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# Instructions

As stated in RFP Section 4, the Proposer must use this document to respond to the requirements included herein.

**Proposers are to respond to each requirement for the application(s) being proposed with one of the following response codes:**

* Y - Meets requirements with current version of software with no customization required
* N - Does not meet requirement
* F - Planned for future release to meet requirement
* W - Workaround proposed to meet requirement
* C - Customization needed to meet requirement
* T - Third party solution to meet requirement

Response codes “Y” and “N” do not require written responses in the Vendor Response/Comments column unless the proposer wishes to present additional benefits or opportunities to their solution and the requirement. However, response codes “F”, “W”, “C”, and “T” do require written responses in the Vendor Response/Comments column. For these response codes, proposers must describe how the requirement will be met and when. Proposers must also provide a statement assuring any customizations will be completed by the associated go-live and any associated cost (e.g., one-time and ongoing) is provided in Appendix B – Price Sheet. Any third-party solution must include information regarding how and by whom the installation and interface will be completed.

# General

## User Interface

| **#** | **Requirement** | **Response Code** | **Vendor Response/Comments** |
| --- | --- | --- | --- |
|  | Provides a browser-based user interface |  |  |
|  | Supports mobile technologies (e.g. smartphones, tablets) including Android and iOS |  |  |
|  | Provides fully integrated functionality such that data is entered only one-time and is available throughout the system and available in real-time (single-points of data entry) |  |  |
|  | Provides organized screen layouts that are configurable by the user |  |  |
|  | Provides consistent use of icons, colors, number decimal, menus across the application |  |  |
|  | Provides shortcuts for frequently accessed processes, screens, reports, etc. (e.g. “favorites”) |  |  |
|  | Provides the ability to create user defined fields |  |  |
|  | Provides the ability for user defined fields to be reportable |  |  |
|  | Provides the ability for user defined fields to be part of calculated process and/or a calculated field |  |  |
|  | Provides open ended search capabilities including wild card capabilities (e.g. word and/or number) that search the application |  |  |
|  | Provides in application online help with manuals |  |  |
|  | Provides the ability to auto fill fields based on data entered in another field (i.e. name, position, department, account, etc.) |  |  |

## Workflow

| **#** | **Requirement** | **Response Code** | **Vendor Response/Comments** |
| --- | --- | --- | --- |
|  | Provides integrated workflow management including generation, routing, notification and approval of process, forms, reports, other documents and processes |  |  |
|  | Provides a summary or status indicator of each section or task, one place where the status can be viewed (i.e., Black = not started, Yellow = in progress, Green = completed) |  |  |
|  | Provides the ability for all staff within workflow to be notified of a pending action for the item processed |  |  |
|  | Provides the ability for staff within workflow to check where the transaction is within the workflow approval chain |  |  |
|  | Provides the ability to establish approval levels that are inter-department |  |  |
|  | Provides the ability for establishing timeframes for approval(s) and optional workflow approval routing if the timeframe is not met |  |  |
|  | Provides out of office approval delegation |  |  |
|  | Provides multiple attributes to define which users participate in which steps of the workflow processes (e.g. GL number segments, unique groupings, project/task etc.) |  |  |
|  | Supports integration with the LACERA’s email system to assist in the notification/request of approvals, reject, corrections, and approval through/from email and mobile devices |  |  |
|  | Allows document attachment to be available for review through all workflow approval levels |  |  |
|  | Provides fields for notes and/or comments from workflow participants |  |  |

## Document Management

| **#** | **Requirement** | **Response Code** | **Vendor Response/Comments** |
| --- | --- | --- | --- |
|  | Supports the ability to attach multiple media formats (e.g. audio, video, image, etc.) and file types (e.g. Excel, Word, PDF, etc.) to transactions in all modules |  |  |
|  | Provides the ability to support retention policies with respect to documents managed by the system |  |  |
|  | Offers drill-down/drill across features for users to view documents associated with the data entered |  |  |
|  | Provides the ability to create, store, retrieve and link electronic images that are attached to the appropriate transaction record for all modules |  |  |
|  | Supports document scanning and attachment, and makes documents accessible |  |  |

