user to display/report current condition assessment data for one or more asset classes by converted letter grade. This grade must be based on the weighted average established for the asset types and maintenance features within that asset class or classes. The user must be able to select the condition assessment for each asset based on various parameters such as sample identifier, most recent assessment, and average of all assessments over a date range. The user must also be able to select by highway system (All, Interstate, NHS, etc.) and location parameters including route, mile point to mile point, Statewide, district, county, or maintenance shop and indicate whether to report the functional condition, the physical condition or both.		
717502	Medium	Generate management scorecard showing actual functional condition for each asset type or maintenance feature as either the actual score or a converted letter grade and the target level of service for that asset type or maintenance feature. Scorecard must be able to be created by highway system (All, interstate, NHS, etc.) and at the Statewide, district, county or maintenance shop level. The user must be able to select the data to be included on the scorecard based on various parameters such as sample identified, most recent assessment and rolling average of all assessments over a date range.		
717503	Medium	Generate management scorecard showing functional condition for each asset class as a weighted, converted letter grade. This grade must be based on the weighted average established for the asset types and maintenance features within that asset class or classes. Scorecard must be able to be created at the Statewide, district, county or maintenance shop level or for a class of highway (Interstate, NHS, etc.). The user must be able to select the data to be included on the scorecard based on various parameters such as sample identified, most recent assessment and rolling average of all assessments over a date range.		
717504	Medium	Create in graphical format a year over year historical analysis or trend line of condition ratings for an asset type or maintenance feature for the functional condition. The user must be able to select the asset type, whether to use the actual score or the converted letter grade, the location (Statewide, district, county or maintenance shop) and/or highway system (All, Interstate, NHS, etc.) being compared, the range of years for comparison and whether the comparison is for fiscal year or calendar year.		
717505	Medium	Create in graphical format a year over year historical analysis or trend line of condition ratings for an asset class for the functional condition. This analysis will use the weighted average condition of all asset types and maintenance features in that asset class. The user must be able to select the asset class, the highway system (All, Interstate, NHS, etc.) and/or the location (Statewide, District, County or Shop) being compared, the range of years for comparison and whether the comparison is for fiscal year or calendar year.		

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Section: PL-Transportation Asset Inventory, Customer Input (10 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717506	Medium	Provide the ability to define a customer input sample set. User must be able to enter start and stop date of sample period, location of sample period (Statewide, specific districts or counties), person or firm conducting survey and asset types or maintenance features included in the survey. System will generate a unique survey identifier.		
717507	Medium	Store the customer rating of the current perceived level of service for each asset type or maintenance feature for each customer survey sample in the form of a valid letter grade as defined by user defined business rules.		
717508	Medium	Store the customer rating of the desired level of service for each asset type or maintenance feature for each customer survey sample in the form of a valid letter grade as defined by user defined business rules.		
717509	Medium	Store history of perceived level of service for each asset type or maintenance feature. For each asset type or maintenance feature, there must be an unlimited number of perceived level of service customer input entries.		
717510	Medium	Store history of desired level of service for each asset type or maintenance feature. For each asset type or maintenance feature, there must be an unlimited number of perceived level of service customer input entries.		
717511	Medium	Display most recent customer input (perceived level of service, desired level of service) as part of descriptive information about the asset type and/or maintenance feature.		
717512	Medium	Provide ability to inquire on customer input history (perceived level of service, desired level of service) for every asset type and/or maintenance feature.		
717513	Medium	Allow user to display/report current customer input results for one or more asset types or maintenance features. Perceived current level of service, desired level of service and the target level of service must be displayed. The user must be able to select the customer input for each asset type or maintenance feature based on various parameters such as customer input survey identifier, most recent survey, and average of all surveys over a date range. The user must also be able to select whether they want to report Statewide or for a specific district (if district specific data is available).		
717514	Medium	Allow user to display/report customer input data for one or more asset classes by weighted letter grade. This grade must be based on the weighted average established for the asset types and maintenance features within that asset class or classes. Current perceived level of service and desired level of service must be displayed. The user must be able to select the customer input for each asset class based on various parameters such as customer input survey identifier, most recent survey, and average of all surveys over a date range. The user must also be able to report Statewide or for a specific district (if district specific data is available).		
717515	Medium	Generate management scorecard showing the target level of service, the actual condition assessment from condition assessments, the perceived level of service from customer surveys and the desired level of service from customer surveys for each asset type or maintenance feature as a letter grade. Scorecard must be able to be created at the Statewide or district level. The user must be able to select the data to be included on the scorecard based on various parameters such as sample identified, most recent assessment and rolling average of all assessments over a date range. Statewide data must be utilized for customer input where district specific data is not available.		

Section: PL-Transportation Asset Inventory, GIS Integration (9 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717516	High	Provide a full featured GIS viewer within the transportation asset inventory function which integrates with WV DOT's existing ESRI ArcGIS environment.		
717517	High	Provide capability to print as a map any results which are spatially displayed by the GIS viewer from within the transportation asset inventory function.		

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Section: PL-Transportation Asset Inventory, GIS Integration (9 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717518	Medium	Provide the capability to spatially map a specific asset from the transportation asset inventory function. While looking at detailed information about an individual asset within the transportation asset inventory function, the user must be able to select "map the asset" and see the location of the asset displayed spatially by the GIS viewer within the transportation asset inventory function.		
717519	Medium	Provide flexibility in regards to selecting multiple assets within map view. Selection of multiple assets should not be restricted to all assets within a defined geometric shape drawn by the user (i.e. rectangle or circle). User should be able to select multiple assets within a freehand shape drawn by the user.		
717520	Medium	Provide the capability to spatially map a tabular list of assets meeting a specific set of selection criteria from the transportation asset inventory function. The user must be able to enter a set of search criteria in the transportation asset inventory function and obtain a tabular list of assets meeting that criterion. The user must then be able to select "map the assets" and see this list of assets displayed spatially by the GIS viewer within the asset inventory function.		
717521	Medium	Provide the capability to enter a set of selection criteria for an ad-hoc query of transportation asset inventory data and request that the results be displayed spatially by the GIS viewer within the transportation asset inventory function.		
717522	Medium	Provide the ability for a user to select an area of interest from within WVDOT's GIS application and request that all assets in that area or all assets in that area meeting certain user defined criteria stored in the transportation asset inventory be spatially displayed on a map within WVDOT's GIS.		
717523	Medium	Provide the ability to select one or more assets from the map of assets within an area displayed in the WVDOT GIS application and drill down to see the detailed information about those asset within the transportation asset inventory application.		
717524	Medium	Provide the ability to integrate with and display one or more assets or the result sets from pre-defined reports or ad-hoc queries within Google Earth.		

Section: PL-Transportation Asset Inventory, Pre-defined Reports (10 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717525	High	Provide pre-defined inventory listing reports for each asset type by a variety of selection criteria including asset type and one or more additional attributes. Examples of additional attributes include: highway system (All, Interstate, NHS, etc); Statewide; district; county; maintenance shop; route; from/to mile point; range of latitude and longitude; condition rating in the form of a range of the converted letter grade for performance or physical condition; a date range for asset installation date, etc. Report must show unique asset identifier; location in form of county, route from/to mile point (linear assets) or mile point (point assets); and latest condition rating for performance and physical condition in converted letter grade format.		
717526	High	Provide pre-defined inventory reports which show all assets of various asset types located at a particular point, segment or range of segments on the transportation network. One selection criteria for this report must be the assets to be included in the result set. This criterion can include all assets, one or more asset classes as defined by the user or one or more asset types as defined by the user. The second selection criteria is highway system (All, Interstate, NHS) and/or location as defined by the user through one or more of the following attributes: Statewide, district, county maintenance shop, route, from/to mile point or range of latitude/longitude. The third optional selection criteria is condition rating as expressed as a range for the converted letter grade for the performance and/or physical condition. The fourth optional selection criterion is a date range for the asset installation date. This report must show the asset class, asset type, location as defined by county, route, from/to mile point (linear asset) or mile point (point asset) and performance and physical asset condition in converted letter grade format.		

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Section: PL-Transportation Asset Inventory, Pre-defined Reports (10 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717527	Medium	Generate a list of assets on which major maintenance activity has been performed. Selection criteria must include asset classes and/or asset types; highway system (All, Interstate, NHS, etc.); location information including statewide, district, county, maintenance shop, route, milestone from/to, latitude to/from and longitude to/from; and a date range during which maintenance was performed. The resulting report must display asset class, asset type, unique asset number, location in the form of county, route, milepost from and to (linear assets) or mile point (point assets), the date maintenance was performed and the type of maintenance activity performed.		
717528	High	Allow pre-defined reports to be displayed in tabular format online, printed as a paper report or displayed in the GIS viewer.		
717529	High	Allow output from a pre-defined report to be extracted for use in Microsoft Office.		
717530	High	Allow a user to select an asset and drill down from a list of the results of a predefined report displayed in tabular format online to the detailed information screen for the selected asset.		
717531	Medium	Allow a user to save for later execution a pre-defined report with a set of specific selection criteria. The user must be prompted to provide a descriptive name for this saved report which will then be linked to the user's personal portal.		
717532	Medium	Provide users with a personalized portal including a report menu which provides a list of saved reports by the user-defined descriptive name for user selection and execution.		
717533	Low	Allow a user to authorize one or more additional users to have access to a saved predefined report.		
717534	Low	Display any saved predefined reports authorized by one user for use by a second user on the second user's personal portal.		

Section: PL-Transportation Asset Inventory, Ad-hoc Queries (7 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717535	High	Allow users to build ad-hoc queries to report on any fields in the transportation asset inventory using one or a combination of different criteria. At a minimum, this ad-hoc query tool must allow a user to select based on asset class or asset type; highway system (all, Interstate, NHS, etc.); location as defined by Statewide, district, county, maintenance shop; route; from/to mile point; performance condition rating or physical condition rating in the form of a range of converted letter grade; installation date range; functional classification; and municipal maintenance code. This ad-hoc query function must also allow users to select the specific attributes to be displayed for assets meeting the selected criteria from a list of all potential fields relevant for the asset classes or asset types selected.		
717536	Medium	Display the results from the ad-hoc query tool in a tabular screen format or on a printed report or display the results in the GIS viewer.		
717537	Medium	Allow a user from a tabular results display to select an asset and drill down from the results of the ad-hoc query to the detailed information screen for the selected asset.		
717538	Medium	Allow a user to save an ad-hoc query for later execution. The user must be prompted to provide a descriptive name for the saved ad-hoc query.		
717539	Medium	Display a user's saved ad-hoc queries by descriptive name on the user's personal portal/personalized reports menu.		
717540	Low	Allow a user to authorize one or more additional users to have access to a saved ad-hoc query.		
717541	Low	Display any ad-hoc queries authorized by one user for use by a second user on the second user's personal portal/ personalized reports menu.		

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Section: PL-Transportation Operations Management, General (6 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717542	High	Provide an operations management solution that will support the management and tracking of maintenance activities performed by various WVDOT divisions including but not limited to the Division of Highways and the State Rail Authority and the transportation related assets maintained by the West Virginia Division of Natural Resources.		
717543	High	Provide an operations management solution that will support the management and tracking of maintenance activities performed on the range of point and linear assets stored within the ERP transportation asset inventory function.		
717544	Medium	Provide an operations management solution that is extensible to be adapted by the State in the future to support the management and tracking of maintenance activities by other State agencies, community colleges and higher education institutions.		
717545	High	Support tracking and costing of work performed to a specific asset or segment of an asset.		
717546	High	Integrate as required with the other transportation asset management functions within ERP including transportation asset inventory, bridge management, pavement management, and safety management.		
717547	High	Integrate as required with other ERP functions including but not limited to accounts payable, accounts receivable and billing, asset management, cost accounting and cost allocation, facilities management, fleet management, inventory, leave accounting, learning management personnel administration, procurement and time and labor.		

Section: PL-Transportation Operations Management, Performance Standards (11 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717548	High	Create and maintain performance guidelines based on user defined business rules for all maintenance activities.		
717549	High	Store each activity's name, number, and narrative description.		
717550	High	Store crew size by labor class and quantity.		
717551	High	Store equipment required by fleet/equipment type and daily quantity.		
717552	High	Store material items/types and average daily quantities.		
717553	High	Store average daily work accomplishment and units.		
717554	High	Define preferable workload distribution in percent by months of the year.		
717555	High	Store associated inventory features, including measurement units.		
717556	Medium	Allow performance guidelines to be defined at the statewide level and then allow the guidelines to be copied to lower organization levels, or by highway system/road class, and modified to local conditions as needed. The system must have the capability to copy guidelines from one organizational unit (Statewide, district) to another organizational unit.		
717557	Medium	Identify performance guidelines by the fiscal year or time period (effective dates) for which they are applicable and retain this information indefinitely so that historical analysis may be performed.		
717558	Medium	Identify different work methods (for example, for mowing: hand mowing, machine mowing, slope mowing, etc.) for activities. These work methods may not have differing guidelines but would facilitate tracking when reported on the daily activity report (DAR).		

