County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Date: August 13, 2009

SAP Public Services, Inc
3999 West Chester Pike
Newtown Square, PA 19073

Attention: Christopher Pfendner, Senior Director, Contracts

Reference: CNI09-101130-10; Enterprise Resource Planning (ERP) System/Software

Dear Mr. Pfendner:

This acceptance agreement signifies a contract award to SAP Public Services, Inc. from date of award until terminated in accordance with the Software License Agreement. The Contractor shall provide: a non-exclusive, perpetual license to use software, documentation, and other SAP proprietary information; maintenance and support services; and other services as specified in the Software License Agreement.

The contract number will be MT09-101130-10A. The contract award shall be in accordance with:

1) This Acceptance Agreement

2) The Attached SAP Software License Agreement, along with its Schedules, Statements of Work, Appendices (1 through 7) and Exhibits A through D.

Training, including the Preferred Training Card is available under this contract in accordance with SAP's GSA Schedule GS-35F-0406V and any subsequent GSA schedule that may be in effect and available to State and Local Governments during the term of this contract.

The County and SAP will negotiate mutually agreeable statements of work for the following:

A. SAP Jump Start at a cost not to exceed $297,360 time and materials, plus travel
B. Safeguarding Services at a cost not to exceed $456,120 including travel and expenses
C. Educational skills assessment services at a cost not to exceed $39,936 time and materials, plus travel

Statements of work and orders performed on a time and materials basis will utilize SAP's then current GSA Schedule Consulting list rates with a 5% discount.

A County Purchase Order will be issued to your firm for the Software Licenses. Subsequent orders will be issued for associated products and services in accordance with this contract.

Please provide your Insurance Certificate according to Special Provisions Exhibit D, paragraph 2 within ten (10) days after receipt of this letter.

Sincerely,

Cathy A Muse

Cathy A. Muse, CPPO
Director/County Purchasing Agent

ACCEPTANCE:

Christopher Pfendner
Senior Director of Contracts

SAP Public Services, Inc.

Reviewed by Contracts

Terry Dougherty T.D.

SOFTWARE LICENSE AGREEMENT
("Agreement")

This Agreement is made effective as of the 13th day of August, 2009, by and between SAP Public Services, Inc., a Delaware corporation, with offices at 3999 West Chester Pike, Newtown Square, PA 19073 ("SAP"), and Fairfax County Virginia, (Licensee) with offices at 12000 Government Center Parkway, Fairfax, VA 22035 ("Licensee").

1. DEFINITIONS.

1.1 "Business Partner" means an entity that requires access to the Software in connection with the operation of Licensee's business, such as customers, distributors and suppliers.

1.2 "Documentation" means SAP's documentation which is delivered to Licensee under this Agreement.

1.3 "Modification" means a change to the Software that changes the delivered source code or an enhancement to the Software that is made using SAP tools or utilizing or incorporating SAP Proprietary Information.

1.4 "Named Users" means any combination of users licensed under this Agreement.

1.5 "Proprietary Information" means: (i) with respect to SAP and SAP AG (the licensor of the SAP Proprietary Information to SAP), the Software and Documentation, any other third-party software licensed with or as part of the Software, benchmark results, manuals, program listings, data structures, flow charts, logic diagrams, functional specifications; (ii) the concepts, techniques, ideas, and know-how embodied and expressed in the Software and (iii) information reasonably identifiable as the confidential and proprietary information of SAP or Licensee or their licensors excluding any part of the SAP or Licensee Proprietary Information which: (a) is or becomes publicly available through no act or failure of the other party; or (b) was or is rightfully acquired by the other party from a source other than the disclosing party prior to receipt from the disclosing party; or (c) becomes independently available to the other party as a matter of right.

1.6 "Software" means (i) all software specified in agreed upon Appendices hereto, developed by or for SAP and/or SAP AG and delivered to Licensee hereunder; (ii) any new releases thereof made generally available pursuant to Enterprise Support; and (iii) any complete or partial copies of any of the foregoing.

1.7 "Subsidiary" means a corporation in the Territory of which Licensee owns more than fifty percent of the voting securities. This entity will be considered a Subsidiary for only such time as such equity interest is maintained. The parties agree that Fairfax County Schools Virginia is approved as a Subsidiary under this Agreement.

1.8 "Territory" means the United States of America.

1.9 "Use" means to activate the processing capabilities of the Software, load, execute, access, employ the Software, or display information resulting from such capabilities.

2. LICENSE GRANT.

2.1 License.

(a) SAP grants, a non-exclusive, perpetual (unless terminated in accordance with Section 5 herein) license to Use the Software, Documentation, other SAP Proprietary Information, at specified site(s) within the Territory to run Licensee's internal business operations and to provide internal training and testing for such internal business operations and as further set forth in Appendices hereto. This license does not permit Licensee to use the SAP Proprietary Information to provide services to third parties (e.g., business process outsourcing, service bureau applications or third party training). Business Partners may have screen access to the Software solely in conjunction with Licensee's Use and may not Use the Software to run any of their business operations.

(b) Licensee agrees to install the Software only on hardware identified by Licensee pursuant to this Agreement that has been previously approved by SAP in writing or otherwise officially made known to the public as appropriate for Use or interoperation with the Software (the "Designated Unit"). Any individuals that Use the Software including employees or agents of Subsidiaries and Business Partners, must be licensed as Named Users. Use may occur by way of an interface delivered with or as a part of the Software, a Licensee or third-party interface, or another intermediary system.

(c) Licensee may permit services providers, to access the Software solely for the purpose of providing facility, systems, or disaster recovery services to Licensee in connection with the business of Licensee for which the Software is herein licensed provided: (i) SAP, Licensee, and such services provider execute a Confidentiality Agreement in the form attached as Exhibit A prior to such access; (ii) all employees of such services provider authorized to access the Software shall be licensed as Named Users; (iii) such services provider shall be permitted to Use the Software solely to operate the business of Licensee as set forth herein, (or in the case of a disaster recovery vendor, to provide disaster recovery services only); (iv) under no circumstances may such services provider Use the Software to operate or provide processing services to any other party, or in connection with such services provider's own business operations; and (v) Licensee shall be responsible for any additional Software, migration tools, or third party software needed to effect such transition.

2.2 Subsidiary Use. Subsidiaries may Use the Software provided that: (i) the Subsidiary agrees to be bound by the terms herein in the form of Exhibit B attached hereto; and (ii) a breach of such Exhibit by Subsidiary shall be considered a breach by Licensee hereunder.

3. VERIFICATION. Licensee will perform a yearly self-audit in accordance with SAP's standard procedure. In addition SAP shall be permitted to audit (at least once annually and in accordance with SAP standard procedures) the usage of the SAP Proprietary Information providing ten (10) days notice is given to Licensee. In the event an audit reveals that Licensee underpaid License and/or Enterprise Support Fees to SAP, Licensee shall pay such underpaid fees based on SAP's list of prices and conditions in effect at the time of the audit subject to any applicable discount options, if any, then in effect.

4. PRICE AND PAYMENT.

4.1 License Fees. Licensee shall pay to SAP license fees for the Software and Enterprise Support fees on the terms in Appendices hereto Fees for Services will be paid as set forth in the Professional Services Schedule hereto. All payments will be due within thirty (30) days of receipt of the invoice.

4.2 Taxes. Fees and other charges described in this Agreement, or in SAP's most recent list of prices and conditions, do not include federal, state or local sales, foreign withholding, use, property, excise, service, or similar taxes ("Tax(es)") now or hereafter levied, all of which shall be for Licensee's account. The County of Fairfax is a political subdivision of the Commonwealth of Virginia and therefore asserts exemption from taxation, but will provide valid tax-exempt certificates to SAP prior to the execution of this Agreement. If SAP is required to pay Taxes, Licensee shall reimburse SAP for such amounts.

5. TERM.

5.1. Term. This Agreement and the license granted hereunder shall become effective as of the date first set forth above and shall continue in effect thereafter unless terminated upon the earliest to occur of the following: (i) thirty days after Licensee gives SAP written notice of Licensee's desire to terminate this Agreement, for any reason, but only after payment of all License and Enterprise Support Fees then due and owing; (ii) thirty days after SAP gives Licensee notice of Licensee's material breach of any provision of the Agreement (other than Licensee's breach of its obligations under Sections 6), including more than thirty days delinquency in Licensee's payment of any money due hereunder, unless Licensee has cured such breach during such thirty day *period or obtains injunctive relief*; (iii) ten days after SAP gives Licensee notice of Licensee's material breach of Section 6 unless Licensee contests the determination of such breach and obtains appropriate injunctive relief; (iv) immediately if Licensee files for bankruptcy, becomes insolvent, or makes an assignment for the benefit of creditors.

5.2 End of Term Duties. Upon any termination hereunder, Licensee and its Subsidiaries shall immediately cease Use of all SAP Proprietary Information. Within thirty (30) days after any termination, Licensee shall deliver to SAP or destroy all copies of the SAP Proprietary Information in every form. Licensee agrees to certify in writing to SAP that it and each of its Subsidiaries has performed the foregoing. Sections 3, 4, 6, 7.2, 8, 9, 11.4, 11.5 and 11.6 shall survive such termination. In the event of any termination hereunder, Licensee shall not be entitled to any refund of any payments made by Licensee.

6. PROPRIETARY RIGHTS.

6.1 Protection of Proprietary Information Licensee shall not copy, translate, disassemble, or decompile, nor create or attempt to create, by reverse engineering or otherwise, the source code from the object code of the Software. Except for the rights set forth below, Licensee is not permitted to make derivative works of the Software and ownership of any unauthorized derivative works shall vest in SAP. SAP and Licensee agree to take all reasonable steps and the same protective precautions to protect the Proprietary Information from disclosure to third parties as with its own proprietary and confidential information. Neither party shall, without the other party's prior written consent, disclose any of the Proprietary Information of the other party to any person, except to its bona fide individuals whose access is necessary to enable such party to exercise its rights hereunder. Each party agrees that prior to disclosing any Proprietary Information of the other party to any third party, it will obtain from that third party a written acknowledgment that such third party will be bound by the same terms as specified in this Section 6 with respect to the Proprietary Information.

6.2 Modifications.

Licensee may make Modifications to the Software, and shall be permitted to use Modifications with the Software in accordance with this Agreement. Licensee shall comply with SAP's registration procedure prior to making changes to the source code. All Modifications and all rights associated therewith shall be the exclusive property of SAP and SAP AG. Licensee agrees to execute those documents reasonably necessary to secure SAP's rights in the foregoing. SAP retains the right to independently develop enhancements to the Software and Licensee agrees not to take any action that would limit SAP's sale, assignment, licensing or use of its own Software or Modifications or enhancements thereto.

7. PERFORMANCE WARRANTY.

7.1 Warranty. SAP warrants that the Software will functionally conform to the specifications contained in the Documentation and to SAP's responses denoted "F and SR" in to the Functional, Technical and Reports Requirements dated ~~X~~ 8/3/09 to Licensee, which are attached hereto as Exhibit C and incorporated herein by reference, for twenty four months following Delivery (the "Warranty Period") when Used without material alteration on the Designated Unit(s).

The warranty shall not apply: (i) if the Software is not used in accordance with the Documentation; or (ii) if the defect is caused by a Modification, Licensee (except for Licensee's Use of the Software), third-party software, or third party database. SAP does not warrant that the Software will operate uninterrupted or that it will be free from minor defects or errors that do not materially affect such performance, or that the applications contained in the Software are designed to meet all of Licensee's business requirements. SAP's warranty is subject to Licensee providing SAP necessary access, including remote access, to the Software. Licensee shall provide SAP with sufficient test time and support on Licensee's Designated Unit(s) to correct the defect.

Licensee understands that Exhibit C is incorporated into this contract with the understanding and agreement of the parties that SAP formulated its responses in those sections based upon:

a) SAP's best information, knowledge, and belief as of the date they were written;

b) SAP's software as it existed as of that date; and

c) The limited information provided in Licensee's RFP, and SAP's limited knowledge and understanding of that information during the solicitation phase of this project.

7.2 Express Disclaimer. SAP AND ITS LICENSORS DISCLAIM ALL OTHER WARRANTIES EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE EXCEPT TO THE EXTENT THAT ANY WARRANTIES IMPLIED BY LAW CANNOT BE VALIDLY WAIVED.

8. INDEMNIFICATION.

8.1 Indemnification of Licensee. (a)SAP shall indemnify Licensee against all claims, liabilities, and costs, including reasonable attorneys' fees, reasonably incurred in the defense of any claim brought against Licensee by third parties alleging that Licensee's Use of the Software and

Documentation infringes or misappropriates any United States and German patent, of which SAP is aware; a copyright; or trade secret rights, provided that: such indemnity shall not apply if the alleged infringement results from Use of the Software in conjunction with any other software not provided by SAP, an apparatus other than a Designated Unit, or unlicensed activities and so long as Licensee promptly notifies SAP in writing of any such claim and SAP is permitted to control fully the defense and any settlement of such claim as long as such settlement shall not include a financial obligation on Licensee. Licensee shall cooperate fully in the defense of such claim and may appear, at its own expense, through counsel reasonably acceptable to SAP. SAP may settle any claim on a basis requiring SAP to substitute for the Software and Documentation alternative substantially equivalent non-infringing programs and supporting documentation. If a suitable equivalent cannot be obtained, SAP will refund the appropriate license fees for the infringing programs in accord with Section 9.1 below. Licensee shall not undertake any action in response to any infringement or alleged infringement of the Software and Documentation.

8.2 THE PROVISIONS OF THIS SECTION 8 STATE THE SOLE, EXCLUSIVE, AND ENTIRE LIABILITY OF SAP AND ITS LICENSORS TO LICENSEE, AND IS LICENSEE'S SOLE REMEDY, WITH RESPECT TO THE INFRINGEMENT OF THIRD-PARTY INTELLECTUAL PROPERTY RIGHTS.

9. LIMITATIONS OF LIABILITY.

9.1 Licensee's Remedies. Licensee's sole and exclusive remedies for any damages or loss in any way connected with the Software or Services furnished by SAP and its licensors, whether due to SAP's negligence or breach of any other duty, shall be, at SAP's option: (i) to bring the performance of the Software into substantial compliance with the functional specifications; (ii) re-performance of Services; or (iii) return of an appropriate portion of any payment made by Licensee with respect to the applicable portion of the Software or Services.

9.2 Not Responsible. SAP will not be responsible under this Agreement (i) if the Software is not used in accordance with the Documentation; or (ii) if the defect is caused by Licensee, a Modification, third-party software, or third party database. SAP AND ITS LICENSORS SHALL NOT BE LIABLE FOR ANY CLAIMS OR DAMAGES ARISING FROM INHERENTLY DANGEROUS USE OF THE SOFTWARE AND/OR THIRD-PARTY SOFTWARE LICENSED HEREUNDER.

9.3 Limitation of Liability. ANYTHING TO THE CONTRARY HEREIN NOTWITHSTANDING, EXCEPT FOR DAMAGES RESULTING FROM UNAUTHORIZED USE OR DISCLOSURE OF PROPRIETARY INFORMATION OR DAMAGES FOR PERSONAL INJURY OR DEATH CAUSED BY THE NEGLIGENCE OR WILLFUL MISCONDUCT OF SAP, UNDER NO CIRCUMSTANCES SHALL SAP, ITS LICENSORS OR LICENSEE BE LIABLE TO EACH OTHER OR ANY OTHER PERSON OR ENTITY FOR AN AMOUNT OF DAMAGES IN EXCESS OF THE PAID LICENSE FEES OR BE LIABLE IN ANY AMOUNT FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL, OR INDIRECT DAMAGES, LOSS OF GOOD WILL OR BUSINESS PROFITS, WORK STOPPAGE, DATA LOSS, COMPUTER FAILURE OR MALFUNCTION, OR EXEMPLARY OR PUNITIVE DAMAGES.

9.4 Severability of Actions. IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT EACH AND EVERY PROVISION OF THIS AGREEMENT WHICH PROVIDES FOR A LIMITATION OF LIABILITY, DISCLAIMER OF WARRANTIES, OR EXCLUSION OF DAMAGES IS INTENDED BY THE PARTIES TO BE SEVERABLE AND INDEPENDENT OF ANY OTHER PROVISION AND TO BE ENFORCED AS SUCH.

10. ASSIGNMENT. Licensee may not, without SAP's prior written consent, assign, delegate, pledge, or otherwise transfer this Agreement, or any of its rights or obligations under this Agreement, or the SAP Proprietary Information, to any party, whether voluntarily or by operation of law, including by way of sale of assets, merger or consolidation. SAP may assign this Agreement to its parent organizations, SAP America or SAP AG.

11. GENERAL PROVISIONS.

11.1 Severability. It is the intent of the parties that in case any one or more of the provisions contained in this Agreement shall be held to be invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect the other provisions of this Agreement, and this Agreement shall be construed as if such invalid or unenforceable provision had never been contained herein.

11.2 No Waiver. If either party should waive any breach of any provision of this Agreement, it shall not thereby be deemed to have waived any preceding or succeeding breach of the same or any other provision hereof.

11.3 Counterparts. This Agreement may be signed in two counterparts, each of which shall be deemed an original and which shall together constitute one Agreement.

11.4 Export Control Notice. The Software, Documentation and Proprietary Information are being released or transferred to Licensee in the United States and are therefore subject to the U.S. export control laws. Licensee acknowledges its obligation to ensure that its exports from the United States are in compliance with the U.S. export control laws. Licensee shall also be responsible for complying with all applicable governmental regulations of any foreign countries with respect to the use of the Proprietary Information by its Subsidiaries outside of the United States. Licensee agrees that it will not submit the Software to any government agency for licensing consideration or other regulatory approval without the prior written consent of SAP.

11.5 Confidential Terms and Conditions. Release of the terms and conditions of this Agreement or the pricing contained therein shall be governed by the Virginia Freedom of Information Act, Code of Virginia §§2.2-3700 through 2.2-3714. Neither party shall use the name of the other party in publicity, advertising, or similar activity, without the prior written consent of the other, except that Licensee agrees that SAP may use Licensee's name in customer listings or as part of SAP's marketing efforts with Licensee's written approval.

11.6 Governing Law. This Agreement shall be governed by and construed under the Commonwealth of Virginia law without reference to its conflicts of law principles. In the event of any conflicts between foreign law, rules, and regulations, and United States of America law, rules, and regulations, United States of America law, rules, and regulations shall prevail and govern. The United Nations Convention on Contracts for the International Sale of Goods shall not apply to this agreement. The Uniform Computer Information Transactions Act as enacted shall not apply.

11.7 Notices. All notices or reports which are required or may be given pursuant to this Agreement shall be in writing and shall be deemed duly given when delivered to the respective executive offices of SAP and Licensee at the addresses first set forth above.

11.8 Force Majeure. Any delay or nonperformance of any provision of this Agreement caused by conditions beyond the reasonable control of the performing party shall not constitute a breach of this Agreement, and the time for performance of such provision, if any, shall be deemed to be extended for a period equal to the duration of the conditions preventing performance.

11.9 GOVERNANCE MODEL: For a period of five (5) years from the Effective Date of this Agreement, SAP agrees to provide, at no additional cost and through the individuals defined in this Section, governance and consultative executive support for SAP projects and activities. The primary purpose of SAP's participation will be for those individuals defined in this Section to assist Licensee's Executive Management in the oversight of the projects and provide the necessary support to help ensure the projects' success and the overall success of Licensee's SAP program. SAP agrees to provide the following individuals (or their successors or agreed upon designees) as the SAP governance team at the appropriate level and frequency as agreed to by Licensee and SAP:

Executive Sponsors:
1. Tom Byrne, National Vice President for State and Local Sales
2. Rod Massey, Vice President of the Global Public Sector Unit
3. Craig Mortensen, Head of Custom Development - Americas

11.10 PUBLIC SECTOR ADVISORY COUNCIL: SAP shall permit Licensee to participate on SAP's Public Sector Advisory Council relating to the Software for as long as the Licensee remains a customer and actively participates in the council.

11.11 EDUCATION ACCOUNT MANAGER: For as long as Licensee is a customer, SAP agrees to provide, at no additional cost and through the individual defined in this Section, Education Account Manager support for SAP projects and activities. The primary purpose of SAP's participation will be for those individuals defined in this Section to assist Licensee's Project Team in the identification and scheduling of training necessary to help support the overall success of the Licensee's SAP program. SAP agrees to provide the following individuals (or their successors or agreed upon designees) as the SAP Education Account Manager at the appropriate level and frequency as agreed to by Licensee and SAP:

Education Account Manager: Ken Mead

12.0 ESCROW OF SOURCE CODE.

12.1. SAP warrants that the source code for the Software, together with related Documentation as it is or becomes available, has been deposited in an escrow account maintained by a third party provider (the "Escrow Agent"), pursuant to an agreement between the Escrow Agent and SAP, (the "Escrow Agreement").

12.2. SAP will from time to time deposit into the escrow account copies of source code for releases of the Software and related Documentation.

12.3. SAP or SAP's trustee in bankruptcy shall authorize the Escrow Agent to make and release a copy of the applicable deposited materials to Licensee upon the occurrence of any of the following events:

(a) The existence of any one or more of the following circumstances, uncorrected for more than thirty (30) days: entry of an order for relief under Title 11 of the United States Code; the making by SAP of a general assignment for the benefit of creditors; the appointment of a general receiver or trustee in bankruptcy of SAP's business or property; or action by SAP under any state insolvency or similar law for the purpose of its bankruptcy, reorganization, or liquidation; unless within the specified thirty (30) day period, SAP (including its receiver or trustee in bankruptcy) provides to Licensee adequate assurances, reasonably acceptable to Licensee, of its continuing ability and willingness to fulfill its maintenance obligations under this Agreement;

(b) SAP has ceased its on-going business operations or that portion of its business operations relating to the sale, licensing and maintenance of the Software; or

(c) Failure of SAP to carry out the material maintenance obligations imposed on it pursuant to this Agreement after reasonable opportunity has been provided to SAP and SAP AG to perform such obligations.

12.4. In no event shall Licensee have the right to access the applicable deposited materials if SAP AG agrees to assume SAP's maintenance obligations under this Agreement.

12.5. In the event of release under this Agreement, Licensee agrees that it will treat and preserve the deposited materials as a trade secret of SAP AG in accordance with the same precautions adopted by Licensee to safeguard its own trade secrets against unauthorized use and disclosure and in all cases at least with a reasonable degree of care. Release under this provision shall not extend Licensee any greater rights or lesser obligations than are otherwise provided or imposed under this Agreement. This provision shall survive any termination of this Agreement.

13.0 Entire Agreement. This Agreement, each Schedule and Appendix and exhibits hereto constitute the complete and exclusive statement of the agreement between SAP and Licensee, and all previous representations, discussions, and writings are merged in, and superseded by, this Agreement. This Agreement may be modified only by a writing signed by both parties. This Agreement and each Appendix hereto shall prevail over any additional, conflicting, or inconsistent terms and conditions which may appear on any purchase order or other document furnished by Licensee to SAP.

IN WITNESS WHEREOF, the undersigned, intending to be legally bound, have duly executed this Agreement to become effective as of the date first above written.

SAP Public Services, Inc. (SAP)	Fairfax County (Licensee)
By:	By: Cathy A Muse
Title: Senior Director, Contracts	Title: Purchasing Agent
Date: 8/13/09	Date: 8/13/09

Reviewed by Contracts
Terry Dougherty T.D.

SAP ENTERPRISE SUPPORT SCHEDULE ("Schedule")
effective August X, 2009 ("Effective Date")
to
SAP PUBLIC SERVICES, INC. ("SAP")
SOFTWARE LICENSE AGREEMENT effective August X, 2009 ("Agreement")
with
Fairfax County ("Licensee")

This Schedule is hereby annexed to and made a part of the Agreement specified above. In each instance in which provisions of this Schedule contradict or are inconsistent with the provisions of the Agreement, the provisions of this Schedule shall prevail and govern.

This Schedule governs the provision of support services by SAP as further defined herein ("SAP Enterprise Support") for all software licensed by Licensee under the Agreement (hereinafter collectively referred to as the "Enterprise Support Solutions"), excluding software to which special support agreements apply.

1. **Definitions:**

1.1 "Go-Live" marks the point in time from when, after implementation of Enterprise Support Solution or an upgrade of Enterprise Support Solution, the Enterprise Support Solution can be used by Licensee for processing real data in live operation mode and for running Licensee's business in accordance with the Agreement.

1.2 "Licensee Solution" shall mean Enterprise Support Solutions and any other software licensed by Licensee from third parties provided such third party software is operated in conjunction with Enterprise Support Solutions.

1.3 "Production System" shall mean a live SAP system used for normal business operations and where Licensee's data is recorded.

1.4 "SAP Software Solution(s)" shall mean a group of one or multiple Production Systems running Licensee Solutions and focusing on a specific functional aspect of Licensee's business.

1.5 "Service Session" shall mean a sequence of support activities and tasks carried out remotely to collect further information on an incident by interview or by analysis in a Production System resulting in a list of recommendations. A Service Session could run manually, as a self-service or fully automated.

1.6 "Top-Issue" shall mean issues and/or failures identified and prioritized jointly by SAP and Licensee in accordance with SAP standards which (i) endanger Go-Live of a pre-production system or (ii) have a significant business impact on Licensee's core Production System.

2. **Scope of SAP Enterprise Support.** Licensee may request and SAP shall provide, to such degree as SAP makes such services generally available in the Territory, SAP Enterprise Support services. SAP Enterprise Support currently includes:

Continuous Improvement and Innovation

- New software releases of the licensed Enterprise Support Solutions, as well as tools and procedures for upgrades.
- Support packages - correction packages to reduce the effort of implementing single corrections or changes to existing functionality. Support packages may also contain corrections to adapt existing functionality to changed legal and regulatory requirements.
- Technology updates to support third-party operating systems and databases.
- Available ABAP source code for Software applications and additionally released and supported function modules.
- Software change management processes and tools.

Global Support Backbone

- SAP Service Marketplace - SAP's knowledge database and SAP's extranet for knowledge transfer on which SAP makes available content and services to licensees and partners of SAP.
- SAP Notes on the SAP Service Marketplace document software errors and contain information on how to remedy, avoid and bypass errors. SAP Notes may contain coding corrections that customers can implement into their SAP system. SAP Notes also documents related issues, customer questions, and recommended solutions (e.g. customizing settings).
- SAP Note Assistant - a tool to install specific corrections and improvements to SAP components.
- **SAP Solution Manager Enterprise Edition** – as described in Section 2.4

Mission Critical Support

- Global message handling by SAP for problems related to Enterprise Support Solutions (excluding software to which special support agreements apply), including Service Level Agreements for Initial Reaction Time and Corrective Action (for more information refer to Section 2.1.1).
- Global 24x7 root cause analysis and escalation procedures.
- SAP Support Advisory Center – as described in Section 2.2
- Continuous Quality Checks – as described in Section 2.3

Other Components, Methodologies, Content and Community Participation

- Monitoring components and agents for systems to help optimize available resources with SAP EarlyWatch Alert.
- Collector components for systems to report on the status of the Enterprise Support Solutions.
- Content and supplementary tools designed to help increase efficiency, which may include implementation methodologies and standard procedures, Best Practices, an Implementation Guide (IMG), Business Configuration (BC) Sets and Customizing Monitoring.
- Access to the SAP Service Marketplace, which may include implementation and operations processes and content designed to help reduce costs and risks.
- Participation in SAP's customer and partner community (via SAP Service Marketplace), which provides data about best business practices, service offerings, etc.

2.1. Global Message Handling and Service Level Agreement (SLA). When Licensee reports malfunctions, SAP supports Licensee by providing information on how to remedy, avoid and bypass errors. The main channel for such support will be the support infrastructure provided by SAP. Licensee may send an error message at any time. When Licensee creates an error message, the system automatically collects the most important system data (transaction code, program ID, Support Package level, message number, etc). All persons involved in the message solving process can access the status of the message at any time.

In exceptional or severe cases, Licensee may also contact SAP by telephone. For such contact (and as otherwise provided) SAP requires that License provide remote access as specified in Section 3.2(iii). SAP Enterprise Support is provided exclusively to Licensee's Customer Center of Expertise.

The following Service Level Agreements ("SLA" or "SLAs") shall apply to all Licensee support messages that SAP accepts as being Priority 1 or 2 and which fulfill the prerequisites specified herein. Such SLAs shall commence in the first full Calendar Quarter following the Effective Date of this Schedule and the completion of Licensee's implementation of the mandatory recommendations resulting from the Initial Assessment specified in Section 2.2 below. As used herein, "Calendar Quarter" is the three month period ending on March 31, June 30, September 30 and December 31 respectively of any given calendar year.

2.1.1 <u>SLA for Initial Response Times</u>:

a. <u>Priority 1 Support Messages ("Very High")</u>. SAP shall respond to Priority 1 support messages within one (1) hour of SAP's receipt (twenty-four hours a day, seven days a week) of such Priority 1 support messages. A message is assigned Priority 1 if the problem has very serious consequences for normal business transactions and urgent, business critical work cannot be performed. This is generally caused by the following circumstances: complete system outage, malfunctions of central SAP functions in the Production System, or Top-Issues. Licensee may request that a problem be given a Priority 1 status.

b. <u>Priority 2 Support Messages ("High")</u>. SAP shall respond to Priority 2 support messages within four (4) hours of SAP's receipt (during SAP's normal business hours in the region Licensee is located) of such Priority 2 support messages. A message is assigned Priority 2 if normal business transactions are seriously affected and necessary tasks cannot be performed. This is caused by incorrect or inoperable functions in the SAP system that are required to perform such transactions and/or tasks. Licensee may request that a problem be given a Priority 2 status.

2.1.2 <u>SLA for Corrective Action Response Time for Priority 1 Support Messages</u>: SAP shall provide a solution, work around or action plan for resolution ("Corrective Action") of Licensee's Priority 1 support message within four (4) hours of SAP's receipt (twenty-four hours a day, seven days a week) of such Priority 1 support message ("SLA for Corrective Action"). In the event an action plan is submitted to Licensee as a Corrective Action, such action plan shall include: (i) status of the resolution process; (ii) planned next steps, including identifying responsible SAP resources; (iii) required Licensee actions to support the resolution process; (iv) to the extent possible, due dates for SAP's actions; and (v) date and time for next status update from SAP. Subsequent status updates shall include a summary of the actions undertaken so far; planned next steps; and date and time for next status update. The SLA for Corrective Action only refers to that part of the processing time when the message is being processed at SAP ("Processing Time"). Processing Time does not include the time when the message is on status "Partner Action", "Customer Action" or "SAP Proposed Solution", whereas (a) the status Partner Action means the support message was handed over to a technology or software partner of SAP or a third party vendor of SAP for further processing; (b) the status Customer Action means the support message was handed over to Licensee; and (c) the status SAP Proposed Solution means SAP has provided a Corrective Action as outlined herein. The SLA for Corrective Action shall be deemed met if within four (4) hours of processing time: SAP proposes a solution (status "SAP Proposed Solution"), a workaround or an action plan; or if Licensee agrees to reduce the priority level of the message.

2.1.3 <u>Prerequisites and Exclusions</u>.

2.1.3.1 Prerequisites. The SLAs shall only apply when the following prerequisites are met for all support messages: (i) support messages are related to releases of Enterprise Support Solutions which are classified by SAP with the shipment status "unrestricted shipment"; (ii) support messages are submitted by Licensee in English via the SAP Solution Manager Software in accordance with SAP's then current support message processing log-in procedure which contain the relevant details necessary (as specified in SAP Note 16018 or any future SAP Note which replaces SAP Note 16018) for SAP to take action on the reported error; (iii) support messages are related to a product release of Enterprise Support Solutions which falls into Mainstream Maintenance or Extended Maintenance. For Priority 1 support messages, the following prerequisites must be fulfilled by Licensee: (a) the issue and its business impact are described in detail sufficient to allow SAP to assess the issue; (b) Licensee makes available for communications with SAP, twenty four (24) hours a day, seven (7) days a week, an English speaking contact person with training and knowledge sufficient to aid in the resolution of the Priority 1 message consistent with Licensee's obligations hereunder; and (c) a Licensee contact person is provided for opening a remote connection to the system and to provide necessary log-on data to SAP.

2.1.3.2 <u>Exclusions</u>. For SAP Enterprise Support the following types of Priority 1 messages are excluded from the SLAs: (i) support messages regarding a release, version and/or functionalities of Enterprise Support Solutions developed specifically for Licensee (including without limitation those developed by SAP Custom Development and/or by SAP subsidiaries); (ii) support messages regarding country versions that are not part of the Enterprise Support Solutions and instead are realized as partner add-ons, enhancements, or modifications is expressly excluded even if these country versions were created by SAP or an associated organization; and (iii) the root cause behind the support message is not a malfunction, but a missing functionality ("development request") or the support message is ascribed to a consulting request.

2.1.4 <u>Service Level Credit</u>.

2.1.4.1 SAP shall be deemed to have met its obligations pursuant to the SLAs as stated above by reacting within the allowed time frames in ninety-five percent (95%) of the aggregate cases for all SLAs within a Calendar Quarter. In the event Licensee submits less than twenty (20) messages (in the aggregate for all SLAs) pursuant to the SLAs stated above in any Calendar Quarter during the Enterprise Support term, Licensee agrees that SAP shall be deemed to have met the its obligations pursuant to the SLAs stated above if SAP has not exceeded the stated SLA time-frame in more than one support message during the applicable Calendar Quarter.

2.1.4.2. Subject to Section 2.1.4.1 above, in the event that the timeframes for the SLA's are not met (each a "Failure"), the following rules and procedures shall apply: (i) Licensee shall inform SAP in writing of any alleged Failure; (ii) SAP shall investigate any such claims and provide a written report proving or disproving the accuracy of Licensee's claim; (iii) Licensee shall provide reasonable assistance to SAP in its efforts to correct any problems or processes inhibiting SAP's ability to reach the SLAs; (iv) subject to this Section 2.1.4, if based on the report, an SAP Failure is proved, SAP shall apply a Service Level Credit ("SLC") to Licensee's next SAP Enterprise Support Fee invoice equal to one quarter percent (0.25%) of Licensee's SAP Enterprise Support Fee for the applicable Calendar Quarter for each Failure reported and proved, subject to a maximum SLC cap per Calendar Quarter of five percent (5%) of Licensee's SAP Enterprise Support Fee for such Calendar Quarter. Licensee bears the responsibility of notifying SAP of any SLCs within thirty (30) days after the end of a Calendar Quarter in which a Failure occurs. No penalties will be paid unless notice of Licensee's claim for SLC(s) is received by SAP in writing. The SLC stated in this Section 2.1.4 is Licensee's sole and exclusive remedy with respect to any alleged or actual Failure.

2.2 SAP Support Advisory Center. For Priority 1 and Top-Issues directly related to the Enterprise Support Solutions, SAP shall make available a global unit within SAP's support organization for mission critical support related requests (the "Support Advisory Center"). The Support Advisory Center will perform the following mission critical support tasks: (i) remote support for Top-Issues – the Support Advisory Center will act as an additional escalation level, enabling 24X7 root cause analysis for problem identification; (ii) Continuous Quality Check service delivery planning in collaboration with Licensee's IT, including scheduling and delivery coordination; (iii) remote certification of the SAP Customer Center of Expertise if requested by Licensee; and (iv) providing guidance in cases in which Continuous Quality Checks (as defined in Section 2.3 below), an action plan and/or written recommendations of SAP show a critical status (e.g. a red CQC report) of the Enterprise Support Solution.

As preparation for the Service Level Agreement and Continuous Quality Check delivery through SAP Solution Manager Enterprise Edition, Licensee's Contact Person and SAP shall jointly perform one mandatory setup service ("Initial Assessment") for the Enterprise Support Solutions. The Initial Assessment shall be based upon SAP standards and documentation.

The designated SAP Support Advisory Center will be English speaking and available to Licensee's Contact Person (as defined below) or its authorized representative twenty-four hours a day, seven days a week for mission critical support related requests. The available local or global dial-in numbers are shown in SAP Note 560499. For eight hours per day (9AM to 5PM Eastern Standard Time) five days a week (Monday through Friday, excluding public holidays) communication with the support advisory with the Support Advisory Center is also possible via customer message using component SV-ES-SAC for SAP Enterprise Support related mission critical service related requests.

The Support Advisory Center is only responsible for the above mentioned mission critical support related tasks to the extent these tasks are directly related to issues regarding the Enterprise Support Solutions.

2.3 SAP Continuous Quality Check. In case of critical situations related to the SAP Software Solution (such as, implementation, upgrade, migration or Top Issues), SAP will provide at least one Continuous Quality Check (the "Continuous Quality Check" or "CQC") per year for each SAP Software Solution. The CQC portfolio of services for licensees includes, but is not limited to,

- SAP GoingLive™ Check for an implementation project going productive.
- SAP GoingLive™ Functional Upgrade Check for an upgrade to a higher release.
- SAP OS/DB Migration Check

The CQC may consist of one or more manual or automatic remote Service Sessions. SAP may deliver further CQC's in cases where vital alerts reported by SAP EarlyWatch Alert or in those cases where Licensee and the SAP Advisory Center mutually agree that such a service is needed to handle a Top-Issue. Details, such as the exact priorities of a CQC, shall be mutually agreed upon between the parties. At the end of a CQC, SAP will provide Licensee with an action plan and/or written recommendations. Licensee acknowledges that all or part of the CQC sessions may be delivered by SAP and/or a certified SAP partner acting as SAP's subcontractor and based on SAP's CQC standards and methodologies. Licensee agrees to provide appropriate resources, including but not limited to equipment, data, information, and appropriate and cooperative personnel, to facilitate the delivery of CQC's hereunder with reasonable advanced notice.

In the event the Effective Date of this Schedule is after September 30th of the year in which the Effective Date occurs, Licensee shall not be entitled to receive the above mentioned CQC services for the remainder of such calendar year.

Licensee acknowledges that SAP limits CQC re-scheduling to a maximum of three times per year. Re-scheduling must take place at least 5 working days before the planned delivery date. If Licensee fails to follow these guidelines, SAP is not obliged to deliver the yearly CQC to the Licensee.

2.4 SAP Solution Manager Enterprise Edition. SAP Solution Manager Enterprise Edition includes SAP Solution Manager Standard Edition plus additional functionalities ("ES Components"). ES Components are activated separately and cannot function without SAP Solution Manager Standard Edition.

SAP Solution Manager shall be subject to the Agreement and is for the following purposes only: (i) delivery of SAP Enterprise Support and support services for Licensee Solution including delivery and installation of software and technology maintenance for Enterprise Support Solutions; (ii) the operation of a service desk for Enterprise Support Solutions and remote diagnostic tools for Licensee Solutions; (iii) application management for Licensee Solutions including implementation, testing, change request management, operations and continuous improvement for Enterprise Support Solutions; and; (iv) administration, monitoring and reporting for Licensee Solution. The use for the SAP Solution Manager Enterprise Edition is limited to the Licensee Solutions only.

SAP Solution Manager Enterprise Edition is subject to the usage rights granted in the Agreement and may not be used for any other purposes than those specified herein. The right to use any SAP Solution Manager Enterprise Edition capabilities other than those above is subject to a separate written agreement with SAP, even if such capabilities are contained in or related to SAP Solution Manager Enterprise Edition.

3. Licensee's Responsibilities.

3.1 SAP Enterprise Support Program Management. In order to receive SAP Enterprise Support hereunder, Licensee shall designate a qualified English speaking contact within its SAP Customer Center of Expertise for the Support Advisory Center (the "Contact Person") and shall provide contact details (in particular e-mail address and telephone number) by means of which the Contact Person or the authorized representative of such Contact Person can be contacted at any time. Licensee's Contact Person shall be Licensee's authorized representative empowered to make necessary decisions for Licensee or bring about such decision without undue delay.

3.2 Other Requirements. In order to receive SAP Enterprise Support hereunder, Licensee must:

(i) Continue to pay all Enterprise Support Service Fees in accordance with the Agreement.

(ii) Otherwise fulfill its obligations under the Agreement and this Schedule.

(iii) Provide and maintain remote access via a technical standard procedure as defined by SAP and grant SAP all necessary authorizations, in particular for problem analysis as part of message handling. Such remote access shall be granted without restriction regarding the nationality of the SAP employee(s) who process support messages or the country in which they are located. Licensee acknowledges that failure to grant access may lead to delays in message handling and the provision of corrections, or may render SAP unable to provide help in an efficient manner. The necessary software components must also be installed for support services.

(iv) Establish and maintain an SAP certified Customer COE meeting the requirements specified in Section 4 below within twelve months of the Effective Date of this Schedule.

(v) Have installed, configured and be using productively, an SAP Solution Manager Standard Edition Software system, with the latest patch levels for Basis, ABAP, and the latest SAP Solution Manager Standard Edition Software support packages.

(vi) Activate SAP EarlyWatch Alert for the Production Systems and transmit data to Licensee's productive SAP Solution Manager system. See SAP Note 207223 for information on setting up this service.

(vii) Establish a connection between Licensee's SAP Solution Manager Software installation and SAP and a connection between the Licensee Solutions and Licensee's SAP Solution Manager Software installation. Licensee shall maintain the solution landscape in Licensee's SAP Solution Manager Software system for all Production Systems and systems connected to the Production Systems. Licensee shall maintain the Software Solutions and core business processes in Licensee's SAP Solution Manager Software system at least for the Production Systems. Licensee shall document any implementation or upgrade projects in Licensee's SAP Solution Manager Software system.

(viii) To fully enable and activate the SAP Solution Manager Enterprise Edition specific enhancements to SAP Solution Manager, Licensee shall adhere to the applicable documentation.

(ix) Licensee agrees to maintain adequate and current records of all Modifications and, if needed, promptly provide such records to SAP.

4. Customer Center of Expertise. In order to receive SAP Enterprise Support hereunder, Licensee shall establish a Customer Center of Expertise ("Customer COE"). The Customer COE is comprised of organizational units within Licensee's organization covering all Licensee core business process operations that acts as Licensee's central point of contact with SAP's support organization. SAP recommends starting the implementation of the Customer COE as a project that runs in parallel with the functional and technical implementation projects.

A Customer COE must support each installation covered by the Agreement. If Enterprise Support Solutions are installed in more than one of three regions (EMEA, Americas, Asia/Pacific) a Customer COE may be set-up in each region.

The Customer COE must fulfill the following basic functions:

- Support Desk: Set-up and operation of a support desk with a sufficient number of support consultants for infrastructure/application platforms and the related applications during regular local working hours (at least 8 hours a day, 5 days (Monday through Friday) a week). Licensee support process and skills will be jointly reviewed in the framework of the service planning process and the certification audit.
- Contract administration: Contract and license processing in conjunction with SAP (license audit, maintenance billing, release order processing, user master and installation data management).
- Coordination of innovation requests: Collection and coordination of development requests from the Licensee. In this role the Customer COE shall also be empowered to function as an interface to SAP to take all action and decisions needed to avoid unnecessary modification of Software and to ensure that planned modifications are in alignment with the SAP software and release strategy. The Customer COE shall also coordinate Licensee's Modification notification and disclosure requirements.
- Information management: Distribution of information (e.g. internal demonstrations, information events and marketing) about Software and the Customer COE within the Licensee's organization.
- Service Planning: Licensee shall regularly engage in a service planning process with SAP. The service planning starts during the initial implementation and will then be continued regularly.

All Named Users may have access to SAP's support portal however, only Licensee Customer COE employees are authorized to contact SAP after attempting to resolve the matter. In the event Licensee does not establish and maintain a certified Customer COE(s) in accordance with the above (including any required recertification), SAP shall notify Licensee of the deficiency and Licensee shall have 30 days to rectify to the satisfaction of both parties. If Licensee fails to rectify the deficiency SAP shall be entitled to increase Licensee's then current maintenance percentage factor then in effect. Licensee is required to certify their Customer COE through an audit, conducted by SAP, verifying Licensee's compliance with the obligations described in this Section 4.

5. **Enterprise Support Fees.** SAP Enterprise Support Fees shall be paid annually in advance and shall be specified in Appendices to the Agreement. SAP Enterprise Support offered by SAP may be changed annually by SAP at any time upon three months prior written notice. After the initial term, the Enterprise Support Fees and any limitations on increases are subject to Licensee's compliance with the Customer COE requirements specified above.

6. **Termination.** After the initial term, Enterprise Support may be terminated by either party with 90 days written notice prior to the start of the following renewal period. Any termination will be effective at the end of the then-current Enterprise Support period during which the termination notice is received by SAP. Notwithstanding the forgoing, SAP may terminate Enterprise Support after thirty days written notice of Licensee's failure to pay Enterprise Support Fees.

7. **Changes to Licensee Information.** In order to receive SAP Enterprise Support hereunder, Licensee undertakes to inform SAP without undue delay of any changes to Licensee's installations and Named Users and all other information relevant to the Enterprise Support Solutions. To ensure compliance with the terms of this Schedule, SAP shall be entitled to periodically monitor (i) the correctness of the information Licensee provided and (ii) Licensee's usage of the Solution Manager Enterprise Edition in accordance with the rights and restrictions set out in Section 2.4.

8. **Reinstatement.** In the event Licensee elects not to commence SAP Enterprise Support upon the first day of the month following initial delivery of the Software, or SAP Enterprise Support is otherwise terminated pursuant to Section 6 above or declined by Licensee for some period of time, and is subsequently requested or reinstated, SAP will invoice Licensee the accrued SAP Enterprise Support Fees associated with such time period.

9. **Other Terms and Conditions.**

9.1 In order to receive SAP Enterprise Support hereunder, Licensee shall have obtained all licenses for the Licensee Solutions and the only support and/or maintenance services received by Licensee for Enterprise Support Solutions shall be the services described in this Schedule.

9.2 As a condition of receiving SAP Enterprise Support hereunder, Licensee shall not reallocate users and/or Software to the Enterprise Support Solutions from other SAP Software Solutions that are not covered under SAP Enterprise Support, without the express consent of SAP.

9.3 FAILURE TO UTILIZE SAP ENTERPRISE SUPPORT PROVIDED BY SAP MAY PREVENT SAP FROM BEING ABLE TO IDENTIFY AND ASSIST IN THE CORRECTION OF POTENTIAL PROBLEMS WHICH, IN TURN, COULD RESULT IN UNSATISFACTORY SOFTWARE PERFORMANCE.

9.4 In the event SAP licenses third party software to Licensee under the Agreement, SAP shall provide Enterprise Support on such third party products to the degree the applicable third party makes such Enterprise Support available to SAP. Licensee may be required to upgrade to more recent versions of its operating systems and databases to receive SAP Enterprise Support.

9.5 SAP Enterprise Support is provided according to the current maintenance phases of SAP Software releases as stated in http://service.sap.com/releasestrategy.

PROFESSIONAL SERVICES SCHEDULE effective August X, 2009 ("Schedule")
to
SAP PUBLIC SERVICES, INC. ("SAP")
SOFTWARE LICENSE AGREEMENT effective August x, 2009 ("Agreement")
with
Fairfax County ("Licensee")

The parties agree that this Schedule is hereby annexed to and made a part of the Agreement specified above. In each instance in which provisions of this Schedule contradict or are inconsistent with the provisions of the Agreement, the provisions of this Schedule shall prevail and govern.

1. Services. Upon request by Licensee, SAP will provide a Consultant(s) to perform, at Licensee's direction, consulting and professional services including support of installation and implementation of the applicable SAP Software ("Services"). Any Statement(s) of Work ("SOW") more fully describing the project assumptions, scope, duration and fees for the Services shall reference this Schedule. All Services of the SAP Consultant(s) will be coordinated with the designated Licensee representative. Licensee is responsible for making the necessary internal arrangements for the carrying out of the Services on a non-interference basis.

2. Satisfaction with Performance. If at any time Licensee or SAP is dissatisfied with the material performance of an assigned Consultant or a Licensee project team member, the dissatisfied party shall immediately report such dissatisfaction to the other party in writing and may request a replacement. The other party shall use its reasonable discretion in accomplishing any such change.

3. Key Personnel.

   Project Manager

   SAP represents that SAP's initial Project Manager, and any replacement Project Manager, shall be an experienced manager who shall be knowledgeable as to Licensee's activities related to the ERP System and shall direct the efforts in fulfilling SAP's obligations under this Agreement. SAP will make best efforts to keep the same Project Manager for the duration of Licensee's project. SAP will make best efforts not to reassign its initial Project Manager without Licensee's prior written consent, which consent shall not be unreasonably withheld and shall be promptly provided, during the Term of this Agreement or any permitted replacement Project Manager during the period beginning on the date such individual commences performing the Services hereunder, to other functions if doing so would adversely affect the Services.

   SAP shall make best efforts not to reassign any individual designated as Key Personnel during the period beginning on the date such individual commences performing the Services hereunder to other functions if doing so would adversely affect the Services. In the event any one of the Key Personnel is reassigned, becomes incapacitated, or ceases to be employed by SAP and therefore becomes unable to perform the functions or responsibilities assigned to him or her, SAP shall (i) make best efforts within forty-eight (48) hours, to temporarily replace such person with another person properly qualified to perform the functions of such replaced person, and (ii) within one (1) month, permanently replace such replaced person with another person approved by Licensee in its reasonable discretion and properly qualified to perform the functions of such replaced person.

   Management of Personnel: The County reserves the right to have Contractor staff replaced if their work is unsatisfactory; or if their behavior is perceived disruptive to our work environment; or if a staff member becomes ill; or if the assigned individual is no longer suitable for the assigned tasks; or if for any other reasons the assigned work tasks are terminated. The County will not assume any responsibility or liability for personnel actions taken by the Contractor should such a replacement be required.

4. Compensation of SAP. All Services will be provided by SAP on a time and expense basis at SAP's then current rates, unless otherwise agreed by the parties in a SOW.

5. Taxes. In accord with Section 4.2 of the Agreement, the County of Fairfax is a political subdivision of the Commonwealth of Virginia and therefore asserts exemption from taxation but will provide a tax exempt certificate to SAP prior to execution of this agreement.

6. Work Product. Unless otherwise agreed to in writing by the parties in a SOW, SAP shall have the sole and exclusive right, title and ownership to any and all ideas, concepts, or other intellectual property rights related in any way to the techniques, knowledge or processes of the SAP Services and deliverables, whether or not developed for Licensee.

6 Warranty. SAP warrants that its Services shall be performed consistent with generally accepted industry standards. SAP MAKES NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, NOR ANY OTHER WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, IN CONNECTION WITH THIS SCHEDULE AND THE SERVICES PROVIDED HEREUNDER.

7. Dispute Resolution. Except for the right of either party to apply to a court of competent jurisdiction for injunctive relief, any controversy or claim arising out of or relating to this Agreement, other than as to ownership or title to intellectual property rights, breach of the protections of the Proprietary Information, the right of SAP to bring suit for payments due hereunder, or a party's failure to provide the indemnity obligations herein shall first, prior to either party filing a lawsuit (except as previously provided), be handled as follows. Each of the parties will have their respective Project Managers meet for the purpose of endeavoring to resolve such dispute or negotiate for an adjustment to such provision. If a resolution to such dispute does not occur during such meeting or within three (3) business days thereafter, the parties agree to elevate the dispute to a meeting of the Project Executive Committee and SAP's Consulting Services Vice President. If a resolution to such dispute does not occur during such meeting or within three (3) business days thereafter, the parties agree to elevate the dispute to the Sr. Vice President level of SAP and the Deputy County Executive for the Licensee. If SAP and Licensee are unable to reach a mutually agreeable resolution after such meeting, Licensee's County Executive will make a final determination. If SAP does not agree with such determination, SAP may institute legal action in a court of competent jurisdiction in accordance with the laws and jurisdiction of the State of Virginia and the County of Fairfax.

   Notwithstanding anything to the contrary contained herein, and even if any problem or other dispute arises between the parties and regardless of whether or not it requires at any time the use of the dispute resolution procedures described above, in no event nor for any reason shall SAP interrupt or suspend or terminate the provision of Services to Licensee or perform any action that prevents, impedes, or reduces in any way the provision of Services or Licensee's ability to conduct its activities, unless: (i) authority to do so is granted by Licensee or conferred by a court of competent jurisdiction; or (ii) the Term of this Agreement has been terminated; or (iii) Licensee has failed to pay SAP undisputed invoices that are past due in excess of thirty (30) days after receiving notice from SAP of such delinquency.

8. Limitation of Liability.

(a) WITH RESPECT TO SERVICES, ANYTHING TO THE CONTRARY NOTWITHSTANDING, EXCEPT FOR DAMAGES RESULTING FROM UNAUTHORIZED USE OR DISCLOSURE OF THE PROPRIETARY INFORMATION AND SAP'S RIGHT TO COLLECT UNPAID FEES, UNDER NO CIRCUMSTANCES SHALL SAP, ITS CONSULTANTS OR LICENSEE BE LIABLE TO EACH OTHER OR ANY OTHER PERSON OR ENTITY FOR AN AMOUNT OF DAMAGES IN EXCESS OF THE FEES PAID FOR THE APPLICABLE SERVICES HEREUNDER OR BE LIABLE IN ANY AMOUNT FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL, OR INDIRECT DAMAGES, LOSS OF GOOD WILL OR BUSINESS PROFITS, WORK STOPPAGE, DATA LOSS, COMPUTER FAILURE OR MALFUNCTION, OR EXEMPLARY OR PUNITIVE DAMAGES. The provisions of the Schedule allocate the risks between SAP and Licensee. The License Fees reflect this allocation of risk and the limitations of liability herein.

(b) The Limitation of Liability set forth in item 8.(a) above does not apply to tangible property damage, or personal injury, including death, caused by the negligence or willful misconduct of SAP. SAP shall indemnify, keep and save harmless the Licensee, its agents, officials, employees, and volunteers against claims of injury, death, damage to property, caused by the willful misconduct or negligence of SAP which may otherwise accrue against the Licensee if it shall be determined that the act was caused through the negligence or willful misconduct of SAP or its employees or subcontractors or agents. SAP shall at its own expense, appear, defend and pay all charges of attorney and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against Licensee in any such action, SAP shall at its own expense, satisfy and discharge the same.