## Reporting and Dashboards

### General

| **#** | **Requirement** | **Response Code** | **Vendor Response/Comments** |
| --- | --- | --- | --- |
|  | Provides the ability to query, report, and analyze data |  |  |
|  | Provides real-time access to data and data is immediately available for inquiry and reporting |  |  |
|  | Allows users to drilldown from reports and inquiries to source transaction and attachments |  |  |
|  | Provides full integration with Excel (e.g. worksheet export to Excel, data imported from Excel, etc.) |  |  |
|  | Provides the ability for users to export reports to Excel that include formulas/formatting |  |  |
|  | Provides the ability to copy and customize standard reports |  |  |
|  | Provides the ability for reports to access data across the application, including custom fields |  |  |
|  | Provides the ability to create report notification groups and inform/alert groups a new report is available |  |  |
|  | Provides the ability to choose a format when exporting a report (e.g. Excel, Adobe, flat file, delimited, etc.) |  |  |
|  | Provides the ability to run standard and/or customized reports automatically on a schedule for distribution to a group or individuals |  |  |
|  | Provides the ability for reporting to be based on user security setting |  |  |
|  | Provides the ability to save and “publish” ad hoc reports for use by others |  |  |
|  | Provides the ability to view the entire report on screen prior to choosing an output option |  |  |
|  | Allows for multiple output options (e.g. display, print, email, etc.) |  |  |
|  | Provides the ability to define report period (e.g., by month, from date – to date, accounting period 1 – accounting period 6, etc.) |  |  |
|  | Provides the ability to define report parameters (e.g., fund, department, project, object, expense category, revenue category, etc.) |  |  |
|  | Provides the ability to create report comparisons for multiple years for various parameters |  |  |
|  | Provides the ability for table reports to be converted to graphs (e.g. pie, line, column, etc.) |  |  |
|  | Provides the ability for a dashboard/scorecard to include, at a minimum, user defined metrics, key performance indicators (KPIs), reports, charts, etc. |  |  |

### Budgeting

| **#** | **Requirement** | **Response Code** | **Vendor Response/Comments** |
| --- | --- | --- | --- |
|  | Provides the ability to report on justification comments by budget line item |  |  |
|  | Supports the ability to see budget-to-actuals in real-time with drill-down capabilities |  |  |
|  | Provides modeling for “what if” scenarios and forecasting tools for future year(s) revenues and expenditures |  |  |
|  | Supports the ability to define a maximum budget amount per fund, department, project, division, object, and report against the defined maximum |  |  |
|  | Provides the ability to view personnel budgets in detail or rolled up by department, division, position class, project, etc. |  |  |
|  | Provides modeling tools to do ‘what if’ analysis and forecasting (i.e. analysis of revenue/expenditure trends and the ability to develop forecast projections) |  |  |
|  | Provides the ability to prepare the “annual budget document” via direct leveraging of system outputs/forms/reports |  |  |
|  | Provides the ability to through the application that prepares budget document to draft written/text information (e.g. introduction, about LACERA, analysis, etc.) |  |  |
|  | Provides the ability through a real time interface between the budget application and the application that prepares the budget document to update tables, charts, etc. in the budget document as numbers are revised in the budget application |  |  |