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Section: PL-Transportation Operations Management, Budget Development (48 Reqs)

<u>StmntID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717559	High	Provide a budget tool which allows for development of the proposed budget at different agency defined levels with a roll-up capability to higher organizational levels (for example each district, the equipment unit and other statewide crews developing a proposed budget and then rolling these up for review according to agency defined business rules - for example by the Maintenance Division and then the agency Budget office, etc.		
717560	Medium	Provide capability to roll-down total budget to a division or unit and allow the division or unit to develop or adjust their proposed budget within the context of their total overall budget (for example each district and the equipment unit is given a total budget number based on management direction and then allowed to develop their budget within these overall parameters).		
717561	Medium	Provide capability to adjust recommended budget based on a roll-down from the agency level based on actual appropriation and other policy level adjustments.		
717562	Medium	Provide a budget tool which allows for modeling of unlimited "what if" scenarios before selecting your proposed budget scenario for submission to the next level of review.		
717563	Medium	Allow for routing through workflow of the preferred budget to each manager who needs to review it.		
717564	Medium	Provide capability to develop proposed budget by modeling the impact of achieving different target levels of service for asset types and maintenance features based on the user defined letter grade scale for that asset or maintenance feature and the associated level of effort (LOE) factors; for example if the current condition assessment for an asset is a "B" and the statewide target level of service is an "A", the user must be able to model the budget impact of moving from a "B" level of service to a "B+" or "A-" or "A" level of service.		
717565	Medium	Provide capability to specify a target LOS and allow system to calculate the required level of effort (LOE) (e.g., tons of asphalt patching per lane-mile, linear feet of crack sealing per lane-mile, labor-hours of repair per impact attenuator, etc.) This is accomplished by converting the difference between actual and target LOS into a incremental additional work effort per unit of inventory. By multiplying the LOE by the feature inventory, an additional annual work quantity is obtained for that feature, which is added to the previous annual work quantity to obtain the annual work quantity for the new budget year.		
717566	Medium	Retain "what if" scenarios for a user defined period of time.		
717567	Medium	Restrict access to "what if" scenarios based on user defined business rules.		
717568	Medium	Calculate level of effort factors (LOE) to support budget modeling for each asset type or maintenance feature based on the condition assessment history and the historical actual cost data for internal labor, external labor, equipment and materials.		
717569	Medium	Store historical actual cost data indefinitely and perform real-time calculations on that data to provide refined LOE planning value information for current-year planning.		
717570	Medium	Store historical labor cost.		
717571	Medium	Store historical equipment cost.		
717572	Medium	Store historical material complement and usage.		
717573	Medium	Store historical quantity guidelines.		
717574	Medium	Store historical productivity rates.		
717575	Medium	Store historical work calendars.		
717576	Medium	Provide capability to override the calculated LOE with manual input of an LOE to accommodate special situations, (e.g., storm damage since last field LOS assessment survey, etc.).		

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Section: PL-Transportation Operations Management, Budget Development (48 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717577	Medium	Integrate with the ERP cost accounting, fleet, inventory, personnel administration and time and labor functions to obtain required labor, equipment and materials cost factors for budgeting purposes.		
717578	Medium	Maintain standard resource cost factors for labor, equipment and materials.		
717579	Medium	Store code number for resource.		
717580	Medium	Store description of resource.		
717581	Medium	Store unit cost of resource.		
717582	Medium	Store cost measurement unit of resource.		
717583	Medium	Store overtime rates for multiple categories of overtime or comp time such as normal, holiday, on-call, etc. for a resource.		
717584	Medium	Store overhead factors for resource.		
717585	Medium	Store a valid date range for all associated cost/rate data for a resource.		
717586	Medium	Allow for adjustment of standard resource cost factors at the district level.		
717587	Medium	Allow for the application of a user defined overtime factor (multiplier).		
717588	Medium	Maintain the standard resource cost factors for all previous, current, and next budget years.		
717589	Medium	Support the ability to derive next year's standard resource cost factors for budgeting purposes by copying the current year unit cost data to the next budget year.		
717590	Medium	Support the ability to derive next year's standard resource cost factors for budgeting purposes by copying the current year unit cost data to the next budget year, with a user-defined multiplier applied for each type of resource.		
717591	Medium	Support the ability to derive next year's standard resource cost factors for budgeting purposes by allowing for manual override of unit cost data for the next budget year.		
717592	Medium	Calculate an activity-based annual work plan, (i.e., the annual number of crew-days required to accomplish the annual work quantity in the budget) This calculation divides the annual work quantity by the appropriate average daily work accomplishment from the activity performance guidelines to determine the required annual number of crew-days of work for each maintenance feature in the district or maintenance unit.		
717593	Medium	Support budgeting by using contracts as a resource in addition to in-house resources using a contract unit cost for the activity.		
717594	Medium	Allow for the tracking of historical contract data for planning purposes.		
717595	Medium	Roll over uncompleted maintenance contracts from current/prior year.		
717596	Medium	Allow for the application of chargeback work as a budgeted cost when developing the budget.		
717597	Medium	Provide capability to apply an adjustment factor (+/-) on the preferred budget submitted by organizational unit when it is being re-submitted by a parent organizational unit to a lower level for adjustments .		
717598	Medium	Allow a parent organization to directly make changes to a budget scenario submitted by a lower level organizational unit.		
717599	Medium	Allow for the use of current and projected data including costs, labor, equipment class and hours/usage, quantities, productivity rates, and unit costs.		

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Section: PL-Transportation Operations Management, Budget Development (48 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717600	Medium	Allow user to override unit costs, productivity rates, material quantities, and hours for what-if scenario forecasting.		
717601	Medium	Allow for calculating costs and utilization by any period of time, maintenance unit, work type (contracted or in-house), aggregation, and by category (labor, equipment, and materials).		
717602	Medium	Provide what-if scenario capabilities during the budgeting process and throughout the budget year for Impact of hiring new employees, reducing workforce, or internal promotions.		
717603	Medium	Provide what-if scenario capabilities during the budgeting process and throughout the budget year for Impact of purchasing new equipment, leasing new equipment, trading in non-utilized equipment, etc.		
717604	Medium	Provide what-if scenario capabilities during the budgeting process and throughout the budget year for Materials cost changes (+/-) based on market trends.		
717605	Medium	Allow the work program and budget to specify the type of work (in-house or contracted). The system will allow the work program and budget to specify the work type on an activity-by-activity basis, with the capability to group activities into in-house and contract categories, if desired.		
717606	Medium	Provide the ability to track reimbursement for accident/emergencies as a debit entry to the overall budget.		

Section: PL-Transportation Operations Management, Work Calendar (34 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717607	High	Produce an annual work calendar that will show, for each maintenance organizational unit, the number of crew-days of work planned for each activity by month of the year, using the monthly percent distribution for each activity from the activity performance guidelines.		
717608	High	Provide for planned annual and monthly crew-days by activity.		
717609	High	Provide for planned annual and monthly labor hours by labor class, with an option to show the equivalent number of individuals needed in each month in each class along with the current number available.		
717610	High	Provide for planned annual and monthly equipment hours by equipment class, with an option to add the equivalent number of pieces of equipment needed each month in each equipment class along with the current number available.		
717611	High	Provide for planned annual and monthly material quantities by material class.		
717612	High	Provide a user-friendly scheduling tool.		
717613	High	Allow entry/selection of the date and scheduling period.		
717614	High	Allow selection of maintenance unit, district wide crew, equipment unit, or statewide crew and the crew leader from a pick list.		
717615	High	Allow selection of activity number from a pick list with activity name and measurement unit, and crew size appearing automatically on the schedule.		
717616	High	Allow entry of employee name or number or selection from a pick list, with employee name and labor class appearing automatically on the schedule.		
717617	High	Allow assignment of hours to selected days of the week for each individual in the crew.		
717618	Medium	Provide cross checks to ensure that employees are not over-scheduled unless overtime is planned or authorized.		

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Section: PL-Transportation Operations Management, Work Calendar (34 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717619	Medium	Provide capability to adjust the annual schedule on a monthly, weekly or daily basis to generate the specific crew work schedule with adjustments made in a given week or month adjusted forward on the annual work plan.		
717620	Medium	Provide the capability to adjust scheduled work activities from one work period to another.		
717621	Medium	Provide the ability to add one or more assigned work schedules to an individual or crew's weekly or daily schedule.		
717622	Medium	Provide for display and printing of the schedule.		
717623	Medium	Support routing of the schedule through a workflow within the system or via email.		
717624	Medium	Provide ability to make schedules available online to maintenance supervisors for review.		
717625	Medium	Accommodate a system-specified warning for "overrun" status when scheduling activities based against the work calendar.		
717626	Medium	Provide the ability to create the work schedule for contract labor.		
717627	Medium	Provide the ability to create the work schedule for inmate labor.		
717628	Medium	Provide the ability to create the work schedule for temporary employees.		
717629	Medium	Provide the ability to create the work schedule for seasonal resources.		
717630	Medium	Provide the ability to create the work schedule for emergency resources.		
717631	Medium	Provide for the creation and retrieval of standard scheduling templates for each crew, including staff and assigned equipment and materials.		
717632	Medium	Allow for creation of a new schedule based on the standard scheduling templates.		
717633	Medium	Provide system functionality that determines appropriate equipment and materials for scheduling, and warns the user in cases where sufficient resources do not exist.		
717634	High	Support various agency specific crew work schedules.		
717635	Medium	Provide a system default calendar, and user-defined calendars, to reflect standard working days, non-standard working days, holidays, etc.		
717636	Medium	Provide a list of resources (staff and equipment for specified organizational unit) and their availability for any scheduling period.		
717637	Medium	Integrate with ERP leave management to obtain a list of approved employee leave requests or leave requests which have been submitted by an employee and are pending supervisor approval.		
717638	Medium	Manage priority list in which employees must be offered scheduled overtime.		
717639	Medium	Monitor employee acceptance/refusal of scheduled overtime.		
717640	Medium	Provide ability to display all work scheduled by all locations (District wide, district wide crews, substations or Statewide crews), and by all resource types.		

Section: PL-Transportation Operations Management, Work Request (14 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717641	Medium	Provide a work request function which allows internal staff to request maintenance work to be performed.		

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Section: PL-Transportation Operations Management, Work Request (14 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717642	Medium	Store date requested.		
717643	Medium	Store user requesting.		
717644	Medium	Store work location.		
717645	Medium	Identify assets impacted (including specific asset inventory information to extent possible).		
717646	Medium	Describe nature of problem.		
717647	Medium	Define proposed work to be performed.		
717648	Medium	Store requested completion date.		
717649	Medium	Provide a means to identify emergency work or accident-related work by work order or scheduled activity.		
717650	Medium	Provide an automated work flow for review and approval of the work request based on user defined business rules.		
717651	Medium	Provide the capability for a maintenance supervisor or other authorized user to review the request, document proposed solutions and estimate the effort to implement one or more proposed solutions.		
717652	Medium	Provide for the work flow to allow for approval by the Assistant District Engineer or District Engineer.		
717653	Medium	Provide the capability for a maintenance supervisor to assign an approved work request to a work crew for implementation.		
717654	Medium	Generate a work order for each approved work request.		

Section: PL-Transportation Operations Management, Citizen Problem Report (12 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717655	Medium	Provide an Internet based capability for the general public to report issues on the transportation network.		
717656	Medium	Allow this problem reporting capability to be linked to and integrated with the WVDOT and DNR web sites to promote agency branding and facilitate public access to the reporting facility.		
717657	Medium	Capture date and time reported.		
717658	Medium	Capture the person reporting including name, address, phone number and email (if provided).		
717659	Medium	Store location of problem.		
717660	Medium	Store description of the nature of the problem.		
717661	Medium	Send an email confirmation to a citizen reporting a problem who provides their email acknowledging receipt of the problem report and indicating that the problem will be investigated in a user defined period of time.		
717662	Medium	Allow for online capture of problem reports for any reports which are called in by telephone or reported in person.		
717663	Medium	Route problem reports in an automated work flow to designated individuals in each district or headquarters office based on user defined business rules.		
717664	Medium	Provide capability for authorized users to review problem reports and document a proposed resolution to the issue.		
717665	Medium	Allow for creation of work requests for further internal review of a reported problem or a work order for problem resolution.		

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Section: PL-Transportation Operations Management, Citizen Problem Report (12 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717666	Medium	Send an email to the citizen submitting a problem report upon closure of any work request and/or work order generated based on a citizen problem report indicating that the problem has been investigated and/or resolved.		

Section: PL-Transportation Operations Management, Work Order (38 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717667	High	Support creation of standing work orders to track routine activities (for example pothole patching or litter pick-up in a given county).		
717668	High	Support creation of work orders for specific maintenance work in response to a work request, problem report or other situation.		
717669	Medium	Link work requests or problem reports to a work order and pre-populate information in the work order from the work requests and/or problem reports to the extent possible.		
717670	High	Capture date and time the work order is created.		
717671	High	Capture user requesting/creating.		
717672	High	Store description of work to be performed.		
717673	High	Store maintenance activities (multiple allowed) to be performed.		
717674	High	Define assets (multiple allowed) on which maintenance is to be performed (for individual work orders).		
717675	High	Capture cost center which can be any active chart of account codes, project or grant.		
717676	High	Define individual or crew that work order is assigned to.		
717677	Medium	Store purchase order (if work is performed by an external provider).		
717678	Medium	Store agency manager/approver (for any external work).		
717679	High	Store target completion date and time.		
717680	High	Provide the capability to define a work order as relating to a FEMA event or an FHWA emergency relief (ER) event.		
717681	High	Provide the capability to indicate that a work order is for off system work. The third party must be able to then be billed for the work.		
717682	High	Provide a mechanism to red flag repairs caused by the negligence of others (i.e. traffic accidents, vandalism, etc.) The party determined at fault must be able to then be billed for these repairs.		
717683	Medium	Provide the ability to attach various file types to the work order.		
717684	Medium	Generate a list of equipment and materials needed based on maintenance activities to be performed and associated performance standards.		
717685	Medium	Auto create the materials requisition with the work order based on the maintenance activities to be performed and the associated performance standards.		
717686	Medium	Provide ability to electronically notify and transmit work requests to the individual or crew assigned, as well as the Maintenance Supervisor (or other designated staff member).		
717687	Medium	Route work order electronically through work flow to crew leader or individual to whom work order is assigned.		