9. Termination. The terms of this Schedule shall be effective as of the Effective Date of the Agreement and shall remain in effect until terminated by either party upon thirty (30) days prior written notice or otherwise in accordance with a particular SOW. Licensee shall be liable for payment to SAP for all Services provided prior to the effective date of any such termination, including any expenses incurred pursuant to the provision of such Services, in accord with the applicable SOW.

10. General Provisions.

10.1 SAP may subcontract all or part of the Services to be performed to a qualified third party with prior permission from Licensee, said permission not to be unreasonably withheld.

10.2 With respect to the Services provided by SAP under this Schedule and any SOW hereto, the relationship of SAP and Licensee is that of an independent contractor.

10.3 This Schedule, including any applicable SOWs, constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements between the parties, whether written or oral, relating to the same subject matter. In the event of any inconsistencies between this Schedule and a SOW, the SOW shall take precedence over the Schedule. Any purchase order or other document issued by Licensee is for administrative convenience only.

10.4 Non-appropriation. If Licensee should not appropriate or otherwise make available funds sufficient to purchase, lease, operate or maintain the products set forth in this Agreement, or other means of performing the same functions of such products, Licensee may unilaterally terminate this Agreement only upon thirty (30) days written notice to SAP. Upon termination, Licensee shall remit payment for all products and services delivered to Licensee and all expenses incurred by SAP prior to SAP's receipt of the termination notice.

11. Survival. Sections 5 and 8 above shall survive any termination of the Schedule.

Appendix 1
effective August 13, 2009 ("Appendix")
to
SAP PUBLIC SERVICES, INC. ("SAP")
SOFTWARE LICENSE AGREEMENT effective August 13, 2009 ("Agreement")
with
Fairfax County ("Licensee")

This Appendix is hereby annexed to and made a part of the Agreement specified above. In each instance in which provisions of this Appendix contradict or are inconsistent with the provisions of the Agreement, the provisions of this Appendix shall prevail and govern.

1. **NAMED USER DEFINITIONS:**

1.1 "SAP Application Professional User" is a Named User who performs operational related roles supported by the Software and includes the rights granted under the Limited Professional User, Employee User and Employee Self Service User.

1.2 "SAP Application Limited Professional User" SAP Application Limited Professional Users are Named Users who are employees of Licensee authorized to access the Licensed Software solely for "Read Only" access to include viewing reports and performing one of the following functions: (i) preparing and viewing cost center budget and related financial information; or (ii) creating and changing purchase orders; or (iii) gathering and recording time for a group; or (iv) approving purchase orders, payments, financial transactions, travel and leave expenses and personnel actions. Each Limited Professional User includes the rights granted under the Employee User and Employee Self Service User. If any such SAP Application Limited Professional User requires the Use of additional Software functionality, Licensee will be required to license such additional usage and pay all applicable additional license fees and related maintenance fees.

1.3 "SAP Application Employee User" is a Named User who is authorized to access read-only analytics, and provided the ERP Package is licensed, is also authorized to access the licensed Software solely for the purpose of executing the following transactions: (1) desktop procurement self-services, (2) Travel planning and expense reporting, (3) talent management self-services including employee appraisals, employee development plans, employee training registration, employee opportunity inquiry and response. Each Employee User includes the rights granted under the ESS User and shall access the Software solely for such individual's own purposes and not for or on behalf of other individuals.

1.4 "SAP Application Employee Self Service (ESS) User" is a Named User, and provided such is licensed to Use the SAP ERP Package, authorized to access the licensed Software solely for the purpose of executing the following HR self-services transactions: (1) employee records maintenance, (2) employee time and attendance entry, (3) employee directory, 4) benefits enrollment. Each Employee Self Service (ESS) User shall access the Software solely for such individual's own purposes and not for or on behalf of other individuals.

1.5 "SAP Application Developer User" is a Named User who uses development and administration tools provided with the Software for the purpose of modifying, deploying and managing SAP Software. The Developer User (1) does include the rights granted under the Employee User and (2) does not include the rights granted under the (a) Professional User and/or (b) Limited Professional User.

2. **LICENSED SOFTWARE:** The Software licensed to Licensee pursuant to this Appendix consists of the components identified below and specified as being licensed ("Software"). Only individuals licensed as Named Users hereunder are permitted to Use the SAP Software and third party Software licensed herein (including optional Software). Such Use shall be in accordance with their respective Named User type and in accordance with identified licensed Level. At SAP's request, Licensee shall deliver to SAP a report, as defined by SAP, evidencing Licensee's usage of the Software. SAP agrees that the initial request for such report will occur twenty-four (24) months following the effective date of the Agreement or twelve (12) months following the effective date of this Appendix, whichever occurs later, and will continue annually thereafter.

Licensed SAP Software may utilize limited functionality of other SAP Software products ("SAP Runtime Software"). Unless Licensee has expressly licensed the SAP Runtime Software (under this or a separate Appendix), Licensee's Use of such SAP Runtime Software is limited to access by and through the licensed SAP Software for the sole purpose of enabling performance of the licensed SAP Software.

There are no applicable country/language specific versions licensed by Licensee from SAP hereunder. In the event Licensee Uses the SAP Software to build and/or operate a custom developed or third party application, additional license fees may be required.

2.1 SAP APPLICATION

2.1.1 SAP APPLICATION NAMED USERS:

	Total Number of Named Users Licensed:				
	SAP Application Professional	SAP Application Limited Professional	SAP Application Employee	SAP Application Employee Self Service (ESS)	SAP Application Developer
SAP Named Users	2,860	6,340	11,288	44,472	40

2.1.2 SAP ERP RELATED SOFTWARE:

	Yes	No
ERP Package[1]	X	___

(1) Required to be licensed for all Software listed below except Software identified with an "*".

"X" if Licensed	Software	License Metric	Licensed Level
X	Payroll Processing[1]	Master Records (units of 500)	130
X	e-Recruiting	Number of Employees within Licensee (units of 500)	130
X	SAP Enterprise Learning Environment	Number of Learners (units of 500)	130
X	Financial Supply Chain Mgmt. (FSCM) Licensed FSCM Component(s): _X_ Biller Direct ___ Dispute Management ___ Credit Management ___ Collections Management	Number of Active Customers and Vendors [2]	3,515
X	Treasury – SAP Treasury and Risk Management (Public Sector)	Operating Budget (units of 100 Million)	60

(1) Excludes U.S. Payroll Tax Processing which, if licensed from SAP, must be licensed via a separate Appendix and must equal or exceed the Licensed Level for US Payroll Processing.

(2) Total number of active customers and vendors, which are defined as customer vendor master records with financial transactional data within the last 2 years.

2.2 SAP APPLICATIONS FOR GOVERNANCE, RISK AND COMPLIANCE AND PERFORMANCE MANAGEMENT:

"X" if Licensed	Software	License Metric	Licensed Level
X	SAP Strategy Management[1]	Number of Employees	250

(1) Licensee is limited to Use the Software in support of a division, department or affiliate (or other business units which are subsets of the entire corporation) whose total combined employees do not exceed such licensed metric identified above

2.3 INDUSTRY PACKAGES LICENSED:

SAP for Public Sector:

"X" if Licensed	Software	License Metric	Licensed Level
_X_	SAP Procurement for Public Sector(1)	Annual Public Sector Spend Budget (Millions)	662
_X_	SAP Program Management for Public Sector (2) *	Number of Business Partners (3) (Units of Fifty Thousand)	1

(1) Suppliers do not need to be licensed as Named Users

(2) Citizens accessing the Software for viewing of documents, change of address, paying of bills and confirmations of delivery do not require a Named User license.

(3) A Business Partner is a constituent or a taxpayer.

SAP for Insurance:

X	SAP Claims Management P&C for Insurance	Gross Written Premiums(1)	50 million

(1) Licensee is licensed for up to 5,000 new claims annually.

2.4 SUPPLEMENTARY SOFTWARE LICENSED:

SAP NetWeaver:

"X" if Licensed	Software	License Metric	Licensed Level
X	Process Integration (PI) Base Engine (1)	Number of Gigabyte's per Month (Units of 50 GB)	100
X	Duet	Total Number of Users	2,850
X	SAP Test Data Migration Server (TDMS)	Database Size of the Productive System (in gigabytes)	1200
X	SAP Test Data Migration Server (TDMS)	Database Size of the Productive System (in gigabytes)	600
X	SAP Test Data Migration Server (TDMS)	Database Size of the Productive System (in gigabytes)	900

(1) Process Integration Base Engine includes use of the following Standard Technical Protocol Adapters: SAP NetWeaver Adapter for IDOCs, RFCs, File/FTP, Http(s), SOAP, JMS, JDBC, Mail Protocols (pop,imap,smtp), SAP BC Protocol to connect Software, and to non-SAP applications. Additional types of adapters are available for additional license fees.

2.5 DATABASE INTERFACE: __X__

3. **LICENSE FEE AND PAYMENT:** The total Net License Fee to Licensee for the Software specified above is 2,828,281 USD which shall be invoiced upon execution of this Appendix and is payable net thirty (30) days from date of invoice.

4. **INSTALLATION:** For Software to be installed on a specific Licensee or Affiliate Designated Unit within the Territory Licensee shall provide SAP with written notice of the type/model and serial number and location of each Designated Unit and the number of Users allocated to each such Designated Unit prior to such installation. Such notice shall be in a form materially similar to Schedule 1 attached hereto and is to be sent to: SAP Contracts Department, Attention: Director of Contracts, 3999 West Chester Pike, Newtown Square, PA 19073.

5. **DELIVERY:** Delivery of the above-specified Software and Documentation is estimated to take place in August, 2009. Physical delivery will be free on board delivery to the Licensee at the following location: 12000 Government Center Parkway, Fairfax, VA 22035. However, Delivery of the Strategy Management Software in Section 2.2 above is by download only through the SAP Service Marketplace website and estimated to be available to Licensee through the website in August, 2009 at the following location: 12000 Government Center Parkway, Fairfax, VA 22035.

6. **SAP ENTERPRISE SUPPORT AND PAYMENT:** SAP Enterprise Support offered by SAP is set forth in the SAP Enterprise Support Schedule to the Agreement. SAP Enterprise Support at the site(s) specified in the SAP Enterprise Support Schedule to the Agreement shall commence as of the first day of the month following initial delivery of the Software. The initial term of SAP Enterprise Support is the remainder of the current calendar year and the next full calendar year. After the initial term and subject to the Agreement and SAP Enterprise Support Schedule, SAP Enterprise Support shall renew at the beginning of each calendar year for the subsequent one year period.

   The SAP Enterprise Support Fee for the Software licensed under this Appendix is priced at the then current annual SAP Enterprise Support Factor in effect (currently 22%) multiplied by the total Net License Fee for the licensed Software. The current annual SAP Enterprise Support Fee for the Software licensed under this Appendix is 622,221 USD (22% of 2,828,281 USD). SAP agrees that the SAP Enterprise Support Factor shall remain at 22% until December 31, 2015. Thereafter, the SAP Enterprise Support Factor is subject to change once during a calendar year upon ninety (90) days notice to Licensee. Until December 31, 2018 Licensee's SAP Enterprise Support Fee hereunder shall not be increased from the prior year more than the percentage increase in the Consumer Price Index (CPI) over the twelve month period prior to such increase. CPI as used herein means "U.S. Consumer Price Index for all Urban Consumers, U.S. City Average - All Items 1982-1984 = 100 Base for the applicable twelve (12) month period as published by the Bureau of Labor Statistics".

   SAP Enterprise Support Fees are invoiced on an annual basis effective January 1 of a calendar year and payable Net 30 days from date of invoice. Any SAP Enterprise Support Fees due prior to January 1 are invoiced on a pro-rata basis for the given calendar year in effect.

7. **THIRD-PARTY DATABASE:**

   The Software licensed hereunder requires a third party database product which has either been integrated or pre-installed as part of the Software, or which must be installed to Use the Software. Third party database product functionality as integrated in the Software may differ from a non-integrated third party database product. Each third party database product is subject to its respective third party vendor License Agreement. This Agreement does not contain a license to use the integrated third party database product. Licensee has no right to use and are not licensed to use the copy of the third party database until Licensee has executed the Agreement, this Appendix and execute a third party database license agreement for the third party database. Upon request, Licensee shall provide to SAP the invoice number and/or license number and corresponding date for the third party database.

   SAP makes no representations or warranties as to the terms of any license or the operation of any third-party database or other software obtained directly from a third party supplier by Licensee. Licensee is responsible for support and maintenance of the third-party database and other software licensed from a third party supplier, and SAP has no responsibility in this regard.

8. **PUBLICITY:** In consideration of the additional Software discount, Licensee agrees to participate in reference activities for the Software including but not limited to reference calls and stories, press testimonials, site visits, SAPPHIRE participation, at times mutually agreeable to the parties as long as such activities are not in violation of licensees policies or procedures. SAP will make reasonable efforts to avoid having the reference services unreasonably interfere with Licensee's business.

9. **SOFTWARE LICENSING OPTION:** Until September 30, 2012, Licensee shall have the option to license additional Software or additional Named Users under a separate Appendix at a discount of Eighty Five percent (85%) from SAP's then current list price. Such discount shall apply only to SAP-discountable components. Third-party software, including third-party database, and other non-discountable SAP components are excluded from such discount. Licensee shall be responsible for third party database license fees in connection with adding such additional Software or Named Users. After September 30, 2012, all such pricing shall be at SAP's then-current prices in effect.

10. **Consulting Services:** Until September 30, 2014, and provided Licensee is current with payments to SAP, SAP agrees to provide to Licensee, under the terms and conditions of a mutually acceptable Statement of Work to the Professional Services Schedule between Licensee and SAP, up to USD 108,800, exclusive of travel and expenses, of consulting Services up to K7 level Consultant(s) related to Licensee's implementation of the Software licensed under this Appendix, at no charge to Licensee. Licensee shall reimburse SAP for reasonable travel and living expenses, and other reasonable living expenses, actually incurred by SAP in connection with such Services. Reimbursable expenses will be invoiced to Licensee on a monthly basis. The terms of this provision apply solely to Services provided by SAP through its Professional Services Organization and shall not apply to any training, support, or development services that may be provided by SAP to Licensee through its Education, Development, or Support organizations. In the event such consulting credit is not used by September 30, 2014, no refund or other remunerations will be allowed.

11. **TRAINING CREDIT:** SAP agrees to provide Licensee, a training credit in the amount of USD 8,000, provided Licensee is not in default of any payment terms under the Agreement. Such training credit must be used by Licensee by September 30, 2014. In the event such training credit is not used by September 30, 2014, no refund or other remunerations will be offered. Such training credit shall not apply to P-Cards and shall exclude expenses related to travel and other expenses.

12. **OPTION TO LICENSE THIRD PARTY DATABASE**: From the effective date of this Appendix until December 20, 2010 ("Option Period"), Licensee shall have the option (upon written notice to SAP, and under Amendment to applicable Appendix(ces) to this Agreement) to license MS-SQL runtime database that is commercially offered by SAP (as set forth in SAP's then current list of prices and conditions in effect at the time Licensee exercises its option rights hereunder during the Option Period), at SAP's then current list price in effect for such MS-SQL runtime database (currently eight percent of Net License Fee). Such option shall not extend to any other third party software or database.

13. **VALIDITY OF OFFER**: The validity of this Appendix will expire September 30, 2009, unless sooner executed by Licensee, or extended in writing by SAP.

Accepted by:

SAP Public Services, Inc.
(SAP)

By:

Title: Senior Director, Contracts

Date: 8/13/09

Accepted by:

Fairfax County
(Licensee)

By: Cathy A Muse

Title: Purchasing Agent

Date: 8/13/09

Reviewed by Contracts
Trey Dougherty T.D.

Schedule 1 to Appendix 1 effective August 13, 2009

Designated Unit Information

1. Name of Licensee or Subsidiary where Designated Unit is located: ___________________

2. Designated Unit(s) to be identified by Licensee to SAP in writing.

Type/Model No.: ___________________

Serial No.: ___________________

Location of Designated Unit: ___________________

____

Telephone Number: ___________________

Software Delivery Contact Person: ___________________

3.

Hardware Information		Operating System		Database*	
Manufacturer	Model	Manufacturer	Release	Manufacturer	Release

* Note: When Database is licensed from the vendor directly, insert P.O. Number___________, Invoice Number_________and Date___________

Cathy A Muse 8/13/09
Name Date

Purchasing Agent
Title

Fairfax County Public Schools
(Licensee)

Appendix 2
effective August 13, 2009 ("Appendix")
to
SAP PUBLIC SERVICES, INC. ("SAP")
SOFTWARE LICENSE AGREEMENT effective August 13, 2009 ("Agreement")
with
Fairfax County ("Licensee")

This Appendix is hereby annexed to and made a part of the Agreement specified above. In each instance in which provisions of this Appendix contradict or are inconsistent with the provisions of the Agreement, the provisions of this Appendix shall prevail and govern.

1. **LICENSED SOFTWARE**: The Software licensed to Licensee pursuant to this Appendix consists of the components identified below in Section 1.1 and specified as being licensed ("Software"). Only those individuals licensed as Named Users of SAP Software under separate Appendices to the Agreement are permitted to Use the Software licensed hereunder and such Use shall be (i) in accordance with each individual's Named User type and (ii) in no case exceed the "Licensed Level" below. Licensee shall deliver to SAP a report, as defined by SAP, evidencing Licensee's usage of the Software. SAP agrees that the initial request for such report will occur twenty-four (24) months following the effective date of the Agreement or twelve (12) months following the effective date of this Appendix, whichever occurs later, and will continue annually thereafter.

   Licensed SAP Software may utilize limited functionality of other SAP Software products. Unless Licensee has expressly licensed (under this or a separate Appendix) the other SAP software utilized by the licensed SAP Software, Licensee's Use of such other SAP Software is limited to access by and through the other SAP Software for the sole purpose of enabling performance of the licensed SAP Software.

   There are no applicable country/language specific versions licensed by Licensee from SAP hereunder. In the event Licensee Uses the SAP Software to build and/or operate a custom developed or third party application, additional license fees may be required.

   1.1 SAP APPLICATION PACKAGES:

"X" if Licensed	Licensed Software	License Metric	Licensed Level
_X_	BusinessObjects Polestar [1]	CPUs [a]	4
_X_	Enterprise Query, Reporting and Analysis Package[2]	Enterprise Query, Reporting and Analysis Users	500
_X_	BusinessObjects Data Integrator Premium	CPUs [a]	4

(a) The aggregate number of central processing units ("CPU") running the Software may not exceed the number of CPUs licensed. A multi-core chip processor with multiple processor cores shall be counted as follows: the first processor core shall be counted as one CPU, and each incremental processor core shall be counted as one-half CPU.

(1) The Software may only be licensed in conjunction with either BusinessObjects Enterprise or BusinessObjects Data Integrator ("Underlying Software") and must be deployed on the same Server as the Underlying Software. A Server is one physical computer, case, box, or blade that houses the CPUs.

(2) A license for the Premium edition of the BusinessObjects Enterprise component ("Premium") is included in this Software.

2. **LICENSE FEE AND PAYMENT**: The Net License Fee to Licensee for the Software specified above is USD 68,065 which shall be invoiced upon execution of this Appendix and is payable net thirty (30) days after date of invoice.

3. **INSTALLATION**: For Software to be installed on a specific Licensee or Affiliate Designated Unit within the Territory, Licensee shall provide SAP with written notice of the type/model and serial number and location of each Designated Unit and the number of Users allocated to each such Designated Unit prior to such installation. Such notice shall be in a form materially similar to Schedule 1 attached hereto and is to be sent to: SAP Contracts Department, Attention: Director of Contracts, 3999 West Chester Pike, Newtown Square, PA 19073.

4. **DELIVERY**: Delivery of the above-specified Software is estimated to take place in August, 2009. Delivery of the Software is available only by electronic download. Delivery will be made by making the Software available for download to Licensee's location at: 12000 Government Center Parkway, Fairfax, VA 22035.

5. **SAP ENTERPRISE SUPPORT AND PAYMENT**: SAP Enterprise Support offered by SAP is set forth in the SAP Enterprise Support Schedule to the Agreement. SAP Enterprise Support at the site(s) specified in the SAP Enterprise Support Schedule to the Agreement shall commence as of the first day of the month following initial delivery of the Software. The initial term of SAP Enterprise Support is the remainder of the current calendar year and the next full calendar year. After the initial term and subject to the Agreement and SAP Enterprise Support Schedule, SAP Enterprise Support shall renew at the beginning of each calendar year for the subsequent one year period.

The SAP Enterprise Support Fee for the Software licensed under this Appendix is priced at the then current annual SAP Enterprise Support Factor in effect (currently 22%) multiplied by the total Net License Fee for the licensed Software. The current annual SAP Enterprise Support Fee for the Software licensed under this Appendix is 14,974 USD (22% of 68,065 USD). SAP agrees that the SAP Enterprise Support Factor shall remain at 22% until December 31, 2015. Thereafter, the SAP Enterprise Support Factor is subject to change once during a calendar year upon ninety (90) days notice to Licensee. Until December 31, 2018 Licensee's SAP Enterprise Support Fee hereunder shall not be increased from the prior year more than the percentage increase in the Consumer Price Index (CPI) over the twelve month period prior to such increase. CPI as used herein means "U.S. Consumer Price Index for all Urban Consumers, U.S. City Average - All Items 1982-1984 = 100 Base for the applicable twelve (12) month period as published by the Bureau of Labor Statistics".

SAP Enterprise Support Fees are invoiced on an annual basis effective January 1 of a calendar year and payable Net 30 days from date of invoice. Any SAP Enterprise Support Fees due prior to January 1 are invoiced on a pro-rata basis for the given calendar year in effect.

6. **PUBLICITY**: Licensee agrees to provide mutually agreeable telephone references for prospective SAP customers.

7. **VALIDITY OF OFFER**: The validity of this Appendix will expire September 30, 2009, unless sooner executed by Licensee, or extended in writing by SAP.

Accepted by:

SAP Public Services, Inc.
(SAP)

By: [signature]

Title: Senior Director, Contracts

Date: 8/13/09

Accepted by:

Fairfax County
(Licensee)

By: Cathy A Muse

Title: Purchasing Agent

Date: 8/13/09

Reviewed by Contracts

Tony Dougherty T.D.

Schedule 1
to
Appendix 2
effective August 13, 2009

Designated Unit Information

1. Name of Licensee or Subsidiary where Designated Unit is located: ____________________

2. Designated Unit(s) to be identified by Licensee to SAP in writing.

Type/Model No.: ____________________

Serial No.: ____________________

Location of Designated Unit: ____________________

____

Telephone Number: ____________________

Software Delivery Contact Person: ____________________

3.

Hardware Information		Operating System		Database*	
Manufacturer	Model	Manufacturer	Release	Manufacturer	Release

* Note: When Database is licensed from the vendor directly, insert P.O. Number__________ Invoice Number ________ and Date____________.

____
Name Date

____
Title

____
(Licensee)

Appendix 3
effective August 13, 2009 ("Appendix")
to
SAP PUBLIC SERVICES, INC. ("SAP")
SOFTWARE LICENSE AGREEMENT effective August 13, 2009 ("Agreement")
with
Fairfax County ("Licensee")

This Appendix is hereby annexed to and made a part of the Agreement specified above. The following Articles and Provisions of the Agreement are specifically incorporated herein by reference: 1 (Definitions), 2 (License Grant), 3 (Verification), 4 (Price and Payment), 5 (Term and Termination), 6.1 (Protection of Proprietary Information), 7.2 (Express Disclaimer), 9 (Limitation of Liability), 10 (Assignment) and 11 (General Provisions). Unless stated otherwise herein, all other provisions of the Agreement are specifically excluded with respect to this Appendix. In each instance in which provisions of this Appendix contradict or are inconsistent with the incorporated provisions of the Agreement, the provisions of this Appendix shall prevail and govern.

1. LICENSE GRANT:

1.1 The third party software licensed to Licensee pursuant to this Appendix consists of the Adobe software components identified in this Section 1.1 as being licensed ("Adobe Software"). Only individuals licensed as Named Users of SAP Software under separate Appendices to the Agreement are permitted to Use the Adobe Software licensed hereunder, and such Use shall (i) be in accordance with each individual's Named User type and (ii) in no case exceed the "Licensed Level" specified below. The Adobe Software licensed by Licensee from SAP hereunder is as follows:

"X" if Licensed	Component	License Metric	Licensed Level
	Interactive Forms Based on Adobe:		
X	• Enable the Enterprise (includes 20 Interactive Forms)	# of SAP Named Users(1)	65,000
X	• Additional Interactive Forms Bundles (20 Per Bundle)	# of Additional Bundles(2)	3

(1) The total number of SAP Named Users licensed to Use SAP Software under separate Appendices to the Agreement may never exceed the License Level for Enable the Enterprise.

(2) Only Users licensed to Use Enable the Enterprise hereunder are permitted to Use any Additional Interactive Forms Bundles licensed hereunder (if any).

1.2 DATABASE INTERFACE: X

2. LICENSE FEE AND PAYMENT: The Net License Fee to Licensee for the Adobe Software licensed hereunder is USD 172,653, which shall be invoiced upon execution of this Appendix and is payable net thirty (30) days of the date of invoice.

3. INSTALLATION: For the Adobe Software to be installed at a specific Licensee and/or Subsidiary site within the Territory other than where SAP Software is installed, Licensee shall provide SAP with written notice of the location of each computer and the number of Named Users allocated to each such device within sixty (60) days of the use of such device. Such notice shall be in a form materially similar to the notice sent to SAP for SAP Software and is to be sent to: SAP Contract Department, Attention: Director of Contracts, 3999 West Chester Pike, Newtown Square, PA 19073. Licensee is responsible for installation of the Adobe Software.

4. DELIVERY: Delivery of the above-specified Adobe Software is estimated to take place in August, 2009. Physical delivery will be free on board destination to the Licensee at the following location: 12000 Government Center Parkway, Fairfax, VA 22035.

5. SAP ENTERPRISE SUPPORT AND PAYMENT FOR THIRD PARTY SOFTWARE: SAP Enterprise Support offered by SAP is set forth in the Schedule to the Agreement. SAP Enterprise Support at the site(s) specified in the Schedule to the Agreement shall commence as of the first day of the month following initial delivery of the Adobe Software. The initial term of SAP Enterprise Support is the remainder of the current calendar year and the next full calendar year. After the initial term and subject to the Agreement and SAP Enterprise Support Schedule, SAP Enterprise Support shall renew at the beginning of each calendar year.

The SAP Enterprise Support Fee for the Adobe Software licensed under this Appendix is priced at the then current annual SAP Enterprise Support Factor in effect (currently 22%) multiplied by the total Net License Fee for the licensed Adobe Software. The current annual SAP Enterprise Support Fee for the Adobe Software licensed under this Appendix is USD 37,983 (22% of USD 172,653). SAP agrees that the SAP Enterprise Support Factor shall remain at 22% until December 31, 2015. Thereafter, the SAP Enterprise Support Factor is subject to change once during a calendar year upon ninety (90) days notice to Licensee. Until December 31, 2018 Licensee's SAP Enterprise Support Fee hereunder shall not be increased from the prior year more than the percentage increase in the Consumer Price Index (CPI) over the twelve month period prior to such increase. CPI as used herein means "U.S. Consumer Price Index for all Urban Consumers, U.S. City Average - All Items 1982-1984 = 100 Base for the applicable twelve (12) month period as published by the Bureau of Labor Statistics".

SAP Enterprise Support Fees are invoiced on an annual basis effective January 1 of a calendar year and payable net thirty (30) days from date of invoice. Any SAP Enterprise Support Fees due prior to January 1 are invoiced on a pro-rata basis for the given calendar year in effect.

6. **THIRD-PARTY DATABASE:** The Adobe Software licensed hereunder requires a third party database, which is a third party product which has either been integrated or pre-installed as part of the Adobe Software, or which must be installed to Use the Adobe Software. If integrated, third party database product functionality as integrated in the Adobe Software may differ from a non-integrated third party database product. Each third party database product is subject to its respective third party vendor License Agreement. This Appendix and the Agreement do not contain a license to use any third party database product, even if integrated. Licensee has no right to use and is not licensed to use any copy of the third party database until Licensee has executed the Agreement, this Appendix, and a third party database license agreement for the applicable third party database. Upon request, Licensee shall provide to SAP the invoice number and/or license number and corresponding date for the third party database. SAP makes no representations or warranties as to the terms of any license or the operation of any third-party database obtained directly from a third party supplier by Licensee. Licensee is responsible for support and maintenance of the third-party database licensed from a third party supplier, and SAP has no responsibility in this regard.

7. **LIMITATION OF LIABILITY:** In no event shall SAP's total liability for damages of any kind or nature in any way arising from or related to the Adobe Software licensed hereunder exceed an amount equal to the Net License Fee identified in Section 2 hereof.

8. **PUBLICITY:** Licensee agrees to provide mutually agreeable telephone references for prospective SAP customers.

9. **VALIDITY OF OFFER:** The validity of this Appendix 3 will expire September 30, 2009 unless sooner executed by Licensee, or extended in writing by SAP.

Accepted by:	Accepted by:
SAP Public Services, Inc. (SAP)	Fairfax County (Licensee)
By: [signature]	By: Cathy A Muse
Name: Christopher Pfendner	Name: Cathy A. Muse
Title: Senior Director, Contracts	Title: Purchasing Agent
Date: 8/13/09	Date: 8/13/09

T.D.

Appendix 4
effective August 13, 2009 ("Appendix")
to
SAP PUBLIC SERVICES, INC. ("SAP")
SOFTWARE LICENSE AGREEMENT effective August 13, 2009 ("Agreement")
with
Fairfax County ("Licensee")

This Appendix is hereby annexed to and made a part of the Agreement specified above. The following Articles and Provisions of the Agreement are specifically incorporated herein by reference: 1 (Definitions), 2 (License Grant), 3 (Verification), 4 (Price and Payment), 5 (Term and Termination), 6.1 (Protection of Proprietary Information), 7.2 (Express Disclaimer), 9 (Limitation of Liability), 10 (Assignment) and 11 (General Provisions). Unless stated otherwise herein, all other provisions of the Agreement are specifically excluded with respect to this Appendix. In each instance in which provisions of this Appendix contradict or are inconsistent with the incorporated provisions of the Agreement, the provisions of this Appendix shall prevail and govern.

1. **LICENSE GRANT:**

1.1 The BSI software licensed to Licensee pursuant to this Appendix consists of the BSI software components identified in this Section 1.1 as being licensed ("BSI Software")from SAP hereunder is as follows:

"X" if Licensed	Component	License Metric	Licensed Level
_X__	U.S. Payroll Tax Processing (TaxFactory)	Master Records	65,000

1.2 The BSI Software is licensed for Use in conjunction with the payroll functionality contained in the Software by appropriately licensed Named Users for the number of HR Master Records identified above. In addition, the license for the BSI Software is limited for Use on a single Platform at a time (with the exception of a Platform migration period as BSI may allow). For purposes herein, the term "Platform" shall mean a single BSI Supported Configuration of the following; a single database, single server, single client software, and single operating system. For purposes herein, "BSI Supported Configuration" shall mean a configuration for which BSI makes support available for SAP Licensees of the BSI Software. Unless expressly stated otherwise herein, this Appendix does not include a license to use such third party database, server, client software, and operating system. If Licensee wishes to change the Platform, SAP shall allow such change to the extent and under the conditions BSI generally makes available to SAP. As of the effective date of this Appendix, a Platform change can be made for a fee of USD 500. Licensee shall pay SAP such fee net thirty (30) days from date of invoice.

1.3 **DATABASE INTERFACE: X**

2. **LICENSE FEE AND PAYMENT:** The Net License Fee to Licensee for the BSI Software licensed hereunder is USD 50,100, which shall be invoiced upon execution of this Appendix and is payable net thirty (30) days of the date of invoice.

In the event Licensee exceeds the License Grant specified herein and/or Licensee desires to expand the License Grant to additional Subsidiary, divisions or business units not identified herein, Licensee agrees to provide written notification to SAP. SAP reserves the right to modify the Agreement to reflect such increase in the License Grant, recalculate the Net License Fee and Maintenance Fee accordingly, and invoice Licensee for such increased license and maintenance fees, based on SAP's then current pricing in effect.

Upon SAP's reasonable request, Licensee shall deliver to SAP a report, as defined by SAP, evidencing Licensee's usage of the BSI Software licensed under this Agreement.

3. **INSTALLATION:** For the BSI Software to be installed at a specific Licensee and/or Subsidiary site within the Territory other than where SAP Software is installed, Licensee shall provide SAP with written notice of the location of each computer and the number of Named Users allocated to each such device within sixty (60) days of the use of such device. Such notice shall be in a form materially similar to the notice sent to SAP for SAP Software and is to be sent to: SAP Contract Department, Attention: Director of Contracts, 3999 West Chester Pike, Newtown Square, PA 19073. Licensee is responsible for installation of the BSI Software.

4. **DELIVERY:** Delivery of the BSI Software is available only by electronic download. Initial delivery of the above-specified BSI Software is estimated to take place in August, 2009, for planned Use on the following Platform:

Operating System ____________

Database System ____________

Server ____________

Client Software ____________

Initial delivery of the above specified BSI Software will be to the following person for the following location:

Contact Name ____________
Contact Title ____________
Contact Phone No. ____________
Contact Fax No. ____________
Contact e-mail ____________
Contact Address ____________

5. SAP ENTERPRISE SUPPORT AND PAYMENT FOR THIRD PARTY SOFTWARE: SAP Enterprise Support offered by SAP is set forth in the Schedule to the Agreement. SAP Enterprise Support at the site(s) specified in the Schedule to the Agreement shall commence as of the first day of the month following initial delivery of the BSI Software. The initial term of SAP Enterprise Support is the remainder of the current calendar year and the next full calendar year. After the initial term and subject to the Agreement and SAP Enterprise Support Schedule, SAP Enterprise Support shall renew at the beginning of each calendar year.

The SAP Enterprise Support Fee for the BSI Software licensed under this Appendix is priced at the then current annual SAP Enterprise Support Factor in effect (currently 42%) multiplied by the total Net License Fee for the licensed BSI Software. The current annual SAP Enterprise Support Fee for the BSI Software licensed under this Appendix is USD 21,042 (42% of USD 50,100). SAP agrees that the SAP Enterprise Support Factor shall remain at 42% until December 31, 2015. Thereafter, the SAP Enterprise Support Factor is subject to change once during a calendar year upon ninety (90) days notice to Licensee. Until December 31, 2018 Licensee's SAP Enterprise Support Fee hereunder shall not be increased from the prior year more than the percentage increase in the Consumer Price Index (CPI) over the twelve month period prior to such increase. CPI as used herein means "U.S. Consumer Price Index for all Urban Consumers, U.S. City Average - All Items 1982-1984 = 100 Base for the applicable twelve (12) month period as published by the Bureau of Labor Statistics".

SAP Enterprise Support Fees are invoiced on an annual basis effective January 1 of a calendar year and payable net thirty (30) days from date of invoice. Any SAP Enterprise Support Fees due prior to January 1 are invoiced on a pro-rata basis for the given calendar year in effect.

6. THIRD-PARTY DATABASE: The BSI Software licensed hereunder requires a third party database, which is a third party product which has either been integrated or pre-installed as part of the BSI Software, or which must be installed to Use the BSI Software. If integrated, third party database product functionality as integrated in the BSI Software may differ from a non-integrated third party database product. Each third party database product is subject to its respective third party vendor License Agreement. This Appendix and the Agreement do not contain a license to use any third party database product, even if integrated. Licensee has no right to use and is not licensed to use any copy of the third party database until Licensee has executed the Agreement, this Appendix, and a third party database license agreement for the applicable third party database. Upon request, Licensee shall provide to SAP the invoice number and/or license number and corresponding date for the third party database. SAP makes no representations or warranties as to the terms of any license or the operation of any third-party database obtained directly from a third party supplier by Licensee. Licensee is responsible for support and maintenance of the third-party database licensed from a third party supplier, and SAP has no responsibility in this regard.

7. LIMITATION OF LIABILITY: In no event shall SAP's total liability for damages of any kind or nature in any way arising from or related to the BSI Software licensed hereunder exceed an amount equal to the Net License Fee identified in Section 2 hereof.

8. GENERAL PROVISIONS: Notwithstanding anything herein or in the Agreement to the contrary, SAP may assign the BSI Software license granted herein, including Maintenance, to BSI upon 60 days written notice to Licensee. In the event of such assignment, should Licensee desire Maintenance, Licensee should negotiate a separate service agreement directly with BSI.

9. VALIDITY OF OFFER: The validity of this Appendix 4 will expire September 30, 2009 unless sooner executed by Licensee, or extended in writing by SAP.

Accepted by:	Accepted by:
SAP Public Services, Inc. (SAP)	Fairfax County (Licensee)
By: [signature]	By: Cathy A Muse
Name: Christopher Pfendner	Name: Cathy A. Muse
Title: Senior Director, Contracts	Title: Purchasing Agent
Date: 8/13/09	Date: 8/13/09

T.D.

Appendix 5
effective August 13, 2009 ("Appendix")
to
SAP PUBLIC SERVICES, INC. ("SAP")
SOFTWARE LICENSE AGREEMENT effective August 13, 2009 ("Agreement")
with
Fairfax County ("Licensee")

This Appendix is hereby annexed to and made a part of the Agreement specified above. The following Articles and Provisions of the Agreement are specifically incorporated herein by reference: 1 (Definitions), 2 (License Grant), 3 (Verification), 4 (Price and Payment), 5 (Term and Termination), 6.1 (Protection of Proprietary Information), 7.2 (Express Disclaimer), 9 (Limitation of Liability), 10 (Assignment) and 11 (General Provisions). Unless stated otherwise herein, all other provisions of the Agreement are specifically excluded with respect to this Appendix. In each instance in which provisions of this Appendix contradict or are inconsistent with the incorporated provisions of the Agreement, the provisions of this Appendix shall prevail and govern.

1. LICENSE GRANT:

1.1 The third party software licensed to Licensee pursuant to this Appendix consists of the Nakisa software components identified in this Section 1.1 as being licensed ("Nakisa Software"). Only those individuals specified below as being licensed as Named Users of SAP Software under separate Appendices to the Agreement are permitted to Use the Nakisa Software licensed hereunder, and such Use shall (i) be in accordance with each individual's Named User type and (ii) in no case exceed the "Licensed Level" specified below. The Nakisa Software licensed by Licensee from SAP hereunder is as follows:

"X" If Licensed	Component	License Metric	Licensed Level
X	SAP Talent Visualization by Nakisa		
	"X" Components Licensed:		
	_X___ Talent Planning ("TP")	• Users[1] (unit of 15)	20
	_X___ Talent Viewing ("TV")	• Users[2] (unit of 50)	7
	_X___ OrgChart ("OC")	• Users[3] (unit of 500)	130

(1) Each User of TP (i) must be licensed as a Professional User of SAP Software under separate Appendix to the Agreement and (ii) is also licensed for TV and OC.

(2) Each User of TV (i) must be licensed as a Professional User of SAP Software under separate Appendix to the Agreement and (ii) is also licensed for OC.

(3) Each User of OC (i) must be licensed, at minimum, as an ESS User of SAP Software under separate Appendix to the Agreement and (ii) does not include a license for TP or TV.

1.2 **DATABASE INTERFACE: X**

2. **LICENSE FEE AND PAYMENT:** The Net License Fee to Licensee for the Nakisa Software licensed hereunder is USD 131,315, which shall be invoiced upon execution of this Appendix and is payable net thirty (30) days of the date of invoice.

3. **INSTALLATION:** For the Nakisa Software to be installed at a specific Licensee and/or Subsidiary site within the Territory other than where SAP Software is installed, Licensee shall provide SAP with written notice of the location of each computer and the number of Named Users allocated to each such device within sixty (60) days of the use of such device. Such notice shall be in a form materially similar to the notice sent to SAP for SAP Software and is to be sent to: SAP Contract Department, Attention: Director of Contracts, 3999 West Chester Pike, Newtown Square, PA 19073. Licensee is responsible for installation of the Nakisa Software.

4. **DELIVERY:** Delivery of the above-specified Nakisa Software is estimated to take place in August, 2009. Physical delivery will be free on board destination to the Licensee at the following location: 12000 Government Center Parkway, Fairfax, VA 22035. .

5. **SAP ENTERPRISE SUPPORT AND PAYMENT FOR THIRD PARTY SOFTWARE:** SAP Enterprise Support offered by SAP is set forth in the Schedule to the Agreement. SAP Enterprise Support at the site(s) specified in the Schedule to the Agreement shall commence as of the first day of the month following initial delivery of the Nakisa Software. The initial term of SAP Enterprise Support is the remainder of the current calendar year and the next full calendar year. After the initial term and subject to the Agreement and SAP Enterprise Support Schedule, SAP Enterprise Support shall renew at the beginning of each calendar year.

The SAP Enterprise Support Fee for the Nakisa Software licensed under this Appendix is priced at the then current annual SAP Enterprise Support Factor in effect (currently 22%) multiplied by the total Net License Fee for the licensed Nakisa Software. The current annual SAP Enterprise Support Fee for the Nakisa Software licensed under this Appendix is USD 28,889 (22% of USD 131,315). SAP agrees that the SAP Enterprise Support Factor shall remain at 22% until December 31, 2015. Thereafter, the SAP Enterprise Support Factor is subject to change once during a calendar year upon ninety (90) days notice to Licensee. Until December 31, 2018 Licensee's SAP Enterprise Support Fee hereunder shall not be increased from the prior year more than the percentage increase in the Consumer Price Index (CPI) over the twelve month period prior to such increase. CPI as used herein means "U.S. Consumer Price Index for all Urban Consumers, U.S. City Average - All Items 1982-1984 = 100 Base for the applicable twelve (12) month period as published by the Bureau of Labor Statistics".

SAP Enterprise Support Fees are invoiced on an annual basis effective January 1 of a calendar year and payable net thirty (30) days from date of invoice. Any SAP Enterprise Support Fees due prior to January 1 are invoiced on a pro-rata basis for the given calendar year in effect.

6. <u>THIRD-PARTY DATABASE</u>: The Nakisa Software licensed hereunder requires a third party database, which is a third party product which has either been integrated or pre-installed as part of the Nakisa Software, or which must be installed to Use the Nakisa Software. If integrated, third party database product functionality as integrated in the Nakisa Software may differ from a non-integrated third party database product. Each third party database product is subject to its respective third party vendor License Agreement. <u>This Appendix and the Agreement do not contain a license to use any third party database product, even if integrated</u>. Licensee has no right to use and is not licensed to use any copy of the third party database until Licensee has executed the Agreement, this Appendix, and a third party database license agreement for the applicable third party database. Upon request, Licensee shall provide to SAP the invoice number and/or license number and corresponding date for the third party database. SAP makes no representations or warranties as to the terms of any license or the operation of any third-party database obtained directly from a third party supplier by Licensee. Licensee is responsible for support and maintenance of the third-party database licensed from a third party supplier, and SAP has no responsibility in this regard.

7. <u>LIMITATION OF LIABILITY</u>: In no event shall SAP's total liability for damages of any kind or nature in any way arising from or related to the Nakisa Software licensed hereunder exceed an amount equal to the Net License Fee identified in Section 2 hereof.

8. <u>PUBLICITY</u>: Licensee agrees to provide mutually agreeable telephone references for prospective SAP customers.

9. <u>VALIDITY OF OFFER</u>: The validity of this Appendix 5 will expire September 30, 2009 unless sooner executed by Licensee, or extended in writing by SAP.

Accepted by:	Accepted by:
SAP Public Services, Inc. (SAP)	Fairfax County (Licensee)
By: [signature]	By: Cathy A Muse
Name: Christopher Pfendner	Name: Cathy A. Muse
Title: Senior Director, Contracts	Title: Purchasing Agent
Date: 8/13/09	Date: 8/13/09

T.D.

Appendix 6
effective August 13, 2009 ("Appendix")
to
SAP PUBLIC SERVICES, INC. ("SAP")
SOFTWARE LICENSE AGREEMENT effective August 13, 2009 ("Agreement")
with
Fairfax County ("Licensee")

This Appendix is hereby annexed to and made a part of the Agreement specified above. The following Articles and Provisions of the Agreement are specifically incorporated herein by reference: 1 (Definitions), 2 (License Grant), 3 (Verification), 4 (Price and Payment), 5 (Term and Termination), 6.1 (Protection of Proprietary Information), 7.2 (Express Disclaimer), 9 (Limitation of Liability), 10 (Assignment) and 11 (General Provisions). Unless stated otherwise herein, all other provisions of the Agreement are specifically excluded with respect to this Appendix. In each instance in which provisions of this Appendix contradict or are inconsistent with the incorporated provisions of the Agreement, the provisions of this Appendix shall prevail and govern.

1. LICENSE GRANT:

1.1 The third party software licensed to Licensee pursuant to this Appendix consists of the RWD software components identified in this Section 1.1 as being licensed ("RWD Software"). Only those individuals specified below as being licensed as Named Users of SAP Software under separate Appendices to the Agreement are permitted to Use the RWD Software licensed hereunder, and such Use shall (i) be in accordance with each individual's Named User type and (ii) in no case exceed the "Licensed Level" specified below. The RWD Software licensed by Licensee from SAP hereunder is as follows:

"X" if Licensed	Component	License Metric	Licensed Level
X	SAP Productivity Pak by RWD ("PP") & SAP Productivity Help Launchpad by RWD ("Launchpad")	# of Named Users of SAP Software (as licensed under separate Appendices to the Agreement) licensed to Use PP and Launchpad: • Professional & Limited Professional • Employee	 9,200 55,800

1.2 **Database:**

__X__ Database Interface

2. LICENSE FEE AND PAYMENT: The Net License Fee to Licensee for the RWD Software licensed hereunder is USD 200,764, which shall be invoiced upon execution of this Appendix and is payable net thirty (30) days of the date of invoice.

3. INSTALLATION: For the RWD Software to be installed at a specific Licensee and/or Subsidiary site within the Territory other than where SAP Software is installed, Licensee shall provide SAP with written notice of the location of each computer and the number of Named Users allocated to each such device within sixty (60) days of the use of such device. Such notice shall be in a form materially similar to the notice sent to SAP for SAP Software and is to be sent to: SAP Contract Department, Attention: Director of Contracts, 3999 West Chester Pike, Newtown Square, PA 19073. Licensee is responsible for installation of the RWD Software.

4. DELIVERY: Delivery of the above-specified RWD Software is estimated to take place in August, 2009. Physical delivery will be free on board destination to the Licensee at the following location: 12000 Government Center Parkway, Fairfax, VA 22035.

5. SAP ENTERPRISE SUPPORT AND PAYMENT FOR THIRD PARTY SOFTWARE: SAP Enterprise Support offered by SAP is set forth in the Schedule to the Agreement. SAP Enterprise Support at the site(s) specified in the Schedule to the Agreement shall commence as of the first day of the month following initial delivery of the RWD Software. The initial term of SAP Enterprise Support is the remainder of the current calendar year and the next full calendar year. After the initial term and subject to the Agreement and SAP Enterprise Support Schedule, SAP Enterprise Support shall renew at the beginning of each calendar year.

The SAP Enterprise Support Fee for the RWD Software licensed under this Appendix is priced at the then current annual SAP Enterprise Support Factor in effect (currently 22%) multiplied by the total Net License Fee for the licensed RWD Software. The current annual SAP Enterprise Support Fee for the RWD Software licensed under this Appendix is USD 44,168 (22% of USD 200,764). SAP agrees that the SAP Enterprise Support Factor shall remain at 22% until December 31, 2015. Thereafter, the SAP Enterprise Support Factor is subject to change once during a calendar year upon ninety (90) days notice to Licensee. Until December 31, 2018 Licensee's SAP Enterprise Support Fee hereunder shall not be increased from the prior year more than the percentage increase in the Consumer Price Index (CPI) over the twelve month period prior to such increase. CPI as used herein means "U.S. Consumer Price Index for all Urban Consumers, U.S. City Average - All Items 1982-1984 = 100 Base for the applicable twelve (12) month period as published by the Bureau of Labor Statistics".

SAP Enterprise Support Fees are invoiced on an annual basis effective January 1 of a calendar year and payable net thirty (30) days from date of invoice. Any SAP Enterprise Support Fees due prior to January 1 are invoiced on a pro-rata basis for the given calendar year in effect.

6. **THIRD-PARTY DATABASE:**

6.1 The RWD Software licensed hereunder requires a third party database, which is a third party product which has either been integrated or pre-installed as part of the RWD Software, or which must be installed to Use the RWD Software. If integrated, the third party database product functionality as integrated in the RWD Software may differ from a non-integrated third party database product. Each third party database product is subject to its respective third party vendor License Agreement. This Appendix and the Agreement do not contain a license to use any third party database product, even if integrated. Licensee has no right to use and is not licensed to use any copy of the third party database until Licensee has executed the Agreement, this Appendix, and a third party database license agreement for the applicable third party database. Upon request, Licensee shall provide to SAP the invoice number and/or license number and corresponding date for the third party database. SAP makes no representations or warranties as to the terms of any license or the operation of any third-party database obtained directly from a third party supplier by Licensee. Licensee is responsible for support and maintenance of the third-party database licensed from a third party supplier, and SAP has no responsibility in this regard.

7. **LIMITATION OF LIABILITY:** In no event shall SAP's total liability for damages of any kind or nature in any way arising from or related to the RWD Software licensed hereunder exceed an amount equal to the Net License Fee identified in Section 2 hereof.

8. **PUBLICITY:** Licensee agrees to provide mutually agreeable telephone references for prospective SAP customers.

9. **VALIDITY OF OFFER:** The validity of this Appendix 6 will expire September 30, 2009 unless sooner executed by Licensee, or extended in writing by SAP.

Accepted by:	Accepted by:
SAP Public Services, Inc. (SAP)	Fairfax County and Fairfax County Schools (Licensee)
By: [signature]	By: Cathy A Muse
Name: Christopher Pfendner	Name: Cathy A. Muse
Title: Senior Director, Contracts	Title: Purchasing Agent
Date: 8/13/09	Date: 8/13/09

T.D.

Appendix 7
effective August 13, 2009 ("Appendix")
to
SAP PUBLIC SERVICES, INC. ("SAP")
SOFTWARE LICENSE AGREEMENT effective August 13, 2009 ("Agreement")
with
FAIRFAX COUNTY ("Licensee")

This Appendix is hereby annexed to and made a part of the Agreement specified above. In each instance in which provisions of this Appendix contradict or are inconsistent with the provisions of the Agreement, the provisions of this Appendix shall prevail and govern.

1. LICENSE GRANT:

1.1 Public Budget Formulation: The software licensed to Licensee pursuant to this Appendix consists of the Public Budget Formulation software identified in this Section 1.1 as being licensed ("PBF Software") and its associated documentation ("Documentation"). Only individuals licensed as Named Users of SAP Software under separate Appendices to the Agreement are permitted to Use the PBF Software licensed hereunder, and such Use shall (i) be in accordance with each individual's Named User type and (ii) in no case exceed the "Licensed Level" specified below. The PBF Software licensed by Licensee from SAP hereunder is as follows:

"X" if Licensed		License Metric	Licensed Level
X	Public Budget Formulation (1)	Licensee Annual Operating Budget in USD (based on current budget period)	*6 billion USD*

(1) Each currently available version (as of the effective date of this Appendix, each a "Currently Available Version") of the PBF Software requires, as a prerequisite to its Use and installation, a specific version (e.g. release, service level pack, and/or enhancement pack) of SAP Standard Software (as defined in Annex 1) (the "Base Software"). The specific Base Software required for each Currently Available Version of the PBF Software shall be prescribed in the PBF Software Documentation or otherwise made known to Licensee in writing by SAP, which includes SAP making such information (including without the limitation the Documentation) available on SAP's Service Marketplace (or SAP's then current support portal). For avoidance of doubt, this Appendix does not include a license for the Base Software. SAP makes no commitments or guarantees that future releases or versions of the PBF Software (as may be made available to Licensee from time to time pursuant to Support, as defined in Annex 1 hereto) will provide capabilities similar to Currently Available Version(s) or be compatible with future releases or versions of the Base Software.

1.2 DATABASE INTERFACE: X

2. LICENSE FEE AND PAYMENT: The Net License Fee to Licensee for the PBF Software licensed hereunder is USD 298,822, which shall be invoiced upon execution of this Appendix and is payable net thirty (30) days of the date of invoice.

3. INSTALLATION: For the PBF Software to be installed at a specific Licensee and/or Subsidiary site within the Territory, Licensee shall provide SAP with written notice of the location of each computer within sixty (60) days of the use of such device. Such notice shall be in a form materially similar to the notice provided to SAP for other SAP Software licensed under separate Appendices to the Agreement and is to be sent to: SAP Contract Department, Attention: Director of Contracts, 3999 West Chester Pike, Newtown Square PA 19073. Licensee shall be responsible for installation of the Software.

4. DELIVERY: Delivery of the above-specified PBF Software is estimated to take place in August, 2009. Delivery of the PBF Software and its Documentation is available only by electronic download. Delivery will be made by making the PBF Software available for download to Licensee's location at: 12000 Government Center Parkway, Fairfax, VA 22035.

5. SUPPORT FEE AND PAYMENT:

5.1 Licensee may request and SAP shall provide Support (as such term is defined, and only to the extent specified, in Annex 1 hereto, which is attached hereto and made a part of this Appendix) during the Initial Support Period and any Renewal Support Period for the PBF Software licensed hereunder, so long as Licensee is subscribed to and paying for Support as provided for hereunder. Support shall commence upon the effective date of this Appendix and continue through the remainder of the current calendar plus the next full calendar year ("Initial Support Period"). Following expiration of the Initial Support Period, Support shall automatically renew on a successive calendar year basis (each successive calendar year being a "Renewal Support Period").