# Budgeting

| **#** | **Requirement** | **Response Code** | **Vendor Response/Comments** |
| --- | --- | --- | --- |
|  | Provides an automated electronic budget process with decentralized entry, workflow, and related notifications/alerts |  |  |
|  | Supports budgeting across multiple funds, departments, and projects |  |  |
|  | Supports tracking budget revisions and mid-year amendments |  |  |
|  | Supports future multiple year (5) budget forecasting including options for the basis for the forecast (e.g. average, percentage change, flat, etc.) |  |  |
|  | Stores multiple budget versions (i.e. Department Head version vs. Executive version) |  |  |
|  | Provides the ability to select one of multiple budget versions to move forward in the approval process |  |  |
|  | Projects fund balance details automatically (i.e. display projected reserves, revenues, expenses and inter-fund transfers that would result in an ending fund balance) |  |  |
|  | Provides the option to seed budgets zero-based, with historical data (e.g. last year’s actuals) or with increasing/decreasing factors down to the object level |  |  |
|  | Allows department entry of justifications, attachments, and background data related to requests; this information must stay with line item entries through budget level-up cycles |  |  |
|  | Provides options for entering multiple items to a single account |  |  |
|  | Supports mass changes to various accounts during budget process, such as a reorganization |  |  |
|  | Offers the ability to control budget rollups at multiple levels |  |  |
|  | Provides the ability through security to prevent staff from using identified funds, departments, projects, and/or object categories |  |  |
|  | Provides filled and vacant position budgeting processes for updating the budget to reflect changes for such things as:   * Position title and employee assigned to position * Maximum and minimum salary range * Current salary * Evaluation date * COLAs and merit increases * Special pay (e.g., bilingual pay, phone, or car allowance) * Adjustments to benefit cost * Other misc. personnel related rate adjustments * Ad hoc personnel costs (e.g. other post employment benefits (OPEB), pension-pay off, and one-time costs) |  |  |
|  | Offers the ability to add, delete, and/or revise positions being budgeted |  |  |
|  | Provides the ability to create and revise FTE allocation to various funds, departments, divisions, projects, etc. in the organization |  |  |
|  | Provides options for FTE allocations to be based on hours, percent, etc. |  |  |
|  | Provides the ability to validate FTE allocation total 100% or 1 FTE |  |  |
|  | Provides an ability to create one or multiple “what if”/ budget scenarios (personnel, and non-personnel) and save each scenario with the ability to select one for use |  |  |
|  | Provides the ability to create, edit, and print a budget document through Microsoft Office applications, Adobe, or another application based on data in the budget module including the following:   * Supports to create, edits, and/or revise charts (e.g. bar, line, pie, etc.,) * Supports dynamic sizing of text, tables, and charts on a page * Provides free form space for narrative text. * Provides fields to identify and link goals to budget data.   Integrates or interfaces with budget application for budget data used in tables, charts, and text |  |  |

# Technical

## General

| **#** | **Requirement** | **Response Code** | **Vendor Response/Comments** |
| --- | --- | --- | --- |
|  | Provides separate production, training, test, and development environments |  |  |
|  | Provides the ability for multiple users to access the application (i.e. multiple users work on the same budget at the same time) |  |  |
|  | Provides the ability to configure workflows, codes, report parameters, and other elements to meet specific business needs using configuration and operating parameters provided and without the assistance of the vendor |  |  |
|  | Provides for upgrades to accommodate changes in applicable CA state and federal laws, regulations, best practices, and new technology |  |  |
|  | Includes complete installation, operating, and system maintenance documentation |  |  |
|  | Integrates with Active Directory (AD).   * Real-time (new users, disabled users in AD are immediately reflected in the system) * Can add users directly into system without corresponding AD account (for example, auditors) * Please explain the AD integration process on the right. |  |  |

## Audit and Security

| **#** | **Requirement** | **Response Code** | **Vendor Response/Comments** |
| --- | --- | --- | --- |
|  | Allows the system administrator to:   * Define a minimum length password * Define a password expiration timeframe * Prohibit reusing of passwords |  |  |
|  | Allows the system administrator to:   * Configure control access to the application, modules, transactions, data and reports * Define access rights (e.g. create, read, update, delete) by user ID or functional role * Define functional access rights (e.g. processes, screens, fields, and reports) by user ID or functional role * Restrict access to sensitive data elements (e.g. social security numbers, banking data, etc.) by user ID, user groups or functional role |  |  |
|  | Maintains audit logging to record access and reporting activity:   * Login/logout attempts by user and workstation * User submitted transactions * Initiated processes * System overrides * Additions, changes, or deletes to application-maintained data |  |  |

## Hosted or SaaS

### General

| **#** | **Requirement** | **Response Code** | **Vendor Response/Comments** |
| --- | --- | --- | --- |
|  | Provides system availability 24 hours a day, 365 days a year (not including Force Majeure Events or scheduled downtime). **Please provide your service level metric or agreement in the Response/Comments column to the right.** |  |  |
|  | Ensures scheduled downtime is pre-approved one week in advance |  |  |
|  | Provides system uptime of 99.9%. **Please provide your service level metric or agreement in the Response/Comments column to the right.** |  |  |
|  | Provides hosting facility that is SSAE-16 certified. **Please identify the hosting facility location in the Response/Comments column to the right.** |  |  |
|  | Supports the ability to provide SSAE-Soc I Type II reporting |  |  |