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Section: PL-Transportation Operations Management, Work Order (38 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717688	Medium	Notify assigned individual or crew leader by email and provide ability to link from the email directly into the assigned work order.		
717689	Medium	Allow crew leader or work order assignee to download work order information to a GPS enabled PDA or other hand held device.		
717690	Medium	Provide for emailing, faxing or electronically transmitting through the ERP procurement function a work order to an external provider.		
717691	Medium	Allow crew leader to capture GPS location of actual work performed via the PDA or other hand held device and to adjust asset information as appropriate based on what assets the maintenance work is actually performed on.		
717692	Medium	Allow crew leader or individual to whom work order is assigned to indicate work order completion online in the system or by recording completion on their PDA and uploading to the system.		
717693	Medium	Allow crew leader to report completion of work order as part of the crew's daily activity report instead of individually reporting completion of work order.		
717694	Medium	Capture for each work order the actual labor, equipment and materials utilized to perform the activity and complete the requested work.		
717695	Medium	Allow authorized user to review and approve work order as completed through a work flow based notification following the work order being marked by the crew leader or other staff member performing the work that the work is complete.		
717696	Medium	Prevent further changes to a work order after approval. Further changes will require an additional transaction against the work order so that the audit trail of changes is maintained.		
717697	Medium	Allow a work order to be adjusted for data entry errors.		
717698	High	Provide work order search capability by a number of parameters including maintenance shop, status (open, closed, cancelled), date range, work order type, asset type, maintenance feature, maintenance activity, etc.		
717699	Medium	Restrict work order search capability and access to work orders by agency, district, substation or other maintenance shop within an agency and by a user's roles/responsibilities.		
717700	Medium	Allow for partially completed work orders that remain open through month and year end without requiring the start of a new work order.		
717701	Medium	Update materials inventory in the ERP inventory function based on materials used on a work order.		
717702	Medium	Update materials inventory in the ERP inventory function based on any materials credited in a work order (returned to inventory).		
717703	Medium	Update equipment usage in the ERP fleet management function based on actual equipment usage reported on the work order.		
717704	Medium	Update employee time information in the ERP time and labor function based on actual time reported by employee on the work order.		

Section: PL-Transportation Operations Management, Work Reporting (35 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717705	High	Provide a daily activity report (DAR) function which allows the crew leader to report all activities and work orders performed in a given day and the various resources utilized to perform these work orders and maintenance activities.		
717706	High	Allow for entry of a daily activity report online.		

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Section: PL-Transportation Operations Management, Work Reporting (35 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717707	Medium	Allow for entry of daily activity report on a GPS enabled PDA or other handheld device and the upload of this information from the PDA to the system.		
717708	High	Capture the crew leader's DAR, showing accomplishments for each activity performed by the crew, including the work order, work activity number, date, crew ID, work location(s), labor hours used by individual, equipment time commitment and miles and hours used by fleet/equipment number, materials used, and amount of work accomplished.		
717709	High	Support entry of all of a crew's daily resource usage on a single daily activity report.		
717710	High	Store individual employee time for work performed at any location.		
717711	High	Store individual equipment used for work performed at any location.		
717712	High	Store material usage for work performed at any location.		
717713	Medium	Allow a crew leader to report completion of one or multiple work orders on the DAR.		
717714	Medium	Pre-populate the DAR with any information available for work activities from the crew schedule.		
717715	Medium	Pre-populate the DAR with any information available for work orders already marked as completed for that day (labor, equipment, materials, etc.).		
717716	High	Report equipment commitment (tied up or rental) time and the metered usage on the DAR, by fleet/equipment unit number (unique ID) using mileage, gallons, and hours as the standard units of measure.		
717717	High	Monitor temporary employee upgrades (employees working out of class). Record and track on a 365 day basis from the time of the first upgrade.		
717718	Medium	Allow for designating emergency overtime on the DAR.		
717719	Medium	Allow users to enter an explanation for the variance when the reported work accomplishment is outside of the range specified in the performance guideline for the activity by more than a user-specifiable percent.		
717720	High	Allocate labor, materials, and equipment usage used on an activity over the different road segments covered on the DAR. Record work accomplished by a crew on a single activity to multiple locations using the production at each location to proportionately allocate the labor, equipment, and material (or contract) costs to the locations while reporting resources utilized (labor, equipment, materials, and contract) only once for the activity.		
717721	High	Support acquisition/storing of materials in inventory in one unit of measure and reporting usage on a DAR in a different unit of measure.		
717722	High	Provide the ability to flag individual activities as accident or emergency related, and eligible for reimbursement.		
717723	Medium	Support maintenance superintendent and other manager review and approval of the crew leader's DAR online through an automated work flow based review process.		
717724	Medium	Integrate with the ERP leave accounting and other human resources functions to pre-populate the DAR with any information available for regularly scheduled crew members (leave, training, etc.).		
717725	Medium	Allow override of information pre-populated from ERP leave accounting and other ERP functions (for example an employee scheduled for leave actually reported to work.).		

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Section: PL-Transportation Operations Management, Work Reporting (35 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717726	High	Provide the ability to report the absence of regularly scheduled crew members on the DAR and the reason for the absence (leave, sick time, training, etc.).		
717727	Medium	Support tracking of lost productivity due to employee injuries.		
717728	High	Allow for adding to the DAR and reporting on employees temporarily assigned to a crew.		
717729	High	Allow for adding to the DAR and reporting on temporary employees, contract employees or emergency resources.		
717730	High	Capture daily work done by contract on the DAR for contract services, including contract number, the contractor name, and equipment/materials and quantities.		
717731	High	Validate all data entered on the DAR. To minimize data entry errors, wherever possible, data entry fields must have drop-down pick lists or calendars for the user to choose from pre-defined formats (e.g., mm/dd/yyyy).		
717732	Medium	Provide application drop down pick lists, lists of values, etc., on the DAR to restrict the data presented to the user based upon criteria associated with the user's security and data previously populated on the entry screen. For example, if a district has already been populated on the screen, then only roadways within that district will be available for selection on a route drop down list.		
717733	High	Update transpiration asset inventory to reflect changes in assets based on work order activities.		
717734	High	Update materials inventory in the ERP inventory function based on materials reported as used on a DAR.		
717735	High	Allow for reporting of materials on the DAR that were not originally in inventory (materials purchased and charged out directly to the work order and given to the crew or materials purchased by the crew to accomplish the assigned work activity, etc.).		
717736	High	Update materials inventory in the ERP inventory function to reflect the return by the crew of materials not originally in inventory to an inventory store; credit the work order that was originally billed for the value of the materials transferred to inventory.		
717737	High	Update equipment usage in the ERP fleet management function based on actual equipment usage reported on the DAR.		
717738	High	Update employee time information in the ERP time and labor function based on actual time reported by employee on the DAR.		
717739	High	Ensure materials, equipment and time usage is only reported and passed to other ERP functions once, either when a work order is closed out or on the DAR.		

Section: PL-Transportation Operations Management, Labor (13 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717740	High	Integrate with ERP personnel administration and learning management functions as required to obtain information on employees required to support resource scheduling and costing within the highway maintenance management function.		
717741	High	Store and display name.		
717742	High	Store and display employee ID number.		
717743	High	Store and display job title.		
717744	High	Store and display labor class.		
717745	High	Store and display current assignment location.		

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Section: PL-Transportation Operations Management, Labor (13 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717746	High	Store and display pay grade and rate.		
717747	High	Store and display qualifications and special skills (CDL, equipment certifications, etc.).		
717748	High	Store and display training courses completed and certifications.		
717749	High	Utilize available employee information to compare labor needs with availability, scheduling, and costing of work orders and daily work accomplishments.		
717750	Medium	Document the occurrence of lost-time injuries, including location, time, date, circumstances, others involved, and witnesses.		
717751	Medium	Document the severity and outcome of injuries.		
717752	Medium	Prepare any necessary Workers Compensation documents and related paperwork and facilitate internal reviews and approvals. .		

Section: PL-Transportation Operations Management, Equipment (24 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717753	High	Integrate with the ERP fleet management function to obtain information on vehicles, maintenance equipment and other fleet units utilized in performing maintenance work activities.		
717754	High	Store and display fleet/equipment class name and code.		
717755	High	Store and display fleet/equipment type name and code.		
717756	High	Store and display fleet/equipment unit ID number.		
717757	High	Store and display manufacturer.		
717758	High	Store and display make.		
717759	High	Store and display model.		
717760	High	Store and display serial number.		
717761	High	Store and display USDOT number.		
717762	High	Store and display assigned organization.		
717763	High	Store and display current location of equipment.		
717764	High	Store and display prior history of equipment assignment.		
717765	High	Store and display warranty information and any recall history.		
717766	High	Store and display repair history.		
717767	High	Store and display history of equipment utilization.		
717768	High	Store and display eligibility of the equipment to be pooled.		
717769	High	Store and display current equipment status (Active, Pooled, Reserved, Under Repair, Scheduled for Maintenance, etc.).		
717770	High	Store and display combined current equipment status of equipment units which are needed to be reserved as a unit; for example a loader and hauler.		

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Section: PL-Transportation Operations Management, Equipment (24 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717771	High	Store and display skills/certifications required by operator.		
717772	High	Store and display rental rate, cost per hour or cost per mile (for activity costing purposes).		
717773	High	Utilize available fleet/equipment information to compare needed versus actual equipment, costing of work orders and daily work accomplishments, and tracking condition and replacement needs.		
717774	High	Integrate with the ERP fleet management function to allow an authorized user to reserve equipment which is eligible to be pooled and reflect the reserved equipment in their crew schedules.		
717775	Medium	Calculate automatically equipment utilization and non-productive (commitment time) equipment hours by type of equipment, based on data input from crew leader's DARs on equipment usage.		
717776	Medium	Allow an authorized user to create minimum usage requirements for specified equipment that will be set as a threshold for comparing planned usage versus actual usage.		

Section: PL-Transportation Operations Management, Inventory (53 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717777	High	Integrate with ERP inventory function to maintain an inventory of an unlimited number of materials, parts and other inventory items.		
717778	High	Allow for an agency specific materials inventory that supports both a standard commodity/item identifier at the enterprise level to track enterprise level usage of a material, as well as material codes unique to each individual agency.		
717779	High	Support set-up of multiple stock rooms or warehouse locations per agency.		
717780	High	Support tracking material inventory to a bin location.		
717781	High	Integrate with the ERP inventory function to allow an authorized user to reserve inventory and reflect the reserved inventory in their crew schedules.		
717782	High	Provide the capability to integrate with bar code scanners to receive, transfer, adjust and charge out parts inventory.		
717783	High	Store and display Statewide material, part or item code.		
717784	High	Store and display agency material, part or item code.		
717785	High	Store and display material unit number.		
717786	High	Store and display manufacturer.		
717787	High	Store and display manufacturer part, material or item number.		
717788	High	Store and display serial number.		
717789	High	Store and display vendor information (number, name, contact information, etc.).		
717790	High	Store and display contract number.		
717791	High	Store and display any alternate material or part (multiple).		
717792	High	Store and display item description.		

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Section: PL-Transportation Operations Management, Inventory (53 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717793	High	Store and display usage codes (multiple) including the equipment the particular inventory item can be used on.		
717794	High	Store and display reference fields (multiple).		
717795	High	Store and display cross reference fields (multiple).		
717796	High	Utilize inventory information to compare materials needed for scheduling materials on-hand, cost work orders and daily work accomplishments, and reorder materials when stock levels reach reorder points.		
717797	Medium	Track information on annual inventory usage, the type of usage, and the work activities the material or other item is normally issued for.		
717798	Medium	Support warranty tracking including agency specific warranty types, cycle (hours, days, years, miles) and length of cycle in time and/or miles.		
717799	Medium	Track the issuance of all stocked and non-stocked inventory items to a specific asset or set of assets.		
717800	High	Allow materials to come into inventory immediately upon receipt rather than at time of payment.		
717801	Medium	Allow for issuance of inventory items without having to charge it to a work order; instead inventory items must be charged to an active chart of account code, grant or project.		
717802	Medium	Maintain inventory history including transfers and adjustments.		
717803	Medium	Track and record transfers between shops or locations.		
717804	Medium	Maintain year to date and life to date history.		
717805	High	Provide a full range of audit tracking capabilities including any adjustment to unit cost, count, return to inventory, return to vendor, transfers, from one storeroom to another, by operator, and date/time.		
717806	High	Provide for an agency specific mark-up percent by item type and/or item number.		
717807	High	Provide on-line search capabilities of all inventory by inventory item type, Statewide item code, agency item number, manufacturer's part/item number, alternate item number, and a user-defined alpha/numeric reference field. The search screen must also display minimum and maximum stocking levels and quantity on hand.		
717808	High	Integrate with ERP purchasing and accounts payable functions to track part inventory purchases by vendor, vendor location, purchase order number, vendor invoice or procurement card transaction number.		
717809	High	Display/report purchases and receipts by vendor for all items, one or more types of items or a specific item for the fiscal year or other user-defined time period.		
717810	Medium	Provide capability to enter complaints about vendor performance or item performance problems.		
717811	Medium	Provide capability to buy an item in one unit but receive and track the item in another unit with conversion factors between the two units.		
717812	Medium	Provide ability to change an item number and have that change be reflected for all historical data.		
717813	Medium	Allow merging of up to 20 item numbers into one item number while retaining historical data.		
717814	Medium	Track activity on non-stocked items to include frequency of issue and fiscal year-to-date information.		

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Section: PL-Transportation Operations Management, Inventory (53 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717815	Medium	Price items issued to work orders at a moving average.		
717816	Medium	Generate a surplus item report which can track lack of activity for user-defined periods of time.		
717817	High	Support different minimum and maximum reorder points by location.		
717818	High	Generate an items reorder list by vendor, item type, item number, or storeroom.		
717819	High	Include reservations and pending orders in the calculation of reorder quantities.		
717820	High	Route reorder list by workflow for review and approval by user defined business rules.		
717821	High	Integrate with the ERP procurement function to generate purchase orders for selected items on the reorder list.		
717822	Medium	Provide for ABC classification of inventory items where A represents the 10% of inventory items with the highest dollar value; B represents the next 20% of the highest dollar value; C represents the 70% of inventory comprised of lower cost items.		
717823	Medium	Support a work in process inventory at each inventory store (for example for the assembly of signs in the sign shop).		
717824	Medium	Provide for the transfer of assembled units to a finished goods inventory.		
717825	Medium	Store locations and volumes of stockpiles (stone, river gravel etc.).		
717826	Medium	Store date and results of quality control and/or acceptance tests on stockpiles.		
717827	Medium	Provide for user-defined inventory cycles.		
717828	Medium	Generate work lists to assist in inventory counts and automatically generate a variance report when the physical count is entered.		
717829	Medium	Track and record the sale or disposition of surplus inventory, equipment or materials as surplus, recycling, waste or scrap.		