Notwithstanding the foregoing: A) after the Initial Support Period, either party may terminate Support upon ninety (90) days advance written notice to the other party, provided however that SAP may terminate Support at any time (including without limitation during the Initial Support Period) upon thirty (30) days written notice to Licensee of Licensee's failure to pay any Support Fees due and owing under this Appendix or any maintenance / support fees due and owing under the Agreement; and B) Support shall automatically terminate hereunder (i) six (6) months after the day upon which functions comparable to the PBF Software become generally available as part of SAP Standard Software (as defined in Annex 1) or (ii) on the date SAP discontinues mainstream maintenance / support for the applicable Base Software in accordance with SAP's release strategy.

5.2 The Support Fee for the PBF Software licensed under this Appendix is priced at the then current factor in effect (currently 22%) multiplied by the then current Net License Fee for the licensed PBF Software. The current annual Support Fee for the PBF Software licensed under this Appendix is USD 65,740 (22% of USD 298,822). Support Fees are subject to change once during a calendar year upon ninety (90) days notice to Licensee. Support fees set forth above do not include federal, state or local taxes. Support Fees are invoiced on an annual basis effective January 1st of a calendar year and payable Net 30 days. Any Support Fees due prior to January 1st are invoiced on a pro-rata basis for the given calendar year in effect.

5.3 In the event Licensee elects not to commence Support upon the first day of the month following initial delivery of the PBF Software, or Support is otherwise declined for some period of time, and is subsequently requested or reinstated, SAP will invoice Licensee the accrued Support Fees associated with such time period plus a reinstatement fee.

6. THIRD-PARTY DATABASE: The PBF Software licensed hereunder requires a third party database, which is a third party product which has either been integrated or pre-installed as part of the PBF Software, or which must be installed to Use the PBF Software. If integrated, third party database product functionality as integrated in the PBF Software may differ from a non-integrated third party database product. Each third party database product is subject to its respective third party vendor License Agreement. This Appendix and the Agreement do not contain a license to use any third party database product, even if integrated. Licensee has no right to use and is not licensed to use any copy of the third party database until Licensee has executed the Agreement, this Appendix, and a third party database license agreement for the applicable third party database. Upon request, Licensee shall provide to SAP the invoice number and/or license number and corresponding date for the third party database. SAP makes no representations or warranties as to the terms of any license or the operation of any third-party database obtained directly from a third party supplier by Licensee. Licensee is responsible for support and maintenance of the third-party database licensed from a third party supplier, and SAP has no responsibility in this regard.

7. ACCEPTANCE:
Licensee acknowledges that the PBF Software licensed hereunder is not part of SAP's Standard Software (as defined in Annex 1), and is licensed as is without warranty of any kind. Licensee further acknowledges that the PBF Software and its Documentation do not meet the usual SAP software product standards. The PBF Software and its Documentation are provided only in English language, any remarks in the code will not be translated. Notwithstanding the foregoing, SAP reserves the right, in its sole and exclusive discretion, to make additional languages for specific versions of the PBF Software and/or Documentation available from time to time.

8. LIMITATION OF LIABILITY: Notwithstanding anything to the contrary herein or in the Agreement, in no event shall SAP's total liability for damages of any kind or nature in any way arising from or related to the PBF Software licensed hereunder exceed an amount equal to the Net License Fee identified in Section 2 hereof.

9. PUBLICITY: Licensee agrees to provide mutually agreeable telephone references for prospective SAP customers.

10. VALIDITY OF OFFER: The validity of this Appendix 7 will expire September 30, 2009 unless sooner executed by Licensee, or extended in writing by SAP.

Accepted by: SAP Public Services, Inc. (SAP)	Accepted by: Fairfax County (Licensee)
By: [signature]	By: Cathy A Muse
Name: Christopher Pfendner	Name: Cathy A. Muse
Title: Senior Director, Contracts	Title: Purchasing Agent
Date: 8/13/09	Date: 8/13/09

T.D.

Annex 1
to
Appendix 7
effective August 13, 2009 ("Appendix")
to
SAP PUBLIC SERVICE INC. ("SAP")
SOFTWARE LICENSE AGREEMENT effective August 13, 2009 ("Agreement")
with
Fairfax County ("Licensee")

This Annex 1 is attached to, and made a part of the Appendix. In each instance in which provisions of this Annex contradict or are inconsistent with the provisions of the Appendix, the provisions of this Annex shall prevail and govern. Unless otherwise agreed in writing, no services other than those specifically set forth herein shall be provided pursuant to this Appendix.

1. Definitions

Unless otherwise expressly defined in this Annex, capitalized terms herein shall have the meanings given to them in the Appendix and or the Agreement, as applicable. In the event of a conflict or inconsistency with a definition in the Appendix and the Agreement, the definition in the Appendix shall prevail.

- "SAP Standard Software" means those SAP standard software applications that have been made generally available for licensing from SAP or SAP AG, whether included under the umbrella name of mySAP, mySAP.com or identified separately, such applications including, but not limited to, SAP R/3, Customer Relationship Management, Product Lifecycle Management, Human Resources, Financials, Industry Solutions, or as otherwise generally identified by SAP or SAP AG from time to time.
- "Support" shall have the meaning set forth in section 2 hereof.

2. Scope

Licensee requires Support services from SAP for the licensed PBF Software. "Support" is defined as follows, and shall be provided Monday through Friday, 9 AM to 5 PM US EST, excepting SAP and US public holidays:

Support provided by SAP shall include telephone support and remote support via SAP's Service Marketplace (or SAP's then current support portal) for error resolution requests reported to SAP by Licensee for the PBF Software. SAP shall monitor Licensee's Support request entered at SAP's Service Marketplace (or SAP's then current support portal). In connection with the foregoing, Licensee shall report any Support request to SAP via SAP's Service Marketplace (or SAP's then current support portal) using the message component node: **XX-PROJ-CDP-ACS-PBF** for all Support requests.

For any error reported by Licensee pursuant to the above, SAP will provide an initial response acknowledging receipt of the applicable error report. Thereafter, and as part of Support, SAP shall use commercially reasonable efforts to either commence a patch, work-around, or temporary fix, and Documentation correction pages, to a material reproducible error. Errors that are reported must be reproducible in an environment other than production, such as a development or quality assurance environment. An error shall be defined as a defect which causes the PBF Software not to conform materially to the functional Documentation.

SAP may, as part of Support hereunder, elect to provide new releases or versions of the PBF Software licensed hereunder (that is, releases or versions of the licensed PBF Software beyond the Currently Available Versions as of the effective date of this Appendix) ("New Version(s)"), in which case Licensee may Use such New Version(s) to the same extent as the Currently Available Version of the PBF Software (provided however that in no case shall Licensee's Use of any Currently Available Version(s) of the PBF Software and/or New Version(s) of the PBF Software made available pursuant to Support (if any) ever exceed in total the Licensed Level set forth in Section 1.1 of this Appendix). Notwithstanding the foregoing, Licensee acknowledges that: (i) a) the Base Software requirements for any New Version(s) of the PBF Software made available pursuant to Support (if any) may differ from the Base Software requirements associated with the Currently Available Version of the PBF Software and b) it shall be Licensee's responsibility to comply with all Base Software requirements associated with such New Version(s) of the PBF Software as a prerequisite to Use of the same; and (ii) the functional capabilities of any New Version(s) of the PBF Software made available pursuant to Support (if any) may differ from the functional capabilities of the a) Currently Available Version(s) of the PBF Software and/or b) prior New Version(s) of the PBF Software made available pursuant to Support (if any). The Base Software requirements associated with any New Version(s) of the PBF Software made available pursuant to Support (if any) shall be prescribed in the Documentation or otherwise made known to Licensee in writing, which includes making such information (including without the limitation the Documentation) available on SAP's Service Marketplace (or SAP's then current support portal).

3. Conditions for Support

In order for SAP to provide Support hereunder, Licensee shall adhere with and agrees to the following conditions:

- All Support requests by Licensee shall be in English.

- All Support requests by Licensee shall specify, and if necessary Licensee shall demonstrate, how the error occurs. Licensee shall cooperate with SAP in conjunction with addressing Support requests.
- Licensee shall make all required remote support and update connections to each Designated Unit (as defined in the Agreement), at its expense, as requested by SAP.
- Licensee agrees to (1) promptly disclose to SAP and provide copies to SAP of any Modifications (as defined in the Agreement), (2) keep and maintain adequate and current records of all Modifications (which records shall be made reasonably available to SAP), and (3) promptly disclose to SAP and provide copies to SAP of any documentation on all custom programs related to the PBF Software.
- During the Support Period, Licensee shall establish and maintain, at its expense, a Help-Desk or Customer Competence Center (Help-Desk and or Customer Competence Center shall be referred to hereafter as "CCC") as defined and set forth in the Agreement. Only Licensee CCC employees are authorized to contact SAP in order to request Support hereunder after attempting to resolve the matter via the Licensee CCC.
- SAP's obligation to provide Support is limited to providing such Support only for Licensee's Use of the PBF Software with the applicable Base Software and in the IT environment specified in the Documentation.
- Licensee acknowledges that applying subsequent service pack(s) to the Base Software that are not prescribed in the Documentation or otherwise made known to Licensee in writing, which includes making such information (including without the limitation the Documentation) available on SAP's Service Marketplace (or SAP's then current support portal), may negatively impact, or prohibit entirely, SAP's ability to deliver Support for the PBF Software licensed hereunder. As such, SAP recommends that any Licensee plans to apply subsequent service pack(s) to the Base Software be coordinated with SAP at least six (6) weeks in advance of such application so that SAP may provide conflict resolution transport (CRT) corrections to Licensee, suggest another approach to address such conflicts, or provide suggested actions to Licensee as SAP determines may be appropriate (collectively, "Coordination"). Notwithstanding the foregoing, Licensee acknowledges that where (i) Licensee fails to engage SAP for such Coordination or (ii) where such Coordination does not alleviate the negative impact to SAP's ability to deliver Support, SAP shall have no obligation to continue providing Support hereunder for the PBF Software.
- Licensee shall have an active maintenance / support agreement with SAP for the Base Software.
- Support includes only the services specifically set forth herein, and such Support is not the same as any maintenance / support services that SAP may provide to Licensee under the Agreement respective to SAP Standard Software.

EXHIBIT A
to
SAP PUBLIC SERVICES, INC ("SAP")
SOFTWARE LICENSE AGREEMENT effective August , 2009 ("Agreement")
with
FAIRFAX COUNTY_("Licensee")

CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement ("Confidentiality Agreement") made this ____th day of ____, 20__ between SAP Public Services, Inc. having its principal place of business at 3999 West Chester Pike, Newtown Square, Pennsylvania 19073 (hereinafter referred to as "SAP"), ____________________, having its principal place of business at ___________________________ (hereinafter referred to as "Vendor") and _________________, having its principal place of business at _______________________________, (hereinafter referred to as "Licensee").

All terms as set forth in the SAP Public Services, Inc. Software License Agreement ("Agreement") and referred to herein, shall have the same meaning as set forth in the Agreement unless otherwise modified herein. Capitalized terms in this Confidentiality Agreement not otherwise defined shall have the same meaning as set forth in the Agreement.

WHEREAS, SAP is in the business of providing proprietary software, documentation, and related services to its Customers;

WHEREAS, Pursuant to the Agreement dated ______ __, 20__, between SAP and Licensee, SAP has licensed its Software, Documentation and other Proprietary Information to Licensee for Use in its business operations;

WHEREAS, Licensee has engaged Vendor to perform certain facilities and/or information systems management services as set forth in the __________________ agreement between Vendor and Licensee dated ____________ ("Services") that will require Vendor to have access to the Software; and

WHEREAS, SAP and/or Licensee will disclose to Vendor the Software, whether in source or object code, including unique concepts or techniques embodied therein, Documentation, any Third-Party Database or Third-Party Software sublicensed from SAP, and any other Proprietary Information for the sole purpose of allowing Vendor to provide the Services to Licensee;

NOW THEREFORE, in consideration of disclosure to Vendor of such Proprietary Information, and intending to be legally bound, the parties agree as follows:

1. Permissible Users.

Vendor agrees that it will use the Proprietary Information solely for providing the Services to Licensee. Vendor will not use the Proprietary Information to process its own business information or to provide processing or facilities management or other services to any party other than Licensee.

2. SAP Proprietary Information.

(a) Vendor acknowledges SAP's ownership of and title in and to all intellectual property rights, including patent, trademark, service mark, copyright, and trade secret rights, in the Proprietary Information which shall remain in SAP and SAP AG and their respective licensors. Vendor acquires only the right to use the Proprietary Information under the terms and conditions of this Confidentiality Agreement and does not acquire any ownership rights or title in or to the Proprietary Information and that of their respective licensors.

(b) SAP agrees that no restrictions are made upon Vendor with respect to any Proprietary Information that: (a) is already rightfully possessed by Vendor without obligation of confidentiality; or (b) is developed independently by Vendor without breach of this Confidentiality Agreement; or (c) is rightfully received by Vendor from a third party without obligation of Confidentiality; or (d) is, or becomes, publicly available without breach of this Confidentiality Agreement.

(c) Vendor shall not remove any proprietary, copyright, trademark, or service mark legend from the Software, Documentation or other provided Proprietary Information.

(d) Vendor shall maintain a log of the number and location of all originals and copies of the Software. The inclusion of a copyright notice on any portion of the Software or Documentation shall not cause or be construed to cause it to be a published work.

3. Protection of Proprietary Information.

(a) Vendor agrees that it will not disclose, provide, or make available any of the Proprietary Information in any form to any person, except to bona fide employees, officers, or directors whose access is necessary to enable Vendor to exercise its rights hereunder, without the SAP's prior written consent.

(b) Vendor shall not copy, translate, disassemble, or decompile, nor create or attempt to create the source code from the object code of the Software licensed hereunder or use it to create a derivative work, unless authorized in writing by SAP.

(c) Vendor acknowledges that any disclosure to third parties of Proprietary Information may cause immediate and irreparable harm to SAP, therefore, Vendor agrees to take the same protective precautions to protect the Proprietary Information from disclosure to third parties as it takes with its own proprietary and Proprietary information of a similar nature.

4. Duties Upon Termination.

Upon any termination of the Agreement or the Services hereunder, Vendor shall immediately cease Use of the Proprietary Information and shall irretrievably delete the Software, Third-Party Database and Documentation from all Vendor computer hardware, including CPU, application servers, terminals, workstations, and data files. Within thirty days after any termination, Vendor shall deliver to SAP at Vendor's expense (adequately packaged and insured for safe delivery) or, at SAP's request, destroy all copies of the Proprietary Information in every form. Vendor further agrees to erase the Software and Documentation from any storage media. Vendor shall certify in writing to SAP that it has performed the foregoing.

5. No Rights Transferred.

The furnishing of the Proprietary Information for the limited purposes set forth herein does not constitute the grant, option, license, sublicense, assignment, or other form of transfer to Vendor of any rights, title or interest in or to such Proprietary Information.

6. Modifications.

Vendor, under the terms of this Confidentiality Agreement, expressly warrants and represents on its behalf, and on behalf of its agents and employees, that no Modifications for the licensed Software will be performed without providing prior written notice to SAP. All Modifications to the Software owned by SAP shall be considered part of the Software for purposes of this Confidentiality Agreement.

7. <u>Indemnification.</u>

(a) Vendor agrees to indemnify and defend SAP, its parent, affiliates, its and their officers, directors and employees, from and against any and all loss, claim or damage, including attorney's fees and costs, which SAP may suffer, that arise from or are in any way connected with Vendor's provision of the Services to Licensee or breach of Vendor's obligations hereunder.

(b) ANYTHING TO THE CONTRARY HEREIN NOTWITHSTANDING, UNDER NO CIRCUMSTANCES SHALL SAP BE LIABLE TO VENDOR, LICENSEE OR ANY OTHER PERSON OR ENTITY FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL, OR INDIRECT DAMAGES, LOSS OF GOOD WILL OR BUSINESS PROFITS, WORK STOPPAGE, DATA LOSS, COMPUTER FAILURE OR MALFUNCTION, ANY AND ALL OTHER COMMERCIAL DAMAGES OR LOSS, OR EXEMPLARY OR PUNITIVE DAMAGES. THE FOREGOING LIMITATIONS OF LIABILITY DOES NOT APPLY TO PERSONAL INJURY OR DEATH CAUSED BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF SAP.

8. Assignment.

Vendor may not, without SAP's prior written consent, assign, delegate, sublicense, pledge, or otherwise transfer this Confidentiality Agreement, or any of its rights or obligations under this Confidentiality Agreement. Any permitted assignment of this Confidentiality Agreement shall provide that the provisions of this Confidentiality Agreement shall continue in full force and effect and that Vendor shall guaranty the performance of its assignee and shall remain liable for all obligations hereunder.

9. Miscellaneous.

(a) This Confidentiality Agreement shall be binding upon and inure to the benefit of the parties hereto and their permitted successors assigns.

(b) The provisions of this Confidentiality Agreement, together with any agreements incorporated or referred to herein, shall (i) with regard to the subject matter hereof, supersede all prior agreements and negotiations, and (ii) be modified only by a written agreement.

(c) In the event that any provision of this Confidentiality Agreement shall, for any reason, be determined to be invalid, illegal, or unenforceable in any respect, the parties hereto shall negotiate in good faith and agree to such amendments, modifications, or supplements of or to this Confidentiality Agreement or such other appropriate actions as shall, to the maximum extent practicable in light of such determination, implement and give effect to the intentions of the parties as reflected herein, and the other provisions of this Confidentiality Agreement shall, as so amended, modified, or supplemented, or otherwise affected by such action, remain in full force and effect.

(d) This Confidentiality Agreement shall be governed by and construed under the **Commonwealth of Virginia** law without reference to its conflicts of law principles.

This Confidentiality Agreement shall be in effect beginning on the date first above written and shall continue in effect until otherwise agreed upon by the parties in writing.

IN WITNESS HEREOF, and intending to be legally bound, the parties have executed this Confidentiality Agreement on the date and year first written above.

SAP PUBLIC SERVICES, INC. (SAP)	(Vendor)
By: ______________________________	By: ______________________________
Title: ______________________________	Title: ______________________________
Date: ______________________________	Date: ______________________________

FAIRFAX COUNTY and FAIRFAX COUNTY SCHOOLS (Licensee)

By: ______________________________

Title: ______________________________

Date: ______________________________

EXHIBIT B
to
SAP PUBLIC SERVICES, INC. (“SAP”)
SOFTWARE LICENSE AGREEMENT effective August , 2009 (“Agreement”)
with
Fairfax County (“Licensee”)

SUBSIDIARY USE AGREEMENT
(NOT APPLICABLE)

This Subsidiary Use Agreement is made effective as of the _____ day of __________________, 200_ between SAP _________, Inc., a Delaware Corporation, with offices at 3999 West Chester Pike, Newtown Square, PA 19073 (“SAP”) and ____ a ________________________________ corporation, with offices at ____ ______ (“Subsidiary”).

1. Subsidiary is entitled to have Named Users Use the Software on the Designated Unit(s) identified in the SAP ________, Inc. /____________________________ Software End-User License Agreement (“Agreement”).

2. Subsidiary agrees to abide by and be bound by all of the terms and conditions of the Agreement applicable to Subsidiary and applicable to Licensee. SAP may directly enforce all such terms and conditions against it directly.

3. Subsidiary agrees that its right to Use SAP Software and receive Enterprise Support services shall be governed solely by the Agreement. In the event that the Agreement is terminated, this Subsidiary Use Agreement is terminated or if Subsidiary ceases to meet the definition of “Subsidiary” therein, Subsidiary agrees that all of its rights to the Software will cease effective as of the termination date.

IN WITNESS WHEREOF, the undersigned, intending to be legally bound, have duly executed this Subsidiary Use Agreement.

SAP Public Services, Inc.

(SAP)	______________________________	(Subsidiary)	
By:	______________________________	By:	
Title:	______________________________	Title:	
Date:	______________________________	Date:	

FINAL

Functional Category: Accounts Payable

Vendors: Please edit columns H, J, and K only.

F = Provided fully functional out of the box or with configuration (no custom development)
CU = Customization/Software Enhancement (Any custom development that will cost extra)
SR = Provided with Standard Report or Reporting Tool

CR = Custom Report Development Required (Any custom
TP = Third-party Software Required to Fully Provide Requi
N = Not Included in this Proposal

For requirement responses, other than "N," Offerors must indicate the module or product that meets the requirement.

	Functional Requirements	Response
	GENERAL REQUIREMENTS	
AP 1	System supports autonomy of data, separate business rules, and separate chart of accounts for multiple entities.	F
AP 2		
AP 3	System supports automatic accruals and reversals.	F
AP 4	System interfaces with credit card companies (list supported vendors in the comments column).	F
AP 5	Maintain and release recurring payments based upon user defined amounts and payment dates schedules.	F
AP 6	Support leading corporate products and payment options (minimum electronic data interchange (EDI) standards and electronic commerce (EC)).	F
AP 7	Remittance data needs to be provided in various formats for electronic and check payments. List any limitations to the formats in the comments column.	F
AP 8	Data does not have to be re-entered for items that were previously rejected and held.	F
	VENDOR FILE	
AP 9	System automatically recognizes/flags duplicate tax ID numbers.	F
AP 10	System prohibits duplicate entries (note any exceptions or limitations in the comments column).	F
AP 11	System processes vendor changes according to effective dates.	F
AP 12	Integrates employee vendors with employee records.	F
AP 13	Vendor numbers (numeric and alphanumeric) are system generated or assigned manually.	F
AP 14		
AP 15	System validates to USPS standards.	F
AP 16	System captures user-defined vendor data (note any exceptions or limitations in the comments column).	F
AP 17	System supports 5 or more addresses for a vendor record.	F
AP 18	System supports 5 or more contacts for a vendor.	F
AP 19	System tracks vendor utilization.	F
AP 20	System supports parent/child relationships for vendors.	F
AP 21	Lower level vendor relationships ("children") can have different data attached (e.g., different business license or state tax id from the parent vendor).	F
AP 22	System allows for vendor-preferred payment methods.	F
AP 23	Users can identify problem vendors.	F
AP 24	System supports limited required data entry based on vendor type.	F
AP 25	System allows for deactivation of vendors.	F
AP 26	System supports use and identification of vendor types.	F
AP 27	System does not allow processing for taxable events without vendor TIN.	F
AP 28	System allows for overall maintenance of the vendor file with proper system security.	F
AP 29	System supports levies, liens, and garnishments for a defined period for certain vendors.	F
AP 30	System supports backup withholding by type with supporting rate tables (i.e., IRS, state).	F
AP 31	System tracks when and what type of IRS treaty a vendor has claimed.	F
AP 32	Associate alternate payee with Levy, lien, garnishment, beginning and ending date fields.	F
	INVOICE PROCESSING	
AP 33	Schedule invoices for payment based on vendor terms, future-dated invoices, etc.	F
AP 34	Capture quantities and unit of measure and item description.	F
AP 35	Relieve an encumbrance (or reservation), either partially or completely, when an expenditure transaction is entered.	F
AP 36	Distinguishes U.S. vs. foreign sourced income on vendor payments.	F
AP 37	Prevents duplicate invoices.	F
AP 38	System supports multiple account distributions, including by line item, for invoices.	F
AP 39	Supports joint payees.	F
AP 40	Optional contacts are notified when payments are made.	F
AP 41	System to support receipt of electronic invoices from vendors.	F
AP 42	System accommodates multiple matching techniques in the case of missing data elements.	F
AP 43	System supports sales tax validation and multiple tax rates.	F
AP 44	Enter invoices in batches or individually.	F
AP 45	Easily identifies (e.g., alert/flag) when a note or comments have been posted to an invoice.	F
AP 46	System accommodates retainage amounts.	F
AP 47	Supports PO and non-PO-based invoice processing.	F
AP 48	Uses various matching processes before invoice is paid (i.e., two-way, three-way).	F

AP 49	Users, with appropriate security, can change account information at the line item level for requisitions, purchase orders and up to the time of posting for invoices	F
AP 50	Allow prepayments and the ability to monitor for and record the receipt of goods or services.	F
AP 51	System allows credit memos to be applied to any future payment to the same vendor.	F
AP 52	System allows for grouping of vendors for payments on specified dates (e.g., employee reimbursements).	F
AP 53	Credit memo data shows on remittance advice.	F
AP 54	Credit memos are applied only to the specific organization/department that incurred the credit.	F
AP 55	System supports net payments and offsets (balance between a receivable and a payable for a vendor).	F
AP 56	System allows payments to be placed on hold and captures reason for hold.	F
AP 57	System optimally manages vendor discounts.	F
AP 58	System allows for multiple invoices to be applied against a single purchase order.	F
AP 59	System allows single invoice to process against multiple purchase orders.	F
AP 60	System allows for user-defined tolerance levels in the matching process.	F
AP 61	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.	F
AP 62	Automatically assigns voucher payable numbers.	F
AP 63	Supports partial payments.	F
AP 64	System captures the date an invoice is received.	F
AP 65	System identifies negative or zero amount issuances and allows for remittance advice only.	F
	IRS REPORTING REQUIREMENTS PROCESSING	
AP 66		
AP 67	Monitors and calculates cumulative payments to 1099 or other IRS information return reportable vendors.	F
AP 68	Cumulative vendor data can be tracked across organizational units within system (e.g., County, FCPS, School Independent Activity Funds, etc.).	F
AP 69	System accumulates and prints by IRS form and box number.	F
AP 70	Produces IRS information returns on-demand.	F
AP 71	Collects necessary information for generation of IRS information return reports at year-end.	F
AP 72	System automatically recognizes/flags missing tax ID numbers.	F
AP 73	System allows for IRS corrections.	F
AP 74	System allows for annual updates of all IRS forms.	F
AP 75	Accounting adjustments update tax accumulators (e.g., update 1099 accumulators).	F
	EMPLOYEE REIMBURSEMENT	
AP 76	System supports employee travel reimbursements and advancements.	F
AP 77	System supports employee self-service of travel reimbursements and advancements.	F
AP 78	Reimbursements are paid on user-defined schedules, separate from scheduled payroll or accounts payable payment runs.	F
	CHECK PROCESSING	
AP 79	Produce, through secure printers, checks with MICR encoding, post office approved bar codes, and electronic signatures from blank check stock.	F
AP 80	Check processing date can be overridden with proper authority.	F
AP 81	Print checks through the following means: batch, on-demand (override batch), on-schedule/same day, or manual (immediate).	F
AP 82	System allows for user-defined messages on check stubs and remittance advices (e.g., broadcast, specific).	F
AP 83	System accommodates management of bank transmission files based on prescribed standards.	F
AP 84	Support the use of multiple banks with multiple accounts for both checks and EFTs.	F
AP 85	System automatically records ACH debits (IRS, etc.).	F
AP 86	Consolidate (or choose not to consolidate) multiple invoices for the same vendor on one check, and itemize the invoices (including the vendor invoice number) on the remittance advice.	F
AP 87	Sort checks and print according to user defined criteria.	F
AP 88	Automatically re-establishes failed ACH's and other payments and re-issues payment with user approval.	F
AP 89	System automatically re-establishes appropriate balances on void payments (liability and encumbrance).	F
AP 90	Automatically update cash balances and accounts payable in the general ledger for payment processes.	F
AP 91	Produce/reproduce a check register based on user-defined criteria.	F
AP 92	Allow for overflow to a separate remittance advice when the number of invoices exceeds available space on initial advice.	F
AP 93	Sequentially number and control payments and remittance advices.	F
AP 94	Reprint checks in case of a printer jam or when check stock runs out.	F
AP 95	Provides controls to prevent a check (accounts payable, payroll or wire transfers) from being issued if cash is not available in an accounting fund.	F
AP 96	Provides for the use of various check formats.	F
AP 97	Supports flexible signature requirements (e.g., one organization requires multiple signatures, the other organization requires a single signature).	F

AP 98	Supports high volume check printing equipment as well as low volume (desktop laser printers) located in various County offices.	F
AP 99	System allows users to view cancelled check images indexed to invoices paid.	F
AP 100	System to create and process checks for entities for which the organization is acting as fiscal agent from different bank accounts.	F
AP 101	System to identify different approval levels for demand checks for entities for which the County is acting as fiscal agent.	F
AP 102	System allows check to be split on void-reissues.	F
AP 103	Reprints remittance advice and sends to vendor in desired communication format.	F
	QUERIES AND REPORTS	
AP 104	Credit memo balance is tracked.	SR
AP 105	System produces a trial run report before final run of the tax reports.	SR
AP 106	Generates reports of transactions not processed due to errors or other events.	SR
AP 107	Supports inquiry and/or reporting of checks printed using various indices and search criteria.	SR
AP 108	System to report on all elements of stale-dated checks.	SR
AP 109	Produces the following reports:	
AP 110	Vendor Multiple Address listing	SR
AP 111	Summary Payment Report by Vendor (for a user determined time period)	SR
AP 112	1099 Form:	
AP 113		
AP 114	Misc. Form	SR
AP 115		
AP 116	Interest	SR
AP 117	1042-S	SR
AP 118		
AP 119	Tax reports by user-defined criteria	SR
AP 120	List of IRS information return reportable vendors and reports by tax category	SR
AP 121	Disbursement register	SR
AP 122	Outstanding checks Report including (note any exceptions or limitations to the criteria below in the comments column):	
AP 123	Payee	SR
AP 124	Address	SR
AP 125	Amount	SR
AP 126	Days outstanding	SR
AP 127	User defined criteria	SR
AP 128	Report on re-prints of tax forms to vendors	SR
AP 129	Credit memo aging report	SR
AP 130	Accrual Report	SR
AP 131	Daily wire summary report	SR
AP 132	Report on vendors that accept ACH payments	SR
AP 133	Checks Paid by user-defined criteria	SR
AP 134	Invoices Outstanding by user-defined criteria	SR
AP 135	Vendor History by user-defined criteria	SR
AP 136	Monthly expenditures report by user-defined criteria	SR
AP 137	Aging AP report based on user-defined criteria	SR
AP 138	Report and query from any field within the accounts payable module.	SR
AP 139	Ad-hoc reporting capabilities	SR
AP 140	Supports "as-of" reporting.	SR
AP 141	Sorts records by user-defined rules.	SR
AP 142	Search on all fields or multiple fields.	SR
AP 143	Analysis report to investigate items (e.g., duplicate invoices).	SR
AP 144	Reports for duplicate tax or missing tax id.	SR
AP 145	Export data into IRS format.	SR
AP 146	Produces IRS reconciliation report.	SR
AP 147	Report on check issuance and check cashed.	SR
AP 148	Metric reports by (note any exceptions or limitations to the criteria below in the comments column):	
AP 149	User	SR
AP 150	Document type	SR
AP 151	Department	SR
AP 152	Fund	SR
AP 153	User-defined criteria	SR
AP 154	Produces QA Reports for transactions and tables.	SR
AP 155	Variance report by user-defined criteria.	SR
AP 156	Reports include notes fields from transactions.	SR

FINAL

Functional Category: Accounts Receivable

Vendors: Please edit columns H, J, and K only.

F = Provided fully functional out of the box or with configuration (no custom development)
CU = Customization/Software Enhancement (Any custom development that will cost extra)
SR = Provided with Standard Report or Reporting Tool

CR = Custom Report Development Required (Any custom developme
TP = Third-party Software Required to Fully Provide Requirement (Sc
N = Not Included in this Proposal

For requirement responses, other than "N," Offerors must indicate the module or product that meets the requirement.

Reference	Functional Requirements	Response
	GENERAL REQUIREMENTS	
AR 1	System automatically assigns sequential numbers (i.e., customer id, invoices, etc.).	F
AR 2	System supports autonomy of data, separate business rules, and separate chart of accounts for multiple entities.	F
AR 3	System supports billing between multiple Chart of Account elements (i.e., departments, entities, funds, etc.)	F
AR 4	System supports electronic invoicing to customers with receipt notification.	F
	CUSTOMER FILE	
AR 5	Categorize customer number according to internal vs. external customers.	F
AR 6	Prevents duplicate customer numbers.	F
AR 7		
AR 8	System captures user-defined customer data (note any exceptions or limitations in the comments column).	F
AR 9	System supports 5 or more addresses for a customer record.	F
AR 10	System supports application and tracking of penalty and interest charges in accordance with business rules.	F
AR 11	System allows for multiple customer payment methods or arrangements.	F
AR 12	System enables application and tracking of bad checks or dunning status.	F
AR 13	System enables application and tracking of bankruptcy status with user-defined data elements (note any exceptions or limitations in the comments column).	F
AR 14	Set up one time customers with minimal data entry as compared to a regular customer.	F
AR 15		
AR 16	Identify certain customers who cannot be charged fees, interest, and/or penalties.	F
AR 17	System to place a "hold" on a customer account if they are delinquent on:	
AR 18	One account (e.g., a single government service)	F
AR 19	All accounts (e.g., all government services)	F
	INVOICES	
AR 20	System allows for development of customized invoices based on corporate policy.	F
AR 21	Invoice contains multiple remit payment address (drop-down box), with proper security authorization.	F
AR 22	Print payment stub with invoice.	F
AR 23	Produce one-time or recurring invoices.	F
AR 24	System allows for application of different rate structures based on customer-types.	F
AR 25	System accommodates internal billing for services (e.g., one department charges another for services).	F
AR 26	System generates account statements based on user-defined elements (note any exceptions or limitations in the comments column).	F
AR 27	System maintains detail of unbilled charges.	F
AR 28	System supports "zero fee" charges or waived fees for services.	F
AR 29	System supports the ability to correct and reprint invoices and/or statements.	F
AR 30	System allows application of credit memos, with proper approval.	F
AR 31	System prevents generation of dunning letters for certain customers (i.e., bankruptcy).	F
AR 32	System generates appropriate dunning letters for customers based on user-defined criteria.	F
AR 33	Automatically generate a "follow up" invoice for past due customers based on user defined date range or other user defined criteria (note any exceptions or limitations in the comments column).	F
AR 34	System allows users to write-off differences between amount due and amount received with appropriate approvals.	F
AR 35	System supports multiple account distributions, including by line item, for invoices.	F
AR 36	Retain history on written-off accounts for user-defined periods (note any exceptions or limitations in the comments column).	F
AR 37	System can create a new invoice by copying a previous invoice and modify as necessary.	F
AR 38	System tracks County-enforced liens at the invoice level.	F
AR 39	Calculate and accommodate user-defined discounts (i.e., a 2% discount for early payment, etc.). Note any exceptions or limitations in the comments column.	F
	RECEIPTS	
AR 40	System supports the ability to apply payments to multiple invoices and/or accounts.	F
AR 41	System supports the ability to identify revenue by source (i.e., local, state, federal).	F
AR 42	Apply revenue between principal, interest and penalties based on user defined priority criteria (note any exceptions or limitations in the comments column).	F
AR 43	System accounts for organizations that pay invoices on behalf of a customer.	F
AR 44	System accommodates multiple payment options (i.e., EFT, ACH, Lock Box, Credit Cards, etc.) Note any exceptions or limitations in the comments column.	F

AR 45	System can distinguish and account for receipts by remitter versus customer.	F
AR 46	Refunds can be made by single or multiple checks.	F
AR 47	Accommodate payments in excess of or less than the bill rendered.	F
AR 48	Allow for notification to customer of credits or overpayments.	F
AR 49	Upon customer overpayment, the user has the option to carry a credit balance or to generate a refund, kicking off the payment process and associated approvals.	F
AR 50	System captures user-defined information on cash receipts (note any exceptions or limitations in the comments column).	F
AR 51	Reinstate the original invoice to impose additional fees such as Non-sufficient Funds (NSF) fee to the original invoice.	F
	COLLECTIONS	
AR 52	System tracks, updates and provides alerts for customer records during collection efforts:	
AR 53	Wage Garnishment	F
AR 54	Bank Garnishment	F
AR 55	Credit Reporting Agencies	F
AR 56	Third Party Collection Agencies	F
AR 57	System can accommodate collection fees.	F
AR 58	Develop customized collection letters (e.g., logos).	F
AR 59	System identifies and tracks customers through the collection process.	F
AR 60	System supports net payments and offsets (balance between a receivable and a payable for a customer).	F
	QUERIES AND REPORTS	
AR 61	System supports customer balance inquiries, including account activity, payment history, and open items.	SR
AR 62	System supports customer balance inquiries for penalty and interest charges.	SR
AR 63	Reports average number of days to pay.	SR
AR 64	Searches content within the attachment documents.	SR
AR 65	Searches the attachment file name.	SR
AR 66	Queries on any field in the AR module.	SR
AR 67	Generates a report by user/department/category for (note any exceptions or limitations to the criteria below in the comments column):	
AR 68	Aging reports with user-defined aging categories:	
AR 69	Alpha (customer name)	SR
AR 70	Account number	SR
AR 71	Amount of delinquency	SR
AR 72	Cash receipt journals	SR
AR 73	As-of date reporting	SR
AR 74	Invoice history	SR
AR 75	Report payments by tender type (e.g., cash, credit card).	SR
AR 76	System to list receivables written off.	SR
AR 77	Generate aging reports for user-specified date periods or "buckets" (such as 60, 90, 120 days). Note any exceptions or limitations in the comments column.	SR
AR 78	Perform aging queries online.	SR
AR 79	Report of customer collection efforts by user defined criteria. Note any exceptions or limitations in the comments column.	SR
AR 80	Report on accrued and deferred revenue.	SR

FINAL

Functional Category: General Ledger

Vendors: Please edit columns H, J, and K only.

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CR = Custom Report Development Required (Any custom
TP = Third-party Software Required to Fully Provide Requ
N = Not Included in this Proposal

For requirement responses, other than "N," Offerors must indicate the module or product that meets the requirement.

Reference	Functional Requirements	Response
	GENERAL REQUIREMENTS	
GL 1	Provides all procedural functions of a fund accounting system in conformity with GAAP and GASB accounting standards.	F
GL 2	System supports autonomy of data, separate business rules, and separate chart of accounts for multiple entities.	F
GL 3	System supports state-mandated reporting requirements (i.e., Education Chart of Accounts, Auditor of Public Accounts reporting schema).	F
GL 4	System supports grouping of Chart of Accounts elements and related reporting hierarchies (i.e., fund types, organization, projects, etc.).	F
GL 5	System must provide for the maintenance of separate funds, each of which is a self-balancing set of accounts with all fund records being processed simultaneously by the common system.	F
GL 6	System supports pre-encumbrance (reservation) and encumbrance accounting.	F
GL 7	All subsidiary systems/ledgers (e.g., purchasing, AP, AR) integrate and post to the primary general ledger in real time or in batch.	F
GL 8	System supports multiple bases of accounting (note any exceptions or limitations in the comments column).	F
GL 9	Users can access complete financial data for multiple years (note any limitations or exceptions in the comment column).	F
GL 10	System supports different types of years:	
GL 11	Budget	F
GL 12	Calendar	F
GL 13	Fiscal	F
GL 14	Sponsor	F
GL 15	User defined	F
GL 16	System allows multiple fiscal years to be open and post transactions.	F
GL 17	Provides a minimum of 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 (note limitations or exceptions in the comments column).	F
	CHART OF ACCOUNTS DESIGN	
GL 18	Chart of Accounts permits alphanumeric characters (Note any limits in the comments column.)	F
GL 19	Provide for Chart of Account segments to have a long description of at least 255 alphanumeric characters.	F
GL 20	Provide for Chart of Account segments to have a short description of at least 50 alphanumeric characters.	F
GL 21	System accommodates unlimited types of accounts (e.g., Assets, Liability, etc.).	F
GL 22	System contains the following indicators for accounts:	
GL 23	Active (available for posting)	F
GL 24	Inactive (not available for posting)	F
GL 25	Effective Dates (available for posting between effective start and end dates)	F
GL 26	Supports chart of account changes and maintains records of historical Chart of Accounts.	F
GL 27	System prevents deletion of Chart of Accounts elements with activities/balances, based on user-defined limits.	F
GL 28	System allows reporting of assets, liabilities, and fund balance at multiple Chart of Accounts levels (note any exceptions or limitations in the comments column).	F
GL 29	System utilizes error-checking prior to posting transactions or Chart of Accounts updates.	F
GL 30	System captures user-defined Chart of Account data (note any exceptions or limitations in the comments column).	F
GL 31	System supports different business rules for Chart of Accounts elements (e.g., interest bearing; carryover; tax reporting).	F
	ORGANIZATIONAL DESIGN	
GL 32	System allows for multiple user-defined levels of organizational elements within the Chart of Accounts (note any exceptions or limitations in the comments column).	F
GL 33	System supports reorganizations:	
GL 34	Restate or not restate history after a re-organization.	F
GL 35	Supports multiple organizational structures concurrently for reporting purposes.	F

GL 36	System automatically maps open documents created with old organization information to new organization structure during a reorganization.	F
	JOURNAL ENTRY	
GL 37	All entries must balance before posting.	F
GL 38	Journal entries can be saved prior to posting and recalled by the user at anytime prior to posting.	F
GL 39	System automatically assigns journal entry numbers according to type of transaction.	F
GL 40	System supports multiple line items for journal entries (note limitations in the comments field).	F
GL 41	System shows the source of the transaction (e.g., manual entry or automated entry from another module).	F
GL 42	System provides templates for entries not automatically generated from another module (i.e., manual entries).	F
GL 43	Certain data elements in the JE template can be modified according to security authorization.	F
GL 44	Journal transactions can be entered and scheduled using effective dates (posting does not occur until effective date has arrived).	F
GL 45	Journal entry transactions support multiple funds, organizations, and component units within one entry.	F
GL 46	Users can look up the chart of accounts, with a full description, on the screen as a reference during journal entry.	F
GL 47	Users can look up the budget information on the screen as a reference during journal entry.	F
GL 48	Journal entries are posted in real time or batch.	F
GL 49	Users can import journal entries from other applications and validate the entry against the chart of accounts and allowed chart of account code combinations.	F
GL 50	Supports line item descriptions (note any exceptions or limitations in the comments column).	F
GL 51	Users can create and process transactions against statistical and memo accounts in addition to financial accounts.	F
GL 52	System supports automatic expenditure and revenue accruals and reversals with workflow.	F
	TRANSFERS AND INTER-ORGANIZATIONAL TRANSACTIONS	
GL 53	System must process and track balanced transfers within Chart of Account elements (i.e., between funds, organizations, entities).	F
GL 54	System must allow for categorization of transfers.	F
GL 55	System supports use of "due to" and "due from" accounts for interorganizational transactions, as appropriate.	F
	CLOSING	
GL 56	Provides 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.	F
GL 57	Supports multiple rollovers after an adjustment.	F
GL 58	Initiate year-end processing at any point in time, as well as multiple times, after the end of the fiscal year (i.e., doesn't have to occur on last day or on any particular day).	F
GL 59	Roll forward or close grant and project expenditure and revenue accounts based on user-defined criteria (note any exceptions or limitations in the comments column).	F
GL 60	Allow users to run a process that closes all selected open purchase orders/ encumbrances/reserves and requisitions/commitments with user-defined parameters at year-end. Some of the parameters include, but are not limited to:	
GL 61	Dollar Amount	F
GL 62	Age of Encumbrance or Reservation	F
GL 63	Blanket PO	F
GL 64	Date	F
GL 65	Allow users, with proper security, to define closing periods and the period closing dates.	F
GL 66	Prevent transactions from posting into a closed period (month or year).	F
GL 67	System should support pre-close (trial closes) and generates pro forma financial statements without restriction.	F
GL 68	Provide standard and user-defined Year-End Close encumbrance/reservation rules and functionality.	F
GL 69	Supports rollover of negative balances.	F
GL 70	When encumbrances/reservations are selected to be carried forward, system is able to track them as prior year encumbrances (at user's discretion) with user-defined functionality (note any exceptions or limitations in the comments column).	F
GL 71	Accrual and accrual reversals automatically impact the year end encumbrance/reservation amount.	F
GL 72	When encumbrances are selected to be carried forward, system is able to track them as current year encumbrances (at user's discretion) with user-defined functionality (note any exceptions or limitations in the comments column).	F
GL 73	Close encumbrances by type of encumbrance (e.g., PO, SO, MB).	F
GL 74	System accommodates automatic closing of encumbrances with user-defined balances.	F

	INQUIRY AND REPORTING	
GL 75	Reports support variance and trend reporting.	SR
GL 76	Reports supports user-defined date ranges to run reports.	SR
GL 77	Field names and descriptions can be included on reports (e.g., account names).	SR
GL 78	System supports "as-of date" reporting.	SR
GL 79	System supports "as-of-period" reporting.	SR
GL 80	System supports direct download to Excel, csv, delimited txt, etc. from within system.	SR
GL 81	System supports multi-level "drill-down" and "drill-through" functions from report output (user is able to double-click on an amount to determine what transactions make up the amount).	SR
GL 82	Generate ad-hoc reports.	SR
GL 83	Provide the ability to produce the following financial reports based upon user-defined criteria (e.g. transaction date ranges to produce monthly, quarterly, and yearly reports, multi-year) for each unique fund/fund type/fund group/or any combination as defined:	
GL 84	Detail or Summary level	SR
GL 85	Trial Balance	SR
GL 86	Cash Flow	SR
GL 87	Fund Balance Report	SR
GL 88	Balance Sheet	SR
GL 89	Income Statement	SR
GL 90	Year-to-year comparisons	SR
GL 91	Budget to actuals	SR
GL 92	User-defined	SR
GL 93	System produces the following CAFR reports:	
GL 94	Government-wide Statements:	
GL 95		
GL 96		
GL 97	Fund Financial Statements:	
GL 98		
GL 99		
GL 100		
GL 101		
GL 102		
GL 103		
GL 104		
GL 105		
GL 106		
GL 107	System produces interfund transfer aging report.	SR
GL 108	Supports As-of date reporting.	SR
GL 109		
GL 110	Dashboard report can be configured to show users transactions that are in error or that require action.	SR
GL 111	Saves ad-hoc reports.	SR
GL 112	Report on pending transactions and anticipated balances as a result of the pending transaction.	SR
GL 113	Create fields based on fields in report (e.g., concatenated, etc.).	SR

FINAL

Functional Category: Treasury

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Reference Number	Functional Requirements	Response
	GENERAL REQUIREMENTS	
TR 1	System supports autonomy of data, separate business rules, and separate chart of accounts for multiple entities.	F
TR 2	System provides ability to account for and reconcile pooled cash and investments across any or all existing accounting funds.	F
TR 3	System provides ability to establish and account for cash and bank accounts separately for entities for which the organization acts as fiscal agent.	F
TR 4	System ensures cash can be tracked by source of funds (e.g., bond, etc.)	F
TR 5	System provides ability to account for and reconcile multiple bank/brokerage accounts.	F
TR 6	System provides ability to establish accounts based upon bank account or investment type and sub-accounts by bank or broker.	F
TR 7	System calculates interest earned, interest received, and administration fees, and allocates to appropriate Chart of Account elements.	F
TR 8	System supports standards prescribed by the Electronic Payments Association (NACHA).	F
TR 9	System supports lockbox accounting.	F
	CASH FLOW PROJECTIONS	
TR 10	System provides ability to indicate whether account activity is to be included in cash flow projections (i.e., ability to exclude accrual and other non-cash accounts).	F
TR 11	System provides ability to complete cash projections based upon all levels of the chart of accounts.	F
TR 12	System provides ability to select various cash projection methods (straight line, historical averaging, specific percentage increases) at all levels of the chart of accounts.	F
TR 13	System will allow for manual adjustments to specific accounts or summary items when completing cash projections.	F
TR 14	System will perform tracking of check issuance and clearing to provide "float" reports.	SR
	BANKING	
TR 15		
TR 16	System provides ability to receive and process EFT transmissions in real-time or batch.	F
TR 17	System provides ability to produce and transmit EFT files for all forms of payments to payees.	F
TR 18	System provides ability to cancel EFT bank transactions and generate the appropriate accounting transactions.	F
TR 19	System provides ability to receive and process credit card transaction files from third party clearinghouse for payment and perform related accounting transactions.	F
TR 20	System provides ability to receive and process ACH files transmitted from on-line banking payment vendors and perform related accounting transactions.	F
TR 21	System provides ability to send, receive and process outgoing and incoming wires transfers and perform related accounting transactions. (real-time or batch)	F
TR 22	System provides ability to handle remote deposits and supporting accounting entries.	F
	POSITIVE PAY	
TR 23	System provides ability to transmit payee name(s), check number, ACH number, dollar amount and issue date of checks to the bank accounts.	F
TR 24	System provides ability to receive and post paid check information including payee name(s), ACH, check number, dollar amount and status of the check, based upon the bank account number.	F
TR 25	System provides ability to receive electronic updates from the bank when stop payments are confirmed.	F
	BANK RECONCILIATION	
TR 26		
TR 27	Supports bank reconciliations on user-defined frequencies (e.g., daily, monthly, etc.). Note any limitations in comments column.	F
TR 28	System provides ability to perform on-line reconciliation and automatic matching of user-defined banking elements.	F
TR 29	System provides payment status (e.g., outstanding, voided, cancelled, stale dated, paid, etc.).	F
TR 30	System supports check images.	F
TR 31	System supports returned check monitoring.	F
TR 32		
	INVESTMENT	
TR 33	System supports summary reporting of individual financial instruments.	SR

FINAL

Functional Category: Treasury

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Reference Number	Functional Requirements	Response
TR 34	System supports tracking and accounting for multiple types of financial instruments (note any exceptions or limitations in the comments column).	F
TR 35	System tracks multiple user-defined elements for each investment type (note any exceptions or limitations in the comments column).	F
TR 36	System supports the tracking of investments as it relates to compliance to Investment Policy (e.g.. % investment limitations, issuer ratings).	F
TR 37		
TR 38	Support multiple investment portfolios for multiple entities with multiple business rules.	F
TR 39	System supports tracking and accounting of cost and market valuation of investments.	F
TR 40	System supports collateral assignments attached to investments.	F
TR 41	System can track call dates for callable securities.	F
TR 42	System can provide notification of upcoming investment payment dates.	F
TR 43	System can accommodate step interest securities where interest rates increase periodically throughout the term of the security.	F
TR 44	System can check call and maturity schedules against a holiday calendar and provide notification for errors .	F
TR 45	System can calculate premium and discount amortization over the term of the investment and compute book value for specified period.	F
TR 46	System can apportion net investment activities and interest receipts against various funds and accounts based on user defined criteria. Note any limitations or exceptions in comments column.	F
TR 47	System calculates various investment risk statistics (i.e., weighted average maturity, duration, etc.) (Note any exceptions or limitations in the comments column.)	F
TR 48	System can create user-defined accounting entries for investment and interest activities. Note any limitations in comments column.	F
TR 49	System tracks portfolio investments by user-defined methods (i.e., cash, value, growth, etc) Note any imitations in comments column.	F
TR 50	System supports interest rate sensitivity and gap/variance analysis.	F
TR 51	System can support value-at-risk (VAR) analysis. (NOTE: Please specify in comments field what form of VAR analysis is supported, e.g., historical analysis, variance/covariance, other.)	F
TR 52	System provides an option-pricing calculator on user-defined criteria. Note any limitations in comments column.	F
TR 53		
	DEBT MANAGEMENT	
TR 54		
TR 55	System tacks multiple types of debt instruments, including user-defined (Note any limitations or exceptions in the comments column).	F
TR 56	System tracks user-defined attributes of debt instruments (Note any limitations or exceptions in the comments column).	F
TR 57	System calculates amortization schedules for various debt instruments at user-defined levels. Note any limitations in comments column.	F
TR 58	System generates payments for debt payments via workflow (rules and approvals).	F
TR 59	System calculates multiple user-defined elements across total bond issuances (i.e., premiums, discounts, bond issuance costs).	F
TR 60		
TR 61		
TR 62	System apportions principal and interest payments against various funds and accounts based on user defined criteria.	F
TR 63	System calculates accrued interest due for a specified period.	F
TR 64	System creates journal entries for principal and interest activities with appropriate transaction descriptions.	F
TR 65		
TR 66	System supports interest rate sensitivity and gap analysis.	F
TR 67	System supports unlimited history for debt maturity activity.	F
	REFUNDED MATURITIES	
TR 68		
TR 69	System accommodates partial refunding of maturity.	F
TR 70	System calculates deferred gain/loss on refunding.	F
TR 71	System calculates amortization schedules for deferred gain/loss on refunding.	F
	REPORTS	
TR 72		
TR 73	System produces a Cash Flow Report.	SR

FINAL

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Reference Number	Functional Requirements	Response
TR 74	System produces a monthly detail Outdated Checks Listing by account.	SR
TR 75	System produces monthly check reconciliation reports of manual disbursements by bank account.	SR
TR 76	System produces a monthly report that show the total amount as well as the number of outstanding checks for bank accounts	SR
TR 77	System produces a reconciliation activity report showing all the daily on-line update activity in the system.	SR
TR 78	System identifies all checks that are outstanding after a user-specified period of time, with the ability to filter by amount.	SR
TR 79	System provides ability to sort debt instruments by user-defined criteria. Note any limitations in comments column.	SR
TR 80	System provides clearing account activity reports.	SR
TR 81	System provides reports cash based on cost and interest.	SR
TR 82	System provides detailed activity reports by user-defined criteria. Note any limitations in comments column.	SR
TR 83	System reports investment portfolios by detail or in summary format.	SR
TR 84		
TR 85	System provides cash flow report for debt.	SR
TR 86	System provides forecasting report.	SR
TR 87		