### Data Storage

| **#** | **Requirement** | **Response Code** | **Vendor Response/Comments** |
| --- | --- | --- | --- |
|  | Stores data in the Continental U.S. |  |  |
|  | Provides the ability for LACERA to define and execute a data purge strategy |  |  |

### Data Access and Security

| **#** | **Requirement** | **Response Code** | **Vendor Response/Comments** |
| --- | --- | --- | --- |
|  | Maintains audit logging to record access and reporting activity:   * Login/logout attempts by user and workstation * Initiated processes * System overrides * Additions, changes, or deletes to application-maintained data |  |  |
|  | Upon discovery or reasonable belief of any data breach, notifies by the fastest means available, and in writing within 24 hours. Notification should include:   * The nature of the breach (e.g. personal identifiable information) * The data accessed, used, or disclosed * The person(s) who accessed, used, disclosed, and/or received data (if known) * What has been done to quarantine and mitigate the breach * What corrective actions has been taken to prevent future breaches * Please provide your service level metric or agreement in the comments column to the right |  |  |
|  | Provides daily updates regarding findings and actions performed until the breach has been effectively resolved |  |  |
|  | Provides a report containing the results of the investigation of the breach |  |  |

### Disaster Recovery

| **#** | **Requirement** | **Response Code** | **Vendor Response/Comments** |
| --- | --- | --- | --- |
|  | In the event of a disaster or catastrophic failure, notice:   * Within one hour * The scale and quantity of the data loss * What Proposer has done to recover the data and mitigate any effect of the data loss * What corrective action Proposer has taken to prevent future data loss   **Please identify your service level metric or agreement in the Response/Comments column to the right.** |  |  |

## Documentation

| **#** | **Requirement** | **Response Code** | **Vendor Response/Comments** |
| --- | --- | --- | --- |
|  | Provide and maintain up to date system administration/operation documents including but not limited to:   * Installation manuals * Configuration manuals * Upgrade and maintenance manuals * Backup and restore manuals |  |  |
|  | Provide system technical documentation implemented for LACERA including but not limited to:   * Architecture diagrams * Hardware and software specifications * As built documentation for configuration and customizations |  |  |
| /”DC/ | Provide application documentation including but not limited to:   * User functional guides * System administration technical guides |  |  |
|  | Provide documentation required to support the generation of custom reports and the development and maintenance of information exchanges including but not limited to:   * Database schema * Entity relationship diagrams * Data dictionary |  |  |
|  | Provide training materials, including but not limited to:   * Online tutorials and other seminars provided by the vendor * Self-help/tutorial features available in the application * Course materials that can be used by LACERA tutors/super-users for continuing training |  |  |

## Interoperability / System Interface

| **#** | **Requirement** | **Prebuilt Interface (Yes/No)** | **If No, Cost to Develop Interface** | **Vendor Response/Comments** |
| --- | --- | --- | --- | --- |
|  | Provides an Application Program Interface (API) to enable the exchange of information (both inbound and outbound) with other business applications using a variety of protocols including but not limited to XML, delimited, ASCII, and txt files (including ODBC connectivity to Excel) |  |  |  |
|  | Provides a configurable API such that new interfaces can be defined, or existing interfaces can be modified by an administrator without requiring the support of the software provider |  |  |  |
|  | Provides the ability to specify the editing criteria (including both field validation and consistency edits) to be applied to inbound transactions and ensures that transactions submitted via the API are subject to the same business rules as transactions submitted via the user interface |  |  |  |
|  | Provides the ability to specify whether outbound interface transactions should be sent immediately or stored and forwarded at a specific time or at specific intervals |  |  |  |
|  | Provides a notification to users of transactions that fail edits and provides a way for user to view, update, delete, and automatically resubmit transactions for processing or to be returned to the originating applications |  |  |  |
| Integration or interfaces: Please indicate if your solution integrates or interfaces or is compatible with the software below; | | | | |
|  | MS Dynamics GP 2018 |  |  |  |
|  | Certify (by Emburse) AP/Payments/Expense/Travel |  |  |  |
|  | ECLM – Contract Management |  |  |  |
|  | Los Angeles County eCAPs |  |  |  |
|  | Please indicate which modern ERP systems your solution integrates or interfaces with | | | |