Section: PL-Transportation Operations Management, Contract Resources (18 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717830	Medium	Integrate with the ERP procurement function to obtain information about contractors performing maintenance work.		
717831	Medium	Maintain a database of contractor information as it pertains to transportation operations management.		
717832	Medium	Store and display vendor number.		
717833	Medium	Store and display company name.		
717834	Medium	Store and display address.		
717835	Medium	Store and display contact person and phone number.		
717836	Medium	Store and display contractor's license number.		
717837	Medium	Store and display contractor's usual and customary type of work.		
717838	Medium	Store and display any company certifications and/or certificates held by key employees.		
717839	Medium	Store and display contract history by contract number and description.		
717840	Medium	Store and display purchase order history by purchase order number and description.		

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Section: PL-Transportation Operations Management, Contract Resources (18 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717841	Medium	Store and display cost and quantity of all bid items on each purchase order.		
717842	Medium	Store and display insurance information.		
717843	Medium	Store and display work order history including work order, start/stop dates, district, maintenance unit and maintenance activities performed.		
717844	Medium	Enter and track contractor performance evaluation for work performed where it can be tied to a specific work order.		
717845	Medium	Allow authorized users to track and display active maintenance contracts (yearly and as needed contracts), such as mowing, litter removal, sweeping, janitorial, etc.		
717846	Medium	Allow authorized users to track and display contractors by skills or available equipment etc. This must include lists of emergency equipment sources not on contract who may or may not have previously been a vendor to the State.		
717847	Medium	Allow the authorized users for the contract and non contract source list to be defined by specific activity/commodity level.		

Section: PL-Transportation Operations Management, Costing and Billing (12 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717848	High	Provide the ability to cost all resources reported on the DAR using actual rates for the specific resources (labor, equipment, materials, and contract) at the time the resource usage is entered.		
717849	High	Integrate with ERP cost accounting and allocation, fleet management, inventory, personnel administration and time and labor to obtain the required actual cost data.		
717850	High	Provide the capability to maintain multiple indirect cost rates (fringe benefits, overhead, training, etc.) per direct cost.		
717851	High	Provide the capability to apply multiple indirect cost rates. Different indirect rates must be applicable to different resource types and may also vary by organizational unit.		
717852	High	Integrate with ERP cost allocation function to allocate indirect costs associated with maintenance management to districts, district wide crews, substations, other maintenance units and statewide crews based on various parameters.		
717853	High	Integrate with ERP accounts receivable and general ledger functions to support intergovernmental billing to other state agencies for maintenance work performed on their behalf.		
717854	High	Integrate with ERP accounts receivable function to support billing for maintenance work resulting from an accident or vandalism.		
717855	High	Integrate with ERP accounts receivable and billing functions to support billing for maintenance work related to a FEMA event or an FHWA emergency relief (ER) event.		
717856	High	Integrate with ERP accounts receivable and billing functions to support billing a third party for off system maintenance work.		
717857	Medium	Allow an authorized user to edit work descriptions on the bill generated by the ERP accounts receivable function prior to finalizing the billing.		
717858	High	Integrate with ERP general ledger to support allocation/charging to work orders of intergovernmental billings received from other agencies for maintenance support work (State Police time).		
717859	High	Integrate with ERP accounts payable to support charging to work orders of accounts payable related to maintenance work (contracted work, local police/sheriff time, etc.).		

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Section: PL-Transportation Operations Management, Time and Leave Integration (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717860	High	Integrate with the ERP time and labor function to automatically generate the employees time sheet based on data from the DARs on a regularly scheduled basis.		
717861	High	Provide time charge details for employees for specific time periods including hours worked (by all types of hours -- regular, leave, holiday time, comp time, on-call time, overtime, etc.).		
717862	High	Allow an authorized user to designate whether an individual employee will enter their own time or whether an employee's time will be entered by an administrative support staff member for the employee.		
717863	High	Allow a time clerk to be temporarily delegated responsibility for entering an employee's time (employee on vacation, extended medical leave, etc.).		
717864	High	Provide the ability to print out a formatted time sheet showing the employee's time for a pay period for the employee to review, mark corrections, sign and return to the employee's designated time clerk.		
717865	High	Allow employees to add non maintenance management time to their time sheet (leave, training, other administrative time, etc.) to account for all hours in a pay period before submitting their time sheet.		
717866	High	Route any changes made by the employee on the timesheet to activities pre-populated by the DAR back to the crew leader for approval.		
717867	High	Adjust the appropriate DAR to reflect employee adjustments to the information on the DAR on their time sheets if approved by the crew leader and reflect these changes within the ERP time and labor function for payroll purposes.		

Section: PL-Transportation Operations Management, Management Reports (14 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717868	High	Generate monthly and year-to-date work accomplishment reports by activity or sub-activity for a highway system (All, Interstate, NHS, etc.) and/or unit (Statewide, Statewide crew, district, substation or other maintenance unit within a district).		
717869	High	Prepare monthly and year-to-date planned versus actual work accomplishment reports by activity for a highway system (All, Interstate, NHS, etc.) and/or unit (Statewide, Statewide crew, district, substation or other maintenance unit within a district).		
717870	High	Generate monthly and year-to-date work accomplishment summary reports by activity for a highway system (All, Interstate, NHS, etc.) and/or unit (Statewide, Statewide crew, district, substation or other maintenance unit within a district).		
717871	High	Prepare monthly and year-to-date planned versus actual work accomplishment summary reports by activity for a highway system (All, Interstate, NHS, etc.) and/or unit (Statewide, Statewide crew, district, substation or other maintenance unit within a district).		
717872	High	Display summary of work done by activity, highway system, location (Statewide, district or maintenance unit), route number, road segment and road location (e.g., offsets, reference markers, GPS) as well as special identifiers for a specified time period and/or work crew.		
717873	High	Prepare comparative analysis including in graphical formats, etc. against performance standards or other maintenance units by activity for highway system (All, Interstate, NHS, etc.) and/or location (Statewide, Statewide crew, a district, substation or other maintenance unit within a district).		
717874	Medium	Calculate and display or print the actual level of effort for each activity in terms of work accomplished divided by the quantity of road inventory feature(s) associated with the activity (e.g., pothole patching, tons of asphalt used per lane-mile of inventory) statewide, for a statewide crew, for a district or for a substation or other maintenance unit.		

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Section: PL-Transportation Operations Management, Management Reports (14 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
717875	High	Prepare monthly, year-to-date, and year-over-year expenditure reports, including labor, equipment, material, and contract usage by activity for highway system (All, Interstate, NHS, etc.) and/or location (Statewide, Statewide crew, a district, substation or other maintenance unit within a district).		
717876	High	Generate monthly, year-to-date, and year-over-year planned versus actual expenditure reports, including labor, equipment, material, and contract usage by activity for Statewide, a Statewide crew, a district, a substation or other maintenance unit within a district.		
717877	High	Prepare monthly, year-to-date, and year-over-year expenditure summary reports by activity for Statewide, a Statewide crew, a district, a substation or other maintenance unit in a district.		
717878	High	Prepare monthly, year-to-date, and year-over-year planned versus actual expenditure summary reports by activity for Statewide, a Statewide crew, a district, substation or other maintenance unit within a district.		
717879	Medium	Prepare monthly, year-to-date, and year-over-year planned versus actual productivity reports, showing average amount of work accomplished per crew-day versus the performance guideline for amount of work that should be accomplished per day. This report must be able to be created for Statewide, a Statewide crew, a district, a substation or other maintenance unit within a district.		
717880	Medium	Prepare monthly, year-to-date, and year-over-year planned versus actual cost per crew-day, (e.g., using planned costs by resource class and actual costs for individual resources used.). This report must be able to be created for Statewide, a Statewide crew, a district, a substation or other maintenance unit within a district.		
717881	Medium	Provide exception reports for activities that deviate from planned performance by more than a user defined percentage. This report must be able to be created for Statewide, a Statewide crew, a district, a substation or other maintenance unit within a district.		

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Section: SW-General and Technical, Application Architecture (18 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718001	High	Provide a suite of fully-integrated application modules in which data captured in one module is available for use and updated as appropriate in other modules of the system.		
718002	High	Share all related business files shared across functional areas or across organizations.		
718003	High	Update all related modules and tables with a single entry, for example, an account number change is made only once but takes effect throughout the ERP system.		
718004	High	Implement a table-driven architecture with online screens to control parameters.		
718005	High	Provide capability for the system administrator or other authorized users to manage and maintain system tables.		
718006	High	Provide the ability to have edit checking tables which at the State's option for certain functions can have agency specific values which are managed and maintained at the agency level.		
718007	Medium	Utilize a system design which provides the end user with a perspective of real-time update of data even if some batch processes may actually be required in the background to complete the updating of the database. For example users should not have to toggle from a screen being used to perform a business process to a job queue to check the status of a batch job before being able to proceed to the next screen in a set of screens required to perform a specific business function or transaction.		
718008	Medium	Perform transactions in real-time in the sense that online access will display the most current element value. As an example if a user changes the value of a data element on one screen, the newly changed data value will be shown if this same data element is displayed on the next screen in a sequence of screens required to complete a business transaction.		
718009	High	Edit all system input according to user defined business rules so that the rules are appropriately applied and data is validated at the time the data is being entered into the system either on-line or through a batch transaction.		
718010	High	Utilize effective-dated transactions and table updates (either future dated or retroactive) with the ability to specify data edits by type of transaction.		
718011	High	Support multiple concurrent application sessions for each user.		
718012	High	Integrate any proposed third party applications into the main menu structure so that Menu structure is maintained during software upgrades for ERP system modules and any third-party applications integrated as part of the ERP.		
718013	High	Ensure vendor proposed third party applications reflect and utilize West Virginia ERP system security profiles.		
718014	High	Ensure appropriate protection and masking of any fields designated as personally identifiable information with access restricted to authorized users by agency and role and responsibility.		
718015	High	Provide the ability to comply with a Statement on Auditing Standards (SAS) 70 Type II audit.		
718016	High	Comply with Health Insurance Portability and Accountability Act (HIPAA) compliance rules.		
718017	High	Comply with the Health Information Technology for Economic and Clinical Health Act (HITECH).		
718018	High	Comply with the Rehabilitation Act of 1973 and ADA Section 508 standards for accessibility for all system functions.		

Section: SW-General and Technical, Technical Architecture (21 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718019	High	Provide a solution based on a distributed systems architecture.		

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Section: SW-General and Technical, Technical Architecture (21 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718020	High	Utilize a vendor-independent design that is based on non-proprietary technology and does not required the solution to be operated on proprietary hardware or operating system platforms.		
718021	High	Support a fully scalable architecture designed to allow incremental increases in hardware capacity to support increased usage of the system over time.		
718022	High	Implement a system design in which the default application system availability is continuous, i.e., 24 by 7.		
718023	Medium	Utilize a service oriented architecture.		
718024	Medium	Provide for separation of report server tier from the transaction application server.		
718025	Medium	Provide for separation of some or all of the web server tier from the application server tier.		
718026	High	Utilize a Windows or Linux operating system for web servers.		
718027	High	Utilize Windows, Unix or Linux operating system for application and data base servers.		
718028	High	Support the following desktop Operating System configurations: Windows 7, Windows XP.		
718029	Medium	Provide a minimum of 80% of the system functionality via the Web to at least 80% of the ERP user base without installation of client software.		
718030	High	Deliver content via a web browser which supports at least Microsoft Internet Explorer (7.x and higher).		
718031	Medium	Deliver content via a web browser which supports at least Firefox (4.x and higher).		
718032	Low	Deliver content via the current and most recent previous version of other industry standard browsers such as Chrome, Safari, Opera, etc.		
718033	Medium	Ensure that content can be delivered via a web browser without requiring browser security settings to be lowered in order for system functionality to perform properly.		
718034	Medium	Deliver content via browser without Active X controls or plug-in support (Java Runtime Environment, Adobe Flash, etc.).		
718035	Medium	Maintain the state of the browser without cookies.		
718036	Low	Deliver content via the web browser capability available on the Blackberry.		
718037	Low	Deliver content via the web browser capability available on the iPhone.		
718038	Medium	Ensure any software which is required to be on a desktop can be easily deployed through push technology.		
718039	Medium	Support the following character sets: UTF-8 Unicode, UTF-16 Unicode, ASCII, EBCDIC.		

Section: SW-General and Technical, Enterprise Application Integration (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718040	High	Provide connectivity services to transport data across different networks and protocols.		
718041	High	Provide communication services that guarantees message delivery and handles queuing and encryption for various types of communication (e.g., publish and subscribe, request/reply, etc.).		
718042	High	Provide data-flow services that routes data to the appropriate destinations) and filters messages.		

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Section: SW-General and Technical, Enterprise Application Integration (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718043	High	Provide data-mapping services to link data to the appropriate meaning in different schemas.		
718044	High	Provide data-transformation services to handle data validation, calculations, lookups, padding, truncation, etc.		
718045	High	Provide transaction processing services to manage transactions across multiple applications.		
718046	High	Provide business process flow services to group and link data flows to automate the steps in a business transaction..		
718047	High	Provide web Services functionality (i.e., UDDI, WSDL, SOAP, etc.).		

Section: SW-General and Technical, User Interface (11 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718048	Medium	Utilize a consistent user interface across all ERP system components including user definable hot keys; screen naming functions; navigation patterns; consistent use of controls; online help and menus (as defined by the user's security profile).		
718049	Medium	Ensure messages appear in a consistent format across all system functions for both batch and on-line processing.		
718050	Medium	Allow manual entry as well as provide on-line, contextually valid drop-down lists of all valid values for each validated field.		
718051	Medium	Provide immediate transfer of values from "pop up" tables to the appropriate field when selected.		
718052	Medium	Have on-line screens proceed directly and automatically to the next appropriate field when data is entered.		
718053	Medium	Allow user to access other input screens and modules without backing out of menus or menu paths.		
718054	Medium	Allow navigation between multiple, related input screens without losing information input on the original (or header) screen.		
718055	Medium	Allow the user to move backward within a menu structure without losing data.		
718056	Medium	Allow user to open multiple screens/windows simultaneously.		
718057	High	Allow a user to cancel transaction and/or exit any document or screen without saving changes.		
718058	Medium	Support cut and paste for copying data between windows.		