FINAL

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Reference Number	Functional Requirements	Response
	GENERAL REQUIREMENTS	
PRJ 1	System captures projects by type (e.g., capital, special, grant, etc.).	F
PRJ 2	Supports multiple-year projects (please define limitation on number of years).	F
PRJ 3	System supports the ability to manage and view several sub-projects under one controlling project based on defined security roles.	F
PRJ 4	System allows projects to be established across funds and departments.	F
PRJ 5	System allocates direct and indirect financing costs to projects.	F
PRJ 6	System links project to multiple funding sources (e.g., general fund, bond, donor).	F
PRJ 7	System accumulates and bills for all reimbursable portions of projects.	F
PRJ 8	System allocates in-kind services.	F
PRJ 9	System bills for project activities.	F
PRJ 10		
PRJ 11	System enables project assets to be linked to owner agency as opposed to the agency responsible for managing the project (e.g., DPW is building a Fire Station - DPW is managing the project and Fire is the asset owner agency).	F
PRJ 12	System provides "what if scenarios" for modeling potential project delays, cost over runs, etc.	F
PRJ 13	System maintains a prioritized list of projects (funded and unfunded) by type with the ability to change designation as required.	F
PRJ 14	System provides a means to capture/ determine impact on future operating expenses and roll costs into appropriate operating budget.	F
PRJ 15	System captures non-budgetary data (e.g. donor information).	F
PRJ 16	System provides ability to post transactions and track activity for projects managed by county but funded by non-county sources (i.e., PSTOC, VDOT Administration), based on appropriate security.	F
	PROJECT LEDGERS	
PRJ 17	System maintains and users can access general financial project information:	
PRJ 18	Budget (Appropriated)	F
PRJ 19	Budget (Projected)	F
PRJ 20	Budget (History)	F
PRJ 21	Encumbrances	F
PRJ 22	Pre-encumbrances\reservations	F
PRJ 23	Expenditures	F
PRJ 24	Receivables, Payables, Accruals	F
PRJ 25	Transfers	F
PRJ 26	Revenues	F
PRJ 27	Calculates Total project estimate (to include past actuals, current budget year projection and future years) or based on user defined data	F
PRJ 28	Retainage	F
PRJ 29	Priming project standard wording (temporary allocation tracked separately from the budget appropriation)	F
PRJ 30	System accumulates total costs without regard to the funding source and then bill each funding source according to the user defined percentage.	F
PRJ 31	System enables budgets to be controlled and users can access project budget information by the following elements:	
PRJ 32	Fiscal Year:	
PRJ 33	County Fiscal Year	F
PRJ 34	Sponsor Fiscal Year	F
PRJ 35	User Defined Basis (Calendar Year, etc.)	F
PRJ 36	Funding Source(s) over project life.	F
PRJ 37	Fund	F
PRJ 38	Department	F
PRJ 39	Function (allow for multiple functions)	F
PRJ 40	Project	F
PRJ 41	Project Manager	F
PRJ 42	Program	F
PRJ 43	Activity	F
PRJ 44	Task	F
PRJ 45	Phase	F
PRJ 46	User-defined component (note any exceptions or limitations in comment column)	F
PRJ 47	System enables project budget controls to be based upon project receivables or recognized revenues as defined by user (note limitations or exceptions in comment column).	F
PRJ 48	System allows appropriation to be transferred from one project to another, with appropriate security control.	F
PRJ 49	System restates project/subproject history after restating project accounting classification data.	F
PRJ 50	System supports project tracking by multiple user-defined milestone dates :	
PRJ 51	Planned start date	F
PRJ 52	Actual start date	F
PRJ 53	Planned completion date	F
PRJ 54	Actual completion date	F
PRJ 55	Substantial completion date	F

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Reference Number	Functional Requirements	Response
PRJ 56	User defined date (e.g., Design completion date, Park Authority Approval date, Scope Approval date, etc.)	F
	PROJECT CLOSE	
PRJ 57	System provides ability to apply closing process to sub-project levels (e.g. project remains open when subproject is closed, parent/child relationship).	F
PRJ 58	System flags any outstanding project activities (e.g. retainage) prior to initiating the closing process.	F
PRJ 59	Systems can carry forward or not carry forward fiscal year unrealized and remaining balances at year-end for multi-year projects.	F
PRJ 60	System can carry forward or not carry forward reservations and encumbrances and related budgets based upon user defined criteria.	F
PRJ 61	System enables users to segregate and roll over audit adjustments to projects.	F
PRJ 62	System provides templates to create new project from existing project data.	F
PRJ 63	System preserves and users can access complete financial and budgetary data for all projects throughout the life of the project and for a user-specified period after project close.	F
PRJ 64	System prevents deletion/purging of a project or project account that has an available balance for spending and has not been closed or until the project is closed out.	F
PRJ 65	System prevents deletion/purging of any project that has any open activity in any General Ledger.	F
PRJ 66	System allows the user to specify and control the project closing process through user tables and security.	F
PRJ 67	System supports multiple closing of projects at the user's options.	F
PRJ 68	System allows for multiple user defined closure dates.	F
PRJ 69	System will close projects partially or completely ("soft close").	F
PRJ 70	System provides an automated procedure to purge and archive data for closed projects.	F
PRJ 71	System identifies inactive projects for possible close.	F
PRJ 72	System provides user notification when certain project threshold are met (i.e., low percentage of budget available, open project with no activity, etc.).	F
PRJ 73	System closes project at user specified date.	F
PRJ 74	System closes and capitalizes or expenses each project as completed or at end of the fiscal year and creates required entries to the asset or expense accounts and work-in-progress accounts and/or construction in progress.	F
PRJ 75	System transfers construction-in-progress accounts to fixed asset accounts at project/sub-project close or completion.	F
PRJ 76	System transfers construction-in-progress accounts to fixed asset accounts at sub-project close or completion.	F
PRJ 77	System will link projects to multiple grants.	F
PRJ 78	System will link a single project to multiple grants.	F
	REPORTING	
PRJ 79	System provides extremely flexible or robust capability as it relates to the extraction, manipulation, viewing, reporting and querying of data to allow for the import and export of data between various sources for reporting and publication. Note any l	SR
PRJ 80	System provides the ability to generate reports from specific or ranges of one or more of the following categories with the ability to drill down to source documents.	SR
PRJ 81	System produces variance reports according to the account ranges specified above.	SR
PRJ 82	System provides report at end of project listing expenditures by funding sources and type including associated invoice and check numbers at a summary and detail level.	SR
PRJ 83	System generates the following reports:	
PRJ 84	Expenditures by type of expenditure, I.e. fixed asset, component, etc.	SR
PRJ 85	Expenditures by vendor, voucher number and invoice number.	SR
PRJ 86	Produce project status reports for current month, YTD and inception-to-date.	SR
PRJ 87	Generate statistical data reports.	SR
PRJ 88	Report direct and indirect costs associated with a project, including assessment of fringe benefit and/or overhead costs associated with direct project labor.	SR
PRJ 89	Track and report revenue and expenditure actuals and budget (including encumbrances, pre-encumbrance/reservations) by current fiscal year and project inception date to current date at detail level specified by user.	SR
PRJ 90	Generate project reports which reflect accrued expenditures, providing the ability to forecast future project activity.	SR
PRJ 91	Budget reports	SR
PRJ 92	System generates Capital Project Fund Statement to include beginning balance, revenues by category, transfer-in, total available balance, expenditures, transfer-out, total disbursements and ending balance for prior year actuals, adopted budget, revised budget, advertised.	SR
PRJ 93	System generates Summary of Capital Projects to include parent project number, project name, TPE, prior year actuals, funding source and multiple budget phases (adopted, advertised, revised)	SR

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Reference Number	Functional Requirements	Response
PRJ 94	System generates Project Detail data to include project number, project name, funding source, geographical area being supported by project ,project justification/ narrative description, TPE, prior year actuals, and multiple budget phases (adopted, advertised, revised).	SR
PRJ 95	System provides for user defined calculated data fields.	SR
PRJ 96	System provides project on-line, real-time 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., daily activity, monthly activity, year-to-date activity)	SR
PRJ 97	System provides an on-line, real-time inquiry screen that displays project budget, encumbrances, expenditures, transfers, revenues, vendors, customers, retainage and available balance. The numbers displayed should be the same balances used by the budget/cash edit.	SR
PRJ 98	System has d hoc reporting and query capability.	SR
PRJ 99	System generates a report on revenue and expenditure sources.	SR
PRJ 100	System generates a report on expenditures by revenue source(s).	SR

FINAL

Functional Category: Budget

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Reference Number	Functional Requirements	Response
	GENERAL REQUIREMENTS	
BUD 1	Budget system uses the primary system's chart of accounts.	F
BUD 2	System maintains an unlimited number of prior years, and next year budget by period. Note limitations or exceptions in comment column.	F
BUD 3	Departments have the capability to develop and view both detail budgets, at any level of the chart of accounts (i.e. fund, organization, program) and summary budgets in a distributed environment.	F
BUD 4	System supports the option to restate or not to restate revenue and expenditure data to the new organizational structure.	F
BUD 5	System supports multiple views and multiple dimensions of control.	F
BUD 6	System supports performance budgets that allow users to measure performance against user-defined targets.	F
BUD 7	Supports unlimited free form user defined text fields for Budget justification.	F
BUD 8	System shows budget forecast characteristics (certain positions forecast on fixed formula and other types of forecasting methods).	F
BUD 9	System supports separate budget and fiscal years.	F
BUD 10	System supports annual and bi-annual budgeting and annual and multi-year appropriation controls by user defined periods, dollar amounts and percentages (e.g. monthly, quarterly, formula driven allocation of centrally funded appropriations). Note any limitations or exceptions in the comment column.	F
BUD 11	System locks budget changes after specified date.	F
BUD 12	System maintains and tracks various types of budgets (phases) concurrently (e.g., the adopted budget, the adjusted budget, the proposed budget).	F
	BUDGET CONTROL	
BUD 13	System allows multiple user defined iterations (versions) of the budget for each fund or any organizational element for unlimited budget phases (e.g. Adopted, Annual, Advertised, Revised, Proposed). Note any limitations or exceptions in the comment column.	F
BUD 14	Provides all procedural functions of a fund accounting system in conformity with GAAP and GASB accounting standards:	
BUD 15	Total expenditures	F
BUD 16	Total revenue	F
BUD 17	Pre Encumbrances (Reservations)	F
BUD 18	Encumbrances	F
BUD 19	Interfund Transactions	F
BUD 20	Fund Balance:	

BUD 21	Reserved	F
BUD 22	Unreserved	F
BUD 23	Transfers	F
BUD 24	System utilizes error-checking prior to posting transactions to ensure that appropriation budget is available.	F
BUD 25	System accommodates the following budget controls:	
BUD 26	Absolute control - prevents transaction from processing without override approval	F
BUD 27	Warning – provides warning message but allows transaction to process	F
BUD 28	No control – allows transaction to process without warning	F
BUD 29	System provides a flag that sets the default appropriation control option (absolute, warning, none).	F
BUD 30	Budget controls can be established for any element of the chart of accounts or organizational structure (e.g., fund, sub object).	F
BUD 31	System calculates available budget in real-time via user defined formula (e.g., original budget +/- budget adjustments +/- budget transfers - expenditures-encumbrances and/or pre-encumbrances/reservations).	F
BUD 32	System separately tracks:	
BUD 33	Original budget	F
BUD 34	Budget adjustments (e.g. temporary versus permanent)	F
BUD 35	Budget transfers	F
BUD 36	System supports budget availability control at the following levels:	
BUD 37	Pre-encumbrance (reservation)	F
BUD 38	Encumbrance	F
BUD 39	Budget control overrides are available with security authorization.	F
BUD 40	Allots and controls each appropriation budget by the following periods:	
BUD 41	Annual	F
BUD 42	Semi-Annual	F
BUD 43	Quarter	F
BUD 44	Month	F
BUD 45	Formula driven allocation of centrally funded appropriations	F
BUD 46	Percentage or amount	F
BUD 47	System rolls up budget details to a user-defined summary level.	F
BUD 48	System distributes summary level budgets to detail level budgets based on user defined criteria.	F
BUD 49	System accommodates varying levels of budget control.	F

	BUDGET PREPARATION	
BUD 50	Chart of account data in budget system is updated as general ledger is updated.	F
BUD 51	Budgets preparation system accommodates the following:	
BUD 52	Fund budget	F
BUD 53	Organization budget (Agency, Department, School Based/Non-School Based, etc.)	F
BUD 54	Line item budget	F
BUD 55	Program budget	F
BUD 56	Project budget (multi-fiscal year)	F
BUD 57	Grant budget (different/multi-fiscal year)	F
BUD 58	Support entering budget amounts for specific periods or to spread over several periods (i.e., months and quarters).	F
BUD 59	Departments can return appropriations back to the central budget office electronically via workflow for approvals.	F
BUD 60	System rolls up department worksheets into organization-wide master budget.	F
BUD 61	System aggregates detailed department budgets for government-wide budget totals.	F
BUD 62	Users can view prior year's line-item budget while entering new budget.	F
BUD 63	System provides the capability to develop budgets at the program, service and line item levels and allow the aggregation of program/service/line item level budgets.	F
BUD 64	Supports, at a minimum, entering and viewing the following versions of the budget:	
BUD 65	Department/School Request	F
BUD 66	Division (Agency Request)	F
BUD 67	Management/Leadership Team Request	F
BUD 68	Governing Body Approved	F
BUD 69	Final Budget	F
BUD 70	Amended Budget	F
BUD 71	State Code (VA DOE)	F
BUD 72	Supports unlimited versions of the budget with a final control version.	F
BUD 73	Store and name versions (e.g., reason for version).	F
BUD 74	System creates an initial version of the budget using one or more of the following (See list Below). System stores unlimited versions with a final control version and users are able to name each version.	
BUD 75	Zero balances in all accounts	F
BUD 76	Current year's original budget	F
BUD 77	Last year's budgeted total	F

BUD 78	Last year's actuals	F
BUD 79	Last year's statistics	F
BUD 80	Any previous phase or version +/- percentage	F
BUD 81	Current year's budget or actual plus/minus a percentage	F
BUD 82	Straight line projection	F
BUD 83	Projection based on percentage of last year's actual	F
BUD 84	Projection based on user defined formula	F
BUD 85	Projection based on estimated actuals from current year	F
BUD 86	Prior year performance data for use as prior year actuals	F
BUD 87	Flags one-time budget events.	F
BUD 88	System allows the user to create individual formulas for each budget line item	F
BUD 89	System provides for adjusting the base budget by line item or in total, by dollar amount or by percent.	F
BUD 90	System allows for creating relationships between budgeted items (e.g., salary changes automatically calculate FICA and track associated changes).	F
BUD 91	System allows entering, storing, and reporting non-financial data, i.e. mission statements.	F
BUD 92	System allows entering, storing, and reporting performance data linked to programs and program budgets, including performance measures and results, and associate these with financial data.	F
BUD 93	System records budget credits (negative numbers).	F
BUD 94	System tracks amendments to the approved budget.	F
BUD 95	System records comments at the budget line-item level with free form typing capabilities.	F
	POSITION BUDGETING & SALARY FORECASTING	
BUD 96	Multi-year budgets - Position active or inactive in any year or combination of years (please specify the maximum number of years in the comments column).	F
BUD 97	Interface/Integration with HR and Payroll modules.	F
BUD 98	Versions and Calculations:	
BUD 99	Calculates wages and benefits for each type of position	F
BUD 100	Allows entry of lump sum wage data not associated with positions (Each line can be calculated with or without benefits) examples: Overtime by department, incentive pay, salary supplements, stipend as a lump sum	F
BUD 101	Non-position associated costs such as overtime are extracted from the Financial System Budget/ HR System module by account segment. Import in personnel budgeting by the same account segment.	F
BUD 102	Unlimited number of projection versions	F
BUD 103	Each version maintains its own set of pay and benefits titles and rates	F
BUD 104	A version may be copied to another version to act as a base for new version	F
BUD 105	Titles of versions user definable	F

BUD 106	System processes calculations, assumptions for analysis, rules	F
BUD 107	Extensive "what if" and scenario analysis and forecasting capabilities (changes in COLA, freezing a step, change in benefit rates, etc.)	F
BUD 108	Flexible user toolsets to develop formulas for calculation	F
BUD 109	Attachments of objects at line level (Text, Spreadsheet, images, etc)	F
BUD 110	Projects future wage calculation based on multiple salary schedules and COLA percentages and tracks relevant changes	F
BUD 111	Public safety personnel forecasting	F
BUD 112	For salary projections, the system should:	F
BUD 113	Annualize salaries using existing/incumbent step/grade information (including supplemental payments and shift differential) before and after increment to determine the current year and succeeding (budget) year salary costs by position control key (index code, sub object code, position code, and contract length) based on the allocated position in that specific key and the appropriate salary scale.	F
BUD 114	Have the ability to include a vacancy/turnover savings factor (variable centrally by object code and by salary scale).	F
BUD 115	Include a variable bonus by salary scale and object code.	F
BUD 116	Provide for vacant positions to be projected at a salary and/or step level that is variable centrally by object code and salary scale.	F
BUD 117	Display positions and amounts exceeding authorizations (overstaffs) in the current year but do not project salary costs into budget year.	F
BUD 118	For employee benefit projections, the system:	
BUD 119	Use existing/incumbent salaries, employee benefit profiles, and allocated positions to determine employee benefit costs for current and budget year.	F
BUD 120	Allow for centrally variable employee benefit rates.	F
BUD 121	Allow for the projection of employee benefit costs for vacant positions based on centrally variable salary estimates and employee benefit profiles.	F
BUD 122	Tracks positions at multiple levels of authorization (see below) to include user defined. Note any limitations or exceptions in the comment column.	
BUD 123	Budgeted	F
BUD 124	Authorized and Funded	F
BUD 125	Filled	F
BUD 126	Vacant	F
BUD 127	Unbudgeted positions added during fiscal year	F
BUD 128	Tracks positions by different status (see below) to include user defined. Note any limitations or exceptions in the comment column.	
BUD 129	Active (authorized and funded)	F
BUD 130	Inactive	F
BUD 131	Not funded	F
BUD 132	Traded	F

BUD 133	Tracks position history (position status changes, authorization history, etc.).	F
BUD 134	Ability to lock version from future changes.	F
BUD 135	System provides multiple types of positions, including but not limited to:	
BUD 136	Full-time	F
BUD 137	Part-time	F
BUD 138	Hourly	F
BUD 139	Seasonal	F
BUD 140	Temporary	F
BUD 141	Multiple incumbents in one position	F
BUD 142	Multiple positions for single incumbent	F
BUD 143	Grant and other funded positions not in annual budget	F
BUD 144	User defined (i.e. bus driver, food service, overhires, uniformed/non-uniformed) Note any limitations or exceptions in the comments column.	F
BUD 145	Positions split between multiple accounting codes	F
BUD 146	Maintains positions:	
BUD 147	Any Segment or combination of the Chart of Accounts (i.e.. Appropriation, Department, Organizational Unit, Program, Project, etc.)	F
BUD 148	Full time equivalents (FTE's) by Position Title (Job Class) and segments of the Chart of Accounts	F
BUD 149	Full time equivalents (FTE's) by organizational chart and fund	F
BUD 150	Number of Positions (Headcount) by Position Title and segments of the Chart of Accounts	F
BUD 151	Performs the following operations online:	
BUD 152	Add, change or delete the number of authorized, or budgeted positions based on user defined rules	F
BUD 153	Modification of the salary, benefit and other information of a position independently within any version	F
BUD 154	Modify filled/vacant status	F
BUD 155	Perform mass data changes across all positions or subsets of positions. Changes in pay and benefits data may be by percentage or fixed amount	F
BUD 156	Add positions in any budget year to start on any day of that year	F
BUD 157	Positions Status (active, Inactive, etc.) may be changed for each position on an individual or mass basis	F
BUD 158	Export data to Financial system budget module by user defined account segment as often as necessary	F
	ANALYSIS AND FORECASTING	
BUD 159	Forecast current and future year budget (including revenues) and actual (either on a line item basis or on an entire budget) based on:	
BUD 160	Straight line projection	F

BUD 161	Percentage based on last year actual	F
BUD 162	Last year actual or budget for the remainder of the current fiscal year	F
BUD 163	Units (positions) or staffing levels	F
BUD 164	User defined formula	F
BUD 165	System provides multiple calculation methodologies for all expenditure and revenue categories, budget monitoring and forecasting, including but not limited to (note any limitations or exceptions in the comment column):	
BUD 166	Number of positions (by type including budgeted, authorized, approved)	F
BUD 167	Current salary ranges	F
BUD 168	Bonuses and overtime	F
BUD 169	Longevity	F
BUD 170	Employee population	F
BUD 171	Fringe benefit changes	F
BUD 172	Workload	F
BUD 173	Type of position	F
BUD 174	Organizational Unit	F
BUD 175	Salary savings (unused appropriations) forecasts by department, division, etc.	F
BUD 176	System provides multiple calculation methodologies, including but not limited to:	
BUD 177	Trend analysis (based on previous months in the fiscal year or previous years comparable periods)	F
BUD 178	Captures demographic and economic data from external sources for trend analysis and forecasting (e.g.,. Employee/population ratio, student to teacher ratio, tax rates, etc)	F
BUD 179	Forecast based on prior year actuals	F
BUD 180	Forecast all revenues (including those that have a seasonality component)	F
BUD 181	Permit multivariate analysis for forecasting (e.g., regression, time-series)	F
BUD 182	Report actual YTD expenditures against forecasted expenditures to year end.	F
BUD 183	Report actual YTD revenues against forecasted revenues to year end.	F
BUD 184	User defined events (opening of a fire station, opening of a new school, election year, etc.)	F
BUD 185	Forecasts can import outside data into the forecast (e.g., Student Enrollment) or Captures demographic and economic data from external sources for trend analysis (e.g.,. Employee/population ratio, student to teacher ratio) .	F
	BUDGET ADJUSTMENTS	
BUD 186	System tracks all budget changes (transfers/amendments), type of change, reason for change, and who requested the change.	F
BUD 187	Allows intrafund transfers of grant/ project funding from one department to another.	F
BUD 188	System allows users to perform on-line department budget adjustments with appropriate security authority.	F

BUD 189	System prohibits interfund/sub-fund adjustments with manual override (with appropriate security authority).	F
BUD 190	System allows users to perform on-line appropriation budget adjustments with appropriate security authority.	F
BUD 191	System allows departments to inquire as to the status of budget adjustment on-line.	F
BUD 192	System locks users' ability to enter budget changes after a specified date.	F
BUD 193	System tracks all budget changes (transfers/amendments), type of change, and reason for change.	F
	BUDGET PUBLICATION	
BUD 194		
BUD 195		
BUD 196		
BUD 197		
BUD 198		
BUD 199		
BUD 200	System produces reports in multiple formats including:	
BUD 201		
BUD 202		
BUD 203		
BUD 204	Non-Microsoft formats other than PDF (note any limitations in the comments field)	SR
BUD 205		
	REPORTING/INQUIRY	
BUD 206	The system provides extremely flexible or robust capability as it relates to the extraction, manipulation, viewing, reporting and querying of data to allow for the import and export of data between various sources for reporting and publication. Note any limitations in comments column.	SR
BUD 207	Supports online search and query of budget transactions.	SR
BUD 208	System generates a standard, customizable budget variance report (budget to actuals).	SR
BUD 209	System provides reports/inquiries to review multiple versions of budget.	SR
BUD 210	Provide standard, customizable, report/inquiry for analysis of budget vs. actual usage by item, organization, and other user-defined fields.	SR
BUD 211	Provide a report/inquiry that identifies total actual and projected revenue by revenue class and revenue source (accounts) within organization.	SR
BUD 212	Provide a flexible report/inquiry that displays budget forecast by organization (budget unit) and account.	SR
BUD 213	Provides multi-year budgetary reports online and printed, in detail or summary.	SR
BUD 214	System generates budget baseline reports by fund and organization/budget unit.	SR

BUD 215	System provides a standard report/inquiry to analyze costs increases.	SR
BUD 216	System can summarize the budget at any level within the hierarchical structure.	SR
BUD 217	System tracks budget adjustments (both temporary and permanent) and distributions.	SR
BUD 218	Provide a position vacancy aging report.	SR
BUD 219	Provide a report of budget and/or authorized positions.	SR
BUD 220	Provide a report of position/dollar trade activity.	SR
BUD 221	System can accommodate multi-dimensional reporting capabilities.	SR
BUD 222	Ability of reporting tool to round figures based on specific reporting guidelines.	SR
BUD 223	Ability to display pie charts in reports.	SR
BUD 224	Provide a report of employee benefits and personnel services by grade/ series at any level within the chart of accounts.	SR
BUD 225	Track position changes for an unlimited number of user defined years at any level within the chart of accounts.	SR
BUD 226	General Fund, Grant and Project Fund Statements to include beginning balance, revenues by category, transfer-in, reserves, total available balance, expenditures, total disbursements and ending balance for prior year actuals, adopted budget, revised budget, advertised budget and future year (projected) budget at any level within the chart of accounts to include variances based on user defined criteria. Note any exceptions or limitations in the comments column.	SR
BUD 227		
BUD 228	Reporting and inquiry can be accessed at various levels within the organization for both budget and actual data including but not limited to the following users: agency/program staff, budget office, executive level, and citizen transparency reports.	SR
	STRATEGY MANAGEMENT	
BUD 229	System must support management and reporting of the following (see list below) by a single element or any combination of elements of the Chart of Accounts or organizational structure.	
BUD 230	Mission	F
BUD 231	Goals	F
BUD 232	Key indicators	F
BUD 233	Performance measures (e.g. cost per pupil, etc.)	F
BUD 234	Targets	F
BUD 235	Performance Results	F
BUD 236	Other strategic objectives	F
BUD 237	Performance data and strategic objectives are required for department budget submission.	F
BUD 238	The system must calculate budget allocations (example: overheard) based on performance data.	F
BUD 239	System must display link between and manage relationships between goals, data, and other stored information visually (graphically) using strategy maps.	F
BUD 240	System must be able to manage relationship between goals, data, and other stored information visually (graphically) using strategy maps.	F

BUD 241	System stores narrative text descriptions (explanation) for:	
BUD 242	Mission	F
BUD 243	Goals	F
BUD 244	Key indicators	F
BUD 245	Performance measures	F
BUD 246	Performance targets	F
BUD 247	Performance Results	F
BUD 248	Other strategic objectives	F
BUD 249	Any combination of elements within the Chart of Accounts and organizational structure.	F
BUD 250	The system must store multiple versions of performance targets for any given year.	F
BUD 251	The system must allow users to revise targets during the year and enter justification for changes.	F
BUD 252	The system must allow users to enter a justification for changing the value of a performance target.	F
BUD 253	The system must maintain a history of all changes to targets.	F
	PERFORMANCE DATA	
BUD 254	The system must provide a template for departments to enter performance measurement data that includes:	
BUD 255	Department name (requestor)	F
BUD 256	Program and goal	F
BUD 257	Definition of measure	F
BUD 258	Data collection method and documentation	F
BUD 259	Effective date	F
BUD 260	Measurement data	F
BUD 261	Projection for current and future year(s)	F
BUD 262	Notation feature for additional department comments, explanations, etc.	F
BUD 263	User-defined fields (note any limitations in the comments field)	F
BUD 264	Performance measure can be tracked at any level of the chart of account structure.	F
BUD 265	The system must allow County to assign performance measures to department, employees and user defined groups (note any limitations or exceptions in the comments column).	F
BUD 266	The system must provide alerts when performance data approaches and achieves user defined thresholds.	F
BUD 267	The system must provide analytic features to identify relationships between performance data (example: leading and lagging indicators) .	F
BUD 268	The system must provide forecasting tools to estimate performance results in the future.	F

BUD 269	System must store a minimum of 10 years of performance measurement data (e.g. actual, targets, goals and objectives).	F
BUD 270		
	PERFORMANCE REPORTING	
BUD 271	Performance data must be stored centrally to allow for organizational wide querying and reporting (with proper security).	SR
BUD 272		
BUD 273	The system must allow users to drill down on performance reports for further detail.	SR
BUD 274	The system must apply user-defined target values to which actual results can be compared and reported.	SR
BUD 275		
BUD 276	The system must create standardized reports including but not limited to (note limitations in comment field):	
BUD 277		
BUD 278		
BUD 279		
BUD 280		

FINAL

Functional Category: Grants

Vendors: Please edit columns H, J, and K only.

F = Provided fully functional out of the box or with configuration (no custom development)
CU = Customization/Software Enhancement (Any custom development that will cost extra)
SR = Provided with Standard Report or Reporting Tool

CR = Custom Report Development Required (Any custom development that will cost extra)
TP = Third-party Software Required to Fully Provide Requirement (Software Must be Propose
N = Not Included in this Proposal

For requirement responses, other than "N," Offerors must indicate the module or product that meets the requirement.

Reference Number	Functional Requirements	Response
	GENERAL REQUIREMENTS	
GR 1	System supports, tracks and reports grant activity by multiple user defined periods/timeframes and categories to include but not limited to:	
GR 2	Multiple Fiscal Years / Phases (User defined)	F
GR 3	Calendar Year	F
GR 4	Life of Grant (over multiple fiscal years)	F
GR 5	Sponsor's Fiscal Year	F
GR 6	User-Defined Fiscal Year	F
GR 7	Award Period	F
GR 8	Fund	F
GR 9	Agency	F
GR 10	Program	F
GR 11	Activity	F
GR 12	Grantor Agency Type	F
GR 13	User defined (Note any limitations or exceptions in the comment column.)	F
GR 14	System supports a seamless integration with general ledger, human capital management, receivables and payables to ensure a real-time, single-source of data entry.	F
GR 15	System supports annual or multi-year funding allocation and carryover of user defined (with appropriate security) unrealized revenues and remaining balances from prior year to current year.	F
GR 16	System supports posting of transactions for user defined periods beyond the grant fiscal period.	F
GR 17	System supports and users can access detailed transaction history online for the life of grant and for a user-defined period beyond the grant life.	F
GR 18	System provides templates to create new grants from existing grant data.	F
GR 19	System supports "soft closes" (e.g., limited postings).	F
GR 20	System supports "hard closes" (no postings after close).	F
GR 21	System supports tickler messages based on events (e.g., grant is about to expire, local cash match drawdown needed, etc.)	F
GR 22		
GR 23	System supports tracking of program compliance and financial compliance of the grant.	F
	GRANT LEDGERS	

GR 24	System provides a grant budget that is separate and independent of all other budgets (i.e., sponsor budget is different).	F
GR 25	System calculates on a user defined basis indirect costs, cash matching fund requirements, and in-kind matching fund requirements associated with any grant and to provide system generated entries.	F
GR 26	Users have the option to enter/apply direct and indirect cost data by grant in the system.	F
GR 27	Users can pre-load indirect cost rates without applying the rates (e.g., pre-load next year's fiscal year indirect cost rate).	F
GR 28	System supports calculation of administrative costs per grant based on user defined costs.	F
GR 29	Provides the ability to roll over appropriations, encumbrances, revenue sources, expenditures and pre-encumbrances (reservations) from one grant year to the next, until the grant expires or a user defined period.	F
GR 30	Users define the roll-over amounts (e.g., only 15% may be rolled). Note any exceptions or limitations in the comments column.	F
GR 31	Users defined roll-over periods (e.g. 27 month grant with 15 month rollover). Note any exceptions or limitations in the comments column.	F
GR 32	Users can segregate and roll over audit adjustments to grants. Note any exceptions or limitations in the comments column.	F
GR 33	System captures and tracks the following grant related information in addition to user defined data:	
GR 34	Catalog of Federal Domestic Assistance Number (CFDA) to identify all grants that have Federal funding	F
GR 35	Grant Board/Superintendent-approved Contract Number or user defined tracking number	F
GR 36	User-defined dates (e.g., Board approval date, etc.)	F
GR 37	Start/End and extension dates	F
GR 38	Status of grant (pending, funded, expired, rejected, closed, etc.)	F
GR 39	Allowable expenditures (by type/category/class/percentage etc.)	F
GR 40	Chart of Account codes for expenditures, revenue, and transfers	F
GR 41	Crosswalk accounts (e.g., County/School chart of accounts vs. Federal and State chart of accounts)	F
GR 42	Program administrator name	F
GR 43	Other individuals with responsibilities for portions of a grant	F
GR 44	Comment field	F
GR 45	Auditor Name	F
GR 46	Type of Audit	F
GR 47	Date of Last Audit	F
GR 48	Details of last audit (text field)	F
GR 49	Approved budget, broken out by expenditure codes	F
GR 50	Date and details of any Budget Adjustments processed	F
GR 51	Matching funds amount	F
GR 52	Entity responsible for matching funds	F
GR 53	State or Other Agency for Pass-Through Funding	F

GR 54	State or Other Agency Contract Number	F
GR 55	Sources of Funding (grantor type - e.g. nonprofit, federal, etc.)	F
GR 56	Reporting requirements:	
GR 57	Report Type	F
GR 58	Report Frequency	F
GR 59	Report Due Dates	F
GR 60	Free form note/memo field	F
GR 61	System supports partial pass-throughs.	F
GR 62	System identifies sub-recipient grants and supports sub-recipient monitoring.	F
GR 63	System provides a facility to link grants to projects and have the grant look up a project when the transaction is entered.	F
GR 64	System will link a grant or multiple grants to a project or multiple projects.	F
GR 65	System differentiates, by revenue source, between federal, state, local, and other department grants for audit purposes.	F
	GRANT APPLICATIONS	
GR 66	Captures the following grant application information:	
GR 67	Sponsor Grant number	F
GR 68	Grant name	F
GR 69	Alternative names	F
GR 70	Grant description unlimited (note limitations in comment field)	F
GR 71	Grantor	F
GR 72	Grantor Contact Name	F
GR 73	Grantor's mailing address	F
GR 74	Grantor's phone number	F
GR 75	Fax Number	F
GR 76	Email address	F
GR 77	Date application submitted	F
GR 78	Date application approved or denied	F
GR 79	Original grant approval amount	F
GR 80	Grant budget	F
GR 81	Grant amendments	F
GR 82	Grant carryovers	F

GR 83	Grant fiscal calendar	F
GR 84	Grant beginning date	F
GR 85	Grant expiration date	F
GR 86	Letter of credit/draw-down	F
GR 87	Amounts of County matching funds	F
GR 88	Responsible department or division	F
GR 89	Department or division contact	F
GR 90	Reimbursement schedule	F
GR 91	Award Date	F
GR 92	Letter of Intent to Award Date	F
GR 93	Contract Number	F
GR 94	Contract Award Number	F
GR 95	Approved Contract Date	F
GR 96	Original Request Amount	F
GR 97	Award Amount	F
GR 98	Grant Type (Entitlement/Competitive)	F
GR 99	Additional User Defined Requirements Field (e.g., special instructions)	F
GR 100	System must have ability to convert grant application information into new grant.	F
GR 101	System must have the ability to automatically assign a grant application number.	F
GR 102	System must have ability to automatically forward an email/notify message to each respective department when a particular event has occurred (e.g., new grant has been established or when a grant number changes, end date is met) .	F
	GRANT TRANSACTIONS	
GR 103	Captures grant expenditures and revenues by:	
GR 104	Funding source	F
GR 105	Unique Identifier (e.g., grant number, project number)	F
GR 106	Reporting Category	F
GR 107	General ledger account numbers	F
GR 108	Grantor-defined categories or accounts	F
GR 109	Grant purchase orders, encumbrances, and preencumbrances	F
GR 110	Grants status codes	F
GR 111	User defined fields (note limitations or exceptions in comment column).	F

GR 112	Users can load entire grant budget and appropriate for periods less than the entire grant budget (e.g., appropriate only for current fiscal year).	F
GR 113	Users define/set the grant level (e.g., phase) and organizational structure level (e.g., department) for budgetary control.	F
GR 114	Supports 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).	F
GR 115	Users can establish pool for matching.	F
GR 116	System must provide the capability to adjust matching amounts based upon actual expenditures.	F
GR 117	Prohibits processing of grant-related expenditure and revenue transactions beyond grant end date (with override capability).	F
GR 118	Suspends a grant prior to completion.	F
GR 119	Controls actual expenditures against allowable expenditure type.	F
GR 120	System must have ability to produce a reimbursement check for unexpended grant funds prior to final closing.	F
GR 121	System allows for reimbursements to grantor reduce revenues rather than increase expenditures.	F
GR 122	System generates hard-copy reimbursement requests to sponsor agencies from expenditure data.	F
GR 123	System allows recording of memo and statistical transactions.	F
GR 124	Records as a memo entry the 'in-kind' value (e.g., non-cash match) as part of grant activity.	F
	GRANT REIMBURSEMENTS	
GR 125	System allows reimbursable budgets to be established within multiple levels of the grant and chart of accounts structure (e.g., grant, grant detail, object).	F
GR 126	System tracks expenditures for receivable billings and links revenue to associated expenditure amounts.	F
GR 127	System provides an edit to ensure that grant billings do not exceed the reimbursable budget or actual expenditures with override capability.	F
GR 128	System provides the ability to bill by any grant component.	F
GR 129	System generates bill from grant expenditure information automatically or manually (note limitations in comment field).	F
GR 130	System produces a bill based on the direct and indirect costs .	F
GR 131	System calculates the percentage of outstanding revenue due to the organization for an expense incurred through a grant.	F
GR 132	System tracks total costs without regard to the funding source and then bills each funding source according to the user defined percentage.	F
GR 133	System allows intrafund transfers of grant funding from one department to another.	F
GR 134	System provides flag on bills for lower than a user-specified minimum reimbursement rules and allow user to determine whether or not to process the reimbursement request.	F
GR 135	System will bill based on contracted percentage rates for sub-grantees.	F
	INQUIRY AND REPORTING	
GR 136	The system provides extremely flexible or robust capability as it relates to the extraction, manipulation, viewing, reporting and querying of data to allow for the import and export of data between various sources for reporting and publication. Note any limitations or exceptions in the comment column.	SR
GR 137	Provides an on-line inquiry screen that displays:	
GR 138	Total budget	SR

GR 139	Grant reimbursable budget	SR
GR 140	Encumbrances	SR
GR 141	Expenditures	SR
GR 142	Revenues	SR
GR 143	Amount of revenue billed	SR
GR 144	Percent of revenue billed	SR
GR 145	Reports are generated by CFDA or other user-defined number to comply with single-audit.	SR
GR 146	Produces all reports using both sponsor-defined categories or the School District's or County's chart of accounts.	SR
GR 147	Reports on grants both cumulatively and by user-defined periods.	SR
GR 148	Provides the following reports:	
GR 149	Expenditures and revenues	SR
GR 150	Sources of revenues	SR
GR 151	Reimbursed costs	SR
GR 152	Budget vs. actual costs	SR
GR 153	Comparison between Reimbursement Submitted and Actual Revenue Received	SR
GR 154	Budget vs. projected actuals	SR
GR 155	Combined grant revenue and expenditure reports (with user-selected roll-up capability)	SR
GR 156	Grants trial balance report	SR
GR 157	Pending approval grant report	SR
GR 158	Active grant report or pending expiration/expired grant report	SR
GR 159	Financial year end statements	SR
GR 160	Advances of funding vs. Actual costs, including interest earned on reserves	SR
GR 161	User defined queries (e.g.. Report by specific grants individually or in any combination)	SR
GR 162	Program Income	SR
GR 163	In-Kind Services	SR
GR 164	Purchase Orders	SR
GR 165	Invoices	SR
GR 166	Budget Document Reports	SR
GR 167	Awarded Grants and Anticipated Grant Awards by Program, Fiscal Year to include Positions/SYE, Total Projected Funding, Source of Funding	SR
GR 168	Organization and Local Cash Match Amounts by Fiscal year	SR

GR 169	Grant Fund Statement to include beginning balance, revenues by category, transfer-in, reserve for estimated local cash match, total available balance, expenditures, total disbursements and ending balance for prior year actuals,	SR
GR 170	Grants by fund and agency to include revenue, expenditures, and transfer by grant and grant detail for multiple fiscal periods (e.g. current, all, user defined)	SR
GR 171	Grant Position Report by Agency to include Positions/SYE and Position Titles	SR
GR 172	Provides for narrative information appended to reports	SR
GR 173	System maintains statistical information and produces reports on services provided.	SR
GR 174	System provides ability to import/export information into spreadsheets (e.g. Excel and Lotus) for "What-If" analysis.	SR
GR 175	System displays the following on-screen:	
GR 176	Grant identifiers (name, number, etc.)	SR
GR 177	Grant Chart of Accounts (this is not a separate chart but linked to the general ledger chart of accounts)	SR
GR 178	Grant budget(s)	SR
GR 179	Current year-to-date fiscal budget, revenues and expenditures	SR
GR 180	Grant-to-date budget, revenues, expenditures	SR
GR 181	Unexpended balance	SR
GR 182	Special budget appropriations	SR
GR 183	Carryover amounts from previous years	SR
GR 184	Encumbrances	SR
GR 185	Draw-down Amounts	SR
GR 186	Drawdown Schedule	SR
GR 187	Advances	SR
GR 188	Temporary Allocations	SR
GR 189	Administrative Costs	SR
GR 190	Revenues vs. Receivables	SR
GR 191	Fixed Assets	SR
GR 192	Inventory	SR
GR 193	Grant transaction detail	SR
GR 194	User defined fields	SR
GR 195	System supports financial report preparation for grants (i.e., monthly, quarterly, and annual federal reporting requirements).	SR
GR 196	System provides roll-up grant to higher levels for internal and external reporting.	SR
GR 197	System automatically maps open documents created with old organization information to new organization structure during a reorganization.	SR
GR 198	System allows users to compare indirect costs against actual costs.	SR

GR 199	System provides for users to verify matching funds are available.	SR
GR 200	System reports progress of grant expenditures/revenues against original grant contract information.	SR
GR 201	System can generate a grant report that captures when a receivable is established or a bill is generated by user defined criteria within the chart of accounts or organizational structure.	SR
GR 202	System supports 'as-of' date reporting.	SR

FINAL

Functional Category: Fixed Assets

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Reference Number	Functional Requirements	Response
	GENERAL REQUIREMENTS	
FA 1	System tracks capitalized and non-capitalized records.	F
FA 2	System supports autonomy of data, separate business rules, and separate chart of accounts for multiple entities.	F
FA 3	System accounts for asset transfers (including mass transfers) between Chart of Account elements with workflow approval (i.e., entities, departments, organizations, schools, etc.)	F
FA 4	System identifies fixed assets based upon multiple user-defined criteria (note exceptions or limitations in the comments column).	F
FA 5	System supports Geographic Information Systems (GIS) technology for locating and tracking assets.	F
FA 6	System supports barcode scanning capabilities utilizing scanner technology.	F
FA 7	System supports cost allocations associated with fixed assets.	F
FA 8	System supports record retainage (history) of fixed assets based on user-defined criteria. Note any exceptions or limitations in the comments column.	F
FA 9	System supports use of tax identification numbers for certain assets and integration with tax system for update of these numbers.	F
FA 10	System allows automatic or manual assignment of asset numbers and prevents the use of duplicate asset numbers.	F
	ASSET ADDITIONS AND MAINTENANCE	
FA 11	System supports the tracking of multiple user-defined categories of fixed assets (note any exceptions or limitations in the comments column).	F
FA 12	System supports assembly in progress tracking and accounting (including transfer to an active asset status).	F
FA 13	System supports infrastructure tracking and accounting.	F
FA 14	System supports multiple user-defined categories of fixed assets based on acquisition method (i.e., leases, purchases, donations, etc) (note any exceptions or limitations in the comments column).	F
FA 15	System supports the identification of lease-purchased assets.	F
FA 16	System supports tracking and accounting for intangible assets.	F
FA 17	System supports multiple user-defined asset locations (note any exceptions or limitations in the comments column).	F
FA 18	System provides a unique reference number to each item entered into system as an asset to be tracked.	F

FA 19	System maintains multiple user-defined detailed property information required to identify, property account for, and safeguard all assets (note any exceptions or limitations in the comments column).	F
FA 20	System supports the assignment of fixed assets to employees as integrated with the HR module.	F
FA 21	System supports tracking of warranty and maintenance for fixed assets.	F
FA 22	System supports tracking of leased asset information.	F
FA 23	System supports transaction limitations based on user-defined criteria (i.e., grant restrictions, safety, legal, environmental concerns). Note any exceptions or limitations in the comments column.	F
FA 24	System supports accounting of fixed asset component relationships (parent/child relationships) with user-defined rules. Note any exceptions or limitations in the comments column.	F
FA 25	System provides for the addition and maintenance of assets obtained through non-expenditure transactions (e.g., gifts, donations, abandonment).	F
FA 26	System is able to copy an asset record to create a similar asset record.	F
FA 27	Users are able to correct discrepancies in asset records by overriding initially loaded information (including data received from other integrated modules) with proper authorization.	F
FA 28	System maintains information about the condition of the asset (e.g., good, idle, obsolete, broken, impairment, user-defined, etc.)	F
FA 29	System provides text fields to have a long description of at least 255 alphanumeric characters.	F
FA 30	System supports multiple organization asset ownership for each property item. (Many organization units or funds may finance an asset.)	F
FA 31	System tracks assets purchased with various funding sources (i.e. grants).	F
	INSURANCE	
FA 32		
FA 33	System maintains multiple user-defined information on buildings pertinent to insurance underwriting (note any exceptions or limitations in the comments column).	F
	ASSET DISPOSITION, RETIREMENT, AND THEFT	
FA 34	System accommodates partial disposals.	F
FA 35	System allows for recording of multiple user-defined information related to disposals, trade-ins, missing, lost, or stolen assets (note any exceptions or limitations in the comments column).	F

FA 36	System provides the ability to track replacement needs, costs and asset value analysis for assets with appropriate user alerts.	F
	DEPRECIATION	
FA 37	System supports manual and automatic estimated useful life values capabilities.	F
FA 38	System supports allocation of asset depreciation to Chart of Account elements.	F
FA 39	System supports multiple depreciation methods and conventions (note any exceptions or limitations in the comments column).	F
FA 40	System supports user-defined time periods for recording depreciation.	F
FA 41	System allows for multiple depreciation schedules to be applied to an asset to support separate depreciation reporting requirements.	F
FA 42	System allows for changing asset useful life, value, salvage value, and depreciation method when necessary, and automatically recalculating depreciation expense in accordance with such changes (with proper authorization).	F
FA 43	System provides the ability to simulate depreciation calculations for individual assets or group of assets without being required to post the results.	F
FA 44	System supports use of acquisition date and in-service dates for depreciation.	F
FA 45	System prevents the depreciating of an asset's value below zero.	F
FA 46	System recognizes non-depreciable assets (i.e., land).	F
	CAPITAL PROJECTS	
FA 47	System is able to track and record all capitalizable costs associated with the construction or purchase/acquisition of an asset.	F
FA 48	System is able to capture activity/costs resulting from several government departments working concurrently on a project.	F
FA 49	Tracks certificates of insurance.	F
	QUERYING AND REPORTING	
FA 50	Supports life-to-date drill down functions.	SR
FA 51	System is able to perform ad hoc querying and reporting on assets at user-defined fields required for financial reporting purposes.	SR
FA 52		
FA 53	System allows online inquiry for any field in the fixed asset module.	F
FA 54	System can provide a dollar total of fixed asset transactions by their chart of account elements.	SR
FA 55	System reports assets due for disposition, based on the scheduled disposal date and type.	SR

FA 56	System is able to provide a vendor/PO listing of assets by vendor or in purchase order number sequence.	SR
FA 57	System is able to produce a disposition report showing items by asset type which have physically been disposed of but still remain on file for information purposes.	SR
FA 58	System is able to produce a listing of all disposed assets showing any gains or losses and the associated account coding, by type.	SR
FA 59	System allows the reporting and inquiry of replacement cost by chart of account elements.	SR
FA 60	System is able to produce a forecast of assets scheduled for replacement, based on user-specified criteria, such as useful life, scheduled disposition date, or odometer readings.	SR
FA 61	System is able to produce a depreciation report by balance sheet category, such as buildings and equipment.	SR
FA 62	System is able to produce a report of assets by any segment of the chart of accounts	SR
FA 63	System provides the ability to produce a physical inventory worksheet to be sorted by department, location, type, and/or person responsible to assist in conducting physical inventory.	SR
FA 64	System is able to produce a report that facilitates reconciliation to physical inventory counts.	SR
FA 65	System provides the ability to print reports at various remote locations.	SR
FA 66	System is able to generate a report for assets purchased with grant funding.	SR
FA 67	System provides a report that forecasts depreciation by individual asset, groups of assets, or total assets for a user-specified period of time.	SR
FA 68	System is able to identify and sort items ordered and received by organizational unit.	SR
FA 69	System provides the ability to generate report for all items assigned to a specific location by portable equipment and fixed assets.	SR
FA 70	Report that shows variance between disposal date and user-defined system dates. Note any limitations or exceptions in the comments column.	SR
FA 71	Reports can access user-defined fields. Note any exceptions or limitations in the comments column.	SR
FA 72	System generates a report on asset inventory history.	SR
FA 73		
FA 74	System generates a report when warranties expire.	SR
FA 75	System generates a variance report between asset location assignments and change asset records (e.g., building is vacated and assets transferred but assets records have not been updated.).	SR

FINAL

Functional Category: Inventory

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Reference Number	Functional Requirements	Response
	GENERAL REQUIREMENTS	
INV 1	System must have ability to accommodate an unlimited number of Inventory items.	F
INV 2	Inventory functions are integrated to purchasing functions so that users can query status of items purchased to replenish Inventory.	F
INV 3	System supports parent/child relationship for Inventory items (e.g., monitor + CPU = computer issued).	F
INV 4	System must have ability to establish, maintain, adjust, delete and view Inventory stock item records in real time with appropriate security.	F
INV 5	System must have ability to allocate costs for stock issuances.	F
INV 6	System has the ability to process credits (e.g., issues returned by customers).	F
INV 7	System must have ability to convert the purchase unit of measure to the issue unit of measure (e.g., case of gloves vs. pair of gloves).	F
INV 8		
INV 9	System must have ability to accommodate multiple warehouses and multiple Inventory accounts.	F
INV 10	System supports receiving items by location.	F
INV 11	System supports forecasting.	F
INV 12	System must have ability to record and track detailed information pertinent to individual Inventory items to include user defined criteria. (Specify any limits or exception to criterion in comments column.)	F
INV 13	System must have ability to execute, record and report on standard Inventory transactions and user defined criteria, e.g., purchases, receipts, returns, issues, etc. (Specify any limits or exceptions to criterion in comments column.)	F
INV 14	System must have ability to review, in real-time, Inventory after returns or adjustments.	F
INV 15	System calculates restocking fees for returns.	F
INV 16	System provides that users, with appropriate security, can edit item data that is being returned (e.g., update value).	F
INV 17		
INV 18	System must have ability to prioritize the issuance of specific Inventory items by user-defined criteria (Specify any limits or exceptions to criterion in comments column.).	F
INV 19	System must have ability to provide on-line stock catalogs.	F
INV 20	System provides catalog search by multiple variables (Specify any limits or exceptions in comments column.)	F

INV 21	System must have ability to automatically assign stock requisition numbers.	F
INV 22	System must have ability to track expiration/spoil date by specific stock items.	F
INV 23	System must have ability to track hazardous qualities of Inventory items as identified by the hazardous material number.	F
INV 24	System tracks Material Safety Data Sheets (MLO-SDS) sheet with hazardous item.	F
INV 25	System must have ability to maintain a history of part number if the manufacturer's part number changes.	F
INV 26	System must have ability to track and produce a hard copy stock tag (bar code label) which includes standard Inventory item identification and other user defined data elements. (Specify any exceptions or limits in comments column.)	F
INV 27	System accounts for donated items available for issuance.	F
INV 28	System supports no cost issuances.	F
INV 29	System supports just-in-time ordering.	F
INV 30	System must have ability to provide a variable length field to contain requirements for maintaining or servicing an item (i.e. expiration date of a stock item, unused item must be serviced if idle for x amount of time, etc.).	F
INV 31	System must have ability to provide a standard multi-level location structure to include user defined locations (Specify any exceptions or limits in comments column.)	F
INV 32	System must have ability to electronically determine most efficient pick location with override capabilities.	F
INV 33	System must have ability to schedule pick-up and transfer of Inventory utilizing the most efficient process.	F
INV 34	System must have ability to receive Inventory purchases into multiple locations.	F
INV 35	System must have ability to charge parts to a specific fixed asset directly from the Inventory module.	F
INV 36		
INV 37	System must have ability to provide primary and multiple secondary locations of stocked items.	F
INV 38	System must have ability to indicate stock on hand by each location or multiple locations.	F
INV 39	System must have ability to record transfer of Inventory stock among locations.	F
INV 40	Supports Direct (immediate) and indirect (in transit) transfers.	F
INV 41		
INV 42	System must have ability to support standard and user defined Inventory cost methods. (Specify any limits or exceptions in comments column.)	F
INV 43	System must have ability to automatically adjust item costs in the Inventory system based upon adjustments made in accounts payable system.	F
INV 44	System must have ability to view all system documents related to an Inventory transaction.	F
INV 45		

INV 46	System must have ability to reserve stock items for specific projects or work orders.	F
INV 47	System must have ability to process partial pick/issue tickets of reserved items while keeping the remaining balance of items on reserve.	F
INV 48	System must have ability to generate trip/delivery tickets.	F
INV 49	System must have ability to accommodate scheduling of deliveries.	F
INV 50	System must have ability to bundle items into "kits." A kit consists of items which are often ordered together (e.g., to support a maintenance job or classroom experiment).	F
INV 51	System must have 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 with override approval, with appropriate security.	F
INV 52	System must have ability to compare stock items received to open requests for stock items to determine which requests (i.e., backorders) may be filled.	F
INV 53	System must have ability to provide an automatic reorder process for all, or selected, stock items including electronic request and approval.	F
INV 54	System must have ability to track item usage and provide automatic notification of all items under the minimum on-hand quantity or at the reorder point.	F
INV 55	System must have ability to define, by item, the variables used in determining reorder points and reorder quantities to include economic order quantity.	F
INV 56	System must have ability to provide for manual overrides of reorder points and reorder quantities.	F
INV 57	System must have ability to automatically update Inventory on-order information at the time that a requisition is created.	F
INV 58	System must allow for the edit, cancel and reject Inventory requisitions.	F
INV 59	System must have ability to provide on-line Inventory adjustment capabilities with proper approval levels.	F
INV 60	System provides the ability to easily track Inventory items between multiple storage areas.	F
INV 61	System must have ability to archive history information for stock items with a zero on-hand quantity and no activity over a user-defined time period.	F
INV 62	System supports customized commodity codes (e.g., can edit commodity codes).	F
INV 63	System must have ability to allow Inventory to be classified by commodity code.	F
	PHYSICAL INVENTORY	
INV 64	System must have ability to provide automatic cycle count scheduling.	F
INV 65	System must have ability to select and sequence physical Inventory and cycle count documents.	F
INV 66	System must have ability to freeze Inventory to prevent Inventory action within the building or location.	F
INV 67	System allows to select items on demand for Inventory count based on user-defined criteria. Note any limitations or exceptions in comments column.	F
INV 68	System must accommodate manual or electronic recording Inventory counts.	F
INV 69	System must have ability to generate physical Inventory discrepancy report.	F
INV 70	System must have ability to automatically update Inventory adjustments with appropriate approval and security.	F