Section: SW-General and Technical, Functions and Features (37 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718059	High	Support the importing/exporting of data Microsoft Office.		
718060	High	Utilize standard e-mail protocols including IMAP, MAPI, POP3, SMTP, etc.		
718061	High	Allow automatic system numbering or user-defined numbering (with reserved ranges or specific numbers).		
718062	High	Prevent duplicate document numbers or reference numbers based on user- specified criteria.		
718063	Medium	Support the use of alphanumeric characters for documents (i.e., purchase order, requisition) and other references (i.e., vendor, customer).		
718064	High	Allow any master record or validation table entry to be activated or inactivated.		
718065	High	Provide for wildcard or partial searches.		

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Section: SW-General and Technical, Functions and Features (37 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718066	High	Default values for one field based on the value of another field according to user-defined business rules.		
718067	High	Allow overriding of system or user-defined defaults based on business rules with audit trail within individual ERP functions.		
718068	High	Allow alerts to be tied to any transaction based on user defined criteria.		
718069	Medium	Allow for descriptions on all transactions.		
718070	Medium	Provide spell check capability.		
718071	High	Support text formatting in the system (i.e., the ability to support mixed case letters, word wrap, line wrap, character count when there is a limit, etc.).		
718072	High	Provide a number of user-defined data fields within each ERP function.		
718073	High	Support the definition and use of agency-specific data fields (user-defined or specific system fields based on user-defined business rules).		
718074	Medium	Provide descriptions for chart of account items and other codes.		
718075	Medium	Track and store date effective changes throughout all modules.		
718076	Medium	Provide query features that support alternate field lookup; for instance, using vendor name to look up vendor number.		
718077	Medium	Provide table look-up fields that can be linked to or refer to other tables.		
718078	High	Support use of electronic signatures to initiate or approve a business event within the ERP system through authentication of the user to the system by entry of a valid user id and password at the time the user signs on to the system.		
718079	Low	Support electronic signatures through the recognition of a valid user's signature entered on an electronic signature pad such as a point of sale device.		
718080	Low	Support electronic signatures through the recognition of a valid user's signature based on biometric data entered by the user through a reader interfaced to the ERP system.		
718081	Medium	Support mass changes to defined groups of transactions or data .		
718082	Medium	Support the ability to add printable and non-printable notes to any field or document.		
718083	Medium	Support creation of user-defined form letters or business forms.		
718084	Medium	Provide for automatic date and time stamping of all documents generated by the ERP system.		
718085	Medium	Provide templates or shortcuts for recurring document entry or processing.		
718086	Medium	Provide functionality to copy a document in order to create a new document of the same type.		
718087	Medium	Generate special clauses on documents as defined by users or by standard clauses.		
718088	Medium	Support multiple attachments in Microsoft Office, PDF and image file formats.		
718089	Medium	Provide the ability to recognize, interpret and store in the system optical character recognition (OCR) information.		
718090	High	Provide the ability to integrate bar code scanners with the ERP system to support data input.		

**State of West Virginia RFP for ERP Software and Services
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Section: SW-General and Technical, Functions and Features (37 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718091	High	Provide ability to print screen any screen or other output display in the system.		
718092	Medium	Prevent transactions that reference a record in an "inactive" status, with the ability for an authorized user to override this restriction.		
718093	High	Provide messaging capability to allow the system administrator or other authorized users to broadcast messages to all system users.		
718094	Low	Allow broadcast messages to be tailored by agency or user roles/responsibilities (for example all DHHR users or all users who have "buyer" responsibilities, etc.).		
718095	Medium	Provide the capability to integrate with industry-standard fax server systems.		

Section: SW-General and Technical, Work Flow (33 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718096	High	Provide preconfigured workflows for a number of common or high volume business processes such as requisitions, purchase orders, accounts payable invoices, etc.		
718097	High	Provide tools for modifying preconfigured work flows or developing new work flows.		
718098	High	Support establishment of user defined rules based workflows for any system event or transaction.		
718099	Medium	Provide bi-directional electronic routing of documents for approval or other tasks through workflow.		
718100	High	Support routing of workflow to multiple destinations based on various user-defined criteria.		
718101	High	Reverse any approvals and return the work flow transaction to the originating user and any other users who had previously approved the transaction in the event that one or more reviewers disapproves a transaction.		
718102	Medium	Allow workflow destination to be defined as specific users or a class of users within agency or by using some other user-defined criteria.		
718103	High	Allow for copying/extending preconfigured workflows to meet specific State business requirements.		
718104	High	Provide tools to allow for modeling of work processes and design, development and test of user-defined work flows to be implemented in the ERP system.		
718105	High	Support establishment of both enterprise level and agency specific work flows for various business processes.		
718106	High	Support definition of workflow events based on user-defined criteria including transaction code; agency; user roles and responsibilities; user position in agency organization; data values (for example - purchase order exceeds \$25,000) and other user-defined values or parameters.		
718107	Medium	Allow user defined standard approval timeframes.		
718108	Medium	Allow user defined alternative approval paths.		
718109	Medium	Support multiple levels of approvals for transactions based on profile security and other user-defined criteria.		
718110	Medium	Allow users to attach notes to content items within the workflow and stores these notes with user id and date/time stamp.		
718111	Medium	Allow workflows to be designated as either 'informational' or 'action (such as approval) required'.		

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Section: SW-General and Technical, Work Flow (33 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718112	High	Ensure a transaction is not finalized until all required approval workflows are complete.		
718113	Medium	Allow a workflow to be designed to support either simultaneous actions or require consecutive actions, as defined by an authorized user.		
718114	Medium	Provide an "inbox" within the ERP system for each user with workflow items to be reviewed.		
718115	High	Provide email notification of work flow items.		
718116	Medium	Allow user to disable email notification (opt in/opt out capability).		
718117	Medium	Allow a user to link to a work item within the ERP system from an email notification.		
718118	Medium	Provide integrated workflow error handling.		
718119	High	Support electronic signatures for approvals and rejections of workflows based on a user authenticating themselves to the system.		
718120	Medium	Track workflow approvals and rejections.		
718121	Medium	Support various user-defined transaction statuses, including approved, rejected, pending, under consideration, etc.		
718122	Medium	Provide for the display of the status of items submitted to a workflow at any time.		
718123	Medium	Notify users automatically via email when items in their "inbox" have gone unprocessed for a user-defined period of time.		
718124	Medium	Route transactions automatically to a workgroup after a specific time of inaction (based on user-defined criteria).		
718125	Medium	Allow delegation of approval authority to another user for a specified period of time (to cover vacations, etc.).		
718126	Medium	Allow steps in the workflow to be bypassed by allowing approvers higher in the approval chain to approve transactions before the transactions arrive in the "in box" of the approver who would normally be next in the work flow sequence.		
718127	Medium	Support the use of a "master approver" for each workflow who may approve a transaction at any time whether included in the normal workflow or not.		
718128	Medium	Allow attachment of external files in Microsoft Office or PDF format as additional documentation or notes to workflow events.		

Section: SW-General and Technical, Self-Service (11 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718129	High	Provide Internet based self-service capabilities for a range of employee and vendor/partner business functions.		
718130	High	Support access to self-service functions from at least the following browsers: Microsoft Explorer Version 7.x or higher and Mozilla Firefox Version 4.x. or higher.		
718131	High	Allow access to self-service functions from within the State network environment and/or from the Internet.		
718132	Low	Support access to self-service functions from the web browser capability on the Blackberry.		
718133	Low	Support access to self-service functions from the web browser capability on the iPhone.		
718134	High	Allow employees, suppliers or other partners to be granted access to specific self-service capabilities based on user-defined roles and responsibilities.		

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Section: SW-General and Technical, Self-Service (11 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718135	Medium	Provide email notifications via internal State email (for State employees) or Internet-based mail (for business partners) of information that is available for review or actions which are required.		
718136	Medium	Prompt a user to enter their user id and password for changes to certain data elements based on user defined business rules.		
718137	Medium	Prompt a user with a challenge question for changes to certain data elements based on user defined business rules.		
718138	Medium	Generate an email notification to a user's previous and new email address when an email address is changed by a user through the self-service function.		
718139	Medium	Generate an email notification to a user's email address when information defined as sensitive information by user defined business rules is changed through the self-service function.		

Section: SW-General and Technical, Document Management (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718140	High	Link imaged documents with master records and/or specific transactions.		
718141	Medium	Integrate with multiple agency specific document management systems to allow for storing and viewing of documents associated with information captured in the ERP application.		
718142	Medium	Integrate with EMC Documentum.		
718143	Medium	Integrate with EMC Application Xtender.		
718144	Medium	Integrate with FileNet.		
718145	Medium	Integrate with Kofax including Global Science and Technology's (GST) Audit Detail Imaging System (ADIS).		
718146	Medium	Integrate with Unisys InfoImage.		
718147	Medium	Integrate with Onbase.		

Section: SW-General and Technical, Data Integration (12 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718148	High	Support multiple data-transfer methods including XML and flat file (e.g. ASCII, variable and/or fixed length, comma-delimited, etc.).		
718149	Medium	Support EDI including ASC X12 and/or UN EDIFACT.		
718150	High	Provide supported application program interface (API) data definitions and file structures for the most common or largest volume ERP datasets including but not limited to: employees, vendors, purchase orders, accounts payable invoices, accounts receivable invoices, general ledger transactions, etc.		
718151	High	Support data encryption where appropriate based on user defined business rules following Advanced Encryption Standards (AES).		
718152	High	Provide the ability to interface from all ERP functions and modules with other State management systems or external systems .		
718153	High	Provide the ability to execute interfaces with other systems on a pre-defined schedule or on the request of an authorized user.		

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Section: SW-General and Technical, Data Integration (12 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718154	High	Edit interfaced data against appropriate business rules defined in the ERP system.		
718155	High	Generate an error report for any validation issues or other errors identified during execution of a data load or an interface program.		
718156	High	Display validations errors on-line within a job history function or print in a report format at user option.		
718157	High	Place records not passing validation into suspense file.		
718158	Medium	Allow the system administrator or other authorized users to browse suspense file.		
718159	High	Provide internal controls to verify that documents or files received via interfaces contain summary totals that balance.		

Section: SW-General and Technical, Extract, Transform and Load Tools (15 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718160	High	Provide data integration and data management tools with a range of extract, transform and load (ETL) capabilities.		
718161	High	Provide pre-built integration through the ETL tools between the ERP functions/modules and the established open interface file definitions.		
718162	High	Provide capability to create new routines to transform data.		
718163	High	Define and maintain business rules for data transformation through formatted screens.		
718164	High	Utilize scripting or other object-oriented structured languages to define advanced transformation routines/procedures.		
718165	High	Validate and handle exceptions during transformation.		
718166	Medium	Provide a graphical environment to model the logical ETL process.		
718167	Medium	Support chaining of transformations on the data flow.		
718168	Medium	Apply complex scripted transformations to the data.		
718169	Medium	Override the default source mapping and use specific SQL statements.		
718170	Medium	Provide ability to map data from multiple source systems into multiple target source systems.		
718171	Medium	Provide ability to change transformation output data in debug mode.		
718172	High	Provide ability to define and alter data refresh frequency and methodology according to business needs.		
718173	High	Provide ability to schedule and monitor the extraction, cleansing, transformation, and loading processes.		
718174	High	Provide ability to perform incremental loads, or take advantage of pipelined and partitioned parallelism to meet acceptable timeframes.		

Section: SW-General and Technical, System Tools (7 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718175	High	Provide database maintenance tools.		

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Section: SW-General and Technical, System Tools (7 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718176	High	Provide report design and generation tools.		
718177	High	Provide application security administration tools.		
718178	High	Provide end-user interface design tools.		
718179	High	Provide tools for system upgrade administration.		
718180	High	Provide tools for Application Program Interface (API) maintenance.		
718181	High	Provide tools for archiving/purging of data.		

Section: SW-General and Technical, Database (10 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718182	High	Support implementation on either Oracle 10g, Oracle 11g or SQL Server 2008 with specific environment to be recommended by proposer.		
718183	Medium	Support data replication and synchronization across multiple physical servers.		
718184	Medium	Provide database monitoring tools and capabilities for the recommended database platform to enable administration and performance tuning of all ERP database environments including at a minimum production, patch, user acceptance test, system test, user training, development and sand box.		
718185	Medium	Support execution of procedures stored in the database based on event triggers.		
718186	Medium	Provide automatic replication of table updates to multiple databases.		
718187	Medium	Support record locking at the data item level.		
718188	Medium	Support configuration of data attributes by the system administrator.		
718189	Medium	Provide standard query language (SQL) capabilities for database queries.		
718190	Medium	Allow system administrator or other authorized users to create new data items on-line and automatically update a global data dictionary with these new elements.		
718191	Medium	Include new data items automatically in migration paths during software upgrades.		

Section: SW-General and Technical, Security (65 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718192	High	Comply with State of West Virginia Computer Crimes and Abuse Act.		
718193	High	Comply with Payment Card Industry Data Security Standard (PCI DSS).		
718194	High	Comply with Gramm-Leach-Bliley Act (GLBA).		
718195	High	Comply with Health Insurance Portability and Accountability Act (HIPPA).		
718196	High	Comply with Health Information Technology for Economic and Clinical Health Act (HITECH).		
718197	High	Comply with IRS Publication 1075 and other IRS safeguarding requirements.		

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Section: SW-General and Technical, Security (65 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718198	High	Comply with Federal Information Processing Standard 140 (FIPS).		
718199	Medium	Comply with ISO/IEC 15408: Common Criteria for Information Technology Security Evaluation.		
718200	High	Comply with the Electronic Payments Association NACHA Automated Clearing House (ACH) Standards.		
718201	High	Implement security standards for the ERP system consistent with the following State of West Virginia Office of Technology security policy: WVOT-PO1004: Acceptable Use of Portable Devices .		
718202	High	Implement security standards for the ERP system consistent with the following State of West Virginia Office of Technology security policy: WVOT-PO1010: Acceptable Use of State-Provided Instant Messaging.		
718203	High	Implement security standards for the ERP system consistent with the following State of West Virginia Office of Technology security policy: WVOT-PO1002: Acceptable Use of State-Provided Wireless Devices .		
718204	High	Implement security standards for the ERP system consistent with the following State of West Virginia Office of Technology security policy: WVOT-PO1014: Anti-Virus .		
718205	High	Implement security standards for the ERP system consistent with the following State of West Virginia Office of Technology security policy: WVOT PO1012: Contractor Management, - Contractor Information Form and Employment Confirmation.		
718206	High	Implement security standards for the ERP system consistent with the following State of West Virginia Office of Technology security policy: WVOT-PO1013: Data Backup and Retention.		
718207	High	Implement security standards for the ERP system consistent with the following State of West Virginia Office of Technology security policy: WVOT-PO1006: Data Classification .		
718208	High	Implement security standards for the ERP system consistent with the following State of West Virginia Office of Technology security policy: WVOT-PO1005: E-Mail Use Standards .		
718209	High	Implement security standards for the ERP system consistent with the following State of West Virginia Office of Technology security policy: WVOT-PO1008: Information Security Auditing Program.		
718210	High	Implement security standards for the ERP system consistent with the following State of West Virginia Office of Technology security policy: WVOT-PO1001: Information Security Policy.		
718211	High	Implement security standards for the ERP system consistent with the following State of West Virginia Office of Technology security policy: WVOT-PO1000: IT Policy and Procedure Development.		
718212	High	Implement security standards for the ERP system consistent with the following State of West Virginia Office of Technology security policy: WVOT-PO1011: Removable Media.		
718213	Medium	Support digital certificates.		
718214	Medium	Support public key infrastructure (PKI).		
718215	Medium	Support secure hypertext transfer protocol (HTTPS).		
718216	Medium	Support two-way authentication of client and server for secured socket layer (SLS) and transport security layer (TLS).		
718217	High	Provide an efficient, flexible way to control and administer access to all components of the ERP solution including any third party solutions using role based security.		
718218	Medium	Provide for role based security by position.		

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Section: SW-General and Technical, Security (65 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718219	High	Provide granular management and administrator control over transactions, forms access, field updates, row locking, interfacing events, data queries and other types of authorizations using role-based security.		
718220	High	Support trusted access to approved partner system functions (example punching to a vendors website, etc.).		
718221	Medium	Provide for access to all ERP functions including third party components with a single sign-on.		
718222	Medium	Deactivate the security access of a State employee to the ERP system based on the initiation of a separation transaction in the ERP personnel administration function.		
718223	Medium	Notify the security administrator within the ERP system and via email to review the security access of any State employee when a transaction is initiated within the ERP personnel administration which results in a change in the individual's position.		
718224	Medium	Notify the security administrator within the ERP system and via email to review the security access of any State employee when a transaction is initiated within the ERP personnel administration function to place this individual in an extended leave status.		
718225	High	Integrate with Lightweight Directory Access Protocol (LDAP) v3.		
718226	Medium	Integrate with existing State of West Virginia identification systems and processes to allow for access to the ERP through a single user sign-on to the State network.		
718227	High	Provide capability for the system administrator or other authorized users to define users to the system including the following information about each user: unique user identification; user first name; user last name; agency; agency unit; user email address and effective date of user access to the system.		
718228	High	Allow the system administrator or other authorized users to define user access groups based on job responsibilities to ensure separation of duties. The system administrator must enter the user group name, a user group code and a description of the role and capabilities of the user group.		
718229	High	Allow the system administrator to grant user groups access to each system function and to establish the type of access to be allowed (add, change, inquire, retire, delete) and an effective date for this access.		
718230	High	Provide a work flow to allow authorized agency managers to request access for employees to specific system functions and obtain management approval based on enterprise and agency level business rules for this access; based on agency management approvals, request will then be forwarded to system administrator or authorized user for review and potential action.		
718231	High	Provide support for the State of West Virginia's statutory delegation of authority requirements and supporting business policies by providing the capability to suspend or cancel ERP system access of all employees granted access under the authority of an official or agency head when that official leaves their position. .		
718232	High	Provide ability to support the State of West Virginia's statutory delegation of authority requirements and supporting business policies by allowing for assignment of a suspension or cancellation date to system access for all system users who were granted access by a particular official or agency head (for example to automatically suspend a group of users system access on the date of a change in administration or on a date provided for the expiration of a temporary grant of continued authority issued by a new official taking office, etc.).		
718233	Medium	Allow the system administrator to grant individual users access to a system function that their user group is not entitled to access and to establish the type of access to be allowed (add, change, inquire, retire, delete) and the effective date for this access. Provide an audit trail and exception report for any additional security access granted.		
718234	High	Allow the system administrator or other authorized users to assign users to one or more user groups including an effective date for inclusion in each user group.		

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Section: SW-General and Technical, Security (65 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718235	High	Allow the system administrator or other authorized users to remove users from one or more user groups including recording of an effective date for end of inclusion in each user group.		
718236	Medium	Restrict the display of system functions on sign-in to the ERP to only the options and icon selections that the user has rights to. For example a user's logon would define the functionality required and present only that capability. This has the added benefit of simplifying the choice of available system functions and individual screens for the user.		
718237	High	Provide for system administrator or other authorized user to define or reset a user's password by entering a temporary password.		
718238	Medium	Provide for system administrator or other authorized user to define or reset a user's password with the system generating a unique, random temporary password. Password must be emailed; user answers challenge questions.		
718239	Low	Integrate with existing State of West Virginia identification systems in order for user identifications and passwords required within the ERP system to be maintained and updated through various agency identity management systems.		
718240	Medium	Allow users to reset their own password after successfully entering their current password.		
718241	Low	Allow users to enter answers to a set of security challenge questions to be used if a user forgets a password.		
718242	Low	Allow users to reset their password if the user forgets their password by authenticating themselves by successfully answering a challenge question randomly selected from among a list of challenge questions the user previously provided answers to.		
718243	High	Require passwords to be changed at an interval defined by the system administrator or other authorized users.		
718244	Medium	Revoke access following a user-defined number of invalid sign-on attempts.		
718245	Medium	Log incidents of invalid password attempts which exceed the maximum allowable number of attempts capturing user identification entered, type of violation (invalid user id, invalid password or invalid id and password) and date and time of the violation.		
718246	Medium	Log incidents of security violations within the system capturing user identification, system function for which unauthorized access was attempted and date and time of security violation.		
718247	Medium	Allow the system administrator or authorized users to generate a formatted user friendly report of invalid password attempts or security violations within the system.		
718248	Low	Provide an online function for review of the logs of invalid password attempts or security violations by the system administrator or other authorized users.		
718249	Medium	Ensure report and ad-hoc query results are subject to the system security model such that users cannot access data through reports and queries for which they are not authorized in the operational system.		
718250	High	Support access to the State of West Virginia ERP solution by authorized third party business partners through virtual private network and/or Internet self-service portal capabilities.		
718251	Low	Allow users to choose from multiple user groups/roles if the user is assigned more than one role .		
718252	Low	Provide the ability to delegate proxy roles to other users with an expiration date, and ability to notify user of new proxy right.		
718253	Low	Allow system administrator or other authorized user to define the allowable period for user inactivity while logged on.		
718254	Medium	Disconnect or log out a user session when it exceeds the allowable period of inactivity, which is definable by function. System default will be 15 minutes and any user defined period for an individual function must not exceed this threshold.		

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Section: SW-General and Technical, Security (65 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718255	Low	Warn user that they will be disconnected before automatically logging off user.		
718256	Medium	Provide inactivation of a user account based on no use of the system over a user-defined period of time which may vary by module. System default will be 60 days and any user defined period for an individual function except for self-service functions must not exceed this threshold.		

Section: SW-General and Technical, Archiving (13 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718257	High	Mark deleted records for deletion but do not remove them from the database until archived.		
718258	Medium	Provide system administrator or other authorized user with the ability to reset deleted records (maintaining referential integrity).		
718259	High	Support multiple records retention schedules by functional areas or agencies as defined by users.		
718260	High	Provide the ability to purge, archive, and restore inactive records based on user defined criteria and track history.		
718261	Medium	Allow system administrator to define archiving criteria for different types of data.		
718262	Medium	Provide archiving routine that archives data following the user defined archiving rules.		
718263	Medium	Provide for restoration of archived data by various parameters including the date range of the archiving process and other user defined business rules.		
718264	Medium	Configure the system to purge records upon request for records within a user-defined time and criteria.		
718265	Medium	Validate the integrity of the database before and after the purge routine.		
718266	Medium	Identify any orphaned records (e.g., records that do not have parent values).		
718267	Medium	Provide a method to access, query, and report against archived data.		
718268	Medium	Provide a method to access archived data when the system architecture changes as a result of a software upgrade.		
718269	Medium	Provide the ability to identify/display all records included in a purge process.		

Section: SW-General and Technical, Audit Trails (3 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718270	High	Provide audit trails that log user actions and can be viewed online or printed by the system administrator or other authorized users.		
718271	High	Audit all additions, changes or deletions to system records including recording the user or interface program making the modification and the date and time the record was modified.		
718272	High	Provide an audit trail for each interface program which shows: user, agency user or program initiating an interface, the date and time of interface execution and the interface completion status (Completed, Completed with Errors, Cancelled, Ended with Error).		

Section: SW-General and Technical, Reliability (2 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718273	High	Support 99.999% availability for online inquiry and updates seven days a week (other than the defined maintenance window).		

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Section: SW-General and Technical, Reliability (2 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718274	Medium	Conduct scheduled maintenance during hours designated as the "Maintenance Window". This maintenance window will be established by the State at a time which is least impacting to both online users and batch processing.		

Section: SW-General and Technical, Performance (12 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718275	High	Process fully a transaction within the application and the database environment within three seconds of receipt of the transaction 98% of the time.		
718276	Medium	Support multi-node application server processing so that application processing load can be distributed and balanced across multiple physical servers.		
718277	High	Design the system architecture to ensure that normal system operations are restored within less than five minutes of a failover event of a production system component 99% of the time.		
718278	High	Ensure that batch processing does not interfere with on-line responsiveness or availability.		
718279	High	Provide user session isolation such that a failure in one session has no impact on other user sessions.		
718280	High	Provide access to data for pre-defined reports, ad-hoc queries and business intelligence without impacting online transaction performance.		
718281	High	Provide tools which support real-time monitoring by administrators of response time, system use and capacity, concurrent users, and system errors.		
718282	High	Provide the ability for the data base administrator or authorized user to tune system to improve performance.		
718283	Medium	Provide ability to support scaling of the application to accommodate 10 years of future growth with minimal user impact.		
718284	High	Allow limits to be defined on the time a report or query takes to execute and the number of records to be retrieved.		
718285	High	Allow limits to be defined for other types of query functions such as table joins, multiple sorts, etc.		
718286	High	Allow for limits to be set on the amount of tables to be linked in an ad-hoc query.		

Section: SW-General and Technical, Business Continuity (3 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718287	High	Allow for maintenance of a current back-up of the ERP database including application data and system tables and configurations to be utilized for restoration in the event of catastrophic failure and loss of data. This includes any third party add-on modules to the ERP.		
718288	High	Ensure solution is architected to allow it to be fully recoverable, with no data loss, within 48 hours of an unexpected outage.		
718289	High	Ensure solution is architected to allow the data to be fully replicated to prevent any data loss in the event of an unexpected outage.		

Section: SW-General and Technical, Data Integrity (1 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718290	High	Support automatic "clean up" of partial data base updates after suspended network sessions or after other failures.		

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Section: SW-General and Technical, Supportability (4 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718291	High	Construct using current but mature industry-standard application development tools, techniques and standards that can be maintained for the expected life of the system.		
718292	High	Allow at a minimum for configuration across multiple environments including production, patch, user acceptance test, system test, user training, development and sand box.		
718293	High	Allow for at a minimum production, patch, user acceptance test, system test, user training, development and sand box environments to be used and maintained simultaneously.		
718294	High	Protect solution configuration and code base for the system using version control tools that provide "check in" and "check out" support.		

Section: SW-General and Technical, Networking (4 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718295	High	Support running application over State of West Virginia networks including networks operated by State Auditor, State Treasurer, Office of Technology, Department of Education, West Virginia Lottery, West Virginia Legislature, other State agencies which maintain their own networks and various higher education institutions.		
718296	Medium	Utilize IP based communications for network protocol.		
718297	Medium	Identify access requirements through firewalls and follow standard port designations, where possible.		
718298	High	Support access outside the State network/ firewall to the application through virtual private network or internet access with application security.		

Section: SW-General and Technical, Custom Development (10 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718299	High	Allow authorized technical staff to create new tables.		
718300	High	Allow authorized technical staff to create new fields.		
718301	Medium	Allow authorized technical staff to create new objects.		
718302	Medium	Allow authorized technical staff to change field structure.		
718303	Medium	Allow for identification/reporting of new user-defined tables.		
718304	Medium	Allow for identification/reporting of new user-defined fields.		
718305	Medium	Allow for identification/reporting of new user-defined objects.		
718306	High	Include new user-defined tables in upgrade path.		
718307	High	Include new user-defined fields in upgrade path.		
718308	Medium	Include new user-defined objects in upgrade path.		

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Section: SW-General and Technical, Job Scheduling and Processing (7 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718309	High	Provides job scheduling tools to automate administrative tasks such as data base backups or regular report production.		
718310	High	Provide ability to establish job dependencies and control subsequent job execution based on user-defined condition codes.		
718311	High	Allow authorized users to control priority of the batch process.		
718312	High	Allow authorized users to control job start time.		
718313	High	Allow authorized users to control job by transaction type.		
718314	High	Produce a log of job results.		
718315	High	Allow scheduling of report and query jobs.		

Section: SW-General and Technical, Error handling (2 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718316	High	Provide a suspense file for rejected batch transactions.		
718317	High	Allow an authorized user to delete rejected records from the suspense file.		

Section: SW-General and Technical, Help (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718318	Medium	Provide context sensitive, field level on-line help features for all screen elements, screen errors and error codes.		
718319	High	Utilize an on-line help feature which directs the user either to a help screen specific to the field they are on if help is available for that field or to a help screen which is specific to the screen they are on if no field level help is available.		
718320	Medium	Provide the ability to identify processing or navigation path for a screen.		
718321	Medium	Allow customization of vendor provided help files by the system administrator or other authorized users to incorporate State specific information. Customized help files will carry forward automatically during upgrades.		
718322	Medium	Allow customization of help files by the system administrator or other authorized user by agency or by roles and responsibilities within the ERP system. Customized help files will carry forward automatically during upgrades.		