INV 71	System must have ability to automatically interface with the general ledger with physical Inventory adjustments.	F
INV 72	System stores performance measures (e.g., accuracy of counts, stockroom performance, etc.).	F
	FOOD SERVICE	
INV 73	System must be able to establish variable reorder and backorder rules for tracking perishable items.	F
INV 74		
INV 75	System Inventory must be able to establish menu relationships for specific Inventory items.	F
INV 76	System must support ULO-SDA approved menu planning for Inventory items.	F
INV 77	System must have the ability to support special menu programs and satellite kitchens.	F
INV 78	System must be able to track perishable dates for menu items and generate special usage notifications.	F
INV 79	System Inventory item database supports recipe maintenance.	F
INV 80	System supports multiple types of storage areas for menu items ex some refrigerated; some frozen; some in line production.	F
	REPORTING / QUERYING	
INV 81	System can produce several usage trend analysis reports based on Inventory usage.	SR
INV 82	System must have ability to sort and group Inventory items by user selectable fields for display and printed reports.	SR
INV 83	System must have ability to produce the following reports by user selected criteria:	
INV 84	Inventory stock catalog by user defined criteria (e.g. office supplies)	SR
INV 85	Inventory Count report	SR
INV 86	Inventory Status report	SR
INV 87	Departmental Charge Summary Report	SR
INV 88	Cumulative purchases	SR
INV 89	Usage year-to-date or user defined period	SR
INV 90	Inventory by Bin Location and Alternate Bin Location	SR
INV 91	Inventory Item List by user selected fields	SR
INV 92	Inventory Turnover Ratios by SKU	SR
INV 93	Inventory Carrying Costs	SR
INV 94	Receiving Activity by Receiver	SR
INV 95	Delivery Time for Warehouse Requests	SR

INV 96	Internal delivery performance	SR
INV 97	Adjustments	SR
INV 98	Inventory History	SR
INV 99	System produces productivity report (e.g., statistics by employee, etc.).	SR
INV 100	System supports "where used" queries for individual items in carts.	SR
INV 101	System must have ability to produce ad hoc queries from any field within the Inventory modules.	SR
INV 102	System must have ability to generate and print bin labels with bar coding.	SR
INV 103	System must have ability to provide Inventory detail and summary reports sequenced by location.	SR
INV 104	System must have ability to create physical Inventory reports, including the following:	
INV 105	Exception report of quantity variances	SR
INV 106	Inventory value with value variance	SR
INV 107	Report on condition of Inventory item.	SR
INV 108	System must provide end-user report on usage.	SR
INV 109	System must provide performance statistics report based upon user-defined criteria. Note any exceptions or limitations in comments column.	SR
INV 110	System allows users to create different views of performance reports (e.g., audit view vs. management view).	SR
INV 111	System provides search Inventory requests by multiple parameters.	SR
INV 112	System provides the ability to satisfy recommended reorders via procurement card purchases.	SR
INV 113	System provides report description on report listing.	SR

FINAL

Functional Category: Purchasing

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Reference Number	Functional Requirements	Response
	GENERAL REQUIREMENTS	
PUR 1	Have information such as FOB, ship-to code and comments and other user defined information that needs to be retyped frequently available in tables listed by their common name.	F
PUR 2	Utilize automatic matching of invoices to PO's / receipts for payment processing.	F
PUR 3	Delete, cancel or reject an incomplete requisition or PO with proper security.	F
PUR 4	System to input notes or comments on the requisition, purchase order, or invoice for only the approver(s) to see.	F
PUR 5	Input notes or comments on the transactions.	F
PUR 6	System to maintain history and relationships for all solicitation, requisition , invoice, payment, PO's, and receiving documents.	F
PUR 7	Relates commodity codes to Chart of Accounts.	F
PUR 8	Support the use of up to 9 digit alpha numeric commodity code	F
PUR 9	Users to view commodity codes, description, or manufacturer's part number through drop down boxes, pop-up boxes, or similar searchable technique.	F
PUR 10	Relate commodity codes to IRS-1099 reporting type codes.	SR
PUR 11	Allow vendor numbers (up to 16 digit numeric) to be system generated or assigned manually	F
	VENDOR REGISTRATION & PERFORMANCE MANAGEMENT	
PUR 12	Vendors self-register to be eligible to submit bids or conduct business with County.	F
PUR 13	Vendor self-service portal supports links or wrappers to other websites to permit vendors to visit those sites to gather registration information (e.g., IRS Website, Dunn & Bradstreet).	F
PUR 14		
PUR 15	Self-Service vendor registration collects and securely stores bank account related data to establish an ACH payment account (Specify any limitations or exceptions in comments column).	F
PUR 16	Self-Service space stores County procurement policies and regulations for vendors to review.	F
PUR 17	Vendors specify type of address for system transactions (e.g., remit to, etc.).	F
PUR 18	Self Service vendor registration allows for multiple vendor addresses, points of contact, identification numbers, commodity code selections, business classification codes, and other user defined data, (Specify any limits or exceptions to criterion in comments	F
PUR 19	User creates username.	F
PUR 20	User creates password.	F
PUR 21		
PUR 22		
PUR 23	Collects IRS Status Data (e.g., W-9 etc.).	F

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Reference Number	Functional Requirements	Response
PUR 24	Supports credit card payments for vendor processing.	F
PUR 25	Vendors can initiate updates to contracts and catalogs with proper approval/security.	F
PUR 26	Vendors can enter into program enrollments (e.g., evaluated receipt payment).	F
PUR 27	Vendors use the vendor portal to re-print contracts awarded to them.	F
PUR 28	Maintain pricing information, quantity breaks, discount breaks, payment terms, freight terms and shipping information for each vendor.	F
PUR 29	Deactivate vendor separately from purchasing process and AP process.	F
PUR 30	Track vendor performance using user defined evaluation criteria. (Specify any limits or exceptions to criterion in comments column.)	SR
PUR 31	Track the resolution of vendor performance complaints.	SR
PUR 32	Categorize vendors by type (e.g., bidder, one-time, regular, etc.) using user defined criteria. (Specify any limits or exceptions to criterion in comments column.)	F
	REQUISITIONS	
PUR 33		
PUR 34	Vendor address instructions can be assigned to each purchase order line (e.g., remit to, contact, etc.).	F
PUR 35	System generated requisition number or manual generated requisition number.	F
PUR 36	Capability to store multiple ship to address locations (drop down menu or coding for shipping address).	F
PUR 37	Capability to store multiple bill to addresses.	F
PUR 38	References multiple contracts on a single purchase order.	F
PUR 39	Split items on a requisition in multiple solicitations and PO's.	F
PUR 40	Combine multiple requisitions into one PO.	F
PUR 41		
PUR 42		
PUR 43	Accommodates multiple account distributions (shared costs) by line using percents, amounts, or other user defined criteria (Specify any limits to criterion in comments column).	F
PUR 44	Pre-encumber orders for the next fiscal year.	F
PUR 45	Enter unlimited lines on a requisition, purchase order, or invoice. (Note limits in comments column).	F
PUR 46	Apply multiple discount methods (percentage, lump sum) to an item, lot, or the total order on the requisition.	F
PUR 47		

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Reference Number	Functional Requirements	Response
PUR 48	Identify zero amounts (no charge items) on a requisition.	F
PUR 49	Create requisition templates, and edit with proper authorization, for frequently-ordered items.	F
PUR 50	Capture multiple ship-to and bill-to addresses on one requisition.	F
PUR 51	System to flag/alert if NSF (non-sufficient funds).	F
	PURCHASE ORDERS	
PUR 52	System to flag a purchase by user defined types; e.g., soles source, emergency, intergovernmental, confirming order, etc. (Specify any limits to criterion).	F
PUR 53	Add lines on existing purchase orders.	F
PUR 54	Blanket orders support multiple organizations to draw down on contract.	F
PUR 55	System to both manually assign purchase order numbers or have the system automatically assign them.	F
PUR 56	System can generate user-defined notifications when a purchase order has been approved or not approved.	F
PUR 57		
PUR 58	System notifies defined (workflow) users when electronic submittals have failed.	F
PUR 59	Carry over open purchase orders to the following fiscal year .	F
PUR 60	Purchase stock and non-stock items.	F
PUR 61	Create purchase orders from requisitions, bids/quotes and contracts.	F
PUR 62	Ability to have multiple delivery schedules per line printed on purchase order.	F
PUR 63	Create, manage and close blanket contracts and blanket purchase orders.	F
PUR 64	System limits the dollar amount of blanket orders by user defined criteria, e.g., time periods, maximum amounts, etc. (Specify any limits to criterion in comments column.)	SR
PUR 65	Accommodate blanket purchase orders that span multiple years.	F
PUR 66	Reprint hard copy of purchase orders and change orders when required.	F
PUR 67	Re-transmit a PO, change order electronically.	F
PUR 68	Identify hard copy reprints as "DUPLICATES."	F
PUR 69	Accommodate change orders and notify responsible person that change has occurred.	F
PUR 70	Users can close purchase order line items without performing some edits (e.g., vendor catalog references, etc.).	F
PUR 71	Accommodate tolerances of either percentages or dollar amounts.	F

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Reference Number	Functional Requirements	Response
PUR 72	Automatically encumber final purchase order amount, track differences and totals and release differences back to remaining budget.	F
PUR 73	Receive notification when blanket or contract purchase order is nearly exhausted according to a user-defined dollar amount or percentage threshold or exceeded monthly/annual maximums.	F
PUR 74	Track freight by line item or lump sum.	F
PUR 75	Require approval for change orders over a user-defined percentage of the original amount.	F
PUR 76	Accommodate milestone payments for capital projects and equipment.	F
PUR 77	Supports pre-payment of purchase orders.	F
	RECEIVING	
PUR 78	Identify orders that have not been received after a user-specified period of time online or printed report .	F
PUR 79	Ability to receive all lines at once.	F
PUR 80	Ability to subtract all lines at once.	F
PUR 81	Record receipt of goods and services using industry standards and user defined criteria. (Specify any limits to criterion in comments column.)	F
PUR 82	Supports 2, 3, or 4 way matching.	F
PUR 83	System to accommodate partial receipts.	F
PUR 84	System allows Accounts Payable process to initiate based upon receipt information.	F
PUR 85	System to detect and measure early / late and over / under shipments for vendor performance purposes.	F
PUR 86	System to require entry of identification data on equipment at time of receipt to open a skeleton asset record in the fixed assets module. as indicated by the commodity code, chart of account coding, dollar amount, etc. .	F
PUR 87	Fixed Asset records are created based upon receiving information.	F
PUR 88	System prompts users to report the receipt of pre-paid orders.	F
PUR 89	Accommodates evaluated receipt processing.	F
	SOLICITATIONS	
PUR 90	Create solicitation distribution lists (bidders lists) of vendors by specific commodity codes and distribution medium (e.g., electronic, email, fax, mail).	F
PUR 91	Targets SWAM percentage goals.	F
PUR 92	Automatically or manually assigned solicitation number.	F
PUR 93	Notify vendors via email that (Invitation for Bid) IFB is available.	F
PUR 94	Vendor search by various criteria and view all solicitations that are available.	F

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Reference Number	Functional Requirements	Response
PUR 95	Manually create a solicitation.	F
PUR 96	Convert a requisition to a solicitation.	F
PUR 97	Send out solicitation electronically by fax, email, etc.	F
PUR 98	Receive confirmation upon receipt of electronic transmission by vendors.	F
PUR 99	Receive bids/quotes electronically with lock box feature.	F
PUR 100	System to receive, record, and tabulate bids/quotes.	F
PUR 101	Build solicitations based upon data from existing contracts.	F
PUR 102	Track solicitations (e.g., IFB / RFP, etc.) by dollar amounts, vendor responses, commodity codes, other user defined criteria. (Specify any limits to criterion in comments column).	F
	BID AND QUOTE PROCESSING	
PUR 103	System to record "competing bids/quotes" for each procurement transaction and display them by total in a line item format.	F
PUR 104	Summaries of competing bids/quotes must include vendor, buyer, commodity, pricing and other user defined information.	SR
PUR 105	Vendors submit bids on line.	F
PUR 106	Vendors submit supporting documentation on-line.	F
PUR 107	Vendors may change bids on line until submission deadline.	F
PUR 108	System time stamps and dates submittal of bid.	F
PUR 109	System sends email confirmation when bid is received or when bid change is recorded.	F
PUR 110	Use system tools to analyze bids/quotes by aggregate, lot, line, performance rating, weighted criteria and other user defined criteria. (Specify any limits to criterion in comments column).	F
PUR 111	Maintain pricing information, quantity breaks, discount rates, payment terms, freight terms and shipping information for each contract.	F
PUR 112	Support various contract periods, including multiple year contracts (i.e., those that span fiscal and/or calendar years).	F
PUR 113	Supports analytics based upon stored data (e.g., calculating ROI on contract terms and conditions).	SR
	CONTRACT ADMINISTRATION	
PUR 114	Contract management functions interface to popular enterprise document systems (e.g., MS Word/Excel).	F
PUR 115	Master contracts are established in system (e.g., parent).	F
PUR 116	System supports revenue contracts where Fairfax bills for services rendered, surplus property sold, etc.	F
PUR 117	Task order contracts are assigned to master contracts (i.e., parent/child relationship).	F

FINAL

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Reference Number	Functional Requirements	Response
PUR 118	County Terms and Conditions are stored to be inserted into contracts.	F
PUR 119	Attachments to contracts are stored with contract.	F
PUR 120	Contract templates are used to create new contracts.	F
PUR 121	System records financial account distribution for parent and child contracts.	F
PUR 122	System records start and end date for contract.	F
PUR 123	System records deliverables and milestones.	F
PUR 124	Financial account distribution is recorded for each deliverable or milestone.	F
PUR 125	System records amendments to contracts.	F
PUR 126	Source of the amendment is recorded (e.g., vendor, internal, etc.).	F
PUR 127	Reasons are recorded for amending a contract.	F
PUR 128	System tracks status of contract (e.g., New, Cancelled, Closed, etc.).	F
PUR 129	Contract status is assigned to parent or child contracts.	F
PUR 130	Associate a commodity code, project, stock number, or other user defined criteria with a contract.	F
PUR 131	System prevents purchase orders being issued against contracts based on dates, dollar amounts, contract status, other user defined criteria. (Specify any limits to criterion in comments column.)	F
PUR 132	System to convert awarded bid/quote, including multiple and split awards, to approved contract(s) with contract number automatically generated or manually assigned. Specify limits to criterion in comments column.	F
PUR 133	Create user-defined contract releases of payment.	F
PUR 134	Encumber contracts per line item (e.g., project phase, deliverable, etc.).	F
PUR 135	Track multiple encumbrances and payments against a single contract.	SR
PUR 136	Track multiple concurrent contracts per vendor.	SR
PUR 137	Track service performance against a contract (e.g., milestones and/or deliverables).	SR
PUR 138	Record and calculate retention amounts based on deliverables, tasks, percentages, dollar amounts, other user defined criteria. (Specify any limits to criterion in comments column.)	F
PUR 139	Review and print contract text.	F
PUR 140	Increase an authorized amount on a contract, with proper security and workflow authorizations.	F
PUR 141	Change end date on a contract, with proper security.	F
PUR 142	Relate expired contract(s) with new replacement contracts through user defined criteria. (Specify limits to criterion in comments column).	F
PUR 143	Attach and show all system documents that reference a contract and ability to drill down to specific documents .	F

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Reference Number	Functional Requirements	Response
PUR 144	Search contract by account, commodity code, vendor, buyer, expiration date, key words, description, other user-defined criteria (Specify any limits to criterion), or combination of fields.	SR
PUR 145	Support various contract periods, including multiple year contracts (i.e., those that span fiscal and/or calendar years).	F
PUR 146	Record and track contract limits at user specified levels of detail over the life of the contract (e.g., 50% expended at half-way point in project).	SR
PUR 147	Encumber only a portion of a contract or purchase order based on fiscal year.	F
PUR 148	Drill down from contracts to solicitations (IFB/RFP).	F
PUR 149	Maintain and store historical information drawn from detailed system contract information and user defined information. (Specify any limits or exceptions in comments column.)	F
PUR 150	Attach multiple document types to contracts.	F
PUR 151	Notifications are sent to buyer when user-defined spending thresholds are met or exceeded.	F
	REVERSE AUCTIONS	
PUR 152	Facilitates pre-qualification of products and/or vendors:	F
PUR 153	Provides library of templates and contract clauses for preparing all Reverse Auction documents including the Requests for Qualifications (RFQ), the formal invitation, ultimate contract, etc.	F
PUR 154	Provides tools to issue RFQ electronically	F
PUR 155	Provides tools to receive RFQ responses electronically	F
PUR 156	Provides tools to evaluate RFQ responses and manage the evaluation process	F
PUR 157	Facilitates formal announcement of the auction	F
PUR 158	Provides tools to create an invitation for those qualified to participate in the auction.	F
PUR 159	Provides tools to issue the invitation.	F
PUR 160	Authenticates qualified participants as they log in for an auction.	F
PUR 161	Allows unlimited government observers.	F
PUR 162	Retains full history of all auction events, bid-by-bid with a time stamp.	F
PUR 163	As auction proceeds displays all events and the time, bid-by-bid.	F
PUR 164	Allows for real time communication by the auctioneer with the bidders as the auction proceeds.	F
PUR 165	Allows for extension of the bidding period during the live auction.	F
PUR 166	Provides tools to tabulate and evaluate bids at close of auction.	F
PUR 167	Provides tools to form the contract header and lines in the system.	F
	PROCUREMENT CARDS	

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Reference Number	Functional Requirements	Response
PUR 168	Accommodates (receive, store, analyze, etc.) Level III Data.	F
PUR 169	P-Card transactions are included in accumulators for IRS 1099 reporting.	SR
PUR 170	System accommodates encumbrances for purchase order transactions.	F
PUR 171	Users are notified when p-card is about to expire.	SR
PUR 172	Credit cards are not assigned to users until certain transactions are recorded (e.g., acknowledgment form received and scanned into application).	F
PUR 173	System assigns and tracks card to employee or work unit.	F
PUR 174	System assigns default account distribution to card.	F
PUR 175	System accommodates re-distribution of charges based on user-defined rules.	F
PUR 176	P-card transactions contain description fields.	F
PUR 177	System records maximum credit limit.	F
PUR 178	Once card is issued, account distribution is updated with approval.	F
PUR 179	System limits purchasing transactions by frequency (e.g., per month or per day) or other user-defined criteria (Specify any limits to criterion in comments column.)	SR
PUR 180	Frequency limitation can be overridden with proper security.	F
PUR 181	Spending restrictions can be defined by various user defined criteria. (Specify limits to criterion in comments column.)	SR
PUR 182	Track expenditures against credit cards issued to employees and work groups.	SR
PUR 183	Capture user statistics at the card level for user defined items. (Specify any limits or exceptions in comments column.)	SR
	QUERIES AND REPORTS	
PUR 184	Report and query from any field within the purchasing module.	SR
PUR 185	Report on purchasing transactions by:	
PUR 186	Contract	SR
PUR 187	Vendor & Commodity Codes	SR
PUR 188	User	SR
PUR 189	Department	SR
PUR 190	Report by active vendors.	SR
PUR 191	Report by inactive vendors.	SR
PUR 192	Open PO Report by: date, range of dates, vendor, account, commodity code, department.	SR

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Reference Number	Functional Requirements	Response
PUR 193	Open Requisition Report by: date, range of dates, vendor, account, commodity code, department.	SR
PUR 194	Solicitation Report by: date, range of dates, vendor, account, commodity code, department.	SR
PUR 195	All purchasing documents must be able to be queried via online within the system by user-defined criteria. Note any limitations or exceptions in comments column.	SR
PUR 196	Report on requisition to purchase order to receipt to invoice to payment turnaround time by department or buyer code.	SR
PUR 197	Create a purchase order register that lists purchase orders created for a specific time period by vendor, by buyer, by department, vendor type, commodity code.	SR
PUR 198	Produce backorder reports.	SR
PUR 199	Produce a receipt history report.	SR
PUR 200	Produce a receipt/invoice variance report.	SR
PUR 201	Produce a report of outstanding encumbrances for an effective date, that reconciles to general ledger.	SR
PUR 202	Produce purchasing activity reports by commodity code, vendor, contract or other user defined fields. Includes all spend: PO, P-card, etc.	SR
PUR 203	Track and report on solicitation transaction data.	SR
PUR 204	Track or report on contract data.	SR
PUR 205	Track or report on unreceived merchandise.	SR
PUR 206	Track or report on over-due merchandise (not received yet).	SR
PUR 207	Vendor Report to include :name, number, commodity, type, contract number.	SR
PUR 208	Reports may be selected on user-defined criteria. Note any exceptions or limitations in comments column.	SR
PUR 209	Query encumbrances on a real-time basis.	SR
PUR 210	Ad - hoc reporting.	SR
PUR 211	View expired contracts.	SR
PUR 212	Tracks internal metrics (e.g., internal milestones such as bid award, contract negotiations, etc.	SR
PUR 213	Reports variances between original purchase order and change order.	SR
PUR 214	Modify requisitions or purchase orders with appropriate security and/or workflow.	SR
PUR 215	Track length of process steps (i.e. the amount of time an item remains in someone's queue).	SR

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Reference Number	Functional Requirements	Response
	GENERAL REQUIREMENTS	
PA 1	System accommodates different business rules based upon organization (e.g., County Government vs. School District).	F
PA 2	System must have ability to generate forms (such as personnel action forms and position control) online with signature tracking and electronic signature. Auto fill default data from position record.	F
PA 3	System needs to be able to develop security for the system to the field level based on roles and responsibilities to include Organizational Level Security.	F
PA 4	System must have ability to calculate employee's total compensation package (including benefits).	F
PA 5	System must have ability to attach any scanned or imaged forms (e.g., resume, transcripts, letters of recommendation, benefit enrollment, etc.) to an employee or applicant record.	F
PA 6	System must have ability to restrict information, based on user security.	F
PA 7	System must have ability to print designated information such as imaged files, based on user security.	F
PA 8	System must have ability to accommodate workflow approvals of human resources related processes and documents.	F
PA 9	System must have ability to use the Internet or intranet as self service tools for updating personal information such as address, name, benefit enrollment, etc., with appropriate security restrictions.	F
PA 10	System utilizes effective dating Start and End Dates to include Future and Retro dates.	F
PA 11	System must have ability to produce form letters and mail merges.	F
PA 12	System must have ability to store case data (e.g. track conversations and follow-up).	F

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Reference Number	Functional Requirements	Response
PA 13	System should avoid duplicate data entry of new hire and other actions by using available applicant data or prior employee data. (i.e., system prevents two records with the same tax id or employee id).	F
PA 14	System Users, with proper security, can reverse personnel actions and update history and also be captured as part of audit trail.	F
PA 15	System provides ability to calculate rate and salaries based on different criteria (e.g., promotions, reclassifications, etc.).	F
PA 16	System tracks historical changes.	F
PA 17	System accommodates mass updates (e.g., positions and employees) based upon user-defined criteria.	F
PA 18	System supports workflow with date tracking (e.g., employees must initiate a transaction within a certain timeframe).	F
PA 19	System is compliant with Federal EEO reporting requirements.	F
PA 20	Data fields are table driven in order to accommodate regulatory and other types of changes affecting an employee record.	F
PA 21	Users, with proper security, can activate or inactivate fields for data entry.	F
PA 22	Users, with proper authority, can override system data.	F
PA 23	System has audit trail capabilities.	F
	APPLICANT TRACKING	
PA 24	Application process is initiated from user-defined business rules or system events (e.g., posting of vacancy).	F
PA 25	System allows resumes to be submitted on-line.	F
PA 26	System must have ability to accept applications over the Intranet and Internet.	F
PA 27	System must have ability to respond to applicants via the Internet or e-mail.	F
PA 28	System allows open positions or Job Announcements to be posted to the Intranet or Internet.	F
PA 29	System must have ability to generate application forms for general employment.	F
PA 30	System must have ability to relate application forms to specific positions or job announcements.	F
PA 31	System generates unique record number other than social security number.	F
PA 32	System tracks internal and external candidates.	F

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Reference Number	Functional Requirements	Response
PA 33	System should provide the ability to create a job posting announcement with information such as:	
PA 34	Reports to	F
PA 35	Location of work assignment	F
PA 36	Recruitment eligibility (internal and general public)	F
PA 37	Job duties/qualifications/Descriptions	F
PA 38	Salary range	F
PA 39	Closing date	F
PA 40	Contact person, mailing address, email address, and phone number	F
PA 41	Job number	F
PA 42	System has ability to generate job postings in paper and/or electronic media to enable communication via:	
PA 43	Traditional paper posting	F
PA 44	On-line via HRIS screens	F
PA 45	Internal and external electronic bulletin boards portals.	F
PA 46		
PA 47	System permits and supports "continuous recruitment" (i.e., the posting is always "open" even as applicants are hired into the job) based on job classification and location.	F
PA 48	System must have ability to maintain multiples of the following information, but not limited to, about job applicants with history:	
PA 49	Re-hire eligibility (e.g., restriction based upon past termination, etc.)	F
PA 50	Date of application	F
PA 51	Date of update	F
PA 52	Status (complete or incomplete)	F
PA 53	Name	F

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Reference Number	Functional Requirements	Response
PA 54	Primary address	F
PA 55	Home phone	F
PA 56	Work or other phone number	F
PA 57	E-mail address	F
PA 58	Position(s) applied/referred for	F
PA 59	Date of birth	F
PA 60	Gender	F
PA 61	Citizenship	F
PA 62	EEO Compliance Race and Gender Reporting by department	F
PA 63	File attachments (e.g., resumes)	F
PA 64	Education including:	
PA 65	Degree earned	F
PA 66	Year of graduation	F
PA 67	School	F
PA 68	Criminal background Information	F
PA 69	Previous employment information	F
PA 70	Years of relevant experience	F
PA 71	Certification, including:	
PA 72	State	F
PA 73	Type	F
PA 74	Validity period	F

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Reference Number	Functional Requirements	Response
PA 75	License/certification number	F
PA 76	Endorsements/competencies	F
PA 77	Results of required tests	F
PA 78	Date(s) and results of drug screening	F
PA 79	Disability - ADA status	F
PA 80	Medical testing date	F
PA 81	Physical data	F
PA 82	Psychological testing	F
PA 83	Public Safety pre-hire data	F
PA 84	Fingerprinting date	F
PA 85	Credit checks	F
PA 86	Veterans preference	F
PA 87	Optional additional information (indicate any limitations in comments column)	F
PA 88	System must have ability for new hires to complete forms via the Internet.	F
PA 89	System must have ability for system to notify user if application is already on file as an applicant.	F
PA 90	System must have ability for applicant to update information in application on file via the Internet.	F
PA 91	System must have ability to match applicants to requisition and rank applicants based upon:	
PA 92	Skills	F
PA 93	Education	F
PA 94	Training	F
PA 95	User-defined criteria (indicate any limitations in the comments column)	F

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Reference Number	Functional Requirements	Response
PA 96	System must have ability to view application status (i.e., interview pending, application being reviewed by department, position filled, etc.)..	F
PA 97	System must have ability to query applicant pool for certain characteristics (e.g., CDL).	F
PA 98	System must have ability to store complete history files of successful and non-successful candidates.	F
PA 99	System must have ability to inactivate applications after a user-defined period of time (e.g., application is only kept for 6 months from last update).	F
PA 100	System allows applicants to apply for multiple jobs and have multiple resumes on file	F
PA 101	System allows applicants to apply one resume to multiple job applications	F
PA 102	System must have ability to track periodic criminal history and credit checks and generate notifications when user-defined period is expiring (e.g., must check every three years).	F
PA 103	System must have ability to generate notifications to applicants that new criminal background check is about to be performed.	F
PA 104	System must have ability to track multiple position opportunities for a single applicant.	F
PA 105	System must have ability to generate interview invitations.	F
PA 106	System permits users to schedule interviews with qualified candidates.	F
PA 107	System produces candidate profiles for review by hiring managers.	F
PA 108		
PA 109		
PA 110	System permits users to record results of interviews, reference and background checks.	F
PA 111	System produces final list of candidates which may be ranked in order of candidate qualification.	F
PA 112	System permits a user to inquire into the employee data base for an internal applicant's work history.	F
PA 113	System must have ability to generate interview script based on the skills and qualifications required in the vacant position.	F
PA 114	System must have ability to generate thank you letters to unsuccessful candidates from a menu of templates.	F
PA 115	System must have ability to generate offer letters.	F
PA 116		

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Reference Number	Functional Requirements	Response
PA 117	System must have ability to provide for a hiring process checklist.	F
PA 118	System records details of the negotiation process:	
PA 119	Offer extended	F
PA 120	Salary offered	F
PA 121	Salary accepted	F
PA 122	Miscellaneous "long-text" and note fields	F
PA 123	Declined offer	F
PA 124	Reason for decline	F
PA 125	System must have ability for managers with staff openings to access applicant files.	F
PA 126	System must have ability to store test results (e.g., third-party assessments) on the applicant's file.	F
PA 127		
PA 128	System must have ability to support EEO and ADA analysis prior to hiring.	F
PA 129	System must have ability to record communication with the applicant.	F
PA 130	System must have ability to provide for an orientation process checklist that can be customized by and for each department and by job title.	F
PA 131	System must have ability to have applicant information moved to employee record if hired.	F
PA 132	System must have ability to maintain job announcement and job specification information.	F
PA 133	System must have ability to track whether vacancies are posted or advertised.	F
PA 134	System must have ability to distinguish between a conditional offer of employment and an offer.	F
PA 135	System provides new hire data to Virginia Employment Commission via an electronic interface.	F
PA 136	System should be able to flow data once employee accepts offer to Department of Information Technology (DIT) systems to allow for creation of employee technology user ids/passwords.	F
PA 137		
PA 138	System determines whether processes have disparate impact (i.e., is certification list balanced?, race/gender	SR

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Reference Number	Functional Requirements	Response
PA 139	System stores applicant self assessment data.	F
	POSITION DATA	
PA 140	System must have ability for departments to requisition positions on-line and attach the necessary documentation and information.	F
PA 141	Position history is maintained in system along with reasons for changes.	F
PA 142	System records position type (e.g., exempt).	F
PA 143	System provides ability to analyze EEO demographic data based on department and county diversity goals.	SR
PA 144	System must have ability to maintain a skills inventory for each position.	F
PA 145	System records and tracks required competencies per position (e.g., NCLB requirements).	F
PA 146	System must have ability to move positions from one location to another with proper authority and security approvals.	F
PA 147	System must have ability to ensure that only budgeted or authorized positions can be filled.	F
PA 148	System allows users, with proper authority, to override budget position control.	F
PA 149	System must have ability to maintain unlimited history on job vacancy (position) information.	F
PA 150	System needs to be able to allow an employee to have multiple positions and jobs attached to their records as well as being able to identify main position "level 1" (primary position).	F
PA 151	System supports changes to primary, secondary and all other position assignments.	F
PA 152	Positions can have more than one incumbent (e.g., shared position).	F
PA 153	System must be able to track FTE for each position as well as total FTE across all positions and for each department.	SR
PA 154	System tracks Work Performed by Others.	F
PA 155	System tracks the following budget position data:	
PA 156	Over Staff: Authorized position that is overstaffed (e.g., authorized position is budgeted for two employees but organization has put more than two employees in the position)	F
PA 157	Under Staff: (Authorized positions have available vacancies)	F
PA 158	Over Fill: (Incumbent is paid more than authorized position)	SR

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Reference Number	Functional Requirements	Response
PA 159	Under Fill: (Incumbent is paid less than authorized position)	SR
PA 160	System allows for mismatch between position and incumbent.	F
PA 161	System must have ability to track the following position data:	
PA 162	Title	F
PA 163	Description	F
PA 164	Classification	F
PA 165	Work Schedule	F
PA 166	Pay Schedule and Pay Grade	F
PA 167	Executive	F
PA 168	Department	F
PA 169	Division	F
PA 170	Unit/Subunit	F
PA 171	Position start date and end date	F
PA 172	Job title	F
PA 173	Job code	F
PA 174	Type	F
PA 175	Whether the position is a supervisor	F
PA 176	Physical work location	F
PA 177	Exempt/Non-exempt Status	F
PA 178	Percent of full time	F
PA 179	Probationary period(s) for multiple differing lengths including:	

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Reference Number	Functional Requirements	Response
PA 180	Initial	F
PA 181	Disciplinary	F
PA 182	Performance	F
PA 183	EEOC Category	F
PA 184	Status (active/inactive)	F
PA 185	User-defined criteria (indicate any limitations in the comments column)	F
PA 186	System allows for Supervisor Data to be tied to the position record and then flow to the employee.	F
	PERSONNEL DATA	
PA 187	Employee ID number does not represent social security number.	F
PA 188	System maintains and manages the following personnel information:	
PA 189	Name (unlimited number of characters - please note limitations in the notes field)	F
PA 190	Name changes	F
PA 191	Immigration status/I-9 information	F
PA 192	Prefixes (i.e., Mr., Ms., Dr.)	F
PA 193	Suffixes (i.e., Jr., III)	F
PA 194	Hyphenated names	F
PA 195	Preferred name	F
PA 196	Aliases	F
PA 197	Multiple addresses (e.g., legal address, mailing address, etc.)	F
PA 198	Marital status	F
PA 199	Spouse and multiple dependent data	F

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Reference Number	Functional Requirements	Response
PA 200	Social Security Number	F
PA 201	Employee number	F
PA 202	Birth date	F
PA 203	Gender	F
PA 204	Race	F
PA 205	Home phone	F
PA 206	Cell phone	F
PA 207	Pager	F
PA 208	Multiple e-mail addresses	F
PA 209	Multiple emergency contact name(s)	F
PA 210	Emergency contact phone (multiple)	F
PA 211	Sick Leave Code	F
PA 212	Military background/Veteran Status	F
PA 213	Citizenship	F
PA 214	Work authorization information including expiration date	F
PA 215	Whether employee is a telecommuter	F
PA 216	Original Date of Hire	F
PA 217	Continuation Date (after a leave of absence)	F
PA 218	Multiple Separation Dates	F
PA 219	Multiple Separation Reasons	F
PA 220	FICA class	F

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Reference Number	Functional Requirements	Response
PA 221	Benefit Date	F
PA 222	Retirement date and plan	F
PA 223	Date of death of retiree/active	F
PA 224	Driver's license information including expiration date and class	F
PA 225	Auto insurance information including policy expiration date	F
PA 226	Education (high school, college, graduate)	F
PA 227	Other Continuing Education	F
PA 228	Certifications and Validity Periods	F
PA 229	Required annual training	F
PA 230	Memberships in professional organizations or associations	F
PA 231	Digitized photograph	F
PA 232	Current assigned division/department and acting assignment(s)	F
PA 233	Preferred method of communication	F
PA 234	Skill or trade group	F
PA 235	Language skills	F
PA 236	User-defined fields	F
PA 237	System provides ability to track and notify employees of pending expirations (CDLs, licenses and certifications, I9s, Employment Eligibility Verification (EEV), etc.).	F
PA 238	System provides notification to department head, supervisor, and employee when job expires (such as seasonal or limited term positions) or when the employee reaches end of eligibility.	F
PA 239	System provides notification to department head, supervisor, and employee when employee has not worked for a defined period of time.	F
PA 240	System must have ability to establish temporary records that do not require position budgeting (e.g., contractors, volunteers, or interns).	F
PA 241	System must have ability to track length of time an employee has filled a position.	F

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Reference Number	Functional Requirements	Response
PA 242	System must have ability to calculate seniority based on hire date or re-hire date.	F
PA 243	System calculates length of service.	F
PA 244	System must have ability to record and track the items that have been assigned to an employee (i.e., keys, cell phones, pagers, ID cards, parking passes, key cards, etc.).	F
PA 245	System must have ability to track employee movement between positions.	F
PA 246	System must have ability to flag and restrict viewing of confidential information.	F
PA 247	System must have ability to utilize effective dating to maintain a history of changes to personnel data (i.e., name change due to marriage, divorce, etc.).	F
PA 248	System tracks years of career experience.	F
	PERSONNEL ACTION REQUESTS (PAR)	
PA 249	PAR form contains requestor data (e.g., account, organization, name, etc.).	F
PA 250	System accommodates immediate or pending PAR transactions.	F
PA 251	System permits position and employee data to automatically populates PAR forms.	F
PA 252	Systems can develop PAR templates (contains default data).	F
PA 253	System supports multiple types of action requests.	F
PA 254	System allows reason(s) to be attached to PAR.	F
PA 255	PAR forms support required fields.	F
PA 256	System validates data based on table structure and business rules.	F
PA 257	Supports effective dates (historical and future) for PAR transactions.	F
PA 258	System calculates business data and updates integrated modules (e.g., benefit rules, performance evaluation dates, annual salary, etc.) based on PAR data.	F
PA 259	System supports mass PAR transactions (e.g., step increases, anniversary date changes).	F
PA 260		
PA 261	System generates notifications to affected employees when PAR transactions occur.	F

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Reference Number	Functional Requirements	Response
PA 262	System has audit trail capabilities and maintains PAR history.	F
PA 263	Shows current and previous information on PAR forms.	F
PA 264	System accommodates workflow for changes to PAR.	F
	PERFORMANCE EVALUATIONS	
PA 265	System must have ability to record Employee review date.	F
PA 266	System must have ability to notify employees and supervisors of evaluation due dates.	F
PA 267	System must have ability to track performance goals and objectives against performance standards.	F
PA 268	System must have ability to attach unlimited performance evaluations to the employee record.	F
PA 269	System must have ability for performance evaluation form to include the skills and competencies that the position requires.	F
PA 270	System must have ability to track evaluation comments throughout the evaluation period (not just at due date).	F
PA 271	Users must have ability to create evaluation schedules.	F
PA 272	System creates evaluation dates based upon defined cycles.	F
PA 273	System schedule calculations take into account breaks in service and other events.	F
PA 274	System tracks evaluation completions and overdue status (through workflow).	F
PA 275	System must have ability to provide for user-defined employee goals and objectives.	F
PA 276	System accommodates performance evaluation "forms" that are linked to employee class.	F
PA 277	System tracks and monitors against a professional development plan for an employee.	F
PA 278	System tabulates results of evaluation and generates a personnel action and/or bonus payment based on results.	F
PA 279	System accommodates evaluation appeal process.	F
PA 280	System tracks evaluation history.	F
PA 281	System supports team evaluations with multiple concurrent evaluators.	F

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Reference Number	Functional Requirements	Response
PA 282	System provides ability to support a pay for performance system with multiple supervisors and eligible/due dates with weights and percentages calculated based on evaluation(s) from supervisor(s) established for behaviors, elements, and goals and calculate	F
PA 283	System provides ability for employees and supervisors to do "what-if" analysis on pay for performance.	F
PA 284	System accommodates a separate performance evaluation process for non-merit employees (for limited term and seasonal employees).	F
PA 285	System provides ability to analyze and produce statistics on performance evaluations based on user defined criteria (by department, county-wide, position, or employee).	SR
PA 286	Users, with proper security, can extend performance evaluation rating periods.	F
	SUCCESSION PLANNING	
PA 287	Succession plans are assigned to:	
PA 288		
PA 289		
PA 290	Succession Plan records the following types of data:	
PA 291	Supervisor Name	F
PA 292	Competency needs and requirements	F
PA 293	Position data	F
PA 294	Other attributes related to succession planning	F
PA 295	Competency ratings	F
PA 296	Training requirements	F
	WORKFORCE PLANNING	
PA 297	System enables workforce planning sheets to be integrated (i.e., data from ERP is downloaded to planning sheets).	SR
PA 298	System enables workforce forecasts to be based upon user-defined cycles.	SR
	COMPENSATION MANAGEMENT	
PA 299	System enables forecasts to be based on user-defined formulas (indicate any limitations in the comments column).	F

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Reference Number	Functional Requirements	Response
PA 300	System enables forecast calculations to be based on changes in system records (e.g., job re-classes or re-organizations).	F
	EMPLOYEE RELATIONS	
PA 301	System accommodates an unlimited number of actions per employee.	F
PA 302	System flags an employee record as having prior or pending disciplinary action, pre-existing accommodations, settlements, or special circumstances.	F
PA 303	System tracks the following information regarding a disciplinary action:	
PA 304	File Number	F
PA 305	Employee Name	F
PA 306	Department	F
PA 307	Supervisor Name	F
PA 308	Progressive/Egregious Action Flag	F
PA 309	Discipline Type (with table-driven drop down choices -- e.g., Documented Oral Warning, Written Reprimand, Written Warning, Suspension, Demotion, and Dismissals)	F
PA 310	Performance/Behavior Flag	F
PA 311	Union Representative/Advocate Representative (name and related data)	F
PA 312	Date(s) Discipline Rendered	F
PA 313	Issue/reason (with table-driven drop down choices)	F
PA 314	Grievance Filed Flag	F
PA 315	Deadline for Grievance Filing	F
PA 316	Unlimited notes and/or text entry	F
PA 317	Other user defined fields	F
PA 318	System calculates compliance dates based on date grievances filed.	F
PA 319	System must have ability to complete, submit, and track grievance filing and responses for employees and applicants using on-line forms.	F

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Reference Number	Functional Requirements	Response
PA 320	System must have ability for on-line forms to utilize workflow for review and approval throughout grievance process.	F
PA 321	System must have ability to facilitate a multi-step Grievance Tracking process which includes the following information throughout multiple iterations:	
PA 322	Grievance Number / EEOC charge number	F
PA 323	Grievance Filed Date	F
PA 324	Issue/reason (with table-driven drop down choices)	F
PA 325	Form of discrimination	F
PA 326	Name of supervisor at time of discipline	F
PA 327	Witnesses	F
PA 328	Event Dates (all steps of the complaint process)	F
PA 329	Decision Issued (e.g., Deferred, Denied, Upheld, Reduced, Settled, Reversed)	F
PA 330	Date Grievance Closed	F
PA 331	Date Declared Inactive	F
PA 332	Hearing Officer/Department Head	F
PA 333	Arbitrator	F
PA 334	Union Steward/Local Representative	F
PA 335	Leave Without Pay Penalty Flag	F
PA 336	Early Discovery Violated Flag	F
PA 337	Discipline to Remain in File Flag	F
PA 338	Cost of Arbitration	F
PA 339	Any other cost	F
PA 340	Total Cost	F

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Reference Number	Functional Requirements	Response
PA 341	Additional Hearing Dates	F
PA 342	Unlimited notes and/or text entry	F
PA 343	Other user defined fields	F
PA 344	System tracks the following minimum data regarding responses to grievances:	
PA 345	Date of Response	F
PA 346	Action taken	F
PA 347	Preparer	F
PA 348	Communication method	F
PA 349	System must have ability to attach associated documents and/or files to the Disciplinary Action or Grievance.	F
PA 350	System must have ability to create user defined number of discipline steps/levels.	F
PA 351	System must have ability to track all activities associated with the management of the issue.	F
PA 352	System must have ability to track suspensions and trigger notifications/ticklers on suspension dates.	F
PA 353	System provides case management capabilities for personnel actions.	F
	TERMINATION/POST EMPLOYMENT	
PA 354	System allows users to define which fields to reset as a result of separation (e.g., direct deposit information).	F
PA 355	System supports mass terminations.	F
PA 356	System enables employees in multiple positions to remain as an active record when one or more of their positions is terminated.	F
PA 357	**Termination**	
PA 358	System must have ability to flag the necessary steps to take when an employee is terminated (i.e. keys are returned and access to the system is denied).	F
PA 359	System provide for future, immediate, or past termination effective date.	F
PA 360	System provide for a user-defined termination process checklist.	F

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Reference Number	Functional Requirements	Response
PA 361	System automatically generate termination communications (COBRA documents, exit interview documents, carrier communications, security, etc.).	F
PA 362	System tracks reason for separation (e.g., layoff, termination, death, etc.).	F
PA 363	System tracks rehire eligibility.	F
PA 364	System retain employee records after termination, including training and certification history within the system.	F
PA 365	System generates notifications to payroll when certain actions/review may be required for termination (check leave balances, job history).	F
PA 366	System produces an alert when termination attempt is prior to the last date of time entry.	F
PA 367	**Retiree Data**	
PA 368	System tracks multiple break-in service requirements (e.g., 30 days for County; One Year for School employees, etc.).	F
PA 369	System must have ability to automatically produce health insurance premium changes based on eligibility status.	F
PA 370	System must have ability to track COBRA data.	F
PA 371	System must have ability to track other benefit subsidies.	F
PA 372	System must have ability to provide tracking of death for employees, retirees, or dependents.	F
PA 373	System needs to be able to track employees who return to work post Retirement (i.e. reemployed annuitants).	F
PA 374	System is able to track employees who elect to enter the DROP program (3 year period prior to retirements).	F
PA 375	System transfers benefit eligibility and current benefits information from active status to retiree status.	F
	SELF SERVICE	
PA 376	System must have ability to accommodate the following web capabilities, with the appropriate approval process and audit trail:	
PA 377	Preferred name	F
PA 378	Address Change	F
PA 379	Tax Updates	F
PA 380	Pay Stub or Remittance Slip Inquiry	F

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Reference Number	Functional Requirements	Response
PA 381	Leave and Benefit Balance Inquiry	F
PA 382	Deduction Calculator/Paycheck modeling	F
PA 383	Life Changes (e.g., marriage, new baby)	F
PA 384	Emergency Contact Information Maintenance	F
PA 385	Beneficiary Designees	F
PA 386	Bank account updates	F
PA 387	Work location	F
PA 388	Work phone number	F
PA 389	User-defined data (e.g., Summer Fund and Electronic Pay Advice)	F
PA 390	System enables address changes to automatically update tax jurisdiction	F
PA 391		
PA 392	System must have ability to store catalog of benefit information (description, qualifications, etc.).	F
PA 393	System must have ability to integrate a interactive voice response system & the a web based system to answer benefit questions, and give benefit information, complete enrollment, as well as change	F
PA 394	System should support an Open Enrollment Window.	F
PA 395		
PA 396	System should be able to allow employee to view position/job information.	F
PA 397	System must have ability for employee to check on status of evaluation.	F
PA 398	System should be able to allow employee to view dependent information.	F
PA 399	System enables managers to be able to view and update information on their direct reports in order to:	
PA 400	Complete evaluations	F
PA 401	View job history	F

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Reference Number	Functional Requirements	Response
PA 402	View leave history	F
	REPORTING/QUERYING	
PA 403	System must have ability to generate reports that comply with EEOC (e.g. 3-year applicant flow data) and OSHA	F
PA 404	System must have ability to generate customized management reports.	SR
PA 405	System must have ability to electronically produce reconciliation files for reimbursements of Medicare.	SR
PA 406	System must have ability to provide a position inventory report that includes all positions filled, unfilled, deleted, added, etc.	SR
PA 407	System must have ability to track sick time over 10 days.	SR
PA 408	System must have ability to receive a concise monthly listing of all leaves, including workers compensation.	SR
PA 409	System must have ability to list all filled and/or vacant positions with associated budgeted and actual costs.	SR
PA 410	System must have ability to generate seniority report based user defined date.	SR
PA 411	System must have ability to automatically figure salary calculations and budget impact statements (i.e., "what if" scenarios, trend analysis).	SR
PA 412	System must have ability to provide a fully capable "what-if" scenario generator for labor negotiations.	SR
PA 413	System must have ability to produce an employee profile containing job history, salary history, etc.	SR
PA 414	System must have ability to report on disability status including type of disability, length of time on disability, etc.	SR
PA 415	System must have ability to generate emergency contact lists (e.g., name, address, and phone number of law enforcement and public works individuals).	SR
PA 416	System must have ability to produce statistical reports which report recruiting information, such as gender, race, veteran status, etc. for applicants for a given position.	SR
PA 417	System must have ability to generate pre and post enrollment reports which list the plan, premiums, and deductions of all participants.	SR
PA 418	System must have ability to produce a report which lists who is taking COBRA coverage and for what length of time.	SR
PA 419	System must have ability to report on an individual employee's Flexible Spending Account history by:	
PA 420	Employee annual goal	SR
PA 421	Amount contributed YTD	SR

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Reference Number	Functional Requirements	Response
PA 422	Amount reimbursed YTD	SR
PA 423	Annual remaining balance	SR
PA 424	System must have ability to query and report from any field within the HR module.	SR
PA 425	System must have ability to query and report on any field within the employee master file.	SR
PA 426	System must have ability to generate the following reports:	
PA 427	Self-service transactions audit	SR
PA 428	Number of qualified applicants per vacancy	SR
PA 429	Movement between units report	SR
PA 430	Severance forecasting report	SR
PA 431	At risk position lists	SR
PA 432	Year-end liability report	SR
PA 433	Vacant Position report	SR
PA 434	Base Salary and Employee Count	SR
PA 435	Step increase information by employee	SR
PA 436	List of Dependents over 19 years old	SR
PA 437	Employees that are required to take drug testing	SR
PA 438	Dependent Care Deduction YTD	SR
PA 439	Health Care Deductions YTD	SR
PA 440	Management Jobs and Salary Schedules	SR
PA 441	Non-Management Jobs and Salary Schedules	SR
PA 442	Overtime	SR

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Reference Number	Functional Requirements	Response
PA 443	Part time hours	SR
PA 444	Alphabetical employees listing	SR
PA 445	All active employees, by Assignment title and Department Code	SR
PA 446	Insurance Enrollments	SR
PA 447	Dental benefits	SR
PA 448	Medical Benefits	SR
PA 449	Life insurance (base and optional):	SR
PA 450	Supplemental Life Insurance	SR
PA 451	Premium salary amounts	SR
PA 452	Turnover	SR
PA 453	Other standard cyclical reports	SR
PA 454	System should allow an ODBC connection to allow data access.	SR
PA 455	Salary and Employment verification.	SR
PA 456	System allows users to analyze the following, but not limited to, the data for Reduction in Force (RIF) and destaff:	
PA 457	Seniority	SR
PA 458	Position seniority	SR
PA 459	Secondary Job Classes	SR
PA 460	Negative performance evaluations	SR
PA 461	Placement offers	SR
PA 462	Offer date	SR
PA 463	Placement declines	SR

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Reference Number	Functional Requirements	Response
PA 464		
PA 465		
PA 466		
PA 467	Save-Pay (employees with pay from previous position and is placed in new position with old pay)	SR
PA 468	Severance pay	SR
PA 469	Benefit continuation overrides	SR
PA 470	Aging report on employee response to RIF actions	SR
PA 471	Demographics	SR
PA 472	Certifications	SR
PA 473	Preferred qualifications and specializations	SR
PA 474	Any other element in the ERP system	SR

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Reference Number	Functional Requirements	Response
	GENERAL REQUIREMENTS	
BEN 1	System is HIPAA compliant.	F
BEN 2	Supports multiple employee identification numbers.	F
BEN 3	Tracking of health insurance costs and benefit utilization (number of participants and individuals enrolled) and costs .	F
BEN 4	On-line inquiry into Employee Benefits information.	F
BEN 5	Ad-hoc reporting for generation of specialized one-time reports.	SR
BEN 6	Data required for Benefits Administration should be contained in the integrated database that will be shared by all HR/Payroll components. No redundant data should be entered or stored to support this component.	F
BEN 7	Benefits administration must provide functional integration with at least the following system components:	
BEN 8	Personnel Administration	F
BEN 9	Position Control	F
BEN 10	Budgeting	F
BEN 11	Compensation	F
BEN 12	Payroll	F
BEN 13	Accounts Payable	F
BEN 14	Time and Attendance	F
BEN 15	Benefits transactions accommodate chart of account distributions.	F

FINAL

Functional Category: Benefits

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Reference Number	Functional Requirements	Response
BEN 16	In addition to the above listed human resource components that are integrated with Employee Benefits, a number of systems and internal and external organizations will be interfaced to the system:	
BEN 17		
BEN 18		
BEN 19		
BEN 20		
BEN 21		
BEN 22		
BEN 23		
BEN 24		
BEN 25		
BEN 26	Provide information to third party administrators on:	
BEN 27	Utilization	SR
BEN 28	Demographic data to include salaries, terminations, elections, beneficiaries, etc.	SR
BEN 29		
BEN 30		
BEN 31	System should maintain benefit transactions history, as defined, by participant and position to Include an audit trail on who made the changes and date/time stamp change was made.	F
BEN 32	Supports case management (e.g.. Call Management) functions.	F
BEN 33		
BEN 34	System supports prioritization of deductions taken.	F
BEN 35	System must allow for the establishment and administration of "cafeteria" and cafeteria 125 benefit plans and provide notification to employees when eligible.	F
	SELF-SERVICE FUNCTIONS	
BEN 36	System supports the ability to elect or opt-out of all non-mandatory benefit plans.	F
BEN 37	System to provide browser based participant self service capability for the following benefits administration functions based on qualifying events:	