Section: SW-General and Technical, System Documentation (15 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718323	High	Provide user documentation that is comprehensive, clear and easy to use. For example, user documentation must provide quick answers to questions regarding the navigation of application screens, execution of pre-defined reports, and use of the ad-hoc query capability. It must also contain clear and thorough descriptions of all screen and batch processing functions, screen data, programs, system reports, and any processing parameters.		
718324	High	Provide all system documentation and manuals electronically.		
718325	Medium	Provide search functions for on-line documentation.		
718326	High	Provide comprehensive technical system documentation and technical manuals for the ERP system including third party add-on modules for information systems personnel.		

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Section: SW-General and Technical, System Documentation (15 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718327	High	Include program descriptions in technical system documentation.		
718328	High	Include screen definitions and descriptions in technical system documentation.		
718329	High	Include database definitions, logical data model, and record layouts in technical system documentation.		
718330	High	Include security administration documentation in technical system documentation.		
718331	High	Include installation documentation in technical system documentation.		
718332	High	Include performance tuning documentation in technical system documentation.		
718333	High	Include workflow process and administration documentation in technical system documentation.		
718334	High	Include process flow documentation in technical system documentation.		
718335	Medium	Enable users to incorporate user-defined documentation into system documentation (e.g., user procedures, business rules, etc.) which is accessible in the same manner as vendor provided documentation.		
718336	Low	Allow for maintaining version control of user-defined documentation.		
718337	Medium	Incorporate user-defined documentation automatically during the upgrade process.		

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Section: SW-Reporting and Business Intelligence, General (28 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718338	High	Provide sufficient core business reports generated by the operational systems to complete the 'day to day' business functions (e.g. payroll register, check register, etc).		
718339	High	Provide sufficient control reports generated by the operational systems to ensure the operational integrity of the ERP business operations (e.g. control totals, record counts, brought forward / carried forward totals, etc.).		
718340	High	Support standard federal and state government reporting requirements in all ERP functions covered by this RFP.		
718341	High	Provide pre-defined reports that are automatically generated and distributed (pushed to the user) by the operation systems or data warehouse that meet the common needs of ERP system users, or enhance / expand the usefulness of a business process (e.g., a list of vendors that meet a specific criteria or an alphabetized list of employees).		
718342	High	Provide self service reports and downloads that are either pre-defined and selected (pulled by the user) or created ad-hoc from a pre-populated user friendly database structure using report tools commonly associated with data warehousing methodologies.		
718343	High	Provide interactive analysis capabilities that help decision makers use communication technologies, data, documents, knowledge, and analytical models to identify and solve problems.		
718344	High	Provide key organizational performance data on a near real-time and integrated basis that provide managers with access to analytical systems and tools, in a user friendly environment, that help support organization-wide analysis and integrated decision making.		
718345	High	Provide a data warehouse / business intelligence solution that includes pre-built data structures and data transformations to support reporting, financial analysis, modeling, forecasting, monitoring and the distribution of the core information captured in the ERP application.		
718346	High	Provide a data warehouse / business intelligence solution that includes pre-built data structures and data transformations for financial management.		
718347	High	Provide a data warehouse / business intelligence solution that includes pre-built data structures and data transformations for projects and grants.		
718348	High	Provide a data warehouse / business intelligence solution that includes pre-built data structures and data transformations for human resources management.		
718349	High	Provide a data warehouse / business intelligence solution that includes pre-built data structures and data transformations for purchasing and inventory management.		
718350	Medium	Provide a data warehouse / business intelligence solution that includes pre-built data structures and data transformations for logistics (facilities, fleet and real estate).		
718351	Medium	Provide a data warehouse / business intelligence solution that includes pre-built data structures and data transformations for transportation asset management.		
718352	High	Ensure pre-built data structures and data transformations are upgradeable with new versions of the operational ERP system and the data warehouse.		
718353	High	Implement a reporting solution that conforms to a documented set of standards and includes the appropriate tools, methodologies and provision of training such that business reporting and analysis functions can be operated, expanded, modified or enhanced over time by the State or its representatives.		

**State of West Virginia RFP for ERP Software and Services
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Section: SW-Reporting and Business Intelligence, General (28 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718354	High	Provide a reporting and analysis toolset that does not require knowledge and training on its own proprietary language for the majority of users (e.g. non power users).		
718355	High	Provide the ability to have 24-hour/7 day a week access (excluding defined maintenance windows) to the reporting and data warehouse functions.		
718356	High	Provide for read-only access to data via ODBC (through appropriate security).		
718357	High	Provide user access to core business reports via the web without installation of client software 100% of the time.		
718358	High	Provide user access to control reports via the web without the installation of client software 100% of the time.		
718359	Medium	Provide user access to pre-defined reports via the web without installation of client software 100% of the time.		
718360	Medium	Provide user access to self service reports and downloads via the web a minimum of 80% of the time without installation of client software.		
718361	Medium	Provide user access to forecasting capabilities via the web a minimum of 50% of the time without installation of client software.		
718362	Medium	Provide user access to business intelligence, analysis and dashboards via the web a minimum of 50% of the time without the installation of client software.		
718363	Medium	Leverage the roles and security definitions that will be deployed for the main ERP product within the reporting and business intelligence function to minimize any duplication of security administration functions.		
718364	Medium	Utilize the same hardware and operating system specifications (architectural landscape) that are required for the ERP operational platform wherever feasible.		
718365	High	Implement a reporting and business intelligence solution that scales to allow the State to size the data repositories to meet its changing business needs. Clients and servers can be added, upgraded or removed as computing capacity needs change, without reconfiguring the operational system or data warehouse.		

Section: SW-Reporting and Business Intelligence, Report Portal (10 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718366	Medium	Provide users with a personalized report portal that allows access to only those reports that the user is authorized to see consistent with ERP role based security definitions.		
718367	High	Allow viewing of rows and / or columns within the report to be restricted based on user's role e.g. the user can only view data for their agency .		
718368	High	Lists reports that have been distributed to the user via the portal i.e. the user has been granted authorization to view a report by designated report publishers (owners) e.g. central state or agency report administrators.		
718369	High	Lists saved personalized reports and ad-hoc queries that the user has authority to either create or modify in the user's personal reports list.		
718370	Medium	List or provide links only to reports that the user is authorized to see in detail.		
718371	Medium	Allow users to search existing reports inventory and subscribe after requesting and receiving permission from the report publisher (if access is denied).		
718372	High	Provide the ability for designated report publishers to un-publish reports to individual users or groups of users.		

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Section: SW-Reporting and Business Intelligence, Report Portal (10 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718373	Low	Allow users to share saved personalized reports and ad-hoc queries e.g. include any personal reports authorized by one user for use by a second user, on the second user's personal reports list.		
718374	Medium	Allow users to delete shared reports from their personal reports list without deleting the shared report from other user's personal report lists.		
718375	Medium	Allow users to refresh (run) saved personal reports or ad-hoc queries from the portal with an option to run in the background and send a notification to the user upon completion.		

Section: SW-Reporting and Business Intelligence, Standard Report Features (46 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718376	High	Allow users to execute reports and modify report query parameters on-line. User should be able to save modified version as a personal version without impacting base query.		
718377	High	Provide drill down capability from summary balances to the supporting detail transactions and drill up from the detail transaction to the summary balance (e.g., overtime expense to payroll employees contributing to expense to projects/grants specifically worked on).		
718378	Medium	Provide as part of drill down functionality, the ability to print the expanded sections of the drill down results in context with the original query results.		
718379	Medium	Link the report generator directly to the data dictionary to provide point and click data item selection and drag-and-drop formatting by the user.		
718380	Medium	Allows users to define or modify the sort order of reports.		
718381	Medium	Allow users to search for data, transactions or documents using a range of data values.		
718382	High	Provide authorized users with the capability to perform free-form text searching.		
718383	Medium	Provide authorized users with the capability to perform a search within a results set.		
718384	Medium	Provide authorized users with the capability to perform searches with full "if..then..else" logic.		
718385	Low	Provide authorized users with the capability to perform free-form text searching that includes embedded, attached or linked documents.		
718386	Low	Provide authorized users with the capability to perform free-form text searching that includes the specification of words that are in a given range of other words.		
718387	Medium	Allow a user to save a personal copy for later execution of a pre-defined report with a set of specific selection criteria. The user must be prompted to provide a descriptive name for this saved report.		
718388	Medium	Provide functionality to allow any inquiry available online to be printed or distributed on various devices as defined by the user (e.g., distribute to named users through email, print at local printer, print at remote printer, fax, distribute as data file through specified medium of transmission, email, etc.).		
718389	Medium	Provide standard print capabilities such as those typically available in Windows-based products such as print preview, print a range of pages, number of copies, etc.		

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Section: SW-Reporting and Business Intelligence, Standard Report Features (46 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718390	High	Allow on-line reports to be run in the background and allow users to continue processing. Report results can then be accessed through the report portal with an online user notification provided when the report is generated.		
718391	Medium	Provide ability to schedule a report to run automatically if certain conditions are met (e.g., 95% of budget expended).		
718392	Medium	Integrate with WV DOT GIS to spatially display data for applications where geo-referenced data is captured.		
718393	Medium	Integrate with other State agency GIS environments to spatially display data for applications where geo-referenced data is captured.		
718394	Medium	Support export of query and report results as an external database.		
718395	Medium	Support export of query and report results in word processing format (.doc or .docx).		
718396	Medium	Support export of query and report results as ASCII files.		
718397	High	Support export of query and report results in spreadsheet format (.xls or .xlsx) with option to output data only.		
718398	Medium	Support export of query and report results as text files (.txt).		
718399	Medium	Support export of query and report results in other presentation formats (e.g., PDF format).		
718400	Medium	Support export of query and report results in standard portable flat file formats (comma delimited, tab delimited, etc.) with option to choose delimiter.		
718401	Medium	Support export of query and report results in XML format.		
718402	Medium	Provide multimedia report output for authorized users (central printers, screen, data file, CD ROM, DVD, etc.).		
718403	Low	Provide for report distribution based on events, process milestones, or predefined data thresholds or values for example, based on data values contained within the report (i.e. conditional operators >, <, =, etc.).		
718404	Medium	Integrate with multiple report distribution software solutions including but not limited to Unisys EOM and ASG ViewDirect.		
718405	Medium	Provide functionality to distribute reports by a variety of methods such as sending links to reports via email, web, fax, or PDA.		
718406	Medium	Provide the ability to print reports on special forms.		
718407	Medium	Support effective dated selection and query including Boolean operations such as. date ranges.		
718408	Medium	Provide functionality for the user to incorporate formulas, functions, and mathematical calculations into reports.		
718409	Medium	Provide the ability to create and specify report templates.		
718410	Medium	Provide wizards to guide the users through reporting building steps.		
718411	Medium	Provide cursor selection and drag-and-drop features to assist users in formatting of files, elements, and operands (e.g., +,-, /, *) from data dictionary or other pre-established lists.		
718412	Medium	Provide graphical report layout tools and drag-and-drop features to assist users in formatting reports and inquires.		
718413	Low	Provide ability for the report generator to include unstructured data in query results (e.g., MS Word, Excel, scanned images and other documents attached to transactions) and return the document, page, a reference number and/or other suitable identifiers as a search result.		

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Section: SW-Reporting and Business Intelligence, Standard Report Features (46 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718414	Low	Support creation of graphic organizational charts from the reporting tool.		
718415	Low	Support creation of line graphs from the reporting tool.		
718416	Low	Support creation of pie charts from the reporting tool.		
718417	Low	Support creation of stacked bar charts from the reporting tool.		
718418	Low	Support creation of min/mid/max line graphs from the reporting tool.		
718419	Low	Support creation of regression lines from the reporting tool.		
718420	Low	Support creation of gauges for dashboards.		
718421	Low	Provide ability to link from reporting tool to Microsoft Office graphic, spreadsheet and presentation applications.		

Section: SW-Reporting and Business Intelligence, Ad-hoc Query (6 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718422	High	Ensure a user cannot access information through an ad-hoc query if they are not authorized to view this information in the operational ERP system.		
718423	Medium	Allow users to build ad-hoc queries to report on any fields in the ERP system for which they are authorized using one or more combinations of different criteria.		
718424	Medium	Allow a user to save an ad-hoc query for later execution without impacting any base query that was used as a start point. The user must be prompted to provide a descriptive name for the saved ad-hoc query.		
718425	Low	Display a user's saved ad-hoc queries by descriptive name on the user's report portal.		
718426	Low	Allow a user to authorize one or more additional users to have access to a saved ad-hoc query through the report portal.		
718427	Low	Display any ad-hoc queries authorized by one user for use by a second user on the second user's report portal.		

Section: SW-Reporting and Business Intelligence, Report Administration (10 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718428	High	Provide a centrally managed reporting tool set to ensure that any updates are distributed to users and that all users are accessing the same version of the reporting software.		
718429	High	Ensure performance is not impacted when a large report or inquiry is being run.		
718430	Medium	Provide the ability to schedule, view and modify the start time for batch printing including any dependencies on certain business conditions or events.		
718431	High	Allow the system administrator or other authorized user to define limits on the execution time for a report or query and/or the number of records to be retrieved with user options available to continue, cancel, or send to batch.		
718432	High	Cancel automatically a query or report job if it fails to meet system administrator defined criteria (e.g., time limits, infinite loops, etc.).		

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Section: SW-Reporting and Business Intelligence, Report Administration (10 Req)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718433	High	Provide the ability for authorized users or system administrator to terminate any query or report that significantly reduces system performance.		
718434	High	Allow system administrator or other authorized user to override parameters for an individual query or report.		
718435	High	Provide functionality to audit exports of report data and modifications to report definitions.		
718436	High	Provide the ability to configure reports such that information can be suppressed based on a user's role.		
718437	High	Provide reports on user production statistics by user ID, time of day, length of job, etc. to determine who is viewing a report, what reports are being used and resources consumed by agency/user suitable for billing purposes.		

Section: SW-Reporting and Business Intelligence, Data Warehouse Functions and Features (17 Req)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718438	High	Provide consistent standards across business functional areas.		
718439	High	Provide reconcilable data extract, transformation, quality and load (ETQL) methodologies which support data quality assurance.		
718440	Medium	Provide data structure designs and tools that simplify and enhance the reporting and analysis experience.		
718441	High	Provide intuitive self service portals, report templates, meta data repositories and other documentation or help tools that promote self sufficiency among information users.		
718442	Medium	Support open standards for the report generation, data analysis, ETQL and other data management functions.		
718443	High	Provide scalable architectures and solutions that can be modified and expanded to meet changing needs.		
718444	Medium	Provide the ability to accommodate reporting on 'what-if scenarios.		
718445	Low	Support the ability to issue the following types of alerts including but not limited to: Smartphone, email and pop-up.		
718446	High	Support the ability to join ERP data with external data sources.		
718447	High	Leverage open standards to enable the exchange of metadata with other systems.		
718448	High	Provide access to historical data and support the comparison of data at multiple points in time e.g. month to month or year versus year.		
718449	High	Support selection and query of 'as was' historical data (i.e. retrieval of data in the state it was at selected point in times for select core business functions including end of pay period, month end, quarter end, fiscal year end, Federal fiscal year end, etc.		
718450	High	Support projection analysis based on historical performance and future variants.		
718451	High	Support the creation and deployment of information dashboards.		
718452	High	Support balanced scorecard metrics.		
718453	Medium	Integrate with WV DOT GIS to spatially display data where geo-referenced data is captured.		
718454	Medium	Integrate with other State agency GIS environments to spatially display data where geo-referenced data is captured.		

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Section: SW-Reporting and Business Intelligence, Data Warehouse Analytical Capabilities (9 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718455	Medium	Provide lineage and impact analysis reporting.		
718456	Medium	Support drill down from summary data to detail transaction data.		
718457	High	Present data in both tabular and graphical formats.		
718458	Medium	Provide analytical capabilities with a similar look and feel to other ERP functions.		
718459	Medium	Provide multi-dimensional analysis.		
718460	High	Provide pre-built data cubes for ERP functions.		
718461	High	Support trend analysis.		
718462	Medium	Support Monte Carlo analysis.		
718463	High	Support cause and effect analysis.		

Section: SW-Reporting and Business Intelligence, Financial Management Analytics (11 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718464	High	Provide a range of analytical functions, capabilities, reports and queries for financial management information.		
718465	High	Provide analysis of actual versus budget data.		
718466	High	Provide comparisons of this year versus last year data.		
718467	High	Provide month-to-month comparisons and analyses.		
718468	High	Provide analysis of expenditures by funding source.		
718469	High	Provide analysis of expenditures by organization units.		
718470	High	Provide analysis of expenditures by object code.		
718471	High	Provide comparisons and analyses of State fiscal year vs. Federal fiscal year.		
718472	High	Provide comparisons and analyses of State fiscal year vs. calendar year.		
718473	High	Provide quarter to quarter comparison and analyses.		
718474	High	Provide current year quarter to last year quarter comparisons and analyses.		

Section: SW-Reporting and Business Intelligence, Projects and Grants Analytics (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718475	High	Provide a range of analytical functions, capabilities, reports and queries for projects and grants information.		
718476	High	Display actual expenditures, pre-encumbrances and encumbrances to date versus budget for a project phase or the entire project at the summary level and for various user-defined expenditure categories (for example State staff labor and benefits, contracted services, materials, travel expenses, etc.).		

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Section: SW-Reporting and Business Intelligence, Projects and Grants Analytics (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718477	High	Display estimated expenditures at project phase or project complete versus budget for a project phase or the entire project at the summary level and for various user-defined expenditure categories.		
718478	High	Provide a project dashboard with ability to drill down to detailed project information showing project status and performance against various user-defined business rules including budget performance, schedule performance, number of change orders, total dollars of change order and change orders as a percentage of original contract value.		
718479	High	Display actual to date, pre-encumbrances and encumbrances for a grant versus budget at the summary level and by various user-defined expenditure categories (for example State staff labor costs, contracted services, materials, travel expenses, etc.).		

Section: SW-Reporting and Business Intelligence, Procurement Analytics (14 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718480	Medium	Provide a range of analytical functions, capabilities, reports and queries for procurement information.		
718481	High	Display total spend by elements of the chart of accounts, vendor and commodity.		
718482	High	Provide the capability to include or not include procurement card transactions in any analysis.		
718483	High	Display number and amount of POs by vendor.		
718484	Medium	Display average delivery time.		
718485	High	Prepare a comparative analysis of purchases for the last three years.		
718486	Medium	Prepare an analysis of master contract usage by agency, commodity or dollar amount.		
718487	High	Provide a list of the top 10 vendors in terms of purchasing amount statewide, by agency or by commodity.		
718488	High	Determine average price paid by commodity with high and lows.		
718489	High	Determine the number and amount of POs by commodity.		
718490	Medium	Identify commodity usage by agency.		
718491	Medium	Identify the number and amount of POs by funding source.		
718492	Medium	Identify the number and amount of POs by funding source by object code.		
718493	Medium	Identify the number and amount of procurement card purchases.		

Section: SW-Reporting and Business Intelligence, Human Resource Analytics (11 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718494	High	Provide a range of analytical functions, capabilities, reports and queries for human resource management information.		
718495	High	Display/report employee head counts, FTE counts, compensation and deductions by employee demographic information for example age, sex, ethnicity, tenure, address, etc.		
718496	High	Display/report employee head counts, FTE counts and compensation by employee classification information for example: position number, job title, pay grade, work location.		

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Section: SW-Reporting and Business Intelligence, Human Resource Analytics (11 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718497	High	Display/report employee head counts, FTE counts, compensation and deductions by employee benefit and deduction information for example benefit type, benefit plan, deduction type etc.		
718498	High	Display/report pay summary information by employee, pay type, chart of account element, pay period, fiscal month.		
718499	High	Prepare deduction summary information by employee, deduction type, chart of account element, pay period, fiscal month.		
718500	High	Prepare leave summary information by employee, leave type, pay period, fiscal month.		
718501	Medium	Prepare turnover statistics for a user defined period for agencies operating under Division of Personnel policies including, agency, agency unit, pay grade, work location and separation reason.		
718502	Medium	Prepare turnover statistics for a user defined period for agencies exempted from Division of Personnel policies including, agency, agency unit, pay grade, work location and separation reason.		
718503	Medium	Display/report applications processed, interviews conducted, offers extended and hires processed for a user defined period for agencies operating under Division of Personnel policies including, agency, agency unit, position, classification, and work location .		
718504	Medium	Display/report applications processed, interviews conducted, offers extended and hires processed for a user defined period for agencies exempted from Division of Personnel policies including, agency, agency unit, position, classification, and work location .		

Section: SW-Reporting and Business Intelligence, Fleet Management Analytics (4 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718505	Medium	Provide a range of analytical functions, capabilities, reports and queries for fleet management information.		
718506	Medium	Display/report the inventory of fleet/equipment by fleet/equipment type and agency.		
718507	Medium	Prepare a summary of fleet/equipment costs (current, year-to-date, life-to-date, year-over year) by fleet/equipment type and/or agency including equipment, direct labor, indirect labor, parts, etc.		
718508	Medium	Display/report life-to-date operational cost for any fleet/equipment unit by fleet/equipment type and/or agency including repair cost, operational cost, fuel cost, maintenance cost (labor and parts) and administrative cost.		

Section: SW-Reporting and Business Intelligence, Facilities Management and Real Estate Analytics (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718509	Medium	Provide a range of analytical functions, capabilities, reports and queries for facilities management and real estate information.		
718510	Medium	Prepare an inventory of facility groups/campuses, facilities, sub-facilities, systems and components by facility type and/or agency.		
718511	Medium	Prepare monthly, fiscal year-to-date, and life-to-date cost information for selected facility groups/campuses, facilities, sub-facilities, systems or components; costs include all acquisition, operational and maintenance/repair cost associated with the facility, system or component.		
718512	Medium	Prepare monthly and fiscal year-to-date planned versus actual expenditure reports for selected facility groups/campuses, facilities, sub-facilities, systems or components; costs include all acquisition, operational and maintenance/repair cost associated with the facility, system or component.		

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Section: SW-Reporting and Business Intelligence, Facilities Management and Real Estate Analytics (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718513	Medium	Prepare project budget variance reporting for facility construction and reconstruction projects showing original approved budget, revised approved budget, expenditures to date, estimated cost to complete, estimated cost at complete and projected variance between estimated cost at complete and revised approved budget; this capability must allow for selection of project types and/or the grouping of projects into a related program of projects with summary level information at the program level.		

Section: SW-Reporting and Business Intelligence, Transportation Asset Management Analytics (5 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718514	Medium	Provide a range of analytical functions, capabilities, reports, queries for transportation asset management information.		
718515	Medium	Provide monthly, fiscal year-to-date, and life-to-date cost information for an asset class/type or a specific asset.		
718516	Medium	Prepare monthly and fiscal year-to-date planned versus actual expenditure reports by maintenance activity at various organizational levels.		
718517	Medium	Provide current condition assessment versus the target level of service for an asset class or asset type statewide, by highway system, district, county or assigned maintenance shop.		
718518	Medium	Prepare a year over year historical analysis or trend line of condition ratings for an asset class or asset type by letter grade or actual rating for statewide, a specific highway system, district, county or assigned maintenance shop.		

Section: SW-Reporting and Business Intelligence, Performance Management Analytics (3 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718519	Medium	Provide at a range of performance management analytical functions, capabilities, reports and queries.		
718520	Medium	Provide ability to track data by user-defined performance indicators.		
718521	Medium	Provide ability to interactively analyze activity-based information.		

Section: SW-Reporting and Business Intelligence, Data Warehouse Administration (10 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718522	High	Provide data warehouse refreshes that are efficient and timely.		
718523	High	Enable users to run ad hoc reports and queries without data warehouse performance degradation.		
718524	Medium	Enable data refresh to occur on different refresh schedules by functionality as a scheduled event, real time, or manual.		
718525	Medium	Provide a set of system administrator tools to support monitoring and maintaining the data warehouse.		
718526	Medium	Provide user-controlled definition and maintenance of system values and business rules in tables without requiring programmer intervention or recompilation of programs.		
718527	Medium	Enable the administrator to customize their alerts and tracking of data warehouse performance including data staging performance and reporting performance.		
718528	Low	Provide the capability to offer suggestions to users based on query statistics that a published query already exists that could meet the function for which a user is attempting to develop a query.		

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Section: SW-Reporting and Business Intelligence, Data Warehouse Administration (10 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718529	High	Support archiving and purging of data in the data warehouse according to user defined business rules which will vary by information type.		
718530	High	Maintain an active metadata repository that contains definitions of all data elements and attributes within the data warehouse.		
718531	Medium	Support the ability to customize the delivered data structure.		

Section: SW-Reporting and Business Intelligence, Extract, Transform and Load Tools (12 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718532	Medium	Support ability to develop automated extract and load routines using Extract, Transform and Load (ETL) components.		
718533	Medium	Support creation of new routines to transform data.		
718534	Medium	Utilize scripting or other object-oriented structured languages to define advanced transformation routines/procedures.		
718535	Medium	Support validation and handling of exceptions during transformation.		
718536	Low	Provide a graphical environment to model the logical ETL process.		
718537	Medium	Provide the capability to specify chained transformations on the data flow and apply complex scripted transformations to the data.		
718538	Medium	Provide the ability to override the default source mapping and use specific SQL statements.		
718539	Medium	Provide the ability to map data from multiple source systems into multiple target source systems.		
718540	Low	Provide the ability to change transformation output data in debug mode.		
718541	High	Provide the ability to define and alter data refresh frequency and methodology according to business needs.		
718542	Medium	Provide the ability to schedule and monitor the extraction, cleansing, transformation, and loading processes.		
718543	High	Provide the ability to perform incremental loads so as to load only data which has changed since the last update.		

Section: SW-Reporting and Business Intelligence, Data Warehouse Security and Controls (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718544	High	Provide the ability to restrict view/read only/update/refresh/delete capabilities to data by user-defined criteria (user id, user group, agency, etc.).		
718545	High	Provide comprehensive edit, validation, and balancing controls which prevent incomplete or incorrect data from being processed.		
718546	High	Provide programmatic control of the process flow to prevent data from being processed in the wrong sequence.		
718547	High	Ensure processing cycles are completed in a logical and prescribed order.		
718548	High	Ensure the Integrity of data entering the database, safeguarded through editing criteria.		
718549	High	Update tables/files upon completion of a logical unit of work according to State/agency business rules.		
718550	High	Provide capability for integrated data quality control based upon user-defined criteria.		

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Section: SW-Reporting and Business Intelligence, Data Warehouse Security and Controls (8 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718551	High	Provide an audit trail of all refresh/updates to the data warehouse including but not limited to, user id, time/date stamp, number of records, status, process step, source, delta change.		

Section: SW-Reporting and Business Intelligence, Data Warehouse Architecture (10 Reqs)

<u>StmtID</u>	<u>Rating</u>	<u>Requirement</u>	<u>Support</u>	<u>Source</u>
718552	Medium	Provide an architecture that is portable and independent of any hardware platform.		
718553	Medium	Provide an architecture that is independent of any operating system.		
718554	Medium	Incorporate an online searchable repository of data warehouse functionality, features and tools.		
718555	Medium	Incorporate a metadata repository.		
718556	Medium	Incorporate a run-time repository.		
718557	Medium	Support organizing the data in the data warehouse so as to optimize access to the data for query, reporting, and analysis capabilities.		
718558	High	Provide functionality to seamlessly integrate with third party business intelligence and reporting tools such as Crystal Reports, Cognos, or MS SQL Server BI, Microsoft Office Suite.		
718559	Low	Provide functionality to implement metadata management features such as semantic integration, metadata sharing, and synchronization.		
718560	Low	Include the ability to provide or integrate with data modeling tools to facilitate data warehouse design.		
718561	High	Provide functionality to deploy performance and capacity scaling strategies such as parallel processing, distributed processing, partitioning, and caching.		