FINAL

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Reference Number	Functional Requirements	Response
BEN 38	Current benefits elections	F
BEN 39	Explanation of benefit options	F
BEN 40	Open enrollment and mid-year status change events for all benefits for both employees and retirees and employees and retirees of affiliated employers.	F
BEN 41	Maintenance of dependent information (to include non-familial data)	F
BEN 42	Beneficiary information	F
BEN 43	Benefit package pricing worksheet (participant costs)	F
BEN 44	Benefit eligibility checking at time of enrollment	F
BEN 45	Notification of required documentation based on change (i.e. Birth Certificate, Marriage Certificate, etc)	F
BEN 46	Confirmation notifications to employee when elections are made online. Option to notify via email or US Mail.	F
BEN 47	Users may notify plan administrators authorized contact persons	F
BEN 48	Users may update authorized contacts lists relationship	F
BEN 49	Users may enroll in cafeteria plans through the self-service portal.	F
BEN 50	System should allow assignment of different beneficiaries to different plans.	F
BEN 51	System calculates benefits based upon salary "as of" dates.	F
	BENEFIT PLAN ADMINISTRATION	
BEN 52	System supports multiple types of benefit plans, including, but not limited to the following (describe any exceptions or limitations in the comments column):	
BEN 53	Deferred Compensation (e.g., 401a/457/403b as well as multiple providers)	F
BEN 54	Cafeteria Plan	F
BEN 55	Medical	F
BEN 56	Life Insurance - Employer paid and Supplemental	F
BEN 57	Dental	F
BEN 58		
BEN 59	Long term disability	F
BEN 60	Short term disability	F
BEN 61	Savings Bond purchases	F

FINAL

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Reference Number	Functional Requirements	Response
BEN 62	Defined Contribution (Employer Match)	F
BEN 63	Retirement - Defined Benefit	F
BEN 64	Tax sheltered annuity	F
BEN 65	Wellness initiatives and incentives (some generating imputed income)	F
BEN 66	Transit Subsidies	F
BEN 67	Miscellaneous Benefits and Deductions (i.e. Dues)	F
BEN 68	Long-term care	F
BEN 69	Deferred health option (retiree pays fee to participate in plan later)	F
BEN 70	System tracks mandated or court ordered benefits for dependent coverage.	F
BEN 71	System supports multiple versions of benefit plans. Plan versions are processed based on effective date.	F
BEN 72	System stores benefit plan rules on-line.	F
BEN 73	System tracks dependent and beneficiary information.	F
BEN 74	Users may notify plan administrators authorized contact persons.	F
BEN 75	Users may update authorized contacts lists relationship.	F
BEN 76	Integrated Disability Management (i.e., Workers' Compensation, Short-term disability, long term disability, accrued leave).	F
BEN 77	The system has the ability to enter and track dual and/or temporary changes in employee status and track the corresponding accruals (time and money) in accordance with County and School policy (i.e., LWOP, Military Leave, etc.).	F
BEN 78	System calculates integrated disability management benefits based on employment status.	F
BEN 79	Initiation of and return from leave without pay (LWOP) or leave of absence including calculations of premiums due and accounts receivable process.	F
	COBRA	
BEN 80	Perform billing and collection functions for other direct pay participants (e.g., retirees, LOA, LWOP, etc. as applicable).	F
BEN 81	System supports the ability to automatically enforce COBRA rules based on length of coverage.	F
BEN 82	System supports the ability to automatically disqualify a term due to termination type (i.e., gross misconduct).	F
BEN 83	System should be able to automatically track and notify employees and dependents based on Termination Date or Eligibility Age Offs.	F
BEN 84	System tracks and sends communication to participants.	F
BEN 85		

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Functional Category: Benefits

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Reference Number	Functional Requirements	Response
BEN 86	System sends and tracks dunning letters for non-paying participants.	F
BEN 87	System terminates enrollment for non-payment of COBRA payments.	F
BEN 88	System provides the ability to "flag" various benefit plans offered to participants as COBRA eligible.	F
BEN 89	System allows for the tracking of COBRA eligibility based on user-defined criteria. Note any exceptions or limitations in the comments column.	F
BEN 90	System should also provide notification of proximity to expiration of COBRA coverage.	F
BEN 91	Users define qualifying events in system. Note any exceptions or limitations in comments column.	F
BEN 92	Business rules and process are tied to qualifying events.	F
BEN 93	Notifications (e.g., workflow announcements, form letters, etc.) are initiated as a result of a qualifying event.	F
BEN 94	Prepare COBRA/direct pay billings upon request:	
BEN 95	Annual (in mass)	F
BEN 96	One-time	F
BEN 97	User-defined (note any exceptions or limitations in comments column)	F
BEN 98	Track initial COBRA payments and monthly payments (including ACH), short payments, late payments and produce warning/cancel letters.	F
BEN 99	System should provide ability to monitor residence address changes and trigger notification of those events effecting all insurance and HMO participation and eligibility. Add section - monitor Medicare eligibility and trigger notification of need to supply documentation, change plans or drop COBRA.	F
BEN 100		
BEN 101		
BEN 102		
	BENEFIT PLAN ELIGIBILITY	
BEN 103	System maintains multiple eligibility and enrollment dates for different benefit plans based on different rules.	F
BEN 104	Provide notifications to participants of benefit eligibility when eligibility begins or changes and as part of the annual enrollment process (email and letter).	F
BEN 105	Provide notification to benefits administration that participant's eligibility is beginning or changing.	F
BEN 106	System automatically determines participant eligibility by:	
BEN 107	Employment status (full time, part time, etc.)	F

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Reference Number	Functional Requirements	Response
BEN 108	Job class	F
BEN 109	Effective date	F
BEN 110	Length of employment	F
BEN 111	Hours worked by period	F
BEN 112	Prior elections	F
BEN 113	Position	F
BEN 114	Automatic enrollment into Mandatory Benefits (Defined Benefits, Life Insurance, Long Term Disability).	F
BEN 115	Participant Status (e.g., DROP, PLOP, WAR, etc.)	F
BEN 116	Location (e.g., address)	F
BEN 117		
BEN 118		
BEN 119	System supports workflow based on user defined business rules/processes. Note any exceptions or limitations in comments column.	F
BEN 120	System prevents participants from being enrolled in a plan for which they are not eligible, with override capability for exceptions.	F
BEN 121	System track eligibility for dependents (including disability and student status with annual recertification tracking).	F
BEN 122	System should provide for processing the following benefits eligibility events:	
BEN 123	Establishment and maintenance of participant information	F
BEN 124	Activation of coverage for participant, spouse, and non-spouse dependents	F
BEN 125	Activation of coverage for survivors (former dependents of participants that are allowed to continue their benefits coverage)	F
BEN 126	Maintenance of beneficiary information (with different beneficiaries for different benefits)	F
BEN 127	Evidence of insurability (ability to suspend election until EOI approved, online form completion, direct interface for EOI submission to plan, various notifications)	F
BEN 128	New hires, re-hires, re-employments, working after retirement, reemployed annuitants	F
BEN 129	Terminating/retiring employees (permanent and temporary employees)	F
BEN 130	Termination of coverage for participant, spouse and non-spouse dependents	F
BEN 131	Participant transfers	F
BEN 132	Provide for the tracking of additional documentation requirements (including pending enrollments until documents are received or coverage is approved).	F

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Reference Number	Functional Requirements	Response
BEN 133	Notify participant when documentation is required.	F
BEN 134	Notify HR when additional documentation is not provided as required.	F
BEN 135	Using configurable forms and workflow technology, incomplete enrollments are terminated based on user-defined date conditions	F
BEN 136	Using configurable forms and workflow technology, applicants are notified of incomplete enrollment data based on administrator defined criteria	F
BEN 137	System provides benefits enrollment verification indicating choices and associated information (i.e., levels of coverage, deduction amounts) via:	
BEN 138	Online (web access)	F
BEN 139	Letter	F
BEN 140	The system should permit continuity of benefits coverage for eligible employees during periods in which they are not receiving pay, such as teachers, food service workers, bus drivers, crossing guards, school nurses, clinic room aides etc.	F
BEN 141	The system should prevent extension of benefits coverage beyond the expiration date of contract employees.	F
BEN 142		
BEN 143		
BEN 144		
BEN 145		
BEN 146	System links changes to a participant's plan such that when adding a new plan the system will delete / supersede the old plan.	F
BEN 147	System provides a chronological history of Benefits elections.	F
BEN 148	System overrides plan specifics at the employee level for exception handling.	F
BEN 149	System tracks retirement vesting of employees.	F
BEN 150	Employees that are vested in a retirement plan have the option to remain in current plan or elect to participate in retirement plan.	F
BEN 151	Tracks employee eligibility for retirement based on user-defined rules.	F
	BENEFIT PLAN COSTS	
BEN 152	Refund of benefit premiums to participants and collection of missed/short premiums over varying time periods with tracking information to show where the extra payment should be applied.	F
BEN 153	System should provide for the following financial processes associated with group benefits administration, including:	
BEN 154		
BEN 155	Calculation and processing of payments to benefit providers	F

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Reference Number	Functional Requirements	Response
BEN 156	Secure electronic transmission of eligibility information to benefit providers	F
BEN 157		
BEN 158		
BEN 159	Assuming an interface exists between Benefits and A/R, users can bill other agencies (State) for benefit participation.	F
BEN 160	System must provide at least the following methods of calculating employee/employer premium costs:	
BEN 161	Percentage	F
BEN 162	Flat amount	F
BEN 163	Annual limits must be applied including limits that change mid-year due to age, status change, etc.	F
BEN 164		
BEN 165		
BEN 166	User defined tier levels	F
BEN 167	Pre or post taxable income calculation	F
BEN 168	Monthly limit	F
BEN 169	Age and or Salary	F
BEN 170	Amount of coverage	F
BEN 171	System must be able to handle employment contracts of varying lengths, i.e., 10, 11, 12 months.	F
BEN 172	Imputed income	F
BEN 173	Additional Non-Cash Taxable Fringe Benefits	F
BEN 174	Type of employee (e.g., full-time; part-time)	F
BEN 175	User-defined rules (i.e., to cover grandfather clauses) Note any exceptions or limitations in comments column.	F
BEN 176	Tracks and calculates unused 457 deferrals.	F
BEN 177	Captures beginning and end date for 457 catch up.	F
BEN 178	System applies IRS defined limits for contributions and salary.	F
BEN 179	System calculates limits based upon catch up eligibility election.	F
BEN 180		

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Reference Number	Functional Requirements	Response
BEN 181	System automatically generates transactions based upon actuals reporting.	F
BEN 182	Automated transactions require approval prior to final posting.	F
BEN 183	System must calculate costs based on effective date with more than one cost effective during a particular period (pro-rate).	F
BEN 184	System accumulates benefit costs by:	
BEN 185	Department/organization/grant and other COA information	F
BEN 186	Benefit type	F
BEN 187	Program	F
BEN 188	Plan	F
BEN 189	Provider	F
BEN 190	Participant	F
BEN 191	Job Classification	F
BEN 192	System must accept adjustments and overrides.	F
BEN 193		
BEN 194	System maintains premium or contribution rate history (employee and employer costs) on-line by:	
BEN 195	Plan	F
BEN 196	Participant	F
BEN 197	Provider	F
BEN 198	System tracks current and historical and expected benefit/premium costs including:	
BEN 199	Employer Cost	F
BEN 200	Participant cost	F
BEN 201	Total premiums/contributions	F
	PROVIDER/CONTRACT ADMINISTRATION	
BEN 202	System supports import and export of data to and from outside contract administrators.	F
BEN 203	System provides analysis and "WHAT-IF" capabilities for contract analysis purposes.	F
BEN 204	Forecasts expected premiums for individuals or in aggregate based on:	

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Reference Number	Functional Requirements	Response
BEN 205		
BEN 206		
BEN 207		
BEN 208		
BEN 209	Validates the following for individuals:	
BEN 210	Actual participants	F
BEN 211	Dependents	F
BEN 212	Tier	F
BEN 213	Plan	F
BEN 214	Effective dates	F
BEN 215	Term dates	F
BEN 216	Plan term dates	F
BEN 217	Validated last day worked/paid status (e.g., leave)	F
BEN 218	FMLA Status	F
BEN 219		
BEN 220		
	RETIREE BENEFITS	
BEN 221	System accommodates subsidies to participants for premium payments.	F
BEN 222		
BEN 223	System automatically generates letters to participants based on certain events such as:	
BEN 224	Prior to 65th birthday	F
BEN 225	Other user defined events (note any exceptions or limitations in comments column)	F
	DATA REQUIREMENTS	
BEN 226	System tracks the following key data on providers:	
BEN 227	Provider ID	F

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Reference Number	Functional Requirements	Response
BEN 228	Full name	F
BEN 229	Short name	F
BEN 230	Address	F
BEN 231	Multiple Contact Name, Job Title, and Phone	F
BEN 232	Direct Deposit Banking data	F
BEN 233	Tax ID Number	F
BEN 234	History of changes (dates)	F
BEN 235	Reason code for changes	F
BEN 236	Vendor or TPA assigned number to participant	F
BEN 237	System defines the following data for benefit plans:	
BEN 238	Plan Type	F
BEN 239	Plan name/number	F
BEN 240	Eligibility data	F
BEN 241	Option code (e.g., Different versions of coverage within plans)	F
BEN 242	Contribution type	F
BEN 243	Effective start and stop of plan dates	F
BEN 244	Contract renewal date	F
BEN 245	Employer and Employee rate	F
BEN 246	Level of coverage	F
BEN 247	Options to coincide with pay frequencies and deduction cycles.	F
BEN 248	Option Biweekly amount with only some benefits paid on third pay in month	F
BEN 249	System tracks the following key data for benefit packages:	
BEN 250	Deduction code	F
BEN 251	Description	F
BEN 252	Effective date	F

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Reference Number	Functional Requirements	Response
BEN 253	Provider ID	F
BEN 254	Plan code	F
BEN 255	Calculation method (fixed. % gross, etc.)	F
BEN 256	Frequency of deduction allowed	F
BEN 257	Total cost	F
BEN 258	Maximum Employer Contribution (% and/or $)	F
BEN 259		
BEN 260	Voluntary/Mandatory	F
BEN 261	Transit Benefits	F
BEN 262	System tracks the following key deduction data for participant selected benefits:	
BEN 263	Employee number	F
BEN 264	Primary Care Provider(s)	F
BEN 265	Plan code	F
BEN 266	Effective date	F
BEN 267	Deduction amount (flat or percentage amount)	F
BEN 268	Additional amount	F
BEN 269	Annual limits	F
BEN 270	Expected YTD and Actual YTD deductions	F
BEN 271	Annual Limit percent of gross	F
BEN 272	Actual deduction last pay period	F
BEN 273	Frequency of deduction	F
BEN 274	Flexible benefit plan indicator	F
BEN 275	Retirement contribution deductions	F
BEN 276	Balance owed / outstanding	F
BEN 277	Savings Bond amounts	F

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Reference Number	Functional Requirements	Response
BEN 278	Stores employee's Opt-Out acknowledgement	F
BEN 279	Non-employees (e.g., affiliates)	F
BEN 280	System tracks the following key data for dependent benefits:	
BEN 281	Name	F
BEN 282	Multiple Address	F
BEN 283	Social security number	F
BEN 284	Unique ID number for dependent	F
BEN 285	Date of birth	F
BEN 286	Employee number of subscriber	F
BEN 287	Gender	F
BEN 288	Relationship to employee	F
BEN 289	Student/disability status	F
BEN 290	Graduation	F
BEN 291	Recertification date	F
BEN 292	School	F
BEN 293	Effective date	F
BEN 294	End date	F
BEN 295	Date of death	F
BEN 296	Primary Care Provider(s)	F
BEN 297	Medicare A,B,D coverage and effective dates	F
BEN 298	Event date (i.e., adoption and/or placement)	F
BEN 299	Event description	F
BEN 300	Coverage selected (i.e., plan)	F
BEN 301	Other insurance plan information	F
BEN 302	Primary coverage indicator	F

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Reference Number	Functional Requirements	Response
BEN 303	System tracks the beneficiary/contingent beneficiaries for each benefit:	
BEN 304	Type (e.g., primary or contingent)	F
BEN 305	Name	F
BEN 306	Relationship	F
BEN 307	Date of birth	F
BEN 308	Address	F
BEN 309	Effective date	F
BEN 310	Trustee Information	F
BEN 311	Allocation	F
BEN 312	Plan	F
	REPORTING REQUIREMENTS	
BEN 313		
BEN 314	Provider reporting that provides the following functions on detailed and summary reports:	
BEN 315	Plan participation	SR
BEN 316	Plan revenues	SR
BEN 317		
BEN 318	Provide reporting for Departments that provides the following on detailed and summary reports:	
BEN 319	Employee participation by plan	SR
BEN 320	Costs by plan	SR
BEN 321	Costs by organizational unit	SR
BEN 322	Costs by benefit type	SR
BEN 323	Employees eligible but not participating	SR
BEN 324	System prints mailing labels for:	
BEN 325	All employees	SR
BEN 326	Employees within a given benefit plan	SR

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Reference Number	Functional Requirements	Response
BEN 327	Employees within a given benefit status	SR
BEN 328	Retirees	SR
BEN 329	Employees within a given job class	SR
BEN 330	Employees within a given Department, by index, by location code	SR
BEN 331	System provides reports reflecting eligible employees not enrolled in benefit plans.	SR
BEN 332		
BEN 333	Ad-hoc reporting for generation of specialized one-time reports.	SR
BEN 334	Exception reporting to identify deductions not taken, year-to-date differences, changes in mid-month, refunds/paybacks, etc.	SR
BEN 335		
BEN 336	System should be ODBC compatible.	SR
BEN 337	System should allow for reporting on any field within the Benefits system.	SR
BEN 338	System supports mail merges.	SR
BEN 339	System tracks census data for analysis of specific plans:	
BEN 340	Age	SR
BEN 341	Family make-up (dependents)	SR
BEN 342	Gender	SR
BEN 343	Experience and length of service	SR
BEN 344		

FINAL

Functional Category: Training Management

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Reference Number	Functional Requirements	Response
	GENERAL REQUIREMENTS	
TRN 1	System should provide for the definition of a standard education and career development curriculum based on position, job class, 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.	F
TRN 2		
TRN 3	System should provide for the definition of a professional development plan, including standard and alternative career paths.	F
TRN 4	System shall support the functions of training, employee development, skills tracking, testing, licenses, and certifications. At a minimum, the following broad functions will be supported:	
TRN 5		
TRN 6	Creation, tracking, and maintenance of classes (a group of one or more lessons - same class can belong to more than one course)	F
TRN 7	Creation, tracking and maintenance of courses (a group of one or more classes - same course can belong to more than one program/curriculum)	F
TRN 8	Creation, tracking, and maintenance of programs / curriculums (a group of one or more courses)	F
TRN 9	Using an interactive form, track of external training - training provided by other agencies, vendors, and organizations	F
TRN 10		
TRN 11		
	MANDATORY TRAINING	
TRN 12	System should provide the capability to track and report direct costs from the financial module for training including costs for training instructor(s) (whether staff time or contractor-provided), venue cost, travel expenses, materials, etc. by individual, course, chart of accounts, for user defined time periods.	F
TRN 13	System should provide the capability to track and report indirect costs for training including employee time by classification, hourly cost linked to a salary table, etc. by individual, course, chart of accounts, etc.	F
TRN 14	System should provide the capability to book conference rooms directly related to training	F
TRN 15		
TRN 16		
TRN 17	System should provide on-line inquiry screens that displays training data including but not limited to budget and financial information.	F
TRN 18	System should provide on-line approval of training budget requests based on varying levels of security as defined by the department.	F
TRN 19	System should provide the capability to summarize varying levels of chart of account codes such as organization, expenditure, and fund levels, etc.	F
TRN 20	System must be able to capture all of the costs of providing training, including instructor fees, materials, books, equipment rental, etc. In addition, the system must allow a fee to be set for each course/class, separate from the costing information. The system must allow for different fees for different audiences, such as internal and external participants.	F
TRN 21		

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Reference Number	Functional Requirements	Response
TRN 22		
TRN 23		
TRN 24	System must allow attributes of the training site to be maintained along with the site. Examples of such attributes include: maximum capacity, number of computers, equipment available, etc.	F
TRN 25	System must be able to convert and use data from the current Learning Management Systems in the County.	F
	ANNOUNCEMENT AND NOTIFICATION	
TRN 26	System registers, informs and provides notification to all learners through e-mail or online (web) confirmations through the learner's home page.	F
TRN 27	Using workflow, system provides announcement feature for students by specific groupings by bulletin board or by email. For example: new additions to catalog	F
TRN 28		
TRN 29	System provides automated reminders sent via e-mail to the student, and to the student's supervisor to notify students of: receipt of nomination/application, acceptance in a class, reminder of an upcoming course, any course status changes, assignment of an assessment/course evaluation/survey, and successful completion of a course. Has the capability to provide that any course, event, or learner attributes be available for use in e-mail notifications.	F
TRN 30	System provides ability to customize notification e-mails (i.e. on a per-location basis or per division, branch, etc. {e.g., different e-mails sent out for different locations} and a per course-type basis {e.g., different e-mails sent for self-paced learning vs. instructor-led}).	F
TRN 31	System notifies the learner if prerequisite credentials prevent registration and offers equivalencies / alternatives and information about prerequisite training opportunities.	F
	ONLINE CONTENT ACCESS	
TRN 32	Uses SCORM and AICC standard to achieve modularity and ease of content use/reuse.	F
TRN 33		
TRN 34	Seamlessly accesses both SCORM and AICC conformant and non-SCORM content assets.	F
TRN 35	Launches third-party content and provides test bed for testing prior to formal launch.	F
TRN 36	Uses authentication code to enable user-transparent navigation between third party providers and the LMS.	F
TRN 37	Provides the capability to successfully launch, track, and record progress of student performance on courseware.	F
TRN 38	Tracks, in accordance with latest version of SCORM and AICC, all usage rates, completion rates, and test scores and reports the results.	F
	CONTENT PRODUCTION	
TRN 39	Recordings of virtual classroom events can be immediately made part of content library and made available to those individuals who could not attend the live event (including the capture of their responses to surveys and testing materials provided during the live session).	F
TRN 40	Provide correlation of reusable content objects to the classifications and categories of personnel responsible for the performance of task associated with the information.	F
TRN 41	Combines internally developed materials with materials from third-party vendors to create organization-specific materials.	F
TRN 42	Assemble Exams and Assign them to the Course Outline .	F

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Reference Number	Functional Requirements	Response
TRN 43	Courseware to be output in numerous formats and presentations, including, but not limited to: E-Learning, SCORM and AICC Compliant Content Packages, Microsoft Word and PowerPoint files, PDF, and XML.	F
TRN 44	Manages the development process by providing workflow tools to allocate resources, assign tasks, coordinate communication and produce reports in a multi-developer, team environment.	F
TRN 45	Provides archiving capabilities for all assets over the life cycle of the project.	F
TRN 46	Uses customized meta-data tagging of both the organizational hierarchies and the physical assets to provide search capabilities and reporting functions.	F
TRN 47	Automatically generates production reports.	F
TRN 48	Contains all organizational structures (performance tasks, objectives, lessons, etc.) and media assets (graphics, text, audio, etc.) in a central repository.	F
TRN 49	Provides internal and external quality assurance and discrepancy tracking of individual organizational elements and media assets.	F
TRN 50	Media should include work assignments online, ownership, enables collaboration with content developers and quality assurance, standardize procedures, standardize meta-tagging for searches, and maintain link between production files and source files, and other user-defined criteria (Specify any limits to criterion in comments column.)	F
TRN 51	Content developers should be able to list work assignments, enable collaboration between developers and quality assurance, standardize text and media elements, provide templates for content, standardize global navigation and learner tools, and allow immediate testing of content.	F
TRN 52	Instructional designers should be able to maintain links between training analysis, objectives and content, create development standards, presentation templates, and maintain consistency in meta-tags, and other user-defined criteria (Specify any limits to criterion in comments column.)	F
TRN 53	Project management should be able to grant access rights, list work assignments, collect production data, provide report templates.	F
TRN 54	Quality assurance should list contents for review, support QA plan for tracking/correcting problems, track compliance policies/standards, generate reports to identify problems, and link content to objectives and analysis during review, and other user-defined criteria (Specify any limits to criterion in comments column.)	F
TRN 55	Customer project management ensures adherence to reporting standards/specifications and provides standard progress reports.	F
TRN 56	Customer content review should enable online review of learning objectives, course guidelines, course templates, course content and review/tracking of previous review comments, and other user-defined criteria (Specify any limits to criterion in comments column.)	F
	VIRTUAL CLASSROOM	
TRN 57	Allows presentations to be hosted from any Internet or intranet connected workstation.	F
TRN 58	Enables message boards and/or blogs to support threaded discussions and connection to subject matter experts, with security protocols.	F

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Reference Number	Functional Requirements	Response
TRN 59	Supports live chat rooms and text chats that provide synchronous discussions among working, virtual classroom functionality integrated into the platform.	F
TRN 60	Provides online technical support for virtual classrooms.	F
TRN 61	Creates and launches live and recorded web casts and virtual meetings.	F
TRN 62	Has the ability to integrate various learning elements into a single blended learning delivery strategy.	F
TRN 63	Provides feedback mechanisms, including user forums, used for collaboration and chat.	F
TRN 64	Has the ability to leverage the power of applications such as NetMeeting, Centra, and SharePoint.	F
	TRAINING ADMINISTRATION	
TRN 65	Manages every form of training, including, but not limited to online courses, web-casting events, external training and instructor-led classes, and blended learning. Tracks student progress and creates detailed test results.	F
TRN 66	Registers students individually or through a batch upload facility and allows students to register themselves.	F
TRN 67	Provides user-friendly interface for administrators so that no programming skills are required.	F
TRN 68	Allows remote administration, with proper security.	F
TRN 69	Sets completion dates for courses, tests and certifications.	F
TRN 70	Administrator has ability to manage notification e-mails and also easily turn off notifications.	F
TRN 71	Secures both the features of the system and the underlying data by assigning roles or security levels to users.	F
TRN 72	Allows site branding capabilities such as customizing the look and feel of the site by importing logos and background colors.	F
TRN 73		
TRN 74	Provides password administration.	F
TRN 75	Provides a comprehensive, step-by-step, customized, user friendly, user's manual including detailed job aids and an online course for using the system.	F
	WORKFORCE PLANNING / COMPETENCY ASSESSMENT	
TRN 76	Creates and edits assessment tests.	F
TRN 77	Randomizes assessment questions.	F
TRN 78	Allows test questions to be weighted differently.	F
TRN 79	Distributes and delivers assessment tests.	F
TRN 80	Reports on assessment results (students who have taken tests, results of tests).	SR
TRN 81	Provides learners and managers the ability to view assessment results as defined by system.	F
TRN 82	Tracks course progress, assessments and completion regardless of course format.	F
TRN 83	Automatically records test scores from standards-compliant content, updating profiles according to system rules (with manual override).	F
TRN 84	Identifies gaps in assessed skills/competencies relative to job competencies.	F
TRN 85	Includes pre-test options that allow "opt-out" capabilities.	F
TRN 86	Supports practice tests.	F
TRN 87	Allows assessments to be performed before, during, and after course participation.	F
TRN 88	Provides trigger "pointers" to remedial materials or otherwise highlights areas that need improvement.	F
TRN 89		
TRN 90		
TRN 91		

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Reference Number	Functional Requirements	Response
TRN 92	Has the capability to support multiple competency rating models including Likert, BARS, and pass/fail scales.	F
TRN 93	Has the ability to perform the full range of workforce planning and performance management functions.	F
TRN 94	Performs and displays a gap analysis between the student's personal competencies and any job series' competencies.	F
TRN 95	Supports gap analysis, skills assessment and other pertinent forecasting.	F
TRN 96	Provides a means for supervisors to conduct a skills gap analysis of subordinates.	F
TRN 97	Tracks competency requirements for each student, based on: job and/or additional job roles, and supervisory assignment.	F
TRN 98	The system should provide a means of matching the competency needs identified in the IDP to courses in the system which address these needed competencies.	F
TRN 99	Allows competencies to be linked to the student, indicating that the student has the competency to the specified level.	F
TRN 100	Supports creation and maintenance of Individual Development Plans (IDPs) for each student for current and desired positions. An IDP consists of a set of competencies that the student is requested to attain.	F
TRN 101	Creates Learning Plans or IDPs (Individual Development Plans)	F
TRN 102	Accommodates multiple individual career development/learning plans.	F
TRN 103	Allows each competency to be associated with a designated scale (e.g., present/absent, 1-2-3, high, medium, low, etc.). The scale can be varied by competency.	F
TRN 104	Provides supervisor with a "chain of curriculum" profile by job series that outlines specific sequence of courses necessary for competency to conduct career development counseling with student.	F
TRN 105	Supports fulfillment of individual development plans based upon three views at the organization level, occupational series level, and individual view.	F
TRN 106	Associates a primary job position with a curriculum.	F
TRN 107	Associates a curriculum with a certification.	F
TRN 108	Associates a certification with a curriculum.	F
TRN 109	Associates competencies with primary job titles.	F
TRN 110	Associates competencies with secondary job titles.	F
TRN 111	Associates student with one primary job title.	F
TRN 112	Associates student with appropriate secondary job title.	F
TRN 113	Associates competencies to a course.	F
TRN 114	Associates a course with competencies.	F
TRN 115	Links each course with the competencies that it addresses. Once the course has been completed, these competencies will automatically become part of the student's training history which shall include a record of the competencies attained and the training completed that addressed these competencies.	F
TRN 116	Has the ability to link multiple courses/classes to one profile mandate (i.e., several ethics classes meet the recurring ethics training requirement).	F
TRN 117	Allows required competencies to be linked to jobs, and jobs to be linked to careers, indicating that the specific competencies at the specified levels are required for performance in the job.	F
TRN 118	Tracks all competencies associated with a student's personal profile, even if the competencies are not part of their current job skill set.	F

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Reference Number	Functional Requirements	Response
TRN 119	Supports adaptable assessment tools with test bank of questions, survey tools (including tallying).	F
TRN 120	Supports a performance management system that enables the creation of organizational requirements and goals allowing goals to be matched to individual assignments, courses, continuums and accomplishments.	F
TRN 121	Provides a means for capturing competency definitions for display when needed. Competency definitions should be allowed to be at least 2,000 characters.	F
TRN 122	Has the ability to search a central repository for competencies by job title, learner and course.	F
TRN 123	Has the ability to automatically determine the gap between an individual's or categories of employees' current qualifications and a potential future assignment for organizational development and qualification management programs.	F
	INSTRUCTION MANAGEMENT	
TRN 124	Allows tests to be created that can be auto-graded by system.	F
TRN 125	Enables the creation of custom courses, ILT (Instructor Led Training), SDL (Self Directed Learning Activities), and Blended Learning	F
TRN 126	Provides for periodic post-training evaluations – with no limit on time after the class is taken.	F
TRN 127	Collects and analyzes student feedback and surveys.	F
TRN 128		
TRN 129	Tracks completion functionality with approval function to become official record	F
TRN 130	Based on security levels, provides designated course leaders, instructors or training coordinator/administrators autonomy to add, manage and delete courses, classes, rosters, transcripts, evaluations, reserve classroom/audiovisual equipment, etc.	F
TRN 131	Has the capability to create nametags, tent cards, attendance rosters, mailing lists, sign-in sheets, certificates and other merging template documents.	F
TRN 132	Provides a "No Show" email notification (must be able to notify relevant stakeholders via workflow).	F
TRN 133		
TRN 134	Has the capability to manage physical inventory of training and development materials.	F
TRN 135	Has the capability to set prerequisites and equivalencies for courses and classes.	F
TRN 136	Has the capability to set passing scores for tests.	F
TRN 137	Provides the ability for designated users to author, distribute and report on the results of custom tests, surveys, polls, assessments and evaluations.	F
TRN 138	Creates custom tests, surveys and opinion polls.	F
TRN 139	Schedules, registers for, and tracks classroom training (ILT), as well as e-learning courses.	F
TRN 140	System Administrators have the ability to disable user accounts and provide a reason. However, the system must still keep a training record for a learner for historical purposes, while disabling the learner's self-service access.	F
TRN 141		
TRN 142	Enables designated users the ability to override prerequisite settings.	F
TRN 143	Provides an assessment component to test out of prerequisites (disable and enable user accounts).	F
TRN 144	Has the capability to reserve rooms, equipment, and other resources for training.	F

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Reference Number	Functional Requirements	Response
TRN 145	Provides a wait list capability with the ability to capture data related to denial, non-selection, etc.	F
TRN 146	Provides the capability to automatically notify and enroll a student in a course when a spot opens (in cases where courses are closed due to maximum enrollment and the student has requested to be placed on a wait list. If no spot opens, the learner is notified of other available dates.	F
TRN 147	Allows administrators to manually move registrations from one course offering to another, and to change the order on waiting list.	F
TRN 148	Provides wait list notification to both the manager and the learner.	F
TRN 149	Maintains lesson, class, course, and program cancellation information for a period of at least one fiscal year, including course rosters for cancelled courses.	F
	LEARNING AND DEVELOPMENT	
TRN 150	System tracks classes and courses needed for career / job progression planning and for required prerequisites or equivalencies, as appropriate for employees.	F
TRN 151	Allows for the recording of prerequisites and equivalencies for courses (other courses, entry exams, certifications, licenses, etc.).	F
TRN 152	Monitor prerequisites and equivalencies by employee when enrollment in classes takes place and prohibit (with override capability) enrollment if prerequisites are not satisfied.	F
TRN 153	System provides the ability to produce a course catalog and schedule of training sessions.	F
TRN 154	Employees should be able to view and search the course catalog and schedule of training sessions.	F
TRN 155	System is capable of tracking which lessons, classes, courses, program/curriculums, and outside training are mandatory. In addition to general lesson, class, course, and training session information, each Mandatory Training entry must include: frequency, reason for mandate, agency/organization, and date dependency, and other user-defined criteria (Specify any limits to criterion in comments column.)	F
TRN 156	Mandatory Training can be displayed and updated when any individual lesson, class, course, program/curriculum, or outside training is created and/or updated.	F
TRN 157	System reports scheduled training sessions and anticipated attendance list for a specific population that has an identified need for training.	F
TRN 158	System generates a list of registered trainees for a particular training session.	F
TRN 159		
TRN 160	Any Lesson, Class, Course, or program/curriculum can be scheduled as a training session. The training session inherits information as appropriate from the referenced lesson, class, course, or program/curriculum.	F
TRN 161		
TRN 162	System flexibly allows groups of employees to be associated with a staff development training coordinator/administrator for their development needs. Association may be by position, work location, classification, organizational structure, etc.	F
TRN 163	System allows for designation of a logistical training coordinator/administrator to be associated with specific training sessions.	F

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Reference Number	Functional Requirements	Response
TRN 164	System allows for designation of a subject matter training coordinator/administrator to be associated with a set of lessons / classes / courses / program/curriculums.	F
TRN 165	System notifies all appropriate training coordinator/administrators of a planned training session.	F
TRN 166	Specified users can enroll employees in a specific training session.	F
TRN 167		
TRN 168	System lists replacements for the training session roster based on the most noncompliant employee, or the position of the employee in the wait list queue.	F
TRN 169	System creates the appropriate roster for the training session in a predefined modifiable format.	F
TRN 170	System generates and prints notification of results letter (email or standard) with variable fields (e.g., confirmed, waiting list, full, etc.).	F
TRN 171		
TRN 172		
TRN 173		
TRN 174	System updates training session roster based on actual attendance at the completion of the training.	F
TRN 175	System will automatically update or will allow users to manually update skills / certifications / licenses and professional development plans of attendees who have met the course completion (time) and grade requirements.	F
TRN 176	System should support download of data to mobile devices for use in appropriate situations such as recording training session attendance.	F
TRN 177		
TRN 178		
TRN 179		
TRN 180	System produces class rosters.	F
TRN 181	System will generate at a minimum notification letters with copies to manager (paper and/or email) for wait list notification, closed class notification, confirmation of class, and no show and cancellation notification.	F
TRN 182	System will generate customizable notification forms by user definable criteria (e.g., department) at a predefined period of time prior to the start of the training session.	F
TRN 183	System will generate labels for mass notification mailings.	F
TRN 184	For each training session, system notifies instructors and enrollees (email / paper / TTY) of: location, logistical requirements (e.g., time and date) supplies needed, prework, and special notes (e.g., parking directions, policies, etc.) and other user-defined criteria (Specify any limits to criterion in comments column).	F
TRN 185	System should provide the ability for supervisors (may be multiple levels) to authorize training requests.	F
TRN 186	System will track instructor certification for lessons and which courses and training sessions they instruct.	F
TRN 187		
TRN 188		
TRN 189	Allows users to register and cancel themselves for courses and other forms of training.	F
TRN 190	System has ability to identify terminated or separated employees and unenroll them from courses.	F
TRN 191	Allows registration with manager option; student or administrator allowed to add a manager/supervisor name, e-mail, and phone number.	F
TRN 192	Tracks course registration and completion.	F

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Reference Number	Functional Requirements	Response
TRN 193	Automatically routes self-registrations in selected courses to selected supervisors, training coordinator/administrators and/or financial officers for approval.	F
TRN 194	Allows training coordinator/administrators and supervisors to view selected, sign-in, evaluation and financial data.	F
TRN 195	Provides a wait list when registering for live/Instructor Led Training (ILT) classes.	F
TRN 196	Allows for multiple levels of user access (i.e., administrator, regular user, etc.).	F
TRN 197	Allows a manager or administrator to register a student.	F
TRN 198		
TRN 199	Enables courses to be isolated from the general learner population for exclusive use by a subset of learners.	F
TRN 200	Provides direct linkage from recommended courses in the learner's skill/competency profile to course registration area.	F
TRN 201	Allows learner registration status to be viewed and updated by the learner, manager or administrator.	F
TRN 202	Enables class seats to be reserved for types of clients/customers.	F
TRN 203	Allows learner to request enrollment in an unscheduled session of an existing course. These class session request forms can be used to assist in class session planning and resource allocation, with automatic notification of those tentatively enrolled when a new session is scheduled.	F
TRN 204		
TRN 205	Allows notifications to be configured for "low enrollment" and "class full" information to facilitate enrollment management.	F
TRN 206		
TRN 207		
TRN 208	Allows learners to register for and request approval for training which is external to the LMS, such as from commercial sources.	F
TRN 209	Tracks and maintains a historical record of all courses taken, whether completed or not, and their status.	F
	TUITION REIMBURSEMENT	
TRN 210		
TRN 211		
TRN 212	System tracks 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.	F
	TESTING AND EXAMINATIONS	
TRN 213	System is capable of recording unlimited versions of tests and related answer keys over time for any training.	F
TRN 214		
TRN 215		
TRN 216		
TRN 217		
TRN 218		
TRN 219		
TRN 220	System provides for an exam item bank with lists of numerous questions by exam objective.	F
TRN 221		
TRN 222		
TRN 223		
TRN 224		
TRN 225		
TRN 226		
TRN 227		
TRN 228		
TRN 229		

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Reference Number	Functional Requirements	Response
	TRAINING SESSION EVALUATIONS	
TRN 230	System tracks data (e.g., date completed, date received, etc.) about evaluations being completed (provide limitations to criterion in comments column).	F
TRN 231	Trainers can enter notes/evaluations about class and/or attendees.	F
TRN 232	System allows evaluations to be completed in flexible, user-defined formats such as Word form, link to a web page, etc.	F
TRN 233	System allows evaluations to be completed immediately upon completion of the training session or after a specified period of time to evaluate impact on job knowledge and/or performance.	F
TRN 234	System allows evaluations to be completed by attendees' supervisor to evaluate impact on job knowledge and/or performance.	F
TRN 235		
TRN 236	System automatically populates supervisors' training evaluations of job performance after training into performance assessment forms.	F
TRN 237	System allows for both anonymous and non-anonymous feedback based on user option.	F
TRN 238	System allows for flexible evaluation definition and creation by instructor, module, logistics, and overall course or program/curriculum, and other user-defined criteria (Specify any limits to criterion in comments column.)	F
TRN 239	System should provide for easy and flexible interfacing with non-County institutions such as community colleges for evaluation information.	F
TRN 240	Publish consolidated evaluation ratings.	SR
	QUERY	
TRN 241	System allows employees to query the database to find all data on all classes, lessons, courses, program/curriculums, and external training including user defined criteria: (specific any limitations to criterion in comments column)	
TRN 242	Course completed, with test scores and dates	SR
TRN 243	Courses enrolled	SR
TRN 244	Courses that teach / impart a specific competency, skill or certification	SR
TRN 245	Courses required for career / job / level of certification progression (classes and courses to address a skills / certification gap)	SR
TRN 246	System allows flexible queries that allows the analysis of lesson, class, course, program/curriculum and external training information including: (specify limitations to criterion in comments column)	
TRN 247	Offerings (training sessions)	SR
TRN 248	Attendance	SR
TRN 249	Costs	SR
TRN 250	Over periods of time	SR
TRN 251	System allows flexible queries that allows the analysis of training, license, and certification gaps.	SR
	REPORTING	
TRN 252	System produces detailed and summary ad-hoc and regularly scheduled reports of employees who are noncompliant in mandatory training during a given time period using flexible, user defined criteria including:	
TRN 253	Employee classification / sub-classification title	SR
TRN 254	Job assignment (role / task / assignment)	SR
TRN 255	Unit of assignment (organizational structure)	SR
TRN 256	Employee work location	SR
TRN 257	Class / Course title, number, etc.	SR

FINAL

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Reference Number	Functional Requirements	Response
TRN 258	System provides a detailed report of cancellations and no-shows.	SR
TRN 259	Everyone reported noncompliant for a specified period of time .	SR
TRN 260	System provides a report of training session, lesson, class, course, program/curriculum, and external training attendance.	SR
TRN 261	System provides the following reports:	
TRN 262	Budget expenditures (actual versus budget by employee classification, sub-classification, job assignment, unit of assignment, work location, etc.)	SR
TRN 263	Completed training by lesson, class, course, program/curriculum, external training	SR
TRN 264	Budget expenditures (by lesson, class, course, program/curriculum, external training)	SR
TRN 265	Completed training by vendor, training, other agencies, etc	SR
TRN 266	Monthly Class Activity Calendar	SR
TRN 267	Monthly Resource Utilization	SR
TRN 268	Class Summary	SR
TRN 269		
TRN 270	Member Grade and/or Attendance History	SR
TRN 271	Member Profile	SR
TRN 272	Competency Table	SR
TRN 273	Personnel Category Requirements	SR
TRN 274	Personnel Category Requirements Completion Summary	SR
TRN 275	Class/Course Total Time	SR
TRN 276	Class Summary	SR
TRN 277		
TRN 278		
TRN 279	All Class Summary Data	SR
TRN 280	Class/Course Total Time	SR
TRN 281		
TRN 282		
TRN 283	Per capita expenditure per employee	SR
TRN 284	Per Capita hours of training per employee	SR
TRN 285	Multi-year data analysis for tuition reimbursement program	SR
TRN 286	Course usage across multiple years by delivery mechanism	SR
TRN 287	Generates and manipulates a wide variety of standard reports included with the LMS.	SR
TRN 288	Produces standard reports that are professionally formatted for easy viewing online or print-enabled formats.	SR
TRN 289	Develops easy-to-use pick lists and check boxes for filtering information to enhance usability and scalability.	SR
TRN 290	Provides browser-based reporting to enable the managers, students and instructors to be self-sufficient in gaining access to the data needed to make informed decisions. Access to reports shall be password protected and not accessible by individual students. However, students shall have the capability to access individual reports specific to their own personal progress related to the courses they are taking.	SR
TRN 291	Designates who can access various reports (i.e., managers only view data on students from their own agency).	SR
TRN 292	Provides reports listed above that can be accessed via the Internet with a modem connection.	SR
TRN 293		
TRN 294	Provides Student Roster Report (by individual class/course).	SR

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Reference Number	Functional Requirements	Response
TRN 295	Provides List of All Students (itemized by number of courses registered for and number of courses completed).	SR
TRN 296	Provides Class Registrations for All Students (by class, student name, position/title or department).	SR
TRN 297		
TRN 298	Provides Course Completion Record (by course, student name, position/title or agency).	SR
TRN 299	Provides Learner History Detail (review each student's bio, contact information and course history within each supervisor's agency).	SR
TRN 300	Generates Test Results (for individual courses).	SR
TRN 301		
TRN 302		
TRN 303		
TRN 304		
TRN 305	Generates all reports in the following formats: 1) a viewing format and 2) an exportable format. Additionally, the system shall provide the ability to export all data, and to export all data by filtering on an agency.	SR
TRN 306	Ensures that all report data is extractable in XML for sharing with a centralized report server or agencies' systems for further analysis.	SR

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Reference Number	Functional Requirements	Response
	GENERAL REQUIREMENTS	
PAY 1	System supports hierarchies for payroll structures (e.g., earning types, classes, etc.).	F
PAY 2	System must have ability to interface with automated timekeeping system to import time data.	F
PAY 3	System must have ability to setup unlimited earning types, payroll codes, and deduction types, as needed.	F
PAY 4	System must have ability to accumulate earnings on a weekly, bi-weekly, monthly, quarterly, annual, calendar year, and multi-fiscal year basis.	F
PAY 5	System must have ability to designate whether compensation is taxable or non-taxable.	F
PAY 6	System has the ability to accommodate Compensatory Time Earned with multiple limits based upon user defined criteria. Note any limitations or exceptions in the comments column.	F
PAY 7	System calculates and displays the following earning types:	
PAY 8	Salary up to four decimal points:	
PAY 9	Annual	F
PAY 10	Monthly	F
PAY 11	Bi-Weekly	F
PAY 12	Daily	F
PAY 13	Hourly	F
PAY 14	Normal rate (Hours multiplied by hourly rate)	F
PAY 15	Percentage rate (percentage of an hourly rate)	F
PAY 16	Overtime and Premium Pay	F
PAY 17	Shift Differential based on:	
PAY 18	Flat hourly rate	F
PAY 19	Percentage of hourly rate	F
PAY 20	Flat amount	F
PAY 21	User-defined (indicate limitations and/or exceptions to criterion in comments column)	F
PAY 22	Flat amount	F
PAY 23	Employee reimbursements:	
PAY 24	Taxable	F

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Reference Number	Functional Requirements	Response
PAY 25	Non-taxable	F
PAY 26	Non-cash (e.g., imputed income for group term life insurance or vehicle use)	F
PAY 27	Hours only	F
PAY 28	Additional compensation	F
PAY 29	Other user-defined types	F
PAY 30	System supports multiple holiday schedules:	
PAY 31	Observed	F
PAY 32	Actual	F
PAY 33	Partials	F
PAY 34	User-defined	F
PAY 35	System supports unlimited work schedules based on user defined criteria (includes contract start and stop dates, individually defined work days in each month and/or pay period, number of work/pay periods, first pay period of the contract, shift schedules, and can be used to calculate worked earnings, paid earnings, and unpaid earnings). Note any limitations or exceptions in comments column.	F
PAY 36	System must have ability to accommodate and track organizational changes that impact pay.	F
PAY 37	System supports employee groups that are based on personnel, personal and position attributes.	F
PAY 38	Employee groups are used to define eligibility for benefits, pay, leave, etc.	F
PAY 39	System must have ability to accommodate the following factors when processing payroll (include any limitations in the comments field):	
PAY 40	Variable Full-Time Definitions (e.g., 3 hours per day = Full time; 40 hours per week = Full time; FLSA)	F
PAY 41	Variable Part-time Definitions	F
PAY 42	Variable Annual Hours based on personnel, personal and position attributes up to four decimal points (e.g., 2080, 1730, 627.2500 etc.)	F
PAY 43	Contract Days (i.e., scheduled paid days such as 260, 194, 30)	F
PAY 44	Contract Months (i.e., 10 month, 11 month, 12 month)	F
PAY 45	Paid pay periods (i.e., 10, 11, 12 monthly periods; 20, 21, 22, 23, 24, 25, 26 bi-weekly pay periods).	F
PAY 46	Deduction pay periods (i.e., 10, 11, 12 monthly periods, 20, 22, 26 bi-weekly pay periods)	F
PAY 47		
PAY 48		

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Reference Number	Functional Requirements	Response
PAY 49	Time reporting group (i.e., how rules are applied during time reporting)	F
PAY 50	Work schedule (i.e., work calendars)	F
PAY 51	FLSA eligibility (i.e., Exempt or Non-exempt)	F
PAY 52	Pay schedule (i.e., salary schedules)	F
PAY 53	Benefits/Retirement eligibility	F
PAY 54	Special Assignment Pay (e.g., ability to pay employee their current hourly rate for additional assignments and ability to pay flat stipends)	F
PAY 55		
PAY 56	System calculates base pay based on the following allocations:	
PAY 57		
PAY 58		
PAY 59		
PAY 60		
PAY 61		
PAY 62		
PAY 63	Monthly Hourly Rate = Monthly Base Pay divided by monthly work hours	F
PAY 64	Annual Hourly Rate = Annual Salary 1 divided by Annual Hours	F
PAY 65	Bi-Weekly Pay = Scheduled Hours per pay period times an hourly rate and/or an alternate rate for firefighters.	F
PAY 66		
PAY 67		
PAY 68	Summer fund = predefined percent of net pay based on pay frequency in contract months, set aside for payout during non-work summer pay periods	F
PAY 69	Salary Basis Pay = FLSA Exempt guaranteed level of hours	F
PAY 70	Salary Basis Pay is assigned to job class.	F
PAY 71	System must accommodate flexible work schedules with the appropriate overtime calculations.	F
PAY 72	System must accommodate FLSA requirements for Police, Sheriff, and Fire employees with non-traditional work schedules for public safety employees. (i.e., 14/28 days) and accommodate special work rules for computing overtime (e.g. 82 vs. 86 hours worked thresholds, paid leave hours count toward hours worked).	F
PAY 73	System must support unlimited amount of direct deposits (please indicate any limits in the comments column)	F

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Reference Number	Functional Requirements	Response
PAY 74	System allows "partial ACH" where net pay is paid via check but either a flat and/or percentage amount of funds can be distributed via ACH.	F
PAY 75	System allocates direct deposit to multiple bank accounts based on percentages and/or flat amounts.	F
PAY 76		
PAY 77		
PAY 78	System provides ability to mass update employee bank information based on bank merger, name changes, etc.	F
PAY 79	System provides ability to define which ACH are applied to specific payments, pay classes, etc.	F
PAY 80	System accommodates a pre-notification process to financial institutions for ACH payments and the ability to generate ACH pre-notification entries (zero dollar transactions).	F
	SALARY TABLES	
PAY 81	System must have ability to accommodate multiple step, grade pay schedules/tables, and min, mid, max pay ranges (for an unlimited number).	F
PAY 82	System supports the following types of calculations:	
PAY 83		
PAY 84	Pay increases based upon fixed percentage rate(s)	F
PAY 85	Pay increases based upon fixed dollar amount(s)	F
PAY 86	Rate based on job class title	F
PAY 87	Rate based on service years or hours	F
PAY 88	System must have ability to make mass changes to salary table (e.g., 1% increase for employees based on employee groups).	F
PAY 89		
PAY 90	System provide for multiple salary schedules.	F
PAY 91	System allows for salary schedules to contain effective dates.	F
PAY 92	System permits salary schedule changes to be applied:	
PAY 93	In mass	F
PAY 94	Individually	F
PAY 95		
PAY 96	Users define minimum wage and living wage in table.	F
PAY 97	System perform what-if analysis (compensation projection analysis).	F

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Reference Number	Functional Requirements	Response
PAY 98	System allows users, with proper security, can override mass updates to individual employees or positions.	F
	EMPLOYEE COMPENSATION	
PAY 99	System must have ability to maintain the following current salary information and salary history on the individual employee record:	
PAY 100	Effective date	F
PAY 101	Probation end date or period for multiple probationary periods	F
PAY 102	Salary schedule and rate and pay plan	F
PAY 103	Step	F
PAY 104	Grade	F
PAY 105	Pay change reason code	F
PAY 106	Pay change reason notes/memo field	F
PAY 107	Annual Salary	F
PAY 108		
PAY 109		
PAY 110	Hourly Rate	F
PAY 111	System allows effective dates for salary changes at any point in the pay period (not just at the beginning or end).	F
PAY 112	System can calculate pay changes (e.g., longevity, promotion, demotion) as of a user defined date based upon user defined criteria.	F
PAY 113	System mass updates step increase based on user-defined criteria dates (e.g., anniversary or review date).	F
PAY 114	System mass updates step increase based upon system transaction (e.g., review rating completed, pay for performance completed, etc.).	F
PAY 115	Pay-for-Performance calculations include:	
PAY 116	Full Percentage	F
PAY 117	Percentage/Bonus	F
PAY 118	Straight Bonus	F
PAY 119	Accommodates additional flat amounts by:	
PAY 120	Group based on criteria	F
PAY 121	Group based on customized selection (e.g., only these employees are selected)	F

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Reference Number	Functional Requirements	Response
PAY 122	Individual	F
PAY 123	System supports user-defined approval and routing of all compensation changes (base rate, bonuses, additional pay, etc.).	F
	DEDUCTIONS	
PAY 124	System must have ability to define and compute employer and employee rates and deductions.	F
PAY 125	System allows users to prioritize deductions individually and within categories (i.e., alphanumerically within taxes, within garnishments) at both the deduction level and employee level.	F
PAY 126	System allows for deduction calculations to accommodate the following types of deductions:	
PAY 127	Pre-Tax:	
PAY 128	Federal	F
PAY 129	State	F
PAY 130	Post-Tax:	
PAY 131	Federal	F
PAY 132	State	F
PAY 133	Imputed Income:	
PAY 134	Federal	F
PAY 135	State	F
PAY 136	System must be able to allocate annual amount of deductions over a user defined divisor such as one based on pay frequency and contract lengths (i.e. 10, 11 and 12 for monthly and 20, 22, 26 for biweekly), and for user defined pay periods (i.e. 10 months are from September to June, 11 month is August through June).	F
PAY 137	System permits deductions for benefits are based upon:	
PAY 138	Type of pay	F
PAY 139	Percentage of pay	F
PAY 140	Membership	F
PAY 141	Personal attributes	F
PAY 142	Calculations	F
PAY 143	Rules (e.g., IRS regulations)	F
PAY 144	User-defined criteria	F

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Reference Number	Functional Requirements	Response
PAY 145	System allows for unlimited, future dated, employee deduction adjustments, both positive (extra) and negative (refund).	F
PAY 146	System needs to permit withholding and payment of taxes for multiple states other than Virginia. Note any limitations or exceptions in the comments column.	F
PAY 147	System can automatically update tax withholding jurisdictions based on primary/resident address and any changes to that address.	F
PAY 148	System calculates taxes based on 10, 11, and 12 month contracts.	F
PAY 149	System accommodates deductions based upon:	
PAY 150	Declining balances	F
PAY 151		
PAY 152	System must allow an individual employee to be able to have an unlimited number of deductions and multiple deductions for each type.	F
PAY 153	System must be able to update calculations and limit rules based on federal legislative changes.	F
PAY 154	System must be able to accumulate and display online earnings and deductions on a weekly, bi-weekly, monthly, quarterly, annual, calendar year, and multi-fiscal year basis.	SR
PAY 155	System must be able to calculate deductions based upon the following:	
PAY 156	Flat amount	F
PAY 157	Percent of gross	F
PAY 158	Percentage of any combination of salary and age	F
PAY 159	System must be able to handle the following deduction controls:	
PAY 160	One time only	F
PAY 161	Every pay period	F
PAY 162	First Pay of the Month	F
PAY 163	Second Pay of the Month	F
PAY 164	Start and stop dates	F
PAY 165	Annual dollar limits	F
PAY 166	Pay period eligible hour limits	F
PAY 167	User-defined pay cycles (such third period non-deduction)	F
PAY 168	Maximum deductions per year or pay period based upon dollar amount or percentage of salary (i.e., minimum net pay requirements).	F
PAY 169	System automatically handle arrears and retroactive processing.	F

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Reference Number	Functional Requirements	Response
PAY 170	System must allow gross pay reductions (prior to pre and post tax processing).	F
PAY 171	System accommodates multiple garnishments on the same pay disbursement.	F
PAY 172	System allows garnishments distributions to be split (list limitations or exceptions in comments column).	F
PAY 173	System has the ability to collect and record administrative fees authorized by regulation.	F
PAY 174	System calculates garnishments based on delivered Federal and State rules and formulas.	F
PAY 175	System allows garnishment history to be maintained in the system.	F
PAY 176	System generates electronic payments, along with EDI data for garnishment and miscellaneous deductions.	F
PAY 177	System associates vendor and type of garnishment.	F
	PAYROLL PROCESSING	
PAY 178	System processes employee pay with multiple positions/FLSA status.	F
PAY 179	System calculates overtime and FLSA overtime based on user defined criteria. Note any exceptions or limitations in the comments column.	F
PAY 180	System maintains FLSA earnings history.	F
PAY 181	System accommodates short and long descriptions on pay advice.	F
PAY 182	System allows employees with multiple positions to be charged to multiple accounts.	F
PAY 183	System allows Chart of Account distributions to be set by:	
PAY 184		
PAY 185	Pay Code	F
PAY 186	Time Entry	F
PAY 187	System allows user defined pay rate defaulting hierarchy (i.e., position, employee, time record, pay code, etc.).	F
PAY 188	System must have ability for all fields in the database to be printed on the pay stub as desired (e.g., detailed pay, deductions, leave balance accumulators) with the associated "through" date and/or YTD amount.	F
PAY 189	System must have ability to print multiple messages on the pay stubs based upon user-defined rules.	F
PAY 190	System must provide ability to distribute and reproduce employee pay stubs or ACH remittance slips through multiple methods (i.e. online screens, email and hard copy).	F
PAY 191	System produces pay and deduction register:	
PAY 192		
PAY 193	After final payroll run	SR
PAY 194	By detail and/or summary level based on user defined grouping (i.e., department, office)	SR

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Reference Number	Functional Requirements	Response
PAY 195	Includes detail and/or summary data for pay, deductions, leave, direct deposit, and other user defined data	SR
PAY 196	System provides ability to sort and print paychecks and pay advices by user defined criteria. Note any limitations or exceptions in the comments column.	F
PAY 197	System validates to USPS standards.	F
PAY 198	System supports bar-coding.	F
PAY 199		
PAY 200	System should provide the capability to certify (approve) payroll processing on-line.	F
PAY 201	System should provide the ability to "lock out" pay files, that have received final approval, for the remainder of the processing period.	F
PAY 202		
PAY 203	System should provide automated audit exceptions.	F
PAY 204		
PAY 205	System must have ability to automatically recalculate wage due to personnel actions such as promotions, demotions, etc.	F
PAY 206	System must have ability to perform edits to previous pay periods and recalculate pay and leave accruals from previous pay period forward.	F
PAY 207	System should calculate gross-to-net during regular payroll cycle and off-cycle processing to accommodate:	
PAY 208	Multiple FICA rates	F
PAY 209	Supplemental vs. W-4 withholding	F
PAY 210	Gross Up based upon multiple state taxation	F
PAY 211	Gross up to accommodate benefit plans (e.g., 457/403b plans)	F
	OFF-CYCLE PAYMENTS	
PAY 212	System supports supplemental payments (out of cycle).	F
PAY 213	System recognizes current pay period payments and modifies deductions based upon the data.	F
PAY 214	System must have ability to consolidate supplemental payments into next available payroll run or can be processed separately.	F
PAY 215	System captures effective pay periods for pay adjustments (e.g., retro active payment, settlements, retro with FLSA).	F
PAY 216	System supports off-cycle payroll processes.	F
PAY 217	System supports ACH for manual check payments.	F
PAY 218	System calculates leave when completing supplemental pay calculations.	F

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Reference Number	Functional Requirements	Response
PAY 219	System is fully integrated with other modules in system.	F
PAY 220	System allows users, with proper security, can cancel checks issued or ACH during the supplemental pay process.	F
PAY 221	System allows manual adjustments to be applied to individual employee records.	F
	SEPARATION PROCESSING	
PAY 222	System must calculate termination pay (the amount paid out upon termination for leave balances) based on separation reason and other user defined criteria	F
PAY 223	Supports termination payments based upon user defined payout date (such as deceased employee payment to estate).	F
PAY 224		
PAY 225	System automatically calculates adjustments to final paycheck or refund of vacation, sick allowance, premiums and other.	F
PAY 226	System provides ability to reset user defined fields based on change in status (i.e., reset direct deposit).	F
	LEAVE	
PAY 227	System tracks user-defined types of leave.	F
PAY 228	System supports plans based on user defined rules.	F
PAY 229	System allows user defined rules to be applied or reused on multiple plans.	F
PAY 230	System allows definition of pay classes to be used for accruals and/or decrementing.	F
PAY 231	System allows processing of accruals and/or usage for current or prior pay period, and based on user defined criteria such as pay frequency and selected pay period.	F
PAY 232	System allows processing of accruals and/or usage on demand (i.e., processing of manual transactions).	F
PAY 233	System accrues compensatory time and be able to post as leave in a separate category based on user defined criteria. Note any limitations or exceptions in the comments column.	F
PAY 234	System allows user defined accrual rates.	F
PAY 235	System allows user defined rules for granting leave (i.e., senior manager or superintendent leave load). Note any limitations or exceptions in the comment column.	F
PAY 236	System allows user defined rules for eligibility on leave usage (i.e., after first six months of employment, cannot use until pay period after leave is earned). Note any limitations or exceptions in comments column.	F
PAY 237	Provides for maximum carryover limits, cutback, and rollover of excess hours.	F
PAY 238	System allows user defined hierarchy of leave plans/types for leave processing to include borrowing leave from a secondary plan prior to determining leave without pay.	F
PAY 239	Leave Without Pay requirements:	
PAY 240	Calculates potential leave accrual for remainder of contract year from any point in time based on total remaining eligible hours in contract for an employee	F
PAY 241	Calculates LWOP based on current usage against total balance (current balance plus potential leave accrual) for an employee	F

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Reference Number	Functional Requirements	Response
PAY 242	Tracks maximum usage per contract year for one type of leave within a leave plan and calculates LWOP if reported leave exceeds maximum (i.e., may have 8 days of sick leave but more than 3 days of personnel leave maximum which decrements sick leave, has been reported for contract year).	F
PAY 243		
PAY 244	System must be able to send alert or notification to employee and supervisor when accrual maximum for leave time(s) is approaching.	F
PAY 245	System tracks both total accrued leave and accrued leave eligible for usage.	F
PAY 246	System must be able to define and enforce user-defined rules for all types of leave usage and accruals.	F
PAY 247	System provides ability to debit hours based on user-defined criteria (leave debit).	F
PAY 248	System supports donor program whereby employees can donate leave time to a specific person.	F
PAY 249	Leave accruals/subtractions (at different rates):	
PAY 250	Accrue all types of leave based on hours worked and user defined criteria	F
PAY 251	Auto leave balance adjustments based on work schedule changes	F
PAY 252		
PAY 253	System must be able to set limits on leave accruals per user defined periods (i.e., per pay period, annually, etc.) per maximum eligible hours (e.g., can or can not accrue on more than 40 hours per week).	F
PAY 254	System must have ability to calculate leave conversion real time when an employee changes positions and the leave accrual rate is different.	F
PAY 255	System must be able to calculate cash payout of leave balances upon retirement or termination.	F
PAY 256	System must be able to stop accruing leave when contracted maximums are reached.	F
	EMPLOYEE REIMBURSEMENT	
PAY 257	System must be able to reimburse employees for travel and non-wage reimbursements and allowances.	F
PAY 258	System must be able to record the issuance of a travel advance as a receivable and reimbursement of employee travel advance as a cash receipt and automatically calculate any remaining amount due or receivable.	F
PAY 259	System generates payments (or invoices) to employees based on reconciliation of travel advances vs. expense reports.	F
PAY 260	System must allow employees to initiate reimbursement for their travel expenses through direct entry of travel expenses, and to query on the status of their pending travel reimbursements.	F
PAY 261	System provides a flexible hierarchical approval process for approving employee reimbursement.	F
	EMPLOYEE SELF-SERVICE	
PAY 262	Employees must be able to view user-defined data elements (i.e., pay advice, tax status).	F
PAY 263	Employees must be able to update user-defined data elements in compliance with Federal and State tax guidelines (e.g., cannot update IRS Lock-in Letters).	F

FINAL

Functional Category: Payroll

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Reference Number	Functional Requirements	Response
PAY 264	Employees can complete paycheck modeling (what-if scenarios).	F
	REPORTING / QUERYING	
PAY 265	System supports IRS information return reports.	SR
PAY 266	Exception reporting:	
PAY 267	Listing of every active employee not paid with reason	SR
PAY 268	Listing of every active employee that will be paid with gross pay that exceeds a user-defined percentage.	SR
PAY 269		
PAY 270	System provides a listing of all deductions by employee.	SR
PAY 271	System must be able to query and report from any field within the payroll module and for any time period.	SR
PAY 272	System generates a "leave file" by user-defined time frame that summarizes leave taken, accrual balances, etc.	SR
PAY 273		
PAY 274	System accommodates statistical analysis and reporting on benefit and labor/no-labor cost by type of work (e.g., RN vs. LPN), by department, in both hours and dollars.	SR
PAY 275	System reports on unemployment compensation.	SR
PAY 276	System creates a report of detail and summarized retirement payments.	SR
PAY 277	System produces on-demand accruals of salaries and benefits (for a user-specified date).	SR
PAY 278	System generates year-end accruals of salaries and benefits.	SR
PAY 279	System generates a payroll register and other payroll related reports.	SR
PAY 280	System generates quarterly reporting information (i.e., wages, taxable wages, taxes withheld).	SR
PAY 281	System produces all W-2 information for employees and reporting agencies (i.e., IRS and State, etc.).	SR
PAY 282	System must be able to report on Employment Wages by industry (NAICS) and geographic area in accordance with Bureau of Labor Statistics multiple worksite report.	SR
PAY 283	System produces W-2 prior year adjustments.	SR
PAY 284	The following are standard reports the system must produce:	
PAY 285		
PAY 286		
PAY 287		

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Reference Number	Functional Requirements	Response
PAY 288		
PAY 289	Injury Report	SR
PAY 290		
PAY 291		
PAY 292	Garnishments	SR
PAY 293	Charity Deductions	SR
PAY 294		
PAY 295	Taxes and gross pay	SR
PAY 296	Check Tax Amount	SR
PAY 297	Amount overrides	SR
PAY 298	Part-time to fulltime status changes	SR
PAY 299	LTD benefits for employees	SR
PAY 300	Medical benefits	SR
PAY 301	Leave Accrual	SR
PAY 302	Negative Balance Accrual	SR
PAY 303	Administrative leave per pay period	SR
PAY 304	Separation	SR
PAY 305		
PAY 306		
PAY 307		
PAY 308	Payroll Audits:	
PAY 309	Without Pay	SR
PAY 310	Gross summary for fiscal year (July to June)	SR
PAY 311	System provides a report on Position History.	SR
PAY 312	System provides a report on Employee History.	SR

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Reference Number	Functional Requirements	Response
PAY 313	System provides accounting report.	SR

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Functional Category: Time Entry

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Reference Number	Functional Requirements	Response
	GENERAL REQUIREMENTS	
TE 1	System must have ability to enter time and attendance information at specific or remote locations via various mediums.	F
TE 2	System must have ability to enter time and attendance event at decentralized and/or central locations.	F
TE 3	System must have the ability to have lock out periods for different times and different groups and approval levels.	F
TE 4	System must have ability to accommodate electronic routing, pre-approval, and approval or time and attendance transactions, with electronic signatures at all levels (employee, timekeeper, or supervisor/designee).	F
TE 5	Supervisors' ability to see detailed time and attendance for all employees in their department.	F
TE 6		
TE 7	System must have ability to query, report on, or print on check stub leave available and taken.	F
TE 8	System must have ability to enter time and attendance transactions on a daily, weekly, monthly and future basis on a consolidated basis (at end of pay period).	F
TE 9	System must have ability to enter time and attendance transactions by employee ID as well as by alphabetical, Time Groups, Manager Groups, Agencies, and other user defined groups.	F
TE 10	System must track the movement of employees (via New Hires, Terminations and Transfers(with regard to placing an employee's time sheet in the correct agency/department to allow agency contacts and supervisors access to the employee's time sheets as well as the employee.	F
TE 11	System must recognize stop dates on positions and termination dates on employees and not allow time entry after the stop date of a position and/or termination date of the employee	F
TE 12	Employees and supervisors must have ability to track and view multiple leave balances based on user defined security roles. Note any exceptions or limitations in the comments column.	F
TE 13	System must have the ability to track and view leave usage by user defined classes and/or events.	F
TE 14	System must have ability to adjust multiple leave plan and or event balances manually, with audit trail and appropriate security.	F
TE 15	System must have ability to delete transactions when necessary prior to processing of hours.	F
TE 16	System must provide user defined edits (warnings, fatal errors) based on employee position and group parameters.	F
TE 17	Time can be entered on non-assigned positions that are defined by user setup.	F
TE 18	System provides the ability to add time for multiple positions with appropriate security, within a department or across departments.	F
TE 19	System must have ability to automatically calculate overtime adjustments when time and attendance transactions are processed in a subsequent pay period.	F
TE 20	System must have ability to enter hours worked for some positions and to automatically pay salaried employees.	F
TE 21	System provides ability to generate daily time based on a user defined period based on daily scheduled hours, work schedules, FTE and position.	F
TE 22	System provides the ability to generate a monthly time record based on daily scheduled hours, work schedules, FTE and position. The system should provide the ability to compute earnings per pay period based on the number of work days in the pay period, as identified in a work day table (i.e. a particular position/contract may have between 16, 17, 18, 19, 20, 21 or 22 days in a monthly pay period. In addition, the system should provide the capability to pay a base pay of 1/10, 1/11, 1/12 of the annual salary, and escrow any excess earnings into an accumulator to be paid out at a later time (i.e. "bank and borrow").	F

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Reference Number	Functional Requirements	Response
TE 23	System must have ability to enter leave transactions in excess of standard hours scheduled.	F
TE 24	System must have ability to track hours worked for substitute teachers and send an alert when maximum hours have been reached (convert substitute teachers to long-term status) based on consecutive days worked in the same assignment for the same employee.	F
TE 25	System must have ability to track and limit hours worked for user defined employees and /or positions and send an alert when maximum hours have been reached based on appointment date and total hours worked.	F
TE 26	System must have ability to record and track overtime that the employee is not paid but is later allowed to take (compensatory time) and allows the employee to earn and use comp time in the same period.	F
TE 27	System must have ability to record and track compensatory time differently by department.	F
TE 28	System must have ability to enforce a maximum cap on compensatory time, after which additional hours need to be paid out.	F
TE 29	System must have ability to record time to reflect different work assignments based on user defined criteria.	F
TE 30	Allow codes used such as workers' compensation, work-related injury time off, FMLA or training that generate a business/reports process.	F
TE 31	System must have the ability to enforce edit checks on all fields based on user defined criteria. Note any limitations in comments column.	F
TE 32	System must have ability to calculate certain types of overtime based on a user-defined criteria. Note any limitations in the comments column.	F
TE 33	System must have ability to view leave balances that reflect leave transactions entered but not yet processed.	F
TE 34	System allows limits to be set for certain types of leave and with the ability to manage exceptions if limits are exceeded.	F
TE 35	System must have ability to change employee status and department status.	F
TE 36	System must have ability to enter all corrections for site locations as necessary.	F
TE 37	System must have ability to handle deductions for employment contracts of varying lengths: 10, 11, or 12 months.	F
TE 38	System must have ability to record time in two different years at the same time (e.g., pay period that crosses over calendar year-end).	F
TE 39	System must have ability to generate overtime for multiple work periods as outlined by FLSA.	F
TE 40	System must have ability to create work shifts of variable duration such as a 24 hour shift, a 12 hour shift, a 10 hour shift, etc based on user defined criteria. Note any limitations in comments column.	F
TE 41	System must have ability to capture comments as necessary.	F
TE 42	System must have ability to enter corrections to transactions previously entered.	F
TE 43	System must have ability to enter and compute time, leave, and overtime by user defined increments up to four decimal points.	F
TE 44	System must have ability to record and track compensatory overtime leave as required under the FLSA for non-exempt employees in accordance with policies that vary between County work schedules as well as at the department level for exempt employees.	F
TE 45	System must have ability to make out of cycle adjustments to prior pay periods based on business rules with the appropriate security and audit trails.	F
TE 46	System must have ability to establish and maintain various work schedules, as defined by the user.	F

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Reference Number	Functional Requirements	Response
TE 47	System must have ability to prohibit the usage of leave that is in excess of leave balance in the case of paid leave or policy maximums in the case of unpaid leave. This must be user definable by type of leave.	F
TE 48		
TE 49	System must have ability to accommodate sick banks or pools.	F
TE 50	System must have ability to accrue leave balances at different times and places, by user defined criteria.	F
TE 51	System must have ability to enforce holiday pay status rules (e.g., paid status before and/or after holiday) which can vary by department to include prorated hours based on FTE.	F
TE 52	System must have ability for tickler or notification system to alert supervisors to certain user-defined events, such as absences of two weeks or more.	F
TE 53	System must have ability to enter task or activity codes at time of time entry.	F
TE 54	System must have ability to enter project and/or grant information at time of time entry to include job numbers.	F
TE 55	System must have ability to identify available task codes by department.	F
TE 56	System provides the ability to earn and use comp time in the same pay period.	F
TE 57	System must have ability to accommodate fluctuating work weeks (32/48, 35/45) and monitor against FLSA guidelines.	F
TE 58	System must have user defined security for controlling centralized and decentralized access to time records.	F
TE 59	System ensures fully integrated employee - supervisor hierarchy.	F
	TIME ENTRY	
TE 60	System provides drop-down menu's showing authorized options for various elements on the time entry screen.	F
TE 61	System will accumulate time and leave entered for activities by the pay period.	F
TE 62	System accommodates both positive and exception based payroll time reporting. Entries are necessary only for deviations from the standard employee time calendar or employee daily scheduled hours.	F
TE 63	System allows time data entered on-line to be held in a suspense or pending file until approved electronically and released for processing based on a specific pay period or pay cycle.	F
TE 64	System provides ability to print selected weekly/daily time sheets for "time sheet required" employees with user-defined key fields preprinted.	F
TE 65	System will allow employees, through proper security and approval, to charge time to a department or division other than their "home" department or division (with interactive edit) E.G., Work performed for others.	F
TE 66	System will allow for the input and edit of other user-defined fields at the time of data entry.	F
TE 67	System will provide a method for work locations to verify that less-than-12-month employees have reported at the start of each assigned work year.	SR
TE 68	System allows for unlimited pay codes per employee per period.	F
TE 69	System must allow greater than 24 hours to be recorded per day for a single employee.	F
TE 70	System allows the ability to update/adjust mass generated time records alphabetically within user defined periods within user defined groups. (LOOPS).	F

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Reference Number	Functional Requirements	Response
	ABSENCE MANAGEMENT	
TE 71	System must have ability to track different leave types which accumulate concurrently as defined by user for each employee (e.g., TTD, Worker's Comp., FMLA, furloughs, leave of absence, Military Leave, and Parental).	F
TE 72	System must have ability to monitor against projected employee's date of return.	F
TE 73	System must have ability to track FMLA, Parental, or Military and other user defined leave types and lengths per twelve-month period and event date.	F
TE 74	System must have ability to track premiums owed and other liabilities while on leave.	F
TE 75	System must have ability to generate bill for premiums owed and other liabilities after employee returns to work.	SR
TE 76	System must have ability for the system to automatically produce letters for FMLA, life benefit forms & other notifications to employees, based of the established criteria in the system & stores the information for future review.	F
TE 77	System must generate accordingly, all necessary updated letters designated on a leave including mail merge and customized letter capability.	F
TE 78	System must have the ability to capture the educational event and education reimbursement requirements.	F
	REPORTING / QUERIES	
TE 79	System must have ability to view and print a summary of employees' time and attendance events for the pay period, by user defined criteria.	SR
TE 80	System-wide capability to report on all time and attendance events.	SR
TE 81	System must have the ability to generate a leave liability report.	SR
TE 82	System must have the ability to track actual vs. budget cost associated with time and attendance events.	SR
TE 83	System must have ability to query or access time records based on employee ID number.	SR
TE 84	System must have ability to enter, query, report by social security number, name, department, or other unique identifier.	SR
TE 85	System must have ability to provide exception reports after time input that will capture a variety of incidents, including: no time for active employee, excessive overtime, employees not paid and not on leave, overtime for FLSA, employees on long term leave, employees on FMLA leave, workers' compensation leave.	SR
TE 86	System must have ability for appropriate department staff to run and print reports at their location.	SR
TE 87	System must have ability to produce a report of all leave transactions entered.	SR
TE 88	System must have ability to provide for notification of specified individual when a user defined balance is reached by type of leave.	F
TE 89	System must have ability to provide notifications to employees of leave that will be lost (e.g., annual leave when max carryover is exceeded).	F
TE 90	System should be able to report on any field available in the system.	SR
TE 91	System must have ability to specify when each type of leave is calculated (by pay period, by month, or other user defined interval.)	F
TE 92	System must have ability to generate time studies from information entered in time tracking system.	SR
TE 93	The ability to generate consolidated reports of time entered for multiple positions with appropriate security, within a department or across departments.	SR

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Reference Number	Functional Requirements	Response
TE 94	Provide edit reports after time input that will capture a variety of user-defined deviations such as: excessive overtime or zero hours for active employees.	SR
TE 95	Review and edits batch time entry on-line prior to processing or approval.	F
TE 96	Combine payroll register and leave reporting on a single source document.	SR

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Reference Number	Functional Requirements	Response
	GENERAL REQUIREMENTS	
RSK 1	System supports autonomy of data, separate business rules, and separate chart of accounts for multiple entities.	F
RSK 2	System tracks by event, which can have multiple claims and/or by individual claim.	F
RSK 3	System supports multiple levels of categories (e.g., rescue operations during Hurricane).	F
RSK 4	Users can categorize incidents or events (e.g., employees with substance abuse).	F
RSK 5	System provides ability to store and/or generate a user-defined form for an employee statement or an employer statement.	F
RSK 6	System provides ability to allow for unlimited text description to be maintained for each accident or injury.	F
RSK 7	Ability to attach associated documentation (e.g., Word, PDF documents, Audio or video files) to accident or injury reports in the system.	F
RSK 8	System allows for cataloging and characterizing of documents in a case file (include type, date).	F
RSK 9	System tracks events in a case history.	F
RSK 10	System provides ability to customize view of entire case history including document links attached.	F
RSK 11	System allows users to enter claims on-line.	F
	EVENT	
RSK 12	System accommodates categories of events.	F
RSK 13	System supports effective dates (start and end).	F
RSK 14	Users can develop data entry templates for like events .	F
RSK 15	System ensures default values are established for transactions.	F
RSK 16	System provides ability to collect event information in user-defined fields (e.g., What was the event, where did it occur, etc.). Note any limits in comments column.	F
RSK 17	User defined fields can reference other table fields within the application or from third-party applications (e.g., referencing a vendor record in an event field).	F
RSK 18	Users can assign user-defined numbers to events.	F
RSK 19	System prevents duplicate numbers for events.	F
RSK 20	Users can convert an event into a claim.	F
	CLAIMS/COMPLAINTS	
RSK 21	HR and payroll data is integrated with worker's compensation functions to report lost time, pay, etc.	F

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Reference Number	Functional Requirements	Response
RSK 22	Users reference events to create claims.	F
RSK 23	System allows for capturing a minimum of 12 types of claims (note any exceptions or limitations in the comments column).	F
RSK 24	System workflow is triggered by claim type and user-defined criteria.	F
RSK 25	User-defined fields support user-defined calculations.	F
RSK 26	Data is entered once (e.g., data from first report of incident is kept throughout claims process).	F
RSK 27	System supports alternate claim numbers to accommodate TPA or State Workers Compensation system or other outside entities.	F
RSK 28	System supports alternate incident/event numbers to accommodate TPA or State Workers Compensation system or other outside entities.	F
RSK 29	System supports user-defined waiting periods by claim for payment of worker's compensation.	F
RSK 30	System tracks costs incurred and paid from claims and/or events.	F
RSK 31	System tracks subrogation with user-defined elements.	F
RSK 32	**Workers Compensation**	
RSK 33	System provides ability to track accidents on employees or non-employees injured or involved in an accident on County or School property.	F
RSK 34	System tracks medical/vocational rehabilitation management.	F
RSK 35	System provides ability to track multiple user-defined details for workers comp events/claims (note any exceptions or limitations in the comments column).	F
RSK 36	System provides ability to capture if claim resulted in death.	F
RSK 37	System provides ability to capture and compute time lost due to injury.	F
RSK 38	System provides ability to capture if claim is a result of worker negligence.	F
RSK 39	System provides ability to track treating physician and/or hospital as compared to approved listing.	F
RSK 40	System provides ability to capture OSHA reportable claims.	F
RSK 41	System provides ability to coordinate claims with State Worker's Compensation Commission.	F
RSK 42	System provides ability to capture reserve amounts.	F
RSK 43	System provides ability to capture demand dollar amounts for settlement.	F
RSK 44	System provides ability to capture dollar amount of settlement.	F
RSK 45	System provides ability to allow for the maintenance of unlimited history with full inquiry capabilities on accidents and injuries.	F
RSK 46	System provides ability to track timelines and conditions related to permitted return to work.	F

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Reference Number	Functional Requirements	Response
RSK 68	System provides ad-hoc reporting capabilities.	SR
RSK 69	System reports events and claims.	SR
RSK 70	System provides ability to track accidents, injuries and follow-ups on all employees including worker's compensation.	SR
RSK 71	System provides on-line reporting capabilities.	SR
RSK 72	System can report on event.	SR
RSK 73	System produces Annual Reports.	SR
RSK 74	System can report on DOT Drug testing quotas/reports by category (e.g., CDL).	SR
RSK 75	System can provide Loss Runs reports.	SR
RSK 76	Reports can be exported to desktop applications (e.g., Microsoft Excel, Access, Word, etc.).	SR
RSK 77	System allows any field within the module to be reportable by date ranges.	SR
RSK 78	System provides consolidated event reports.	SR
RSK 79	System generates reports that comply with EEO and OSHA regulations.	SR
RSK 80	System provides risk assessments data.	SR

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Reference Number	Functional Requirements	Response
RSK 47	System provides ability to track light duty assignments and restrictions.	F
RSK 48	System provides ability to record physical restrictions (lifting, confined space entry, etc.).	F
RSK 49	System automatically generate notifications (via workflow) to help monitor return to work and light duty timelines and doctors' orders.	F
RSK 50	System provides ability to track Drug Testing results, with proper security.	F
RSK 51	**Liability**	
RSK 52	System provides ability to track multiple user-defined details for liability events/claims (note any exceptions or limitations in the comments column).	F
RSK 53	System tracks subrogation with user-defined elements.	F
RSK 54	System supports insurance industry coding (i.e., cause, nature).	F
RSK 55	**First Party/Property Loss**	
RSK 56	System provides ability to track multiple user-defined details for first party/property loss events/claims (note any exceptions or limitations in the comments column).	F
RSK 57	System supports link to insurance policy information.	F
RSK 58	System supports link to fixed assets data.	F
	CLAIMS PROCESSING	
RSK 59	System supports integration of claims processing and payments with other system modules.	F
RSK 60	System provides ability to make multiple payments on a claim.	F
	LITIGATION	
RSK 61	System tracks litigation.	F
RSK 62	System provides ability to track multiple user-defined details for litigation (note any exceptions or limitations in the comments column).	F
	SETTLEMENT/AGREEMENT	
RSK 63	System supports categorization of reserves.	F
RSK 64	System tracks terms, reasons, and status of settlement.	F
	REPORTING/QUERYING	
RSK 65	System provides ability to track and report performance statistics (e.g., number of accidents per total hours, etc.).	SR
RSK 66	System provides ability to track and report on accidents by department, type of incident, whether or not a claim was filed, and other user-defined accident statistics.	SR
RSK 67	System can generate customized management reports.	SR

FINAL

Functional Category: Technology

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For requirement responses, other than "N," Offerors must indicate the module or product that meets the requirement.

Reference	Functional Requirements	Response
	APPLICATIONS ARCHITECTURE	
TECH 1	System must meet all County standards as described in the County's and the Schools' FY 2009 Adopted/Approved IT Plans.	F
TECH 2	System must use web browser based technology to allow all users full access to the application. The proposed system must use County-supported RDBMS such as Oracle or MS SQL.	F
TECH 3	System shall integrate and run simultaneously with other County and School applications, networks, and network topologies .	F
TECH 4	System shall interface with other systems using County and Schools approved integration guidelines or based on public open standards as described in the Interoperability section.	F
TECH 5	System shall be able to be scaled up and out throughout the project lifecycle .	F
TECH 6	UML shall be used to clarify software engineering activities throughout the project lifecycle.	F
	DATA ARCHITECTURE/ MANAGEMENT	
TECH 7	System must be able to work with both County standard databases - Oracle or SQL. Current releases are: Oracle 10G & 11G and SQL 2005 & SQL 2008.	F
	OPERATIONAL ARCHITECTURE	
TECH 8	System should be compatible with the County and Schools standard networking protocol TCP/IP and conform to industry standard network configurations.	F
	SECURITY ARCHITECTURE	
TECH 9	System shall be hosted on secure [hardened] servers which are within standard for County and Schools and able to be maintained to latest patch/release versions of O/S (as specified by County and Schools).	F
TECH 10	Proposed platform shall be part of existing domains, not standalone. Native support for Microsoft Active Directory (LDAP) and compatibility with Novell eDirectory.	F
TECH 11	The County and Schools have separate LDAP forest/domains that will remain independent of each other and will not be integrated. The proposed solution must be flexible to accommodate authentication to occur from both organizations.	F
TECH 12	System provides extensive separation of duties between functional roles (different levels of user's accesses, different levels of administrator's accesses, different levels of auditor's accesses in each of the functional application areas).	F
TECH 13	System shall allow configuration flexibility that incorporates timeouts after a user defined length of time of inactivity, lockout after a user defined number of erroneous login attempts, minimal privileged access based on roles, user's shall not be able to circumvent unique user id and other security requirements, administrator access provided separate from basic user access, etc.	F
TECH 14	System administration performed remotely shall have unique credentialing associated, extensive logging available and be performed in compliance with County and Schools security requirements (e.g., using two-factor authentication).	F
TECH 15	System shall allow for data classification and delineation of data class requirements (e.g., confidential information shall be encrypted in transit and at rest - "end to end" encryption).	F
TECH 16	Proposed platform shall submit documentation and justification for any ports required to be opened within County and Schools architecture.	F
TECH 17	System must have extensive logging and alerting available and ability to specify what activity will be audited and reported (e.g., logon/off, privilege usage, user activity, application .errors/failures, etc.)	F
TECH 18	System must have the ability to audit and report on all Functional Administrators, Database Administrators, and Server Administrators activities.	F
TECH 19	System must have the ability to query, report, print, and distribute customized administrators activity reports, customized user access reports, user rights and status reports, etc.	F
TECH 20	System must have the ability to send syslog event to third-party applications (e.g., LogLogic, Quest, etc.).	F
TECH 21	Network communications shall be IPv4 and IPv6 compatible; FQDN must be used, not IP-based.	F
TECH 22	System shall be compatible with anti-virus solutions within standards for County and Schools.	F
TECH 23	System shall have the capacity to integrate with County and Schools helpdesk/ticketing software (i.e., Infra, Remedy).	F

TECH 24	System must be able to interface with the account management solution software (new user, terminated user, transfer user, limited-term break-in-service user, returning user, immediate termination, name changes, userID changes).	F
TECH 25	System must be able to interface with the Mainframe provisioning software (new user, terminated user, transfer user, limited-term break-in-service user, returning user, immediate termination, name changes, userID changes).	F
TECH 26	System must be able to interface with the Building Security Badge software (new user, terminated user, transfer user, limited-term break-in-service user, returning user, immediate termination, name changes, userID changes).	F
TECH 27	System must be able to interface with the Security Awareness Software (new user, terminated user, transfer user, returning user, immediate termination, name changes, userID changes).	F
TECH 28	System will clear desktop cache and session cookies upon exit.	F
TECH 29	System data is not stored on mobile devices (PDAs).	F
	PLATFORM/INFRASTRUCTURE ARCHITECTURE	
TECH 30	System must meet all existing County platform standards as described in the County's and Schools' FY 2009 Adopted/Approved IT Plans.	F
TECH 31	System should be compatible with the following emerging County platform technologies: Symantec NetBackup 6.x; Windows Server 2008; Windows Vista; Solaris 10; SQL 2008, Oracle 11g; IIS 7; IE 7/8; SSL; and Collaboration Platform: Microsoft SharePoint 2007, Office Communicator 2007, Exchange Server 2007.	F
TECH 32	System must have a recommended/defined growth projection for the following infrastructure areas: data/file storage, database, servers/desktops, etc.	F
TECH 33	System must be able to integrate with County and Schools platform monitoring/management tools (Microsoft System Center, SerVista ITSM, and EMC Infra ServiceDesk) via API, web services, or industry protocols (e.g. SNMP).	F
TECH 34	If proposed system uses a RDBMS, the system must meet County database management framework. Any exceptions (e.g. special permissions, server configuration {separate vs. shared}, etc.) must be detailed and justified.	F
TECH 35	Documentation must be provided for support or lack of support for virtual platforms.	F
TECH 36	If proposed system requires clustering, it must be compatible with either Microsoft Clustering or Veritas Clustering technologies. Any other options must be detailed.	F
TECH 37	If proposed system requires "wireless mobilization", it must be compatible with NetMotion in addition to County and Schools wireless platform standards.	F
TECH 38	System must have a defined and documented business continuity plan/disaster recovery plan.	F
TECH 39	If proposed system requires remote access (for usage and/or administration), it must be able to support either web-based access, VPN, or Citrix over secure channels.	F
	INTEROPERABILITY AND INTEGRATION ARCHITECTURE	
TECH 40	Where possible, all integration efforts should strive to use XML based data exchanges. All schemas and documents will comply with the most current XML standard.	F
TECH 41	The exchange/integration effort will use a single standard XML foundation vocabulary for the exchange of data.	F
TECH 42	All exchanges and integration points should be supported by data models, schema groups, and xslt –based example documents to define data exchange.	F
TECH 43	When information integration efforts can not use an XML basis for the data exchange, Interface Control documents outlining at a minimum the following should be prepared for each interface:	
TECH 44	Identification and Overview of Systems being integrated	F
TECH 45	Functional Description of the Interface (i.e.. process flows and changes)	F
TECH 46	Data Transfer (what and how)	F
TECH 47	Transactions	F
TECH 48	Detailed Interface Requirements	F
TECH 49	Security and Integrity	F
TECH 50	Qualification Methods for Testing	F
TECH 51	Develop web services using standard SOAP envelope, header, and body; WSDL, and UDDI.	F
TECH 52	All web services use standard WSDL protocol.	F
TECH 53	The proposed system shall interface with existing County and Schools Systems.	F

Functional Category: Business Technology

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Reference Number	Functional Requirements	Response
	GENERAL	
BUSTECH 1	Full web-enabled version of system.	F
BUSTECH 2	System supports all open standards (e.g., XML).	F
BUSTECH 3	System provides job scheduling functionality.	F
BUSTECH 4	System supports complete autonomy of data, separate business rules, and separate chart of accounts for multiple entities.	F
BUSTECH 5	System's archival and purging of data must follow business rules.	F
	INTEGRATION	
BUSTECH 6	System is fully ODBC, OLE, ADO etc. compliant.	F
BUSTECH 7	System is integrated (SMTP) to applications such as Microsoft Exchange, Microsoft Outlook, Microsoft Office products, and others.	F
BUSTECH 8	System is fully integrated tables across all modules/components of the solution (e.g. Datasets, tables, changes carry throughout application(s)).	F
	SECURITY	
BUSTECH 9	System allows menu driven access tailored to individual user, group, department, or entity.	F
BUSTECH 10	System allows Multi-Level Security classes within the Application (e.g. Application and Reporting).	F
BUSTECH 11	System authenticates against Active Directory (ldap) through Identity Management solution (e.g., Novell eDirectory).	F
BUSTECH 12	System provides role-based provisioning:	
BUSTECH 13	Provides role-based security to all levels - screen, data field, etc.	F
BUSTECH 14	Provides a role based provision solution for internal (i.e. Intranet portal) users (please describe how you can meet this requirement in the comment field)	F
BUSTECH 15	Provides a role based provision solution for external (i.e. Extranet portal) users (please describe how you can meet this requirement in the comment field)	F
BUSTECH 16	Provides a role based provision solution for public portal users (please describe how you can meet this requirement in the comment field)	F
BUSTECH 17	System provides security levels to include but not limited to the following:	
BUSTECH 18	Enterprise	F
BUSTECH 19	Component unit (e.g., Agencies, School District, Entity)	F
BUSTECH 20	Department/Agency	F
BUSTECH 21	Division	F
BUSTECH 22	Section within division	F
BUSTECH 23	Role or group	F
BUSTECH 24	Person id or user id	F
BUSTECH 25	IP address for tracking purposes	F
BUSTECH 26	Screen and menu	F
BUSTECH 27	Reports (e.g. Queries, SQL, etc.)	F
BUSTECH 28	Database table	F
BUSTECH 29	Element in chart of accounts (e.g., fund, projects, etc.)	F
BUSTECH 30	Field	F
BUSTECH 31	Transaction type	F
BUSTECH 32	System sets security profile to define user authorized to:	
BUSTECH 33	Log on	F
BUSTECH 34	Add data	F
BUSTECH 35	Delete data	F
BUSTECH 36	Change data	F
BUSTECH 37	View data	F
BUSTECH 38	Approve data	F
BUSTECH 39	System allows user to view or obtain security reports showing:	
BUSTECH 40	Authorized system use	F
BUSTECH 41	Unauthorized system use	F
BUSTECH 42	Security profiles by user, entities, department, etc.	F
BUSTECH 43	Security breaches or attempts	F
BUSTECH 44	System disconnects or logs out user during designated periods:	
BUSTECH 45	Users	F
BUSTECH 46	Groups of Users	F
BUSTECH 47	System warns user that they will be disconnected before automatically logging off user.	F
BUSTECH 48	Proposed third-party applications utilize system security definitions.	F
BUSTECH 49	Data access through report writer applications utilize system security definitions.	F
	LAYOUT	
BUSTECH 50	System supports screen layout changes by user with default reset/restore option.	F
BUSTECH 51	User defined screen linkage available (process flow, customizable). Note any limitations in comments column.	F
	SYSTEM HELP	
BUSTECH 52	System provides field level help.	F
BUSTECH 53	System help text is configurable by users with proper security levels.	F

BUSTECH 54	System provides screen help.	F
BUSTECH 55	System's error messages appear in a consistent format across all system modules.	F
BUSTECH 56	System's error messages are integrated with on-line help function.	F
BUSTECH 57	System help functions are associated with functional transaction.	F
BUSTECH 58	System maintains error logs.	F
BUSTECH 59	System utilizes automatic notifications of errors to user-defined stakeholders.	F
	REPORTING	
BUSTECH 60	System supports 'as of' date reporting.	SR
BUSTECH 61	System provides ability to archive reports for a period of time (snapshot).	SR
BUSTECH 62	System provides ability to save, print, email, schedule, filter, and search ad-hoc, as-of date, imaged, custom, and standard reports based on defined security profiles.	SR
BUSTECH 63	Standard reports available for major functions which allow users to report on any user-defined parameter values or ranges.	SR
BUSTECH 64	Standard adhoc report writer available with ability to save the parameters and share reports .	SR
BUSTECH 65	System supports multiple report formats (e.g., HTML, PDF, text, etc.). Provide list in comments column.	SR
BUSTECH 66	Users can drill around and drill down from report fields to source data and attached documents.	SR
BUSTECH 67	System reports on any field or combination of fields held in the database.	SR
BUSTECH 68	System allows end-users, with appropriate security, to modify report queries on-line.	SR
BUSTECH 69	System allows users to export the data to a spreadsheet application for manipulation and/or reporting of data.	SR
BUSTECH 70	System allows for merged word processor reports to be edited and saved directly.	SR
BUSTECH 71	System allows users to sort report by any field within the report.	SR
BUSTECH 72	System filters reports based upon user-defined criteria.	SR
BUSTECH 73	System allows users to define a sort order for printing of reports.	SR
BUSTECH 74	System allows user to create and print reports on special forms.	SR
BUSTECH 75	System must allow customized form creation with auto-fill to merge form with data.	SR
BUSTECH 76	System allows user to print or restrict reports to any printer (e.g. laser jets, networked copiers).	SR
BUSTECH 77	System query statements use the following:	
BUSTECH 78		
BUSTECH 79	Sentences (i.e., ask questions)	SR
BUSTECH 80	Text searches	SR
BUSTECH 81	System reports are generated by date range.	SR
BUSTECH 82	System produces dashboard data.	SR
BUSTECH 83	Users can define dashboard reports.	SR
	AUDITING	
BUSTECH 84	System provides audit trails of user actions with automated tools for review.	F
BUSTECH 85	System produces standard audit logs to feed security and system management systems.	F
BUSTECH 86	System enables all transactions including configuration and workflow transactions can be audited.	F
BUSTECH 87	System audits contain the following data:	
BUSTECH 88	User ID	F
BUSTECH 89	Name	F
BUSTECH 90	IP Address	F
BUSTECH 91	Date	F
BUSTECH 92	Time	F
BUSTECH 93	Transaction Code	F
BUSTECH 94	Data	F
BUSTECH 95	Assigned approvals (e.g., consents)	F
BUSTECH 96	System maintains audit records for user-defined time-period.	F
BUSTECH 97	System audit reports show the following about batch interfaces:	
BUSTECH 98	Documents	F
BUSTECH 99	Type of transaction	F
BUSTECH 100	Source of transaction	F
BUSTECH 101	Error reports	F
BUSTECH 102	Email is generated if interface fails or is successful	F
	DATA ENTRY	
BUSTECH 103	System allows existing forms and online forms to be interfaced to the system.	F
BUSTECH 104	System allows complete validation and editing of data at the point of entry (on-line or batch).	F
BUSTECH 105	System allows both online and batch entry of data.	F
BUSTECH 106	System must establish rules for each transaction type which determine whether data is:	
BUSTECH 107	Required	F
BUSTECH 108	Optional	F
BUSTECH 109	Not Allowed	F
BUSTECH 110	System must prevent transactions from posting until all "required" fields are completed and validated.	F
BUSTECH 111	System must highlight errors on the screen for immediate correction (online, immediate validity checks).	F
BUSTECH 112	System's required fields are highlighted or flagged.	F
BUSTECH 113	System must allow line item descriptions with unlimited characters (Please list any limitations in the comments field).	F
BUSTECH 114	System validates mass data entered in batch form.	F
BUSTECH 115	System's validation rules for mass entries can be established.	F
BUSTECH 116	System permits invalid transactions from a mass upload to be held in a suspend file.	F
BUSTECH 117	System provides a consistent screen presentation across all components, including:	

BUSTECH 118	Screen naming functions	F
BUSTECH 119	Screen layout	F
BUSTECH 120	Menus (as defined by security profile)	F
BUSTECH 121	Systems ensures that profiles are portable (e.g., not stored on a client but on the server)	F
BUSTECH 122	System allows for the following data to be masked after data entry based on user security:	
BUSTECH 123	Tax numbers/ID	F
BUSTECH 124	Social Security Number	F
BUSTECH 125	Credit Card numbers, Bank account numbers	F
BUSTECH 126	Other fields (please describe limitations in comments column)	F
BUSTECH 127	System supports displaying of partial numbers (e.g., last four digits of social security number; partial bank account number, etc.).	F
BUSTECH 128	System provides ability to create on-line forms for data entry.	F
BUSTECH 129	System must allow colored fonts in forms and on viewable screens.	F
	WORKFLOW	
BUSTECH 130	Workflow is available in all modules that are proposed.	F
BUSTECH 131	Workflow is available in all third-party solutions that are proposed.	F
BUSTECH 132	Workflow configuration by processes, entities etc.	F
BUSTECH 133	System allows approval process tracking.	F
BUSTECH 134	Workflow is integrated between all third party solutions.	F
BUSTECH 135	Workflow is integrated between all modules.	F
BUSTECH 136	Workflow can be set by user defined attributes, such as:	
BUSTECH 137	User	F
BUSTECH 138	Role	F
BUSTECH 139	Department/Entity	F
BUSTECH 140	Thresholds	F
BUSTECH 141	Percentage Argument	F
BUSTECH 142	Numerical Argument	F
BUSTECH 143	Transaction event (e.g., scanned image being loaded during data entry process)	F
BUSTECH 144	Workflow assignments can be re-routed to different authorized approvers based upon availability e.g. vacation schedule, filled queues.	F
BUSTECH 145	Workflow accommodates the following end-to-end processes:	
BUSTECH 146	AP: Invoice receipt to check processing	F
BUSTECH 147	AR: Customer billing to receipt	F
BUSTECH 148	BEN: Benefits enrollment to disbursement	F
BUSTECH 149	BUD: Budget preparation	F
BUSTECH 150	FA: Fixed asset acquisition to retirement/disposal	F
BUSTECH 151	GL: Closing process including carry forward and other opening processes	F
BUSTECH 152	GR: Grant award to sponsor reporting	F
BUSTECH 153	INV: Inventory purchase/replenishment to issuance	F
BUSTECH 154	PAY: Time Entry to paycheck processing	F
BUSTECH 155	PA: Personnel requisition to employee separation	F
BUSTECH 156	PRJ: Project creation to project close	F
BUSTECH 157	PUR: Requisition to receiving	F
BUSTECH 158	RSK: Event tracking to settlement	F
BUSTECH 159	TRN: Class creation to student evaluation	F
BUSTECH 160	TR: Cash investment to cashflow reporting	F

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Annual Over age 19	Report for annual student recertification.	Benefits	F = Report provided fully functional out of the box
Benefit Changes Report	Weekly changes sent to health plans	Benefits	F = Report provided fully functional out of the box
Benefits Audit Report	Comparison of health plan and Human Resources enrollment data and health care provider vendor data.	Benefits	F = Report provided fully functional out of the box
Covered Children	Lists all children turning 19	Benefits	F = Report provided fully functional out of the box
General Census Report	Lists all covered individuals, their coverage, subscriber/dependent/student status, birthdates, effective dates, etc.	Benefits	F = Report provided fully functional out of the box
Payroll Reconciliation Report	Provides personnel services expenditures by character and subobject grouped by, fund, cost center and lowest level of the organizational structure by pay period with summary totals	Budget and Payroll	F = Report provided fully functional out of the box
Active Employee Query	Provide field level query capabilities for all data pertaining to Active Employees	Human Resources	F = Report provided fully functional out of the box

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Benefits Data Query	Provide field level query capabilities for benefits data for active and terminated employees including leave hours and dollars	Human Resources	F = Report provided fully functional out of the box
Dependents Requiring COBRA notices	BP: Query of dependents turning age 23 (losing eligibility for coverage) that need to have COBRA notices issued.	Human Resources	F = Report provided fully functional out of the box
Dependents Turning Age 23 for Life Ins	DM: Dependents attached to VRS Life or Co Dep Life that are turning age 23 and no longer eligible for dependent life benefits	Human Resources	F = Report provided fully functional out of the box
Employee Query	Provide a field level query for all data pertaining to active and terminated employees	Human Resources	F = Report provided fully functional out of the box
Employees Returning from Leave	LDM/Leaves: Used to monitor employees who are schedule to return from an approved LOA.	Human Resources	F = Report provided fully functional out of the box
Employees with LTD Codes (LTD Report with Reasons)	LDM/Leaves: Provides the Leaves and Disabilities section a listing of employees on approved long term disability and projected end date.	Human Resources	F = Report provided fully functional out of the box
Gross Wages report	LDM/WC: Query listing wages for previous 52 week period for calculation of workers comp benefit	Human Resources	F = Report provided fully functional out of the box

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Name Change	DM: Lists employees with name changes so data can be updated with carriers	Human Resources	F = Report provided fully functional out of the box
Pay For Performance EEOC Statistics	Produces a report of ratings by agency. Includes counts by user requested data including race, sex, pay grade or job category. Summarizes County level totals.	Human Resources	F = Report provided fully functional out of the box

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Personnel Actions	A report of new appointments, reemployments, or transfers in a pay period or employees that have a job expiration date within three months.. Agencies can use this report to track the movement of employees in their agency.	Human Resources	F = Report provided fully functional out of the box
Position Query	Provide field level query capabilities for all data pertaining to Established positions and any incumbents	Human Resources	F = Report provided fully functional out of the box
Promotions And Appointments By Agency	Detail and summary totals of promotions and appointments with demographic data for EEOC reporting purposes	Human Resources	F = Report provided fully functional out of the box
STD Leave and Projected Return Date	LDM/Leaves: Provides the Leaves and Disabilities section a listing of employees on STD leave and their expected return to work date (sorted in descending date order).	Human Resources	F = Report provided fully functional out of the box

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STD Pendings with Subsequent Actions	LDM/Leaves: Listing of all employees with STD codes.	Human Resources	F = Report provided fully functional out of the box
Work Force Distribution	Produces a report reflecting the work force distributed by race and sex within job classification, and EEOC job category. The report totals the data by user requested fields including race and sex within each job class within each EEOC job category, year.	Human Resources	F = Report provided fully functional out of the box
Separation Report	Monthly Separation Report for School Board	Human Resources	F = Report provided fully functional out of the box
New Hire Report	Quarterly New Hire Report for School Board	Human Resources	F = Report provided fully functional out of the box
VEC Report	Virginia Employment Commission New Hire Report	Human Resources	F = Report provided fully functional out of the box
Mass Term report	Mass Hourly Termination program/report	Human Resources	F = Report provided fully functional out of the box
Time and Attendance Errors	Time and Attendance Error Report	Human Resources	F = Report provided fully functional out of the box
Time Entry Report by Payperiod	Time and Attendance Time Entry report by pay period for program manager	Human Resources	F = Report provided fully functional out of the box
Time and Attendance System Users	Time and Attendance User Access report	Human Resources	F = Report provided fully functional out of the box

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Leave Return	Employees Returning from leave	Human Resources	F = Report provided fully functional out of the box
Mandatory Coverages Needed	Lists benefit eligible employees (weekly and bi-weekly) that do not have mandatory retirement, life or LTD benefits assigned	Human Resources	F = Report provided fully functional out of the box
Duplicate Coverages Detected	Lists employees who have overlapping start or end dates	Human Resources	F = Report provided fully functional out of the box
Deduction Registers	Report of standard deductions by EIN and user defined elements	Payroll	F = Report provided fully functional out of the box
Earnings History Report	Earnings History Report	Payroll	F = Report provided fully functional out of the box
Hours and Dollars By Agency	Report showing hours and dollars charged by job number and index code for the user requested time period. Includes data summarized by position, index code, project number, project detail and subobject.	Payroll	F = Report provided fully functional out of the box
Payroll Overtime Earnings Report	Includes all active and terminated employees with overtime earnings greater than zero. Sorted by agency with detail for user requested date and salary ranges.	Payroll	F = Report provided fully functional out of the box

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Payroll Register & Summary	A report of the employees' hours, deductions and pay. Agencies can use this report to check the pay history of an employee when an adjustment needs to be processed on an employee's T/A after payroll has ran. Used to balance the payroll.	Payroll	F = Report provided fully functional out of the box
Payroll Register and Summary Report	Reports the payroll expense distribution by agency and the total amount of the	Payroll	F = Report provided fully functional out of the box
Injury Leave Report	Injury Leave By Agency - include both hours and dollars accrued as well as LWOP	Payroll	F = Report provided fully functional out of the box
Functional Area Audit Reports	Provides the capability to audit transactional changes and user defined areas of concern (for example, active employees who have no time submitted or who's current time submitted is less than the scheduled hours for the position in which they are encumber	System Administration	F = Report provided fully functional out of the box
Tables Maintenance Reports	Provides the functional system administrator with current table values and indicates any table changes for a user defined period (includes Message tables)	System Administration	F = Report provided fully functional out of the box

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Security Reports	Systems Administration Security Report displaying all employees and what functions they can access.	Systems Administration	F = Report provided fully functional out of the box
Time Summary Query	Time Summary Hours, Errors and omissions with query abilities to the field level	Time and Attendance	F = Report provided fully functional out of the box

Report Title	Report Description	Function Area(s)	**Response** F = Report provided fully functional out of the box FC = Report provided out the box with configuration CO = Customize Report (Extra cost to develop) TP = Third-party Software Required Fully Meet Requirement (Software Must be Proposed) EX = Report not required when using proposed solution. (Explain in "Comment Column") **Dropdown Menu**
Budget Adjustment	Provides a summary of out-of-cycle budget adjustments (both temporary and permanent) and distributions by any subset of the organization structure and chart of accounts.	Budget	F = Report provided fully functional out of the box
Budget Transaction Report	Supports online search and query of budget transactions.	Budget	F = Report provided fully functional out of the box
Budget Variance Report	Provide standard, customizable, report/inquiry for analysis of budget vs. actual usage by item, organization, and other user-defined fields for operating, grant and project budgets.	Budget	F = Report provided fully functional out of the box
Budget Version by Fund, Revenue, Expenditures, Transfer In, Transfer Out	Revenue and expenditures for the specified Budget Version grouped by program, character, object, and subobject (any element of the chart of account)	Budget	F = Report provided fully functional out of the box
Budget Version by Organization, Fund,Department,Subdepartment, Agency,Cost Center	Revenue and Expenditure Budget Version by Organization, Fund, Department,Sudepartment, Agency,Cost Center. Grouped by Index (lowest element of organizational hierarchy) ,Character, Object, and Subobject.	Budget	F = Report provided fully functional out of the box
Budget Version by Revenue, Expenditures, Transfer In, Transfer Out	Revenue and expenditures for the specified Budget Version grouped by function, program, character, object, and subobject (any element of the chart of account)	Budget	F = Report provided fully functional out of the box
Budget Version Summary of Capital Projects	Capital Project Revenue and Expenditure Budget Version by Organization, Fund, Department,Sudepartment, Agency,Cost Center. Grouped by Project, Character, Object, and Subobject.	Budget	F = Report provided fully functional out of the box
Comparison of Budget Versions	Provides Comparison of Projected Budget Revenue and expenditures version to prior year actuals, adopted and revised budgets grouped by any subset of the organization structure and chart of accounts.	Budget	F = Report provided fully functional out of the box

Report Title	Report Description	Function Area(s)	Response F = Report provided fully functional out of the box FC = Report provided out the box with configuration CO = Customize Report (Extra cost to develop) TP = Third-party Software Required Fully Meet Requirement (Software Must be Proposed) EX = Report not required when using proposed solution. (Explain in "Comment Column") Dropdown Menu
Comparison of Grant Budget Versions	Provides Comparison of Projected Grant Budget Revenue and expenditures version to prior year actuals, adopted and revised budgets grouped by any subset of the organization structure and chart of accounts at the grant or grant detail level.	Budget	F = Report provided fully functional out of the box
Comparison Project Budget Versions	Provides Comparison of Projected Project Budget Revenue and expenditures version to prior year actuals, adopted and revised budgets grouped by grouped by any subset of the organization structure and chart of accounts at the project or project detail level.	Project Accounting	F = Report provided fully functional out of the box
Grant and Project Carryover Balances (includes Negative Balances)	Provides a list of all grant and project carryover balances by Any subset of the organization structure and chart of accounts. Grouped by Project and project detail and character with the ability to drill down to the transaction detail.	Budget	F = Report provided fully functional out of the box

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Backordered Inventory (FCIN)	Lists all of the inventory items in a stockroom that have outstanding backorders to include current inventory status and request documents.	Consumable Inventory	F = Report provided fully functional out of the box
Count Slips In Progress	Lists all of the cycle counts that have not been completed (in progress).	Consumable Inventory	F = Report provided fully functional out of the box
High Value Inventory Adjustment	Lists all of the inventory items in a stockroom that have stock adjustments that exceed a specified value.	Consumable Inventory	F = Report provided fully functional out of the box
Historical Demand, Usage And Forecast - Plan	Lists the usage quantities and values for all of the inventory items in a stockroom for the current quarter (Jan, Feb, March 2009) and previous year same quarter (Jan, Feb, March 2008).	Consumable Inventory	F = Report provided fully functional out of the box
Historical Demand, Usage And Forecast - Total	Lists the usage quantities and values for all of the inventory items in a stockroom for the last 12 months. The last 12 months are based upon the month the report is requested (Jan 08 - Dec 08, Feb 08 - Jan 09, March 08 - Feb 09, etc.)	Consumable Inventory	F = Report provided fully functional out of the box
Inventory Item Availability Report	Lists all of the inventory items in a stockroom that have requested and backordered quantities that exceed the on hand quantity including request documents.	Consumable Inventory	F = Report provided fully functional out of the box
Inventory Status Exception	Lists all of the inventory items in a stockroom which have the following quantity level status: On-hand quantity above maximum, at or below order point, at or below safety stock, with zero balance or with backorders.	Consumable Inventory	F = Report provided fully functional out of the box

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Items Not Counted	Lists all of the inventory items in a stockroom that have not been cycled counted by a specified date.	Consumable Inventory	F = Report provided fully functional out of the box
Passive Order Yearly	List of yearly passive orders by document, FCIN, location and month.	Consumable Inventory	F = Report provided fully functional out of the box
Period End Inventory Processing Report	Displays the results of updating the planning statistics file at the end of an operational period (monthly).	Consumable Inventory	F = Report provided fully functional out of the box
Recommended Reorder Detail	Lists all of the inventory items in a stockroom that need to be replenished from external suppliers (vendors). Report displays summary details of item, usage history and purchase order history.	Consumable Inventory	F = Report provided fully functional out of the box
Redundant Inventory Report	Lists all of the inventory items in a stockroom that have no movement activity (issue or transfer) since a specified date.	Consumable Inventory	F = Report provided fully functional out of the box
Replenishment Settings	Displays the results of updating replenishment values (reorder point, safety stock, etc.) at the end of an operational period (monthly).	Consumable Inventory	F = Report provided fully functional out of the box
Stock Count Results	Lists all of the cycle counts that have been completed during a specified date range including counts results and statistics.	Consumable Inventory	F = Report provided fully functional out of the box
Stock Turnover By Material Group Report	Lists the stock turnover details for all inventory items in all stockrooms based on commodity.	Consumable Inventory	F = Report provided fully functional out of the box
Stock Turnover By Stockroom Report	Lists the stock turnover details for all of the inventory items in a stockroom.	Consumable Inventory	F = Report provided fully functional out of the box
Stock Value - County Totals (Detail)	Lists all of the inventory items in a stockroom with their current values.	Consumable Inventory	F = Report provided fully functional out of the box
Stock Value Totals - County	Lists all stockrooms and their current inventory value totals.	Consumable Inventory	F = Report provided fully functional out of the box

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Stockroom Inventory Detail	Lists detail information for all of the inventory items in a stockroom. Information includes replenishment, cycle count, movement and usage data.	Consumable Inventory	F = Report provided fully functional out of the box
Accountable Equipment List	Lists all accountable equipment items to include organization, property id, asset description, manufacturer, model number, serial number, acquisition value, acquisition date and location code. Sort by any data element.	Fixed Assets	F = Report provided fully functional out of the box
Fixed Asset Identification	Lists all acquisitions above a specified dollar amount to include all document types (SO, PO, BP, P-Card, etc.), status, vendor, department, funds, receipt, account balances, contract number, commodity, order description, quantity, unit price, etc. Report can be sorted by all listed criteria.	Fixed Assets	F = Report provided fully functional out of the box
Active Contracts	Lists all active contracts to include contract number, description, vendor, expiration date, department and buyer. sorted by number of extensions then by contract number. Active contracts are those that are in an approved status and have not expired. Sort by any data element.	Purchasing	F = Report provided fully functional out of the box
Bidders Selection List	Lists all vendors that were selected for a specific solicitation that can perform work or provide products for a specified commodity.	Purchasing	F = Report provided fully functional out of the box
Buyer Queue Report	Lists all requisitions in a buyer's queue waiting to be processed.	Purchasing	F = Report provided fully functional out of the box

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Buyer/Comm Route Structure	Lists the commodity code to buyer routing structure for purchase requisitions.	Purchasing	F = Report provided fully functional out of the box
Commodity Code List	Lists all commodity codes. To include commodity number, description, unit of measures, etc. Sort by any data element.	Purchasing	F = Report provided fully functional out of the box
Contract Expiration	Lists all contracts that are due to expire within the number of days specified.	Purchasing	F = Report provided fully functional out of the box
Delivery Location Maintenance Report	Lists all delivery location codes in system including department name and address information.	Purchasing	F = Report provided fully functional out of the box
Documents For Given Commodity Code	Lists all procurement documents that contain a specific commodity code within a specified date range.	Purchasing	F = Report provided fully functional out of the box
Documents For Given Suboject Code	Lists all procurement documents that contain an accountable equipment related subobject code within a specified date range.	Purchasing	F = Report provided fully functional out of the box
Faxes Sent To Vendor	Lists all procurement type documents (purchase orders, blankets orders, supplements, etc.) that were faxed to a specific vendor based upon a specified date range. Report identifies those transactions that were successful or failed including reason.	Purchasing	F = Report provided fully functional out of the box
Faxes Sent Today	Lists all procurement type documents (purchase orders, blankets orders, supplements, etc.) that were faxed on a specific date or date range for all vendors. Report identifies those transactions that were successful or failed including reason.	Purchasing	F = Report provided fully functional out of the box

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Open Procurement Documents	Lists all procurement documents that are open to include all document types (SO, PO, BP, P-Card, etc.), status, vendor, department, funds, receipt, account balances, contract number, commodity, order description, etc. Report can be sorted by all listed criteria. Provide totals and subtotals by criteria.	Purchasing	F = Report provided fully functional out of the box
Potential Subcontractor List	Lists all vendors that were selected for a specific solicitation that can perform subcontracting work for a specified commodity.	Purchasing	F = Report provided fully functional out of the box
Procurement Document Certification	Lists all procurement documents (purchase order, blanket orders, supplements, etc.) that were approved on a specified day. Report includes method of distribution (hardcopy print, e-mail, fax or no distribution), vendor information, document number, department, location, etc.	Purchasing	F = Report provided fully functional out of the box
Registered Vendors With Commodities	Identifies all vendors that have registered against a specific or range of commodity codes. Information to include vendor name, vendor number, small business designation (SMBE code), contact information, commodity code. Sort by any data element. Data can be used to contact vendors via e-mail, fax or mail.	Purchasing	F = Report provided fully functional out of the box

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Solicitation Log	Lists all solicitations except for those that are in progress sorted by opening date including solicitation type (IFB, RFP, OMP, etc) totals.	Purchasing	F = Report provided fully functional out of the box
System Activity Audit Log	Lists all transactions and associated elements that were processed in the system by all users and administrators to include action, user, field modification, etc. Sort by any data element.	Purchasing	F = Report provided fully functional out of the box
User Security Access	Lists all users in the system and their corresponding access privileges, monetary authority, delegated access, status, etc.	Purchasing	F = Report provided fully functional out of the box

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Unpaid Vouchers with a Net Credit Balance	Report needed for the verification & research of the individual Check runs.	Accounts Payable	F = Report provided fully functional out of the box
Transmittal Register	Report needed for the verification & research of the individual ACH payment runs.	Accounts Payable	F = Report provided fully functional out of the box
Claims Exception Report	Report needed for the verification & research of the individual ACH payment runs.	Accounts Payable	F = Report provided fully functional out of the box
Register of Computer Prepared Checks	Report needed for the verification & research of the individual Check runs.	Accounts Payable	F = Report provided fully functional out of the box
Held Check Report	Report needed for the verification & research of the individual Check runs.	Accounts Payable	F = Report provided fully functional out of the box
ACH Disbursement to Financial Institutions	Report needed for the verification & research of the individual ACH payment runs for each bank account.	Accounts Payable	F = Report provided fully functional out of the box
1099 Detailed Transactions by Subdepartment and Vendor	1099 Detailed Transactions by Subdepartment and Vendor Report with Prompts for Calendar Year (CY), Subdepartment, and Post Date.	Accounts Payable	F = Report provided fully functional out of the box
Accrual Liabilities Balances	Fixed Asset: Accrual Liabilities Balances	Accounts Payable	F = Report provided fully functional out of the box
Report of Accounts Payable Aging by user-defined lower level element of the organization structure	Report of Accounts Payable Aging by user-defined lower level element of the organization structure	Accounts Payable	F = Report provided fully functional out of the box
Report of Invoice Activity by user-defined lower level element of the organization structure	Report of Invoice Activity by user-defined lower level element of the organization structure	Accounts Payable	F = Report provided fully functional out of the box

Report Title	Report Description	Function Area(s)	Response F = Report provided fully functional out of the box FC = Report provided out the box with configuration CO = Customize Report (Extra cost to develop) TP = Third-party Software Required Fully Meet Requirement (Software Must be Proposed) EX = Report not required when using proposed solution. (Explain in "Comment Column") Dropdown Menu
Vouchers selected for Payment - Various Methods including ACH, County Disbursements, Housing etc.	Vouchers selected for Payment - includes ACH, County Disbursements and Housing Disbursements with Prompts for Fiscal Year, Fiscal Month, and Selection Date.	Accounts Payable	F = Report provided fully functional out of the box
Accounts Receivable Delinquent Accounts	Accounts Receivable Delinquent Accounts	Accounts Receivable	F = Report provided fully functional out of the box
Documents Accounts Receivable Aging Report – Detailed and Summary	Documents Accounts Receivable Aging report displaying number of days for outstanding balances and percents in increments of 30 days or less, 60 days or less, 90 days or less or greater than 120 days. Columns are totaled by user-defined lower-level element of the organization structure.	Accounts Receivable	F = Report provided fully functional out of the box
Receivable Document Summary by user-defined lower level element of the organization structure and Fund	Receivable Document Summary by user-defined lower level element of the organization structure and Fund	Accounts Receivable	F = Report provided fully functional out of the box
Cost Report	Fixed Asset: Cost Report	Asset Management	F = Report provided fully functional out of the box
Depreciation Expense	Fixed Asset: Depreciation Expense	Asset Management	F = Report provided fully functional out of the box
Disposal Report	Fixed Asset: Disposal Report	Asset Management	F = Report provided fully functional out of the box
Gain/Loss on Sale of Capital Assets	Fixed Asset: Gain/Loss on Sale of Capital Assets	Asset Management	F = Report provided fully functional out of the box
Schedule of Capital Asset - Function and Organization (additions/deletions)	Fixed Asset: Schedule of Capital Asset - Function and Organization (additions/deletions)	Asset Management	F = Report provided fully functional out of the box

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Schedule of Capital Assets by Source	Fixed Asset: Schedule of Capital Assets by Source	Asset Management	F = Report provided fully functional out of the box
Summary of Changes in Capital Assets by Fund and Organization	Fixed Asset: Summary of Changes in Capital Assets by Fund and Organization	Asset Management	F = Report provided fully functional out of the box
Transfer Report	Fixed Asset: Transfer Report	Asset Management	F = Report provided fully functional out of the box
Payroll Transactions by Payperiod	Report includes Document No., Subobject, Character, Index, Pay Period, Amount and Sub Fund. This report is used to reconcile w/ Lawson payroll reports to make sure the payroll postings on Accounting System and on Lawson Payroll matched.	Finance	F = Report provided fully functional out of the box
System Security Report	Report shows work flows, security paths, users security, tables and programs security.	Finance	F = Report provided fully functional out of the box
Classification Structure Report	Report shows classification structure by segments of chart of accounts	Finance	F = Report provided fully functional out of the box
Vendors Report	Report shows active documents by vendors, by categories and by segments of chart of accounts	Finance	F = Report provided fully functional out of the box
Expenditure - Revenue Data Warehouse Reconciliation by Sub Fund	Report is used to reconcile with Data Warehouse. It shows total year-to-date Budget, Reservations, Encumbrances, Total Expenditures (including Expenditures in kind and Transfers out) and Total Revenues (including Revenues in kind and Transfer in) by Funds and Subfunds	Finance	F = Report provided fully functional out of the box

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FCPS Summary Financial Management Report	Summary Report shows Current Budget, Expenditures, Remaining Balance and Percentage Spent by Object --- Prompts for Organization and Sub object	Finance	F = Report provided fully functional out of the box
FCPS Financial Management Report	Report shows beginning balances, detail transactions, open documents and ending balance --- Includes the column of Current Budget, Encumbrances / Reservations, Expenditures, and Remaining Balance --- Prompts for Organization, Object, Index and Subobject	Finance	F = Report provided fully functional out of the box
Carryover for Projects & Grants	Remaining Balance to carryover for Projects & Grants in Old Year & New Year by Fund, Subfund, Index	Finance	F = Report provided fully functional out of the box
Carryover for Documents	Remaining Balance to carryover for Encumbrances & Reservations in Old Year & New Year by Fund, Subfund, Index	Finance	F = Report provided fully functional out of the box
A Statement of Appropriation Status Report by Fund	A Statement of Appropriation Status Report by Fund and user-defined lower level element of the organization structure with Prompts for Fiscal Year, Fiscal Month, Fund, Department and user-defined lower level element of the organization structure. Grouped by Character.	Finance and Budget	F = Report provided fully functional out of the box

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Revenues and Expenditures by user-defined lower level element of the organization structure and Cost Center	Revenues and Expenditures by user-defined lower level element of the organization structure and Cost Center Report with Prompts for Fiscal Year, Fiscal Month, Fund, Department and user-defined lower level element of the organization structure. Grouped by Cost Center, Index Code, and Subobject.	Finance and Budget	F = Report provided fully functional out of the box
Document Detail Report by Fund and General Ledger	Document Detail Report by Fund, User-defined lower-level element of the organization structure, and General Ledger with Prompts for Fiscal Year, Fiscal Month, Fund, Department , user-defined lower-level element of the organization structure and General Ledger. Grouped by Document Number.	Finance and Budget - Expenditures	F = Report provided fully functional out of the box
Expenditures by Fund and Character	Expenditures by Fund and Character Report with Prompts for Fiscal Year, Fiscal Month, Fund, and Character. Grouped by Object and Subobject with Drill Down to the Transaction Details.	Finance and Budget - Expenditures	F = Report provided fully functional out of the box
Expenditures by Fund and Cost Center	Expenditures by Fund and Cost Center Report with Prompts for Fiscal Year, Fiscal Month. Fund, Department and Cost Center. Grouped by Character and Subobject with Drill Down to the Transaction Details.	Finance and Budget - Expenditures	F = Report provided fully functional out of the box
Expenditures by Fund and Subdepartment	Expenditures by Fund and Subdepartment Report with prompts for Fiscal Year, Fiscal Month, Fund, Department , and Subdepartment. Grouped by Character and Subobject with Drill Down to the Transaction Details.	Finance and Budget - Expenditures	F = Report provided fully functional out of the box

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Expenditures by Fund Report	Expenditures by Fund Report with Prompts for Fiscal Year, Fiscal Month, and Fund. Grouped by Character and Subobject with Drill Down to the Transaction Details.	Finance and Budget - Expenditures	F = Report provided fully functional out of the box
Expenditures by Fund	Expenditures by Fund, user-defined lower level element of the organization structure and subdepartment Report with Prompts for Fiscal Year, Fiscal Month, Fund, Department, and user-defined lower level element of the organization structure. Grouped by Character, Index, and Subobject with Drill Down to the Transaction Details and Payroll Details.	Finance and Budget - Expenditures	F = Report provided fully functional out of the box
Expenditures by Fund and Activity	Expenditures by Fund, Projects, and Object codes with Prompts for Fiscal Year, Fiscal Month. Fund, Department and Activity. Grouped by Character and Subobject with Drill Down to the Transaction Details.	Finance and Budget - Expenditures	F = Report provided fully functional out of the box
Expenditures by Organization and Object	Expenditures by Organization and Object	Finance and Budget - Expenditures	F = Report provided fully functional out of the box
Projected Personnel Expenses Report by Payperiod and Cost Center	Projected Personnel Expenses Report by Payperiod and Cost Center with Prompts for Fiscal Year, Fiscal Month, Payroll, Fund, user-defined lower level element of the organization structure, and Multiple Selections for Cost Center	Finance and Budget - Expenditures (Payroll)	F = Report provided fully functional out of the box

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Expenditures by Fund with Payroll Detail	Expenditures by Fund and User-defined lower-level elements of the organization structure with Prompts for Fiscal Year, Fiscal Month, Fund, Department and the user-defined lower-level elements of the organization structure. Grouped by Character, User defined Organization Element and Subobject with Drill Down to the Transaction Details and to the payroll Details.	Finance and Budget - Expenditures (Payroll)	F = Report provided fully functional out of the box
Payroll Detail Report	Personnel Services Detail Report with Prompts for Subdepartment, Subobject Code, and Pay End Date. This Report only Contains Personnel Services Data Detail.	Finance and Budget - Expenditures (Payroll)	F = Report provided fully functional out of the box
Projected Personnel Expenses Report by Payperiod	Projected Personnel Expenses Report by Payperiod with Prompts for Fiscal Year, Fiscal Month, Payroll, Fund and user-defined lower level element of the organization structure.	Finance and Budget - Expenditures (Payroll)	F = Report provided fully functional out of the box
Statement of Estimated and Actual Revenues	Statement of Estimated and Actual Revenues by user-defined lower level element of the organization structure.	Finance and Budget - Revenue	F = Report provided fully functional out of the box
Revenue by Project/Project Detail and Summary by Fund.	Revenue by Project and Project Detail	Finance and Budget - Revenue	F = Report provided fully functional out of the box

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Revenues by Fund and user-defined lower level element of the organization structure	Revenues by Fund and user-defined lower level element of the organization structure Report with Prompts for Fiscal Year, Fiscal Month, Fund, Department , and user-defined lower level element of the organization structure. Grouped by Character, Index, Subobject with Drill Down to the Transaction Details.	Finance and Budget - Revenue	F = Report provided fully functional out of the box
Revenues by Fund and Cost Center	Revenues by Fund and Cost Center Report with Prompts for Fiscal Year, Fiscal Month, Fund, Department , and Cost Center. Grouped by Character, Object, and Subobject with Drill-Down to the Transaction Details.	Finance and Budget - Revenue	F = Report provided fully functional out of the box
Revenues by Fund and Index	Revenues by Fund and Index Report with Prompts for Fiscal Year, Fiscal Month, Fund, Department , and Index. Grouped by Character, Object, and Subobject with Drill-Down to the Transaction Details.	Finance and Budget - Revenue	F = Report provided fully functional out of the box
Revenues by Fund and Subobject	Revenues by Fund and Subobject Report with Prompts for Fiscal Year, Fiscal Month, Fund, Department , and user-defined lower level element of the organization structure. Grouped by Character, Object , and Subobject with Drill-Down to the Transaction Details.	Finance and Budget - Revenue	F = Report provided fully functional out of the box

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Expenditures by Project	Expenditures by Project Report with Prompts for Fiscal Year, Fiscal Month, Department , user-defined lower level element of the organization structure and Project Detail. Grouped by Project Detail and Subobject with Drill Down to the Transaction Details.	General Ledger	F = Report provided fully functional out of the box
General Ledger Analysis by Fund and Document-Current Month	General Ledger Analysis by Fund and Document-Calendar Month with Transaction Data File (TDF) Report with Prompts for Fiscal Year, Fiscal Month, Fund, and General Ledger. Grouped by Document Number with Drill Down to the Transaction Details.	General Ledger	F = Report provided fully functional out of the box
General Ledger Analysis by Fund and General Ledger	General Ledger Analysis by Fund and General Ledger Report with Prompts for Fiscal Year, Fiscal Month, Fund, and General Ledger. Grouped by Transaction Code with Transaction Details.	General Ledger	F = Report provided fully functional out of the box
Year- to- Date List of Posted Transactions	YTD Transactions by General Ledger and Subsidiary Report with Prompts for Fiscal Year, Fiscal Month, Fund, General Ledger, and Subsidiary. Grouped by Document Number with Transaction Details.	General Ledger	F = Report provided fully functional out of the box
Expenditures by Fund and All Grants W/ Life to Date Values	Expenditures by Fund and All Grants W/ Life to Date Values Report with Prompts for Fiscal Year, Fiscal Month, Fund, Grant, and Grant Detail. Grouped by Grant, Grant Detail, and Subobject with Drill Down to the Transaction Details.	Grant Accounting	F = Report provided fully functional out of the box

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Grant Revenues and Expenditures by Fund, user-defined lower level element of the organization structure, and Grant w Life to Date	Grant Revenues and Expenditures by Fund, user-defined lower level element of the organization structure, and Grant w Life to Date Report with Prompts for Fiscal Year, Fiscal Month, Fund, and Grant. Grouped by Grant with Drill Down to the Transaction Details.	Grant Accounting	F = Report provided fully functional out of the box
Grant Revenues and Expenditures by Grant, Grant Detail	Grant Revenues and Expenditures by Grant, Grant Detail with Prompts for Fiscal Year, Fiscal Month, and Grant. Grouped by Grant with Drill Down to the Transaction Details and to PRISM detail.	Grant Accounting	F = Report provided fully functional out of the box
Detailed Transaction by Grant and Project	Detailed Transactions by Grant or Project	Grant Accounting/Project Accounting	F = Report provided fully functional out of the box
Capital Projects Expenditures by Object, Character	Capital Projects Expenditures by Object, Character	Project Accounting	F = Report provided fully functional out of the box
Detailed Monthly Transactions by Project	Detailed Monthly Transactions by Project and user-defined lower-level element of the organization structure	Project Accounting	F = Report provided fully functional out of the box
Detailed Transactions (Monthly) by Fund and Project	Detailed Transactions (Monthly) by Fund and Project Report with Prompts for Fiscal Year, Fiscal Month, Fund and Project.	Project Accounting	F = Report provided fully functional out of the box
Detailed Transactions (Monthly) by Project	Detailed Transactions (Monthly) by Project Report with Prompts for Fiscal Year, Fiscal Month, and Project.	Project Accounting	F = Report provided fully functional out of the box

Report Title	Report Description	Function Area(s)	**Response** F = Report provided fully functional out of the box FC = Report provided out the box with configuration CO = Customize Report (Extra cost to develop) TP = Third-party Software Required Fully Meet Requirement (Software Must be Proposed) EX = Report not required when using proposed solution. (Explain in "Comment Column") Dropdown Menu
Detailed Transactions by Fund and Cost Center	Detailed Transactions by Fund and Cost Center Report with Prompts for Fiscal Year, Fiscal Month, Project, Fund, Department , Cost Center and Index Code.)	Project Accounting	F = Report provided fully functional out of the box
Expenditures by Fund and Project	Expenditures by Fund and Project Report with Prompts for Fiscal Year, Fiscal Month. Fund, Department , user-defined lower level element of the organization structure, Project, and Project Detail. Grouped by Subobject with Drill Down to the Transaction Details.	Project Accounting	F = Report provided fully functional out of the box
General Ledger Acct Analysis by Fund and Project/Project Detail	General Ledger Acct Analysis by Fund, Fund group, Fund type and Fund including Project/Project Detail.	Project Accounting	F = Report provided fully functional out of the box
Statement of Project Status by Fund	Statement of Project Status by Fund	Project Accounting	F = Report provided fully functional out of the box
Statement of Project Status	Statement of Project Status	Project Accounting	F = Report provided fully functional out of the box
Detailed Transactions by Activity	Detailed Transactions by Activity with Prompts for Fiscal Year, Fiscal Month, Department , and Activity (multiple select).	Transaction / Document Detail	F = Report provided fully functional out of the box
Detailed Transactions by Cost Center	Detailed Transactions by Cost Center with Prompts for Fiscal Year, Fiscal Month, Department , and Cost Center (multiple select).	Transaction / Document Detail	F = Report provided fully functional out of the box
Detailed Transactions by Fund, Department , Cost Center, and Index Code	Detailed Transactions by Fund, Department , Cost Center, and Index Code Report with Prompts for Fiscal Year, Fiscal Month, Fund, Department , Cost Center, and Index Code.	Transaction / Document Detail	F = Report provided fully functional out of the box

Report Title	Report Description	Function Area(s)	**Response** F = Report provided fully functional out of the box FC = Report provided out the box with configuration CO = Customize Report (Extra cost to develop) TP = Third-party Software Required Fully Meet Requirement (Software Must be Proposed) EX = Report not required when using proposed solution. (Explain in "Comment Column") Dropdown Menu
Detailed Transactions by Fund	Detailed Transactions by Fund and user-defined lower-levels element of the organization structure with Prompts for Fiscal Year, Fiscal Month, Department ,Fund, and user-defined lower-levels element of the organization structure.	Transaction / Document Detail	F = Report provided fully functional out of the box
Detailed Transactions by Fund, Index Code, and Activity	Detailed Transactions by Fund, Index Code, and Activity Report with Prompts for Fiscal Year, Fiscal Month, Department , Activity, Fund and Index Code.	Transaction / Document Detail	F = Report provided fully functional out of the box
Detailed Transactions by Post Date	Detailed Transactions by Post Date Report with Prompts for Start and End Date Periods.	Transaction / Document Detail	F = Report provided fully functional out of the box
Details of Reclass Transactions Impacting 1099 Accumulators	Details of Reclass Transactions Impacting 1099 Accumulators Report with Prompts for Calendar Year, Subdepartment and Post Date.	Transaction / Document Detail	F = Report provided fully functional out of the box
Document Detail Report by Fund and General Ledger	Document Detail Report by Fund and General Ledger with Prompts for Fiscal Year, Fiscal Month, Fund, and General Ledger. Grouped by Document Number.	Transaction / Document Detail	F = Report provided fully functional out of the box
Detailed transaction report for General Ledger	Detailed transaction report for General Ledger	Treasury Accounting	F = Report provided fully functional out of the box
Detail transaction report YTD revenue report for general fund only.	Detail transaction report YTD revenue report for general fund only.	Treasury Accounting	F = Report provided fully functional out of the box
General Ledger report (only cash and investment accounts) by fund group, fund level, fund type	General Ledger report (only cash and investment accounts) by fund group, fund level, fund type	Treasury Accounting	F = Report provided fully functional out of the box

Report Title	Report Description	Function Area(s)	**Response** F = Report provided fully functional out of the box FC = Report provided out the box with configuration CO = Customize Report (Extra cost to develop) TP = Third-party Software Required Fully Meet Requirement (Software Must be Proposed) EX = Report not required when using proposed solution. (Explain in "Comment Column") **Dropdown Menu**
Grant Revenues and Expenditures by subobject codes.	Grant Revenues and Expenditures by user defined lower-level element of the organization structure and subobject codes.	Grant Accounting	F = Report provided fully functional out of the box
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Report Title	Report Description	Function Area(s)	Response F = Report provided fully functional out of the box FC = Report provided out the box with configuration CO = Customize Report (Extra cost to develop) TP = Third-party Software Required Fully Meet Requirement (Software Must be Proposed) EX = Report not required when using proposed solution. (Explain in "Comment Column") Dropdown Menu
Single Point of Entry Document Detail Report	Report provides budget entries, encumbrances, expenditures, internal transfers, different levels and subsets of the organization structure and chart of accounts--e.g.., project, project detail, index, and grant. Drill down feature to view transactions at lowest level of source module data. For example, purchase order data to contract level, human resources data to employee impacting the personnel expense, accounts payable to the invoice.	All Areas	F = Report provided fully functional out of the box

EXHIBIT D
to
SAP PUBLIC SERVICES, INC ("SAP")
SOFTWARE LICENSE AGREEMENT effective August 13, 2009 ("Agreement")
with
FAIRFAX COUNTY ("Licensee")

Fairfax County's Terms and Conditions

1. CONTRACT PERIOD AND RENEWAL

1.1. This contract will begin on the date of award and terminate five years after award. Automatic contract renewals are prohibited. Contract renewals must be authorized by and coordinated through the County's Purchasing Department. The County reserves the right to renew this contract for (3) three (1) one year terms. This contract may be renewed at the expiration of its term by agreement of both parties.

1.2. The obligation of the County to pay compensation due the contractor under the contract or any other payment obligations under any contract awarded pursuant to this CNI is subject to appropriations by the Fairfax County Board of Supervisors to satisfy payment of such obligations. The County's obligations to make payments during subsequent fiscal years are dependent upon the same action. If such an appropriation is not made for any fiscal year, the contract shall terminate effective at the end of the fiscal year for which funds were appropriated and the County will not be obligated to make any payments under the contract beyond the amount appropriated for payment obligations under the contract. The County will provide the contractor with written notice of non-appropriation of funds within thirty (30) calendar days after action is completed by the Board of Supervisors. However, the County's failure to provide such notice shall not extend the contract into a fiscal year in which sufficient funds have not been appropriated.

2. INSURANCE

2.1. The Contractor is responsible for its work and for all materials, tools, equipment, appliances, and property of any and all description used in connection with the project, whether owned by the contractor or by the County. The contractor assumes all risks of direct and indirect damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the contract, or in connection in any way whatsoever with the contracted work.

2.2. The Contractor shall, during the continuance of all work under the Contract provide the following:

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2.2.1. Maintain statutory Worker's Compensation and Employer's Liability insurance in limits of not less than $100,000 to protect the Contractor from any liability or damages for any injuries (including death and disability) to any and all of its employees, volunteers, or subcontractors, including any and all liability or damage which may arise by virtue of any statute or law in force within the Commonwealth of Virginia, or which may be hereinafter enacted.

2.2.2. The contractor agrees to maintain Commercial General Liability insurance in the amount of $1,000,000 per occurrence/aggregate, to protect the contractor, its subcontractors, and the interest of the County, against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the contract or in connection with contracted work. The General Liability insurance shall also include the Broad Form Property Damage endorsement, in addition to coverage's for explosion, collapse, and underground hazards, where required.

2.2.3. The contractor agrees to maintain owned, non-owned, and hired Automobile Liability insurance, in the amount of $1,000,000 per occurrence/aggregate, including property damage, covering all owned, non-owned borrowed, leased, or rented vehicles operated by the Contractor. In addition, all mobile equipment used by the Contractor in connection with the contracted work will be insured under either a standard Automobile Liability policy, or a Comprehensive General Liability policy.

2.2.4. The contractor agrees to maintain Errors and Omissions Liability insurance in the amount of $1,000,000 per occurrence/aggregate to cover each individual professional staff.

2.2.5. Liability insurance may be arranged by General Liability and Automobile Liability policies for the full limits required, or by a combination of underlying Liability policies for lesser limits with the remaining limits provided by an Excess or Umbrella Liability policy.

2.2.6.Rating Requirements:

2.2.6.1. The Contractor agrees to provide insurance issued by companies admitted within the Commonwealth of Virginia, with the Best's Key Rating of at least A: VI.

2.2.6.2. European markets including those based in London, and the domestic surplus lines markets that operate on a non admitted basis are exempt from this requirement provided that the contractor's broker can provide financial data to establish that a market is equal to or exceeds the financial strengths associated with the A.M. Best's rating of A:VI or better.

2.2.7. The Contractor will provide an original, signed Certificate of Insurance citing the contract number and such endorsements as prescribed herein, and shall have it filed with the County Purchasing Agent and/or Risk Manager before any work is started.

2.2.8. If the Contractor delivers services from a County-leased facility, the Contractor is required to carry property insurance on all equipment, to include County-owned installed and maintained equipment used by the contractor while in their care, custody and control for use under this contract.

2.3. No change, cancellation, or non-renewal shall be made in any insurance coverage without a forty-five day written notice to the County Purchasing Agent and/or Risk Manager. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished.

2.4. Precaution shall be exercised at all times for the protection of persons (including employees) and property.

2.5. The County of Fairfax, its employees and officers shall be named as an additional insured in the Automobile, General Liability and Professional Liability policies and it shall be stated on the Insurance Certificate with the provision that this coverage is primary to all other coverage the County may possess.

2.6. If an "ACORD" Insurance Certificate form is used by the Contractor's Insurance agent, the words, "endeavor to" and "… but failure to mail such notice shall impose no obligation or liability of any kind upon the company" in the "Cancellation" paragraph of the form shall be deleted or crossed out.

3. METHOD OF ORDERING

3.1. The County may use three (3) different methods of placing orders: Purchase Orders (PO's); Blanket Purchase Orders (BP's); Small Orders (SO's).

3.2. The Department of Purchasing and Supply Management has the capability to issue purchase orders electronically and transmit them to Offerors by fax. For more information about the Fax Purchase Order program, call (703) 324-3268, TTY 1-800-828-1140.

4. CHANGES

4.1. Fairfax County may, at any time, by written order, require changes in the goods and services to be provided by the Contractor. If such changes cause an increase or decrease in the Contractors cost of, or time required for, provision of any goods or services under this contract, an equitable adjustment shall be made and the contract shall be modified in writing accordingly. The County Purchasing Agent must approve all work that is beyond the scope of this CNI.

4.2. No goods or services for which an additional cost or fee will be charged by the Contractor shall be furnished without the prior written authorization of the Fairfax County Purchasing Agent.

5. DELAYS AND SUSPENSIONS (FOR CONSULTING SERVICES)

5.1. The County may direct the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this contract for the period of time deemed appropriate for the convenience of the County. The County will extend the Contractor's time of completion by a period of time that in the discretion of the Purchasing Agent is reasonably suited for completion of work. The County may further amend the contract by mutual agreement for any increase in the cost of performance of the contract (excluding profit) resulting solely from the delay or suspension of the contract. No adjustment shall be made under this clause for any delay or interruption resulting from any other cause, including the fault or negligence of the Contractor.

5.2. If the County does not direct the Contractor, in writing, to suspend, delay, or interrupt the contract, the Contractor must give the County Purchasing Agent written notice if Fairfax County fails to provide data or services that are required for contract completion by the Contractor. The County may extend the Contractor's time of completion by a period of time that in the discretion of the Purchasing Agent is reasonably suited for completion of work. The County may further amend the contract by mutual agreement for any increase in the cost of performance of the contract (excluding profit) resulting solely from the delay or suspension of the contract. No adjustment shall be made under this clause for any delay or interruption resulting from any other cause, including the fault or negligence of the Contractor.

5.3. The Contractor shall continue its work on other phases of the project or contract, if in the sole discretion of the Purchasing Agent such work is not impacted by the County's delay, suspension, or interruption. All changes to the work plan or project milestones shall be reflected in writing as a contract amendment.

6. ACCESS TO AND INSPECTION OF WORK (FOR CONSULTING SERVICES)

6.1. The Fairfax County Purchasing Agent and using agencies will, at all times, have access to the work being performed under this contract wherever it may be in progress or preparation.

7. PROJECT AUDITS

7.1. The Contractor shall maintain books, records and documents of all costs and data in support of the services provided. Fairfax County or its authorized representative shall have the right to audit the books, records and documents of the contractor under the following conditions:

7.1.1. If the contract is terminated for any reason in accordance with the provisions of these contract documents in order to arrive at equitable termination costs;

7.1.2. In the event of a disagreement between the contractor and the County on the amount due the Contractor under the terms of this contract;

7.1.3. To check or substantiate any amounts invoiced or paid which are required to reflect the costs of services, or the Contractor's efficiency or effectiveness under this contract; and,

7.1.4. If it becomes necessary to determine the County's rights and the contractor's obligations under the contract or to ascertain facts relative to any claim against the Contractor that may result in a charge against the County.

7.2. These provisions for an audit shall give Fairfax County unlimited access during normal working hours to the Contractor's books and records under the conditions stated above.

7.3. Unless otherwise provided by applicable statute, the contractor, from the effective date of final payment or termination hereunder, shall preserve and make available to Fairfax County for a period of three (3) years thereafter, at all reasonable times at the office of the Contractor but without direct charge to the County, all its books, records documents and other evidence bearing on the costs and expenses of the services relating to the work hereunder.

7.4. Fairfax County's right to audit and the preservation of records shall terminate at the end of three (3) years as stated herein. The Contractor shall include this "Right of

Audit and Preservation of Records" clause in all subcontracts issued by it and they shall require same to be inserted by all lower tier subcontractors in their subcontracts, for any portion of the work.

8. SAFEGUARDS OF INFORMATION

8.1. Unless approved in writing by the County Purchasing Agent, the Contractor may not sell or give to any individual or organization any information, reports, or other materials given to, prepared or assembled by the Contractor under the final contract.

9. AMERICANS WITH DISABILITIES ACT REQUIREMENTS

9.1. Fairfax County is fully committed to the Americans with Disabilities Act (ADA) which guarantees non-discrimination and equal access for persons with disabilities in employment, public accommodations, transportation, and all County programs, activities and services. Fairfax County contractors, subcontractors, vendors, and/or suppliers are subject to this ADA policy. All individuals having any County contractual agreement must make the same commitment.

Your acceptance of this contract acknowledges your commitment and compliance with ADA.

9.2. Fairfax County is committed to a policy of nondiscrimination in all County programs, services, and activities and will provide reasonable accommodations upon request. Bidders requesting special accommodations should call the Department ADA representative at (703) 324-3201 or TTY 1-800-828-1140. Please allow seven (7) working days in advance of the event to make the necessary arrangements.

10. HIPAA COMPLIANCE

10.1. Fairfax County has designated certain health care components as covered by the Health Insurance Portability and Accountability Act of 1996. The successful Offeror will be designated a business associate pursuant to 45 CFR part 164.504(e) of those agencies identified as health care components of the County, including the Fairfax-Falls Church Community Services Board, upon award of contract. The successful Offeror shall be required to execute a Fairfax County Business Associate Agreement and must adhere to all relevant federal, state, and local confidentiality and privacy laws, regulations, and contractual provisions of that agreement. These laws and regulations include, but are not limited to: (1) HIPAA – 42 USC 201, et seq., and 45 CFR Parts 160 and 164; and (2) Va Code – Title 32.1, Health, § 32.1-1 et seq. The Offeror shall have in place appropriate administrative, technical, and physical safeguards to ensure the privacy and confidentiality of protected health information.

10.2. Further information regarding HIPAA Compliance is available on the County's website at http://www.fairfaxcounty.gov/HIPAA.

11. IMMIGRATION REFORM AND CONTROL ACT

11.1. Contractor agrees that it does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

12. BACKGROUND CRIMINAL INVESTIGATION/IDENTIFICATION

12.1. By the signature of its authorized official on the response to this solicitation, the successful Offeror certifies that neither the contracting official nor any of the successful Offeror's employees, who will have direct contact with students has been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child. The successful Offeror agrees to remove from the contract any employee, who has been determined by the School Board to be disqualified from service due to such convictions or the failure to truthfully report such convictions.

12.2. The successful Offeror has conducted the following background check on employees hired after 2004: criminal record check of federal, state, and county (or its equivalent) records for felony or misdemeanor convictions, deferred adjudication, or no contest pleas in all jurisdictions where the individual has lived or worked during the previous five (5) years. This requirement does not apply to minor traffic violations, not requiring the appearance of the employee in court, unless the charge includes the illegal possession, distribution, use or influence of drugs or alcohol.

12.3. Due to enhanced security measures, the successful Offeror employees/representatives are required to have photo identification and be able to present same upon request. The successful Offeror employees/representatives shall report to the appropriate administrative and/or main office each time a site is visited. The successful Offeror employees will be required to wear a company picture ID badge, or temporary name tag, issued by the County, clearly visible above the waist. The successful Offeror employees/representatives who arrive at the County/School facility without appropriate identification badges will immediately be dismissed from the job site.

12.4. Failure to comply with the above requirements may result in termination of the contract.

GENERAL CONDITIONS

CONTRACT PROVISIONS

1. TERMINATION OF CONTRACTS- Contracts will remain in force for full periods specified and/or until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless:

a. Terminated prior to expiration date by satisfactory deliveries of entire contract requirements, or upon termination by the County for Convenience or Cause.

b. Extended upon written authorization of the Purchasing Agent and accepted by Contractor, to permit ordering of unordered balances or additional quantities at contract prices and in accordance with contract terms.

2. TERMINATION FOR CONVENIENCE-. A contract may be terminated in whole or in part by the County in accordance with this clause whenever the County Purchasing Agent shall determine that such a termination is in the best interest of the County. Any such termination shall be effected by delivery to the Contractor at least thirty (30) working days prior to the termination date of a Notice of Termination specifying the extent to which performance shall be terminated and the date upon which termination becomes effective. An equitable adjustment in the contract price shall be made for completed service, but no amount shall be allowed for anticipated profit on unperformed services.

3. TERMINATION OF CONTRACT FOR CAUSE-

a. If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner his or her obligations under this contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this contract, the County shall thereupon have the right to terminate, specifying the effective date thereof, at least thirty(30) days before the effective date of such termination. In such event all finished or unfinished documents, data, studies, surveys, drawings, maps, models, and reports prepared by the Contractor under the contract shall, at the option of the County, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.

b. Notwithstanding the above, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of contract by the Contractor for the purpose of set off until such time as the exact amount of damages due to the County from the Contractor is determined.

4. CONTRACT ALTERATIONS-. No alterations in the terms of a contract shall be valid or binding upon the County unless made in writing and signed by the Purchasing Agent or his or her authorized agent.

5. SUBLETTING OF CONTRACT OR ASSIGNMENT OF CONTRACT FUNDS-. It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet or otherwise dispose of his or her contractual duties to any other person, firm or corporation, without the previous written consent of the Purchasing Agent except that Contractor may assign this Agreement to its parent organizations SAP America or SAP AG. If the Contractor desires to assign his or her right to payment of the contract, Contractor shall notify the Purchasing Agent immediately, in writing, of such assignment of right to payment. In no case shall such assignment of contract relieve the Contractor from his or her obligations or change the terms of the contract.

6. FUNDING-. A contract shall be deemed binding only to the extent of appropriations available to each Agency for the purchase of goods and services.

7. NON-LIABILITY- Applicable to Consulting Services. The Contractor shall not be liable in damages for delay in shipment or failure to deliver when such delay or failure is the result of fire, flood, strike, the transportation carrier, act of God, act of Government, act of an alien enemy or by any other circumstances which, in the Purchasing Agent's opinion, are beyond the control of the Contractor. Under such circumstances, however, the Purchasing Agent may, at his or her discretion, cancel the contract.

8. NON-DISCRIMINATION-During the performance of this contract, the Contractor agrees as follows:

a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such Contractor is an equal opportunity employer.

c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

d. The Contractor will include the provisions of the foregoing paragraphs a, b, and c above in every subcontract or purchase order of over $10,000 so that the provisions will be binding upon each subcontractor or vendor.

e. Contractor and Subcontractor hereunder shall, throughout the term of this contract, comply with the Human Rights Ordinance, Chapter 11 of the Code of the County of Fairfax, Virginia, as reenacted or amended.

9. SHIPPING INSTRUCTIONS - CONSIGNMENT-Unless otherwise specified in the contract each item delivered under the contract must be plainly stenciled or securely tagged, stating the Contractor's name, purchase order number, and delivery address as indicated in the order. Where shipping containers are to be used, each container must be marked with the purchase order number, name of the Contractor, the name of the item, the item number, and the quantity contained therein. Deliveries must be made within the hours of 8:00 AM - 3:00 PM. Deliveries at any other time will not be accepted unless specific arrangements have been previously made with the receiver at the delivery point. No deliveries will be accepted on Saturdays, Sundays and holidays, unless previous arrangements have been made. It shall be the responsibility of the Contractor to insure compliance with these instructions for items that are drop-shipped.

10. RESPONSIBILITY FOR SUPPLIES TENDERED-Unless otherwise specified in the contract, the Contractor shall be responsible for the materials or supplies covered by the contract until they are delivered at the designated point, but the Contractor shall bear all risk on rejected materials or supplies after notice of rejection. Rejected materials or supplies must be removed by and at the expense of the Contractor promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of rejected delivery. If rejected materials are not removed by the Contractor within ten (10) days after date of notification, the County may return the rejected materials or supplies to the Contractor at his or her risk and expense or dispose of them as its own property.

11. COMPLIANCE-Delivery must be made as ordered and in accordance with the contract and ordering document . Burden of proof of delay in receipt of goods by the purchaser shall rest with the Contractor. Any request for extension of time of delivery from that specified must be approved by the Purchasing Agent, such extension applying only to the particular item or shipment affected. Should the Contractor be delayed by the County, there shall be added to the time of completion a time equal to the period of such delay caused by the County. However, the contractor shall not be entitled to claim damages or extra compensation for such delay or suspension.

50. POINT OF DESTINATION-. All materials shipped to the County must be shipped F.O.B. DESTINATION unless otherwise stated in the contract or purchase order. The materials must be delivered to the "Ship to" address indicated on the purchase order.

12. ADDITIONAL CHARGES-. Unless bought F.O.B. "shipping point" and Contractor prepays transportation, no delivery charges shall be added to invoices except when express delivery is authorized and substituted on orders for the method specified in the contract. In such cases, difference between freight or mail and express charges may be added to invoice.

13. METHOD AND CONTAINERS-Unless otherwise specified, goods shall be delivered in commercial packages in standard commercial containers, so constructed as to ensure acceptance by common or other carrier for safe transportation to the point of delivery. Containers become the property of the County unless otherwise specified by bidder.

BILLING

14. BILLING- Billing for the Fairfax County Public Schools and for County agencies: Unless otherwise specified on the contract or purchase order (PO), invoices are to be submitted, in DUPLICATE, for each purchase order immediately upon completion of the shipment or services. If shipment is made by freight or express, the original Bill of Lading, properly receipted, must be attached to the invoice. Invoices should be mailed to the "BILL TO" address on the PO or to the appropriate address specified in the contract.

PAYMENTS

15. PAYMENT- Payment shall be made after satisfactory performance of the contract, in accordance with all of the provisions thereof, and upon receipt of a properly completed invoice. Fairfax County reserves the right to withhold any or all payments or portions thereof for Contractor's failure to perform in accordance with the provision of the contract or any modifications thereto.

GENERAL

16. GENERAL GUARANTY-Contractor agrees to:

a. Pay for all permits, licenses and fees and give all notices and comply with all applicable laws, ordinances, rules and regulations of the County.

b. Protect the County from loss or damage to County owned property while it is in the custody of the Contractor.

17. SERVICE CONTRACT GUARANTY-Contractor agrees to:

a. Furnish services described in the contract at the times and places and in the manner and subject to conditions therein set forth provided that the County may reduce the said services at any time.

b. Enter upon the performance of services with all due diligence and dispatch, assiduously press to its complete performance, and exercise therein the highest degree of skill and competence.

c. All work and services rendered in strict conformance to all applicable laws, statues, and ordinances and the applicable rules, regulations, methods and procedures of all government boards, bureaus, offices and other agents.

d. Allow services to be inspected or reviewed by an employee of the County at any reasonable time and place selected by the County. Fairfax County shall be under no obligation to compensate Contractor for any services not rendered in strict conformity with the contract.

e. Stipulate that the presence of a County Inspector shall not lessen the obligation of the Contractor for performance in accordance with the contract requirements, or be deemed a defense on the part of the Contractor for infraction thereof. The Inspector is not authorized to revoke, alter, enlarge, relax, or release any of the requirements of the contract documents. Any omission or failure on the part of the Inspector to disapprove or reject any work or material shall not be construed to be an acceptance of any such defective work or material. Notification of an omission or failure will be documented by the Purchasing Agent.

18. INDEMNIFICATION-Contractor shall indemnify, keep and save harmless the County, its agents, officials, employees and volunteers against claims of injuries, death, damage to property which may accrue against the County if it shall be determined that the claim was caused through negligence or error, or omission of the Contractor or his or her employees,; and the Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the County in any such action, the Contractor shall, at his or her own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided.

19. LICENSE REQUIREMENT-All firms doing business in Fairfax County, shall obtain a license as required by Chapter 4, Article 7, of The Code of the County of Fairfax, Virginia, as amended, entitled "Business, Professional and Occupational Licensing (BPOL) Tax." Questions concerning the BPOL Tax should be directed to the Department of Tax Administration, telephone (703) 222-8234 or visit: http://www.fairfaxcounty.gov/dta/business_tax.htm. The BPOL Tax number must be indicated in the space provided on the Cover Sheet, "Fairfax License Tax No." when appropriate.

20. REGISTERING OF CORPORATIONS-Any foreign corporation transacting business in Virginia shall secure a certificate of authority as required by Section 13.1-757 of the Code of Virginia, from the State Corporation Commission, Post Office Box 1197, Richmond, Virginia 23209. The Commission may be reached at (804) 371-9733. The consequences of failing to secure a certificate of authority are set forth in Virginia Code Section 13.1-758.

21. COVENANT AGAINST CONTINGENT FEES-The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For violation of this warranty, the County shall have the right to terminate or suspend this contract without liability to the County or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

22. VIRGINIA FREEDOM OF INFORMATION ACT-All proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act except as provided below:

a. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.

b. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the County decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract. Any competitive negotiation Offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award except in the event that the County decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to the public inspection only after award of the contract except as provided in paragraph "c" below. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.

c. Trade secrets or proprietary information submitted by a bidder, Offeror or contractor in connection with a procurement transaction or prequalification application submitted pursuant to the prequalification process identified in the Special Provisions, shall not be subject to the Virginia Freedom of Information Act; however, the bidder, Offeror or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary.

d. Nothing contained in this section shall be construed to require the County, when procuring by "competitive negotiation" (Request for Proposal), to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous to the County.

23. CONTRACTUAL DISPUTES-

a. Any dispute concerning a question of fact as a result of a contract with the County which is not disposed of by agreement shall be decided by the County Purchasing Agent, who shall reduce his decision to writing and mail or otherwise forward a copy thereof to the contractor within thirty (30) days. The decision of the County Purchasing Agent shall be final and conclusive unless the contractor appeals within six (6) months of the date of the final written decision by instituting legal action as provided in the Code of Virginia. A contractor may not institute legal action, prior to receipt of the public body's decision on the claim, unless the public body fails to render such decision within the time specified.

b. Contractual claims, whether for money or other relief, shall be submitted in writing no later than sixty days after final payment; however, written notice of the contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.

24. LEGAL ACTION-No bidder, Offeror, potential bidder or Offeror, or contractor shall institute any legal action until all statutory requirements have been met.

25. DRUG FREE WORKPLACE-During the performance of a contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract of over $10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in conjunction with a specific contract awarded to a contractor in accordance with this section, